

DRAFT MINUTES FOR THE 61ST ISOLA EC MEETING

Date: 05th December 2015

Venue: Chinar Hall, India Habitat Centre, New Delhi

ATTENDEES

Rohit Marol	- Honorary President
Neelima Soni	- Treasurer
Nupur Prothi Khanna	- Fellow member
Shilpa Chandawarkar	- Secretary
Sachin Jain	- Past President
Harsh Mittal	- Associate member
Harsh Goel	- Associate member
Nidhi Madan	- Special Invitee
Minesh Parikh	- Delhi Chapter Chairperson
Savita Punde	- Special Invitee

Members Absent with leave:

Ashish Patankar	- Honorary Vice President
Manguesh Prabhugaonkar	- Fellow member
Sreejith S.	- Associate member
Suneeta Bapat	- Mumbai Chapter Chairperson

The meeting began with a condolence resolution for the sad demise of our mentor Professor Mohammed Shaheer. We recognise his tremendous efforts in the setting up and functioning of ISOLA and we shall remain ever thankful to him for that.

1. MEMBERSHIPS

- a. Updated status of memberships (after introduction of Discounted Membership and Amnesty Scheme)

Shilpa Chandawarkar shared that there has been a good response to the amnesty scheme and the discounted membership scheme.

Amnesty – 42 have renewed, another 30-40 have inquired.

It was unanimously decided that the Amnesty scheme should be continued till the Bangalore conference (23rd January 2016) and can be further extended till 31st March 2016. A dedicated desk to be maintained at the Bangalore Conference. Rohit Marol to arrange the person on the desk.

Nidhi Madan reported that ISOLA now has a total membership strength of 615 members of which members in good standing are approximately 300.

Minesh Parikh said that an institutional mechanism needs to be in place so that membership renewals and reminders are done in a person-independent manner

Nidhi Madan opined that online membership facility will make it easier. Identify one person in each institution who can offer an ISOLA-connect (ISOLA representation in every educational institution)

Rohit Marol emphasized the importance of looking at ISOLA as a brand and create a value to give it an identity

*Minesh Parikh felt that 2 interns were needed in ISOLA office to constantly follow up on memberships. There should be an Honorary Secretary and Executive Secretary
Shilpa Chandawarkar was told to appoint an Executive Secretary at the earliest.*

- b. Identifying the merits, demerits and then, norms for Institutional and Donor memberships – to generate revenue as well as increase ISOLA outreach
This issue was not discussed during this meeting.
- c. Eligibility for membership to ISOLA (as provided on website and all documents) to be checked for clarity and remove any discrepancies/possibilities of misinterpretation
Website needs to be updated with the corrected membership rules. Membership form needs to be redone with the new rules. Nupur Prothi Khanna and Nidhi Madan to rework on the form by the 15th of December and then upload it on the website by the 20th of December.

Nidhi presented a revised system of numbering for membership numbers for ease of online use and sorting. Both systems to continue for the time being – the older numbers can be phased out over a period of 2 years

2. FINANCIAL STATUS OF ISOLA

Treasurer to update on current status in all ISOLA accounts, along with anticipated expenses and income

Neelima Soni was asked to write to the Pune LOC and ask them to go ahead with the Pune Chapter formation if they so desired (within the next 2 months, i.e. one year of the conference being held) or else, the balance funds from the last annual conference need to be returned to the Centre and all accounts closed.

In view of the funds (membership subscription fees) being received by the Centre on account of the Amnesty and Discounted Membership schemes, it was decided to seek Rajnikant Trivedi's advice about investing the funds in fixed deposits. Ashish Patankar was also requested to participate.

3. WEBSITE UPDATES/UPLOADS

- a. When can the membership process go online?
*Neelima Soni: Date will be decided subject to vendor finalisation. Joy will help with the membership and Nitin can look at website management. Fomax Technologies would have to discontinue beyond the date of their current engagement. It was felt that payment gateway is not required at this point of time with our membership strength. EC approval was obtained for Joy to do the membership process and maintain it for one year. Final deadline – 31st March 2016
Scope of Work and Contract with website vendors will be reviewed by Sachin Jain.*
- b. Process (how will the members be explained) and Schedule for member access to website
Member login portal will be a part of Joy's scope of work
- c. Quotations/selection of vendor for revamping of website
Nitin to be finalised for the website redesign and he will work with Neelima, Nidhi, Madhup and Sachin. Neelima Soni to update the EC on the progress of this task by 12th December 2015.

4. UPDATE ON ISOLA AWARDS 2015

- a. Shilpa Chandawarkar to brief the EC on status of received entries and preparations for the upcoming jury on 19th December 2015 at Mumbai

Shilpa Chandawarkar informed the EC that 29 valid entries have been received and one entry from Chennai has not yet reached due to the flood situation there. As the member has sent in proof of dispatch within the due date, it was decided to accept the entry. The EC mandated the Awards Committee to take a decision on this.

All arrangements for hosting the awards jury at the School of Environment and Architecture, Mumbai are in place. The host college is also arranging a panel discussion with the jury members on the evening of the 18th of December. This is scheduled to be a public event.

- b. Update the EC on final anticipated expenses incurred on the Awards (registration, jury, etc)

This point was not discussed. However, expenses related to travel and stay arrangements for the jury members currently amount to Rs.35000 approximately. Balance expenses will pertain to food and local travel on the day of the jury.

- c. Inform Bangalore LOC about the arrangements they need to make for the Awards Presentation Ceremony

Shilpa Chandawarkar to write to the Conference Convenor Mohan Rao regarding the same.

Based on the feedback from the newer members of ISOLA, it was agreed that a Young Practices Award should be introduced in the next cycle of ISOLA awards. Harsh Mittal agreed to prepare a note on the same and circulate it for EC comments and approval.

5. PRINTING OF BHOPAL CONFERENCE BOOK

- a. Status of the printing of the book
- b. List of delegates (With addresses), speakers and invitees who have to be given the book to be prepared – *The list is already available at the ISOLA office*
- c. Payments and work orders to the designer and printer to be issued - *Neelima Soni to close the issue by making payments to the designers and printers after checking the TDS amounts with Rajnikant Trivedi.*

Minesh Parikh said that would be a better idea for ISOLA to approach publishers and make the conference documentation available for sale through online shopping sites such as amazon.in. The editorial content will be the responsibility of the LOC. The LOC should upload all recordings of the event on YouTube/our website should have a video link to the conference proceedings

Nupur Prothi Khanna endorsed this and said that the conference books should be available free only to speakers and presenters, rest of the delegates should purchase the books if desired.

It was unanimously agreed that the Bhopal conference book will be given free to all delegates and shall be up for sale for the people who wish to purchase it. Next conference onward, the conference book will be available at a price.

The EC suggests the Bangalore LOC to put the conference proceedings as a direct link on the ISOLA website.

6. BACKUP OF ALL ISOLA DATA

Demonstrate use of Google Drive and means of accessing this data as and when required. Also, means of securing the data.

Amee has been instructed to upload all data on the Google drive. Deadline of Bangalore conference to upload all data.

All data in Amee Shah's computer needs to be transferred to a hard drive – Harsh Goel to do it by 15th December.

7. STATUS OF SUBMITTAL OF BYE-LAWS TO CHARITY COMMISSIONER

Rohit Marol requested Minesh Parikh to review the existing bye laws of the Society and give his comments. The last approval of the bye laws was a few years ago and needs to be rechecked based on experiences since.

Minesh Parikh agreed to complete this by the Bangalore conference provided all the data was given to him at the earliest.

Sachin Jain stressed the need to integrate financial guidelines, guidelines for Chapter formation, education board recommendations for approval of courses into the byelaws. He agreed to pass on the soft copies of all existing documents to Minesh Parikh for review.

8. ISOLA MERCHANDISING

Delhi Chapter to brief the EC on how they wish to proceed with this and whether any other Chapter/LOC would like to join hands/be guided for the same for their events.

It was decided to try and print some memorabilia with Prof. Shaheer's and Prof. Bhagwat's sketches and signature in time for the conference if possible. Permissions would need to be taken from their respective families for reproduction of their sketches.

Harsh Goel – will speak to Deepa Maheshwari regarding permission to use Bhagwat Sir's sketches/signature for the memorabilia

A calendar was thought to be the best commemoration to be released at the upcoming Bangalore conference and would be available to members at a price.

9. NEWSLETTER

Date for release of new edition of the ISOLA Newsletter to be decided. Neelima Soni to update on the progress. Help/support to be extended to her if required.

In making an attempt to release a professional newsletter on a half-yearly basis, it was felt that ISOLA should approach its member Geeta Wahi Dua and Brij Dua for designing the ISOLA newsletter.

10. EDUCATION BOARD

- a. Prepare an agenda/set of guidelines outlining the scope of the Education Board for detailed discussion at the upcoming EB (on 21st January 2016 at Bangalore)
- b. Request Sachin Jain to be Convenor for the EB and interact with all members to ensure full quorum and proactive involvement in the forthcoming meeting and beyond
- c. Request the Education Board to develop a programme for interaction with educational institutions – draft guidelines for the same to be prepared by Nidhi Madan and circulated within the EC

Savita Punde offered to take on the coordination of the Education Board.

