



## MINUTES FOR THE 59TH ISOLA EC MEETING

Date: 21st August 2015

Venue: Lemon Tree Hotel, Navrangpura, Ahmedabad

The venue for the EC Meeting was changed to Lemon Tree Hotel Navrangpura as it was a convenient location for a majority of the attendees.

### Members Present:

RohitMarol	- President
Ashish Patankar	- Vice President
NeelimaSoni	- Treasurer
Sachin Jain	- Past President
Shilpa Chandawarkar	- Secretary
M. Prabhugaonker	- Fellow member
Harsh Goel	- Associate member
Sreejith S	- Associate member

Nidhi Madan - Special Invitee

### Members absent with leave:

NupurProthi	- Fellow member
SuneetaBapat	- Mumbai Chapter Chairperson

### Members absent without leave:

Harsh Mittal	- Associate member
Minesh Parikh	- Delhi Chapter Chairperson

## 1. SPECIAL INVITEE TO THE EC MEETING

*The President RohitMarol formally invited ISOLA member (and Honorary Secretary of the Delhi NCR Chapter) Nidhi Madan as a SPECIAL INVITEE to this EC meeting and other EC meetings as required by the agenda. The work done by Nidhi Madan towards correcting and compiling the entire ISOLA membership data voluntarily and tirelessly for the past 8 months was greatly appreciated by all present.*

*Nidhi Madan accepted the invitation to be Special Invitee and offered to continue her efforts for ISOLA.*

## 2. PUNE LOC ACCOUNTS

- a. Pune LOC accounts to be finalised with guidance from our auditor Rajnikant Trivedi and understand the tax implications on the Centre due to the surplus generated by the donations received at the Pune conference

*Sachin Jain and RohitMarol updated the EC on their teleconference call with the auditor Rajnikant Trivedi regarding the tax amounts to be paid due to the surplus generated at the Pune conference. Rajnikant Trivedi has advised that certain items can be put aside as projected expenses (such as documentation of the Conference – book and DVD) but the rest of the surplus needs to be expended and accounted for. He advised that the pending travel reimbursements to EC members as well as documentation of the Bhopal conference book could be completed by using these funds.*

## INDIAN SOCIETY OF LANDSCAPE ARCHITECTS

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- b. To arrive at a tax-sharing formula between the Centre and the LOC/Chapters whenever applicable now and in the future  
*Rajnikant Trivedi advised that all chapters and LOCs should pay their own taxes (if payable) proportionate to their income and the Centre would not be paying the entire tax amount.*

### 3. MEMBERSHIPS

- a. Nidhi Madan to be a part of the Membership Committee  
*Nidhi Madan was formally requested to be a part of the Membership Committee which she willingly accepted. The membership committee needs to look into updating all member data including contact details and validity status, keep members updated of their applicable categories, and encourage renewals and new memberships.*
- b. Ratifying of memberships on a quarterly basis  
*To improve record-keeping and streamlining the current processes, it was decided to ratify all new memberships on a quarterly basis and upload this list on the website so that all members are aware of the newly joined members and records are maintained of the date of joining. This would automatically improve once online membership applications and member access are made available.*
- c. Every quarter, the list of new memberships needs to be uploaded on the website  
*Approved by all present.*
- d. Membership certificates – issuing the newly printed certificates to the concerned members  
*Ashish Patankar recommended that the website upgrade should also include a provision for downloading a pdf file of the membership certificate. This would also act as proof of membership till such time that ISOLA prints and sends the members their original certificate. It was decided that certificates should be printed twice a year instead of the current practice of printing them once a year before the annual conference.*

*All EC members agreed that ISOLA needs to offer increased membership benefits in terms of knowledge, communication, interaction opportunities and participatory platforms. It was unanimously felt that we need to create opportunities that make members come forward and participate in ISOLA activities.*

### 4. SUBSCRIPTION FEES

- a. Based on feedback received from members, the need/possibility of a discounted fee structure to be discussed.  
*Nidhi Madan, who has been regularly interacting with the ISOLA members regarding renewals and upgradation of their memberships, reported to the EC that there was a general feedback from most members expressing their dissatisfaction with the increase in subscription fees. Most found it to be too high and quite a few were not keen to renew their memberships on this account. Sreejith endorsed this view from his contact with other members too. Rohit Marol suggested that we could look at offering a discounted fee - PAY FOR 2 YEARS FOR A MEMBERSHIP VALIDITY OF 3 YEARS – this may mean reduced income for ISOLA but one needed to increase the pride in being an ISOLA member and offer members sufficient reasons to be members.*
- b. Amnesty scheme for members who have not renewed their memberships for the past 2/5/or more number of years

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*NeelimaSoni and Nidhi Madan also suggested floating an amnesty scheme for getting members to renew their memberships. A flat penalty fee could be charged for rejoining. NeelimaSoni suggested that the penalty could be lesser for memberships that have lapsed for 2 years as compared to memberships that have lapsed for longer.*

*It was decided to put forth both these points to the general body at the AGM tomorrow and take the members' opinion too.*

## **5. WEBSITE UPDATES/UPLOADS**

Ashish Patankar/NeelimaSoni to update on current status

*Ashish Patankar informed the EC that the ISOLA website managers Fomax Technologies were unable to meet the deadline of 21st August 2015 to provide an operational sample of the online membership application and member access. Hence, it would not be possible to present this to the members at the AGM on the following day.*

*RohitMarol offered to follow up with Fomax Technologies in Bangalore and ask them to speed up the process.*

*NeelimaSoni and Ashish Patankar confirmed that all the data required for the technical upgrade was already provided to Fomax Technologies.*

## **6. EC MEETING IN DELHI IN NOVEMBER 2015**

Date to be decided, especially if it is to be clubbed with any Delhi chapter event

*Next EC meeting tentatively fixed for 5th December 2015 in Delhi. All EC members to confirm their availability within the 10 days.*

## **7. ISOLA AWARDS**

- a. Approval of schedule
- b. Selection of Jury members by the Awards Committee

*Shilpa Chandawarkar informed the EC that she had been co-ordinating with the Awards Convenor Ms. Savita Punde and the general schedule for the awards has been accepted by her. The call for entries for the fifth cycle of the ISOLA Awards should be announced at the earliest and the awards jury would be held at Mumbai this year.*

*Based on the decision taken by the EC at the last awards, it was decided to carry on with the same composition of jury members:*

*ISOLA President (or any other office bearer, if it is not possible for the President)*

*Previous year's Award winner (should be a Fellow member)*

*Any other senior member of ISOLA*

*Regarding the eligibility criteria for the ISOLA Students' awards, it was decided that the registered candidate should be an ISOLA member in good standing at the time of registration and at the time of declaration of the awards. Since most courses do not award their degrees till August-September (when ISOLA announces registration for the awards), it may not be possible for Student members to upgrade to Graduate category prior to registration for the awards.*

## **8. PREPARATIONS FOR THE UPCOMING AGM**

- a. Examine the venue for the event (seating capacity, prefunction spaces, catering area, etc)
- b. Check the AV facilities at the venue and discuss any additional requirements (audio, projector facilities, etc) with the person concerned
- c. Catering – talk to the person concerned and finalise rates and menu for 22nd August event – morning tea+snacks, lunch and evening tea+snacks

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- d. Meet up with student volunteers and assign tasks
- e. Check the venue and put up posters, banners, etc.
- f. Local travel arrangements for pick-up and drop-off of the presenters
- g. Photography and videography of the event

*All arrangements at the venue were found to be satisfactory. The menu and timings of the food service were finalized. The posters and banners were printed and delivered at the ISOLA office. 12 student volunteers from Department of Landscape, CEPT were assigned tasks for the next day (AGM + Event) such as manning the registration desk, putting up banners and helping with the attendance lists, etc.*

*Sachin Jain had confirmed the local car rental arrangements for receiving the presenters (same agency as last year) as also the photographer/videographer for the event.*

**9. SUBMITTAL TO THE CHARITY COMMISSIONER**

- a. Checking of all affidavits

*Checked and confirmed by Sachin Jain*

- b. Getting signatures from all present and past EC members

*All EC members who were present have signed their individual affidavits. The office manager Ameet Shah was instructed by Sachin Jain to verify the addresses of all past EC members and then send the affidavits to them via courier for signing.*

*Rohit Marol and Sachin Jain also opined that we need to revisit the Society's byelaws and see if any amendments/clarifications are required to be made prior to submittal to the Charity Commissioner*

**10. ANY OTHER ITEMS WITH PERMISSION OF THE CHAIR**

- a. ISOLA Archives (subsequent to a meeting with Bimal Patel)

*Rohit Marol updated the EC members on his meeting with CEPT Director Bimal Patel on the 31st of July 2015. Bimal Patel informed Rohit Marol that he was in the process of setting up the architectural archives at CEPT and would welcome ISOLA should we choose to have our archives within the same realm. Rohit Marol opined that this was a great opportunity to foster good relations with CEPT as they were already running a Department of Landscape Architecture and ISOLA had to have its central office in Ahmedabad.*

- b. ISOLA participation/representation in other Forums

*Mangesh Prabhugaonker felt that ISOLA should interact with the Council of Architecture (COA) in defining the scope of work and fees of a Landscape Architect since this document is currently under revision*

*Sachin Jain said that Bureau of Indian Standards (BIS) was also seeking a review of their standards and ISOLA should volunteer to participate.*

- c. Annual Budget for ISOLA Centre

*Sachin Jain prepared a budget for the expense carried out by the Centre and Annual provisions for the next year to be put up at the AGM tomorrow for approval.*

- d. ISOLA Merchandising

*As discussed in the last EC meeting and subsequently approved by the auditor Rajnikant Trivedi, the Delhi chapter can go ahead with ISOLA Merchandising as per the procedures defined (refer Minutes of the EC meeting dated 31.07.2105)*

*Prepared by:*

*Shilpa Chandawarkar*

*Honorary Secretary*

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