



MINUTES FOR THE 58TH ISOLA EC MEETING

Date: 31st July 2015

Venue: ISOLA Office, Ahmedabad

Members Present:

RohitMarol – President
Ashish Patankar – Vice President
NeelimaSoni – Treasurer
Sachin Jain – Past President
Shilpa Chandawarkar – Secretary
Harsh Goel – Associate member

Members available on Conference Call:

NupurProthi
MangueshPrabhugaonker
Sreejith S.
Harsh Mittal

1. POINTS TO BE PLACED BEFORE THE GENERAL BODY AT THE UPCOMING AGM

a. Online voting for the EC elections

Manguesh to research in adequate time for the AGM regarding the norms applicable for ISOLA (whether comparable to a society/trust such as IIA, and if so, what procedures need to be followed)

Sachin Jain expressed reservations against the online voting process (based on the problems experienced by IIA this year)

Ashish Patankar said the cost is much lesser and hopefully member participation will be higher due to convenience. RohitMarol said we should assess the process, its pros and cons and then take a decision.

Ashish Patankar – we need to get the mandate from the general body for online elections, and take a call before the next elections

NeelimaSoni – Members have personally told her about the convenience of online voting

EC would like to have the mandate of the general body to have online voting process in the future. Ashish Patankar said that trials for online voting could be conducted for less-critical matters to assess the viability before using it for the central elections.

b. Can the ISOLA office be moved out of Ahmedabad? Can there be only a registered office address in Gujarat and can the Secretary's office have the necessary infrastructure/human resource to run the daily administrative activities of the office?

Sachin Jain – this decision requires 75% majority of the total membership. Postal ballot may be the only way to achieve these numbers. EC meetings can be held anywhere in the country.

INDIAN SOCIETY OF LANDSCAPE ARCHITECTS

Registered under Indian Societies Act 1860 Sec. 21 No.: **Guj2557** & Bombay Trust Act 1950 Section 29 No.: **F9417**

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Advice of lawyer Jaimin Dave – the term ‘voting’ needs to be amended to ‘members present and voting’. All Charity Commissioner submittals must be done within 90 days of any major change taking place/wherever applicable.

Registered address is still CEPT – we should speak to Bimal Patel and take the permission to continue. Change of registered address also requires mandate of 75% of the membership

Rohit Marol – AGM necessary needs to held in Gujarat

c. Institutional and/or Donor memberships?

To be discussed with the members at the AGM – Nupur Prothito prepare a short note on this, regarding the mutual roles and responsibilities and financial commitments

2. MEMBERSHIPS

a. Can we have a membership committee in place for data compilation and analysis? Also, for launching a membership drive and increasing the ISOLA strength?

Nidhi Madan will lead this committee along with Shilpa Chandawarkar and Ashish Patankar

b. Identifying the merits, demerits and then, norms for Institutional and Donor memberships – to generate revenue as well as increase ISOLA outreach

Nupur Prothi to prepare a framework and document defining the institution and the mutual responsibilities (as mentioned in earlier point)

c. Membership fees – Do we give discounts for 5-year payments? Do the fees need to be revised?

Work out discount for 3-year payments (i.e. a fellow member pays normal fees for 2 years and a 50% discount for the 3rd year – a fellow member pays 4000+4000+2000 = 10000 for a period of 3 years)

Discount to be offered when the website goes online (or the next financial year, i.e. 1st April 2016) to avoid any confusion in the current year as some members have already paid at revised rates without discounts.

d. Re-entry fees for invalid memberships? One-time penalty?

Amnesty scheme for expired memberships – one year membership would be the penalty fee for renewal of membership. Announce the amnesty scheme at the AGM, keeping it open till the 31st of December 2015.

e. Issue of lost/misplaced/category change membership certificates to be addressed. There is no record of which certificates have been sent to members and no confirmation from members on the receipt of their certificates

Sachin Jain to be given a list for reprinting of the missing certificates.

