

## **MINUTES FOR THE 57<sup>th</sup> EXECUTIVE COUNCIL MEETING**

Date: 23<sup>rd</sup> May 2015

Venue: ISOLA Office, Ahmedabad

### **ATTENDEES**

Sachin Jain	- Fellow member
Ashish Patankar	- Fellow member
Shilpa Chandawarkar	- Fellow member
NeelimaSoni	- Fellow member
Harsh Goel	- Associate member
Sreejith S	- Associate member

### **Members absent with leave:**

RohitMarol (was available on conference call)  
NupurProthi (was available on conference call)  
MangueshPrabhugaonker  
Harsh Mittal

As this meeting was conducted immediately after the results of the ISOLA EC Elections were declared, a formal agenda was not available prior to the commencement of the meeting. The following points were discussed and minuted:

It may be noted that all members of the new Executive Council had a meeting via conference call on Tuesday, the 26<sup>th</sup> of May 2015 and all points were discussed in further detail. The discussions held during this call are also a part of the minutes.

### **1. APPOINTMENT OF OFFICE BEARERS IN THE NEW EC**

As declared by the Election Officer Rajnikant Trivedi, following were elected members of the new Executive Council that would hold term from 23<sup>rd</sup> May 2015 to 22<sup>nd</sup> May 2017.

Fellow members: RohitMarol, Sachin Jain, Ashish Patankar, MangueshPrabhugaonker, Shilpa Chandawarkar, NupurProthi Khanna and NeelimaSoni

Associate members: Harsh Goel, Sreejith S. and Harsh Mittal

The elected EC members chose the following to be the office bearers for this tenure:

RohitMarol	– Honorary President
Ashish Patankar	– Honorary Vice President
NeelimaSoni	– Honorary Treasurer
Shilpa Chandawarkar	– Honorary Secretary
Sachin Jain	- Past President

### **2. CHANGE OF SIGNATORIES FOR ALL ISOLA BANK ACCOUNTS**

Documents were submitted by NeelimaSoni (as she is the only new signatory added to the ISOLA accounts, Ashish Patankar, Shilpa Chandawarkar and RohitMarol have all been account signatories in the previous terms) to the HDFC Bank personnel. We were informed that the signatory change would be effected within 10 to 15 working days. Internet banking passwords would also be made available to all signatories for viewing-purposes-only.

### **3. ITEMS HANDED OVER BY THE OUTGOING EC TO THE NEW EC**

The following agenda items and all information regarding the same were handed over to the new EC and they will have to work towards resolving/taking forward the same:

- a. Filing of bye-laws with the Charity Commissioner  
It was decided that Sachin Jain shall continue to work towards the submittal of the same with help from Harsh Goel who would provide the local support required.
- b. Updating the ISOLA website and including a member-interactive section so that membership applications and status-check can be done online by the members  
NeelimaSoni agreed to look into this matter with help from MadhupMazumder (ISOLA member from Delhi, if required)
- c. A final report is to be obtained from the Education Board on their deliberations for the preparation of guidelines for new courses and criteria for ISOLA membership  
Shilpa Chandawarkar to write to all existing Education Board members seeking their consent for continuing as EB members, following which they should put together a list of objectives and chart a way to work towards the same.
- d. Drafting the Professional Code of Conduct  
RohitMarol agreed to work towards preparing a draft of the same, preferably in time for the next AGM
- e. Charge of ISOLA Newsletter  
NeelimaSoni and Sreejith S. offered to take charge of the same
- f. Scheduling of the next AGM  
Shilpa Chandawarkar said she would prepare a schedule of the proposed date for the next AGM as well as tentative schedule for the EC meetings of the entire year and circulate it for approval.
- g. Coordinating with all chapters and LOCs to obtain their audited accounts by June 2015 as advised by our auditor Rajnikant Trivedi  
NeelimaSoni, in her capacity as Honorary Treasurer, to write to all chapter ECs for submitting their audited accounts within the stipulated time.

#### **4. MEMBERSHIPS**

Shilpa Chandawarkar informed the EC that Nidhi Madan and Delawn (from Terra Firma office) had been working relentlessly since the Pune conference to collate all the membership data. Nidhi Madan was confident that by the upcoming AGM in August, we would be able to have a comprehensive and correct member database.

It was imperative to enable online applications and payment facilities for membership (new and renewals). RohitMarol agreed and said that he would speak to the web hosting managers to factor this into the website and ask for an estimated cost. He also offered to speak to an acquaintance, Joy from Bangalore, who is a software expert and maybe able to help better with this issue.

#### **5. IDENTIFYING AND ESTABLISHING THE WAY FORWARD**

In his 'welcome talk' to all members of the newly formed Executive Council, President RohitMarol appreciated all the work done by the previous Executive Council members and said that we must attempt to complete all unfinished tasks started by the previous EC. He then recommended setting up committees for various areas of work and insisted that each committee should be headed by an EC member.

NupurProthi Khanna and Shilpa Chandawarkar also suggested that we could then ask our members to voluntarily participate in any of the committees of their interest.

Some of the committees (and the EC member who would coordinate the working of the same) are:

- a. Education Board
  - is already in existence, Sachin Jain to coordinate
- b. Memberships
  - Work is already going on, Shilpa Chandawarkar to coordinate with help from Nidhi Madan and Delawn (Terra Firma)
- c. Resource Centre
  - ISOLA engaging in Research activities has been a long standing dream of the EC and this EC is keen to follow up on tasks already started (documentation of open spaces in a city, list of books related to landscape planning, architecture and design, landscape materials, etc) as well as set up newer projects.
  - The idea of involving students, fresh graduates and interested senior members as mentors was welcomed.
  - NupurProthi Khanna offered to be the coordinator for this committee
- d. Website and Newsletter
  - All EC members understand and accept the need for information related to ISOLA being easily and timely disseminated to its members and other related professionals and that the website and newsletters are the best medium for this. It was decided to ensure that both these tools are suitable designed for this purpose.
  - NeelimaSoni offered to coordinate the working of this committee
- e. Social Media
  - Sreejith S. said that having a Facebook page and account for ISOLA would make it much easier to stay in touch with a larger number of members. He offered to take charge of the same with immediate effect
- f. Institutional Connect and Outreach
  - NupurProthi Khanna and RohitMarol both felt that it was extremely important to engage with other related institutions (governmental and non-governmental) and make the presence of ISOLA felt in larger platforms. All members were asked to suggest the means of doing this and identify associations which ISOLA could align to.

#### **6. BUDGET TO BE PREPARED FOR THE 2-YEAR TERM OF THE EC**

NeelimaSoni and Ashish Patankar were asked to prepare a tentative budget for the two-year term of the EC so that the EC could work towards generating funds, spending appropriately and improve the financial health of the organisation.

Minutes prepared by:

Shilpa Chandawarkar  
Honorary Secretary  
ISOLA