

DRAFT MINUTES OF MEETING FOR 103rd EC MEETING

Date: 16th & 17th May 2025 Time: 10:30 am-5:00 pm

Venue: Video Conference

Day 01

Members Present:

S.no	Names	
1	Urmila Rajyadhyaksha	Honorary President
2	Rohini Prasad	Honorary Vice President
3	Devyani Deshmukh	Outgoing Honorary Secretary
4	Deepak Rao	Outgoing Honorary Treasurer
5	Maithily Velangi	Elected Fellow Member
6	Rashmi Paramesh	Elected Associate Member
7	Ankur Jajpuria	Elected Fellow Member
8	Manjusha Ukidve	Outgoing EC Member
9	Sarang Bhide	Outgoing EC Member
10	Dhanashree Kulkarni	Elected Fellow Member
11	Dhara Shah	Elected Fellow Member
12	Bhakti Thakoor	Elected Fellow Member
13	Sanjana K	Elected Associate Member
14	Dr. Sridevi Rao	Past President
15	Dhileep Raja	Co-opted Member
SPECIAL INVITEE		
16	Simran Malkhani	ISOLA Office Manager

Hon. President Urmila Rajadhyaksha presided over the meeting.

Morning Session

The Hon. Secretary for 2023-25, Devyani Deshmukh initiated the meeting by announcing the Elected members for the new term and thanking the Outgoing EC members of the previous term. The new executive council shall take charge from the 19th of May 2025. Their term shall be from the 19th of May 2025 to the 18th of May 2027.

All elected members unanimously agreed Dileep Raja to join the EC as a co-opted member.

All elected members unanimously agreed Deepak Rao to join the EC as a co-opted member.

As per decision made in previous EC meetings, Past-Secretary also forms part of the EC in an advisory role.

The office bearers were decided as follows:

Rohini Prasad proposed: **Urmila Rajadhyaksha to be the Hon. President** for the term. Maithily Velangi seconded the proposal.

Urmila Rajadhyaksha proposed **Rohini Prasad to be the Hon. Vice President** for the term. Rashmi Paramesh seconded the proposal.

Urmila Rajadhyaksha proposed **Maithily Velangi to be the Hon. Secretary** for the term. Rohini Prasad seconded the proposal.

Maithily Velangi proposed **Dhanashree Kulkarni to be the Hon. Treasurer** for the term. Ankur Jajpuria seconded the proposal.

It was also agreed that Rashmi Paramesh will work closely with the Hon. Secretary and Dhileep Raja will work closely with Hon. Treasurer to support the respective posts.

Points discussed as per agenda:

1. MEMBERSHIPS

Devayani Deshmukh gave an overview of the status of memberships as follows:

541 valid members (305- Fellow members, 141 associate members, 75 graduate members, 20 -Student members)

The Amnesty Scheme introduced for 3 months, starting from Jan 2025 to March 2025 brought in 85 membership renewals which boosted membership status for ISOLA.

Corporate Membership Discount- as was suggested in the previous AGM has been worked out by the team by conducting the survey required to decide on no. of min. memberships it should begin at. The cost at which corporate membership must be given has been worked out. This will be further presented at the upcoming AGM and put into process.

Membership Certificates – Possibilities of automated way of issuing e-certificates to members should be looked into.

It was suggested to look at COA , who has started a digital card issue. It can be referred to as a case.

Person incharge in current EC: Devayani Deshmukh

Person incharge in new EC: Maithily V

2. FINANCIAL STATUS OF ISOLA

- The overview of the various accounts of ISOLA, transaction processes etc. was briefed.
- Vetting of financial decision and implication through Auditor -*Mr. Rajnikanth Trivedi* is the protocol followed.
- The KYC for the Centre account is pending and needs to be taken up on priority.
- Possibilities of accelerating the process of change of signatories for the chapters, post the biennial elections, needs to be worked out with the help of the relationship manager from HDFC Bank, Mr. Mihir.
- MP & Rajasthan are yet to open their chapter accounts – The necessary documents are submitted, and the process should be completed soon. But meanwhile, Centre has been handling the transactions for the two chapters.

Person incharge in current EC: Deepak Rao

Person incharge in new EC: Dhanashree Kulkarni

3. OFFICE LEASE AGREEMENT

Person incharge in current EC: Deepak Rao

Person incharge in new EC: Dhanashree Kulkarni

Deepak gave a briefing on the ISOLA office premises.

Every 27th June – lease agreement is due for renewal. Office manager is given authorization to sign on behalf of office bearers. Once the agreement is done, the papers need to be sent to Australia, where to owner resides.

Rs.17000 per month is deposited in their account against Office rent.

4. OFFICE ADMINISTRATION AND MANAGER AND ISOLA DATA

Office tour will be done once EC office bearers are able to travel to Ahmedabad.

It was decided that the Secretary responsibilities and SME software details, Treasurer responsibilities and Important details reg accounts, passwords, papers, etc will be handed over separately in one-on-one meeting.

Weekly update – A system is set already, where in the Secretary and the Treasurer sends the updates, payments data and back up from SME to the office manager on weekly basis. This data is filed by the office manager accordingly. The same system can be continued.

Person incharge in current EC: Devayani Deshmukh Deepak Rao

Person incharge in new EC: Maithily, Dhanashree Kulkarni

5. STATUS OF ISOLA CHAPTERS

The Audited account of Chapters to be sent to the Hon.Treasurer by 10th June of every year.

Chapter accounts, Central accounts auditing needs to be completed before AGM and documents need to be shared a month in advance to all ISOLA members for their study.

The chapter activity documentation to be ready for AGM. During the previous EC, Manjusha Ukidve created a system for chapter reports to be made- same format can be followed.

The travel re-imbursements of all chapter representatives for the EC meetings (except the ones during AGM and conference) will be reimbursed by the Chapter itself. However, the same cap as applicable to EC will be followed.

Person coordinating in current EC: Manjusha Ukidve Devayani Deshmukh, Chapter Representatives

Person coordinating in new EC: Dhara Shah , Chapter Representatives

6. ANNUAL CONFERENCE

Bangalore conference books – The Printed books have been delivered in ISOLA office. The disbursal process of the books to the delegates needs to be taken up as a priority. Since it's been 10 years since the conference, the phone numbers/ contact details of the delegates is not being found. Dhileep Raja has agreed to help in this regard and will share the available data with Maithily Velangi, so together they can figure out a way for books distribution.

Hyderabad & Bhopal conference proceedings book- Respective chairpersons will be followed up with in tomorrow's meeting.

Follow up on Research Symposium compendium has to be done in tomorrow's EC+CR meeting.

Person incharge in current EC: Individual responsibilities for specific tasks

Person incharge in new EC: : Individual responsibilities for specific tasks

7. ISOLA AWARDS

Since Shilpa Chandawarkar has been co-ordinating the awards since many years now, she will be requested to continue in the same role for the upcoming year too.

Urmila Rajyadhyaksha and Devyani Deshmukh suggested that since IFLA is hosting its awards for Congress and ISOLA has taken up co-ordination for it (Hemanshu Taneja is the OPC for this with the IFLA team), this year the ISOLA awards will be deferred to allow our members to participate in IFLA Awards. This discussion is a continuation of discussions that has started in previous EC.

This decision was unanimously agreed upon by the new EC as well.

Hence, the Award cycle 2025 is deferred and the next cycle i.e. 2026- will have two sets of awards for - 2025 & 2026.

Person incharge in current EC: Shilpa Chandawarkar, Maithily Velangi, Devayani Deshmukh

Person incharge in new EC: Shilpa Chandawarkar, Maithily Velangi

8. EDUCATION BOARD

The EB comprises of 5 members – Sriganesh R., Sandeep Menon, Swati Sahasrabuddhe, Sourabh Popli along with coordinator from the EC.

The previous EB team worked on a system of renewals of recognition of colleges, inspection etc. and the same will be taken ahead by the coordinator.

National studio was conducted as run up event for IFLA, the outcome of which will be displayed at IFLA. This was overlooked by EB members.

EB members are on board for 3 years- per term – to allow continuity with changed EC member.

Bhakti Thakoor was informed to co-ordinate with Rukumany RH for hand-over of the EB related activities, credentials and any other transactions.

Person incharge in current EC: Rukkumani RH

Person incharge in new EC: Bhakti Thakoor

9. WEBSITE & SOCIAL MEDIA

Any changes and operations of SME business software must be made via email to Joy Sir.

SME software operation will be briefed by Devyani Deshmukh to Maithili Velangi & Rashmi Paramesh later.

Website – process of updating of the website has to be taken up immediately since it will be linked with IFLA website. Harsh is the website designer and through ISOLA UPDATE which will be handled by Rashmi Paramesh & Dhara Shah.

Person incharge in current EC: Ankur Jajpuria, Maithili Velangi Rashmi Paramesh

Person incharge in new EC: Rashmi Paramesh + Ankur Jajpuria (ISOLA+IFLA), Sanjana K + New associate member will be added.

10. ISOLA DOCUMENTS AND GUIDELINES- MEMORANDