



**INDIAN SOCIETY OF LANDSCAPE ARCHITECTS
ANNUAL GENERAL BODY MEETING**

MINUTES of the 8th ANNUAL GENERAL MEETING

**DATE : 31.08.2013 at Auditorium, IIT Gandhinagar, VGEC Chandkheda,
Ahmedabad**

TIME : 9.30 am

EXECUTIVE COUNCIL MEMBERS PRESENT:

Fellows

- 1 Mr. Sachin Jain (SJ), Honorary President
- 2 Mr. Yogesh Kapoor (YK), Honorary Vice-President
- 3 Ms. Shilpa Chandawarkar (SC), Honorary Secretary
- 4 Mr. Ashish Patankar (AP), Honorary Treasurer
- 5 Ms. Savita Punde (SP)
- 6 Mr. Rohit Marol (RM), Past President
- 7 Mr. Mangesh Prabhugaonkar (MP)

Associates

- 8 Mr. Gopal Bajaj (GB)
- 9 Mr. Atul Katariya (AK)
- 10 Ms. Vandana Labba (VL)
- 11 Mr. Sandip Patil (co-opted member) (SPL)

Chapter Representatives

- 12 Mr. Minesh Parikh (MPK), Chapter representative from Delhi
- 13 Mr. Arjun Sharma (AS), Chapter representative from Mumbai

MEMBERS NOT PRESENT (without prior leave of absence)

Chapter Representatives

Mr. Prasad G. (PG), Chapter representative from Bangalore

GENERAL MEMBERS PRESENT

- 14 Bhakti Thakoor
- 15 Bhushan Suthar
- 16 Deepa Maheshwari
- 17 Devayani Upasani
- 18 Divya Shah
- 19 Dwaipayan Bhattacharya
- 20 Harsh Anjaria
- 21 Harsh Goel
- 22 Karmavir Ghatge
- 23 Madhup Mazumdar
- 24 Mohammed Shaheer
- 25 Motiwala Kauseen
- 26 Nikhil Dhar
- 27 Prabhakar Bhagwat
- 28 Priyesh Shah
- 29 Ridhi Kapoor
- 30 Shishir Raval
- 31 Sonia Nair
- 32 Urmila Rajadhyaksha
- 33 Vinay Khushwa

SPECIAL INVITEES

34 Bharat Shah (Auditors - Shah & Dalal)

35 Viral Shah (Auditors - Shah & Dalal)

36 Rajnikant Trivedi (Financial Advisor, Vibhakar Trivedi & Co.)

| S.No. | ITEM |
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| 1 | <p>Sachin Jain, President ISOLA chaired the meeting and welcomed all members present.</p> <p>Shilpa Chandawarkar, Honorary Secretary, ISOLA, placed the minutes of the 7th AGM of ISOLA on record and sought approval of all members present. Minesh Parikh pointed out that he was present for the meeting but his name was not mentioned. He was informed that the correction would be made, following which the minutes of the meeting were accepted and approved unanimously.</p> <p>To approve and adopt the Annual Audited Accounts as approved by the Executive Council for the year ended 31.03.2013</p> <p>Mr.Bharat Shah, the Auditor representing Ms.Shah and Dalal, presented the summary of the annual accounts to all members present. He explained that the accounts were a consolidated statement of all accounts including those of the Delhi, Mumbai and Bangalore chapters, the Bhopal and Ahmedabad LOCs and the Central ISOLA office.</p> <p>Some of the points that Mr.Bharat Shah mentioned were as follows:</p> <ol style="list-style-type: none"> The Bhopal LOC and Mumbai Chapter audited accounts should be signed by the respective office bearers He read out the income statement and explained that all donations should be spent on the defined objectives of the Society. Sachin Jain and Savita Punde pointed out that all expenses were being carried out as per the guidelines defined in the Accounting workshop that was held in 2011 under the guidance of Mr.Bharat Shah Minesh Parikh also sought clarity on which heads would be allowable as conference expenses. Sachin Jain read out the heads under which expenses were declared in the Bhopal conference and Bharat Shah did not have any objection to any of the heads. Sachin Jain also informed the members at this point that the travelling expenses in the balance sheet were only referring to Speakers travelling expenses and not those of the EC members. It had been resolved at the EC that an EC member would only be paid the cost of 2nd class AC travel from the farthest location (in this case, Bangalore) to Ahmedabad for attending all EC meetings. Due to the precarious financial position of the Society, the EC members have yet to be reimbursed for last year's travelling expenses. Mr.Bharat Shah clarified that his current bill to the Society was for the last 2 years <p>Mr. Bharat Shah then presented the accounts to all members for approval and the same were approved by all.</p> <p>Mr.Bharat Shah said that since change of Auditors was an item on the agenda of the meeting, he would not like to be present when this was being discussed. The EC members urged him to stay back and present his case, however, he felt his presence was professionally incorrect.</p> <p>Mr.Rohit Marol proposed a motion of thanks for Mr.Bharat Shah and his team and thanked them for their long-standing association with ISOLA. The motion was seconded by Savita Punde and Minesh Parikh.</p> |

