



MINUTES FOR THE 68TH ISOLA EC MEETING (ISOLA EXECUTIVE COUNCIL 2015-17)

Date: 20th May 2017

Time: 11:30 am

Venue: ISOLA Office, Ahmedabad

Members Present (EC 15-17)

Rohit Marol – President
Shilpa Chandawarkar- Honorary Secretary
Neelima Soni – Honorary Treasurer
Nidhi Madan
Harsh Goel
Nupur Prothi Khanna
Sachin Jain

Members Absent

Ashish Patankar (with leave of absence)
Manguesh Prabhugaonkar (with leave of absence)
Sreejith S (with leave of absence)

Members Present- New EC (17-19)

Sujata Kohli
Jitendra Pawgi
Nidhi Madan
Avadhoot Kumthekar
Shravana Reddy
Swati Sahasrabudhe

Members Absent

Asok Kumar (with leave of absence)
Dwaipayan Bhattacharya (with leave of absence)
Maithily Velangi (with leave of absence)

Special Invitees

Rajnikant Trivedi - Accountant

Hon President Rohit Marol presided over the Joint Meeting

The meeting was conducted by the ISOLA Executive Committee 2015-17 to hand over charge to the new ISOLA Executive Council that would take charge from the 23rd of May 2017.

President Rohit Marol welcomed the New EC members and the present EC members apprised the new EC of

- The Education Board, its structure, members and processes
- Awards – ISOLA Awards and NASA Award
- Finances including bank accounts, investments, accounting processes, chapter accounts and finding

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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- Status of Bye-laws and Charity Commissioner
- IFLA Membership
- Required attendance at EC meetings of all EC members (75%)
- Work done to update the ISOLA office space

(Details may be found in the Minutes of the Current EC)

Members of New EC then continued with the meeting along with Mr Rohit Marol, outgoing President in his new capacity of Immediate Past President.

1. ISOLA EXECUTIVE COUNCIL OFFICE BEARERS

Outgoing President, Rohit Marol, proposed that **Sujata Kohli** be the **ISOLA President**. Avadhoot Kumthekar seconded her nomination.

Mr Rohit Marol then invited Ms Sujata Kohli to preside over the New EC meeting and continue with the proceedings of the meeting.

Sujata Kohli outlined a vision for the new EC for this term-

- a. Financial Stability
- b. Educational Board/ Creating and continuing associations with institutions
- c. Outreach and Collaborations
- d. Content Coordination across all chapters

Each EC member present was requested to participate in this vision.

With the consent of all present, the following Office Bearers were proposed, and responsibilities allocated to the team present.

Sridevi Rao - Honorary Vice President

(Proposed by Sujata Kohli, seconded by Jitendra Pawgi)

Nidhi Madan - Honorary Secretary

(Proposed by Sujata Kohli, seconded by Avadhoot Kumthekar)

Jitendra Pawgi - Honorary Treasurer

(Proposed by Sujata Kohli, seconded by Nidhi Madan)

Other Fellow Members present were requested to take up various other responsibilities, as follows

Swati Sahasrabudhe - Education Board Convenor

Avadhoot Kumthekar - Chapter Coordinator

Shravana Reddy - Media, Website and Outreach

2. FINANCIAL STATUS OF ISOLA

The past EC listed details of all bank accounts of ISOLA, introduced the bank relationship manager and the updated status of investments in mutual funds and fixed deposits.

ISOLA accountant, Rajnikant Trivedi, reinforced the need for strict financial discipline, the audit process, requirements for timely TDS payments and need to reduce travel expenses.

Bank signatory changes were initiated.



He also suggested putting together a list of approved vendors.

3. MEMBERSHIP

Expanding the membership to include donors, institutions and allied professionals was discussed and ways to do so will be explored further.

4. STATUS OF ISOLA CHAPTERS

Existing chapters and their current status were discussed. (Delhi, Mumbai, Gujarat, Bangalore, Kerala). Avadhoot Kumthekar to follow up with the chapters to set up a calendar of events, initiate activities and discussions at a chapter level to encourage them to engage with their local agencies, institutions, media etc. Chapters to follow up with members for lapsed memberships.

5. EDUCATION BOARD

Nikhil Dhar has been requested to be the Chairperson of the Education Board and Sachin Jain to continue. Current status of completed/ongoing tasks to be shared with the new team. Swati Sahasrabudhe will be the Convenor and will set the agenda for this term, with Sridevi Rao. Together they will reconvene the Education Board.

6. CONTENT COMMITTEE

A Content Committee was set up for the ISOLA Conference in Goa with members from each of the preceding conference LOCs. It was suggested that this committee continue to guide the Conferences with Swati Sahasrabudhe, Nikhil Dhar and Nupur Prothi Khanna as members. Kerala Chapter has expressed that they would like to work on the content themselves.

7. ISOLA AWARDS

It was decided to request Savita Punde to continue in the role of Convenor for the forthcoming awards. Sujata Kohli to talk to her and finalise.

Both past and new EC members suggested that senior members must be encouraged to submit for the Awards to create higher standards. Avadhoot Kumthekar volunteered to work on the Awards.

It was unanimously decided that soft copy submissions would be accepted for the awards jury this year. And to explore adding other categories of awards in the future – research/ publication and private works.

8. ANNUAL CONFERENCE

Works pending from the recently-concluded Goa conference include the Conference proceedings book and closure of all books of accounts. To be taken care of by Conference LOC. Next conference to be hosted by Kerala chapter in January 2019.

9. WEBSITE, SOCIAL MEDIA AND OUTREACH



Shravana Reddy to coordinate updates to the website, facebook and twitter accounts. Details of existing Facebook page and account, Instagram account and Twitter handle to be shared by Sreejith. Neelima Soni to assist with website.

10. SUBMITTAL OF BYELAWS TO CHARITY COMMISSIONER

All filings are complete. There has been no response from the Charity Commissioner yet. Bye-laws to be updated and filed as well, along with details of the new EC.

11. AMENDMENT OF BYELAWS DOCUMENT

Work done by Rohit Marol, Minesh Parikh and Neelima Soni on the bye-laws to be completed.

12. PREPARATION OF CODE OF PROFESSIONAL CONDUCT DOCUMENT

Rohit Marol will continue to work on completing this document.

13. MATTERS RELATED TO IFLA

Annual fees to be paid, amount to be specified by IFLA, past EC to close.

Updates to be sent from ISOLA to IFLA for updating on their website

14. ANNUAL GENERAL MEETING (AGM)

Date for the next Annual General Meeting was decided- August 19th, 2017, Saturday. CEPT to be contacted for the venue, alternatively IIT Gandhinagar is an option.

Avadhoot Kumthekar requested to ensure chapter office bearers attend the AGM.

15. SCHEDULES TO BE MADE FOR THE CURRENT/NEXT YEAR

- a. List of holidays for 2017 (already prepared and shared with members)
- b. Meeting date for accounting
- c. Schedule for EC meetings to be held for the next 12 months, possibly with chapter events
- d. Schedule of the next cycle of ISOLA awards
- e. Probable dates and location (city) for the next conference to be held in 2019 (Kerala chapter to decide and share the details)

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

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

Sujata Kohli, Jitendra Pawgi, Nidhi Madan and Avadhoot Kumthekar to be signatories.

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

Minutes of the Meeting prepared by:

Nidhi Madan, *Honorary Secretary*

ISOLA

10th May, 2017

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