Ashish Patankar – recommend online pdf document download from the website.

Shilpa Chandawarkar has asked office manager Ameer Shah to send emails to all members whose certificates are at the office asking them for addresses on which to forward the certificates. These certificates will be couriered only after the member replies to the email and sends a valid postal address. This is being done to cut down the high cost of sending couriers which return unattended.

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3. WEBSITE UPDATES/UPLOADS

- a. How do we upload the available membership data and give online access to members?
- b. Website updates as recommended by Neelima to be put in place
- c. Introducing students' work in the website?

Rohit Marol has already spoken to Fomax Technologies after Ashish Patankar had listed out our requirements to them. A formal quote and list of data required would be sent by Fomax in a couple of days.

The website updates and addition of students' works were not discussed as the focus was on the requirements and timelines for achieving online membership access. The balance 2 points will be discussed in the next conference call.

4. BACKUP OF ALL ISOLA DATA

- a. What is the current back-up method? Procurement of a hard drive for regular back up of all data

Neelima Soni has procured a hard disk drive – back up of all data to be taken on this.

The office manager has been provided with a 32GB usb drive for taking back up of all important files.

Neelima Soni has also instructed office manager Ameer Shah to scan and store ALL the documents (all audit reports, membership application form, fee receipt, degree certificates, resume/work experience, etc) of every ISOLA member in a separate folder so that all records are soon compiled in soft copy format.

5. ISOLA MERCHANDISING

Delhi Chapter wishing to try ISOLA merchandising. To discuss with Rajnikant the financial norms for the same

As per VAT Law - Turnover exceeding Rs. 5 Lacs (per financial year) will be subject to VAT and will include monthly VAT Payments and Monthly VAT Returns plus Annual VAT Return and VAT Audit.

As per Income Tax Law - We can do business activity, not exceeding Rs. 25 Lacs in a Financial Year. If we exceed Rs. 25 Lacs in a Financial Year, then we shall not be treated as a Charitable Trust, but as a business enterprise and taxed accordingly.

*Also, for the **Way Ahead**, Rajnikant had suggested that:*

- *Take a letter of intent from the Delhi Chapter that they want to take this up. Don't take this to the AGM, pass it as a resolution in the next EC meeting and include it in the annual report, by the Secretary.*
- *There will be a **sale committee**, take decisions, and will be regulated by the EC and checked by the auditors from time to time.*
- *Also take 3 quotations from 3 different vendors who would be willing to take up this work for Isola.*



6. EC MEETING IN DELHI IN NOVEMBER 2015

Date to be decided, especially if it is to be clubbed with any Delhi chapter event (Heritage walks)

– *Date not decided, tentatively scheduled for December 05, 2015*

7. OTHER DECISIONS/ACTIONS/MEETING SCHEDULED FOR THE DAY:

- a. Meeting with HDFC Relationship Manager for change of signatories in all ISOLA bank accounts

NeelimaSoni and RohitMarol to be added as signatories

Sachin Jain and Yogesh Kapoor to be deleted as signatories

Necessary documents (forms, identity and address proof documents, byelaws were submitted) for change of signatories and netbanking access.

HDFC Bank representatives said that the change of signatories would be effected by 10th of August 2015 and the netbanking passwords would be sent within 15 days

- b. Meeting with the auditor Rajnikant Trivedi for finalising the draft audited accounts submitted by him (so that the same may be distributed to the members ahead of the AGM)
Rajnikant Trivedi said that the draft audited accounts were ready except for a couple of bank certificates from Mumbai chapter (Ashish Patankar said he is following up on this with HDFC Bank)

Points discussed by Rajnikant Trivedi:

1. Handover of charges between chapter ECs needs to be smoother

2. Quarterly TDS reports not coming from the chapters, even reminders not replied to

3. RajnikantTrivedi to issue closing guidelines to all chapters as chapter balances do not tally with centre and have to be then reconciled

4. Summary of accounts discussed – huge tax implications due to Pune conference excess.

Any outstanding expenses pertaining to the conference should be booked within the financial year (by obtaining invoices from the parties to whom the payment is due and the due TDS to be deducted so that the expense can also be booked within the same financial year. The due amount could be paid in the following financial year. By doing this we do not show a huge profit during that year (due to expenses that are yet to be settled) and end up paying huge taxes. Accountant/auditor should have advised correctly.

Sachin Jain – we need to know who is paying the tax (chapters and LOCs should pay their own tax)

Pune team needs to be told that if they are not opening a chapter, the entire funds need to be transferred to the Centre.

Sachin Jain and RajnikantTrivedi – can we use benefits of Capital Gains norms? RT – it can be done, but needs to be done before the accounts are finalised. SJ - This may help to decrease the tax component by a large extent. Pune team will have to give the complete accounts till date within a week. RohitMarol spoke to AtulKatariya (Treasurer at Pune LOC) and requested him to send the updated account statements within the coming week.

5. Pune LOC has been loaned Rs.150000, LOC Gujarat has paid centre Rs.13000 (as existing in their audited accounts – to be clarified)

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- 6. Rajnikant Trivedi agreed to waive off the fees charged for conducting the central elections of ISOLA central elections*
- 7. If EC members cannot be fully reimbursed, meetings should be conducted via web-conferencing. Case-to-case basis decisions can be taken – no accounting problems with reimbursement*
- c. Meeting with CEPT Director Bimal Patel to invite him to the ISOLA event on the 22nd of August 2015 and establish the way forward for a working relationship with CEPT
*Rohit Marol, Sachin Jain, Neelima Soni and Harsh Goel met Bimal Patel, Director of CEPT at his office in the evening as he was not available at the CEPT Campus earlier in the day. They thanked him for permitting ISOLA to use the CEPT facilities for hosting their AGM and Event and invited him to attend the LANDSCAPE EXPLORATIONS IN THE PUBLIC REALM event. Following aspects were also discussed:
Bimal Patel said he will check his schedule and try to attend if there is no other engagement. He had some very good suggestions to engage with ISOLA, some of them being short term courses in winters, contributing landscape drawings of senior members to CEPT archives being established by Bimal, at some point later, provision of space in CEPT on a chargeable basis. These all have been noted and will be taken up in next meetings.*
- d. Meeting with the Municipal Commissioner of Ahmedabad Ms. Dhara to invite her to the ISOLA event on 22nd August 2015
*Rohit Marol, Sachin Jain and Harsh Goel met the Municipal Commissioner Ms. T. Dhara at her office and invited her for the forthcoming ISOLA event LANDSCAPE EXPLORATIONS IN THE PUBLIC REALM. She responded positively to the invite but said that a formal confirmation will be given a bit closer to the date based on other commitments. She said we could communicate the final programme and schedule to her PA on phone/email and a second visit was not required.
Harsh Goel to follow up with the PA once we have the invite and schedule around 17/18th of August.*
- e. Meeting with Jaimin Dave to discuss the submittal to the Charity Commissioner's office
It was not possible to meet the lawyer Jaimin Dave due to the tight schedule of earlier meetings. Harsh has been handed over the affidavits that were prepared by Sachin. He will get them vetted from Jaimin Dave in the following week and hand over to Ameet to be dispatched to EC members in each city for signing prior to filing. Harsh will also ask Jaimin to examine if any other paper work is needed. Harsh will also get the local affidavits (members from Ahmedabad) signed from the members he can approach.
- f. Meeting with CEPT Registrar- Ms. Anita Hiranandani
Rohit Marol, Sachin Jain and Harsh Goel met her at CEPT, she guided them to the venue and the finer logistical details. She mentioned that they are waiving the fee (for using the venue) this year.