- 2 **To regularize the past irregularities conducted by the previous EC members or office bearers for issues like calling for election and filing changed EC member reports with the Charity Commissioner's office.**
- 3 **To comply with the requirements of filing the change report with the charity commissioner's office and to collect the necessary documents from all previous office bearers of all past EC members as may be required by the advocate at the earliest**
 Combining points 2 and 3, Past-President Rohit Marol sought to update all members present on the process of filing and notification of the Society's byelaws with the Charity Commissioner's office and why the same was being delayed. As per the laws, it is mandatory that every Executive Council (EC) term should be 2 years (in case of ISOLA, every EC term should begin on 23rd of May and end on the 22nd of May after 2 years), and with every EC change, a report has to be sent to the Charity Commissioner's office with resignation/termination documents of the outgoing EC and acceptance of the new EC.
 As ISOLA was defaulting on all these counts, the byelaws have not been notified. The General Body was informed that in a bid to resolve this deadlock, Savita Punde and Rohit Marol had a meeting with the Deputy Charity Commissioner at Ahmedabad and apprised her of the history of the Society, its objectives, its professional role and its activities at the National and at Chapter level. After explaining the issues regarding the non-uniform tenures of the previous Executive Councils, she advised that an updated compilation of documents should be resubmitted to them. This would include the details of all previous EC members and the tenures of each EC since inception of the Society. A covering letter explaining that this lapse was unintentional and due to oversight would need to be added.
 Rohit Marol requested members of all previous Executive Committees to co-operate and submit their signed documents to the ISOLA Office. In the event a few of the past EC members are not contactable, a letter from the President stating their role and terms at the EC would suffice.
 It has been decided within the current EC to take up this matter on an urgent basis so that this long-standing issue of notification of byelaws may be resolved.
- 4 **To adopt the Annual Report of the Society for the year ended 31-03-2013**
 The Honorary Secretary, Shilpa Chandawarkar, read out the annual report of the Society for the year ended 31.03.2013 (copy of the same is attached with the minutes of the meeting). While elaborating on the activities conducted by the Society and outlining the forthcoming events of the year, she requested for more proactive participation in the events of the Society by the members of ISOLA. The Annual Report was unanimously adopted by the members present.
- 5 **To appoint another auditor in place of M/s. Shah & Dalal, Chartered Accountants for the year 2013-2014 and onwards**
 The President Sachin Jain explained to the members present about the issues being faced in working with the current auditors which included delay in filing of TDS returns, book-keeping happening only towards the end of the financial year, pending notices by the IT Authorities (the pending notices were answered as recently as 21.08.2013) as well as inaccessibility of the auditors on phone or email. Yogesh Kapoor pointed out that we had not received any response whenever financial advice was sought and we had been relying on our financial advisor Rajnikant Trivedi for financial decisions, including the new donor listing, for the past one year. Savita Punde opined that Ms. Shah and Dalal had been with the Society since 1993 and they were a good office but as responses were not forthcoming, there was no comfort in working together.

At this point, Sachin Jain also informed the General Body that a Scrutiny Notice for the year 2010-2011 had been served to ISOLA at the past address and the same was not properly received, resulting in the IT Authorities threatening to issue a showcause and contempt of court notice. ISOLA financial advisor Rajnikant Trivedi who was present at the IT Department handled the matter and got the officials to pull back the show cause notice. Prabhakar Bhagwat said that all mails received at his address were promptly being forwarded to the current ISOLA Office. Minesh Parikh wished to know why the Society office address had not been changed by the auditors in the IT records. Savita Punde also mentioned that not having a permanent office (as ISOLA currently is operating from rented premises) also leads to problems as changing the address in government records everytime there is a change of office premises is an issue.

Summing up the point, Sachin Jain informed the members that a termination notice had been served to the auditors Ms.Shah and Dalal on the 8th of June 2013 via email and subsequently via hand-delivered letter on the 23rd of June 2013. The letter also mentioned that he could justify his stand on the matter prior to our scheduled AGM and that this matter would be placed before the General Body at the AGM. Ms.Shah and Dalal chose to not reply to any of the notices and hence, the EC was seeking approval from the General Body on terminating the services of Ms.Shah and Dalal and proposing the appointment of Ms.Vibhakar Trivedi and Co. for the current financial year.

Minesh Parikh asked the EC whether proper procedures had been followed regarding change of auditors. He also sought reassurance from the EC that the new Auditors would be able to handle our accounts in a better manner.

Rohit Marol said that there were bound to be minor hiccups in any change, however, we aim to complete all pending matters and ensure timely compliance of all accounting matters henceforth.

All members unanimously approved the motion for change of Auditors as well as ratified the appointment of Ms.Vibhakar Trivedi and Co. as auditors for the current financial year.

Shilpa Chandawarkar then introduced Rajnikant Trivedi (who was a Special Invitee to the AGM) of Ms.Vibhakar Trivedi and Co. to the members present. Rajnikant Trivedi has been the financial advisor of ISOLA for the past 4 years and he was our auditor for the Bhopal conference. Rajnikant Trivedi briefed the members about the vast experience of his firm and assured ISOLA of his full support and co-operation in guiding them through their financial matters.

6 To brief the members on access to the member login portions of the website and the donor listing section

Shilpa Chandawarkar apprised the members once again of the new updations made in the ISOLA website, especially the new donor listing section. She also explained that a number of members were having difficulty in accessing the members login section on the website due to incorrect contact information available with ISOLA. She requested all members to update their contact information at the earliest. The web hosting manager would then be asked to completely reload the member database (which would be at a cost to ISOLA) to ensure that all members are able to access the members login section. She reiterated that this exercise would be futile if the members did not aid in updating their contact details with ISOLA.

7 To announce the schedule of forthcoming events in the current year (ISOLA Awards 2013, Annual Conference 2014).

The third cycle of the ISOLA Awards was recently announced via email to all members. The Honorary Secretary requested all members to enthusiastically participate in the Awards. She then requested Delhi Chapter Chairperson Minesh Parikh to provide the details of the forthcoming conference to all members present.

8th AGM - Draft MOM

Minesh Parikh told the members that Delhi Chapter would be hosting the 9th Annual Conference on the 28th of February and 1st March 2014 which may be preceded or followed by a graphics workshop conducted by Mike Lin. He said that the registrations were scheduled to open by the end of September and urged members to register at the earliest as the seating capacity at the venue was limited. He also said that Prof.I.M.Chishti would be organising an entertainment programme for the 28th evening and there would a Panorama section by 'young landscape architects' at the conference.

With the permission of the Chair, he wanted the following points to be looked at:

a. Increasing the EC term from 2 years to 3 years as he felt that 2 years was too short a time for effective addressal of objectives as well as efforts being spent on conducting elections.

b. Given the limited base of audience, sponsors and speakers, he opined that the National Conference should be held every 2 years

c. He felt that the annual calendar of ISOLA events needed to be looked at more closely so that events do not clash/are scheduled too close to each other so that organisers are not burdened and attendance in these events improves.

d. He expressed that the EC members were too embroiled in resolving pending issues and was hopeful that once these were resolved, they would be able to focus on leading the Society towards achieving their set goals and objectives.

Savita Punde informed Minesh Parikh that the 2-year EC term was specified in the constitution and to change that we need 75% of the membership present and voting in an AGM to amend it.

Sachin Jain told him paucity of time did not permit a detailed discussion of these issues but that all these points would be reviewed and acted upon wherever feasible.

The President then called the meeting to a close and thanked all those present for making the time and effort to attend the same.

Minutes prepared by:

Shilpa Chandawarkar

Honorary Secretary, ISOLA