Notice to be sent for the EB meeting on the 21st of January 2016

Milestones to be achieved by the current EB:

- *Formally approve the document of guidelines for approval of courses for student membership of ISOLA*
- *Form to be prepared to be filled in by each educational institution for ISOLA approval*
- *Requisition for short term courses (eg. CEPT Winter School) in response to interest shown by schools – check on the feasibility*
- *ISOLA engagement with different schools*
- *Schedule of working*

- *Recognition of bachelors' courses in Landscape Architecture*

11. STATUS OF PREPARATIONS AND EC SCHEDULE FOR THE UPCOMING CONFERENCE AT BANGALORE

- a. Donations received, and funds anticipated at the Centre (will help to determine the next financial year's budget) – *This point was not discussed*
- b. Registrations received till date – *Rohit Marol informed the EC that registrations were coming in and the LOC was handling the event well.*
- c. Schedule of EC meeting to be held in Bangalore – *as decided, the EC meeting will be held on the 22nd of January at 6 pm*
- d. Points to be discussed with the General Body at the 'EC Interaction with Members' session – *This point was not discussed.*
- e. Possible venues for next conference (2017)
Harsh Mittal offered to organise the 2017 conference in Jaipur. It was decided to write a letter to all members regarding any interest in hosting future ISOLA conferences (2017 and 2018)

12. IDENTIFYING AND ESTABLISHING THE WAY FORWARD FOR ALL THE COMMITTEES DISCUSSED THROUGH VARIOUS EMAILS, MESSAGES AND CONFERENCE CALLS IN THE LAST 5 MONTHS (written document needed in a specific format for all)

- a. Head of each committee
- b. Assisting/supporting members
- c. Role, scope, objectives and goals of each committee
- d. Deadlines for the identified objectives
- e. What is the tangible end-product? (i.e. report, event, seminar, document, etc)
- f. Any responses to the call for volunteers?

This point was not discussed in detail due to paucity of time. However, the exchange of thoughts and formulation of a definite working plan needs to be done via email to move towards achieving the objective of setting up these committees.

As decided earlier, member participation to be invited.

13. SCHEDULE FOR THE NEXT YEAR TO BE PREPARED

- a. Schedule of EC meetings in 2016 upto elections in April/May 2017
Schedule of EC meetings approved with the following amendments:
 - *EC meeting in Ahmedabad to be held on 09th April 2016 instead of 2nd April 2016*
 - *One meeting to Ahmedabad to be scheduled in July prior to the AGM to oversee preparations (date to be decided later)*
- b. List of holidays for the ISOLA Office for the year 2016
List of holidays approved (with cancellation of Good Friday as a holiday)

14. ANY OTHER ITEMS WITH THE PERMISSION OF THE CHAIR

- a. *Fund transfer from Delhi – Minesh said Delhi chapter will transfer the funds to the centre based on the instructions given by Rajnikant Trivedi, subject to verification by Chhitiz Gupta and Neelima Soni (current and past Treasurers of the chapter). This is a unanimous decision by the Delhi Chapter.*

- b. *Minesh Parikh - Regarding fund sharing between Centre and Chapters: General consensus is that Centre's decision will be taken as final.*
Rohit Marol: The current proposed model of fund sharing may be valid today but we may want to alter it in coming years.
Minesh Parikh: Some validity clause may have to be included based on adequate deliberation. Ideally a road map to a corpus fund should be prepared by the Centre to ensure sustainability of both Centre and Chapters in the future. Minesh Parikh agreed to work with Neelima Soni to set up the financial road map by the Bangalore conference.
- c. *Nupur Prothi Khanna – response to emails within the EC should be within a specified time (one week/fortnight/month) and if there is no response, the decisions need to be considered valid.*
- d. *Condolence meeting for Professor Shaheer being conducted by the ISOLA Delhi Chapter:*
- *AKTC is doing a prayer meeting on the 29th of December and ISOLA Delhi Chapter would prefer to schedule one earlier*
 - *Availability of Indo Islamic centre /Sanskriti Kendra to be checked for the 12th of December/any other date after checking with Mrs.Shaheer*
 - *10 to 12 people to be invited to speak about their involvement with Prof.Shaheer*
 - *The films can run before or after the tributes*
- e. *Based on Sreejith's email to the EC, it was decided to write to him about submitting a Letter of Intent regarding formation of the Kerala Chapter if sufficient number of members were willing to support it.*
- f. *Sachin Jain informed the EC that Sudhir Jain, the Director of IIT Gandhinagar has offered ISOLA to have their office in the new IIT Gandhinagar campus. It was decided to speak to him and evaluate the pros and cons of this move before taking a final decision.*
- g. *Regarding the travel reimbursement for EC members towards attending the EC meetings, it was decided that as of now, ISOLA will pay the equivalent of II AC train fare from the member's city of residence to the meeting location. The member will be required to submit a documentary proof of the applicable fare.*

Minutes written by:
Harsh Goel, EC Associate member

Compiled by:
Shilpa Chandawarkar
Honorary Secretary
ISOLA