8. PREPARATIONS FOR THE UPCOMING AGM

- a. Examine the venue for the event (seating capacity, prefunction spaces, catering area, etc)
All members present visited the venue (GIDC Bhavan, CEPT campus). It is an independent 200+ seater seminar hall with all facilities of projection, pin up of sheets, etc. with space available for food service and washroom facilities
- b. Check the AV facilities at the venue and discuss any additional requirements (audio, projector facilities, etc) with the person concerned
All AV facilities in place, laptop and a pointer will be needed to operate the presentations. Microphones available.
- c. Catering – talk to the person concerned and finalise rates and menu for 22nd August event – morning tea+snacks, lunch and evening tea+snacks
*Sachin Jain and Harsh spoke to the caterer and tentatively finalized the menu with him. He has given a rate of Rs. 50/- per person for high tea and Rs. 225/- for lunch (200ml water bottles extra as per actuals). This will be refined and finalised later by ISOLA before the next visit on Aug 21st.
Shilpa and Neelima Soni sampled the lunch. Based on their feedback, Sachin advised if he does not improve his quality, we may need to contact the caterer who has been doing this for us since last 2 years.*
- d. Meet up with student volunteers/ CEPT Landscape faculty if possible
We did not meet the faculty or students as we could not contact them on campus. Shilpa Chandawarkar to send one final email asking for students volunteers to participate
- e. Check the venue and establish the requirement and positions of posters, banners, etc.
The venue has a number of tag boards where displays can be put up. Two backdrop banners (vertical – 3' x 6') can be placed alongside the projection screen. The rostrum can have a banner of 1'6" x 3" and the prefunction areas have the possibility of having 2 horizontal banners (each 2'6" x 5'). 2 standees are available with ISOLA, only the flexprinting needs to be done. Sachin Jain advised that Rachana printers has been helping us with the printing for the past couple of years and they could be assigned the task. He also opined that given the one-time use of these banners, we should keep it the number to the minimum.
- f. Any local arrangements to be made for the day?
To and fro travel arrangements (airport to venue and back) for the presenters would have to be made. We have a car rental agency empanelled with us since the past 2 years. Sachin Jain would talk to him and make the necessary arrangements.
- g. Is webcasting of this event/all other ISOLA events possible?
*We have spoken to CEPT AV person. They will make the arrangements but we will need to get an external agency to do the photographs (if required) and Videography (unlike IIT Gandhinagar – where they were providing this to us free of cost)
Regarding webcasting of events, we can webcast our events, our website already has that capacity.
However, it was the general EC opinion that the AGM should not be webcast as it was important for members to be physically present for the meeting*



9. IDENTIFYING AND ESTABLISHING THE WAY FORWARD FOR ALL THE COMMITTEES DISCUSSED THROUGH VARIOUS EMAILS, MESSAGES AND CONFERENCE CALLS IN THE LAST 2 MONTHS (written document needed in a specific format for all)

- a. Co-ordinators for 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)

This point was only discussed between ShilpaChandawarkar and NeelimaSoni and it was felt that the heads of each of the committees could present their objectives and possible deliverables to the members present at the AGM and seek interested volunteers for each task. Another idea was to have blank sheets put up on the tag boards for each committee and invite suggestions from members.

10. BUDGET TO BE PREPARED FOR THE 2-YEAR TERM OF THE EC

This point could not be discussed due to lack of time, but can definitely be worked upon and presented at the next EC meeting scheduled to be held on the 21st of August 2015 at Ahmedabad.

Sachin Jain said that the anticipated annual expenses of ISOLA for the current year would be approximately 10.5 lakhs per year adding inflation and increased travel cost to last year budget of around 9 lacs.

A detailed budget would however need to be prepared.

11. CONVENOR FOR THE ISOLA AWARDS 2015

It was unanimously decided to request Ms.SavitaPunde to take on the role for Convenor for the forthcoming awards. ShilpaChandawarkar/RohitMarol to talk to her and finalise.

Minutes of the meeting prepared by:

Shilpa Chandawarkar

Honorary Secretary

ISOLA

31st July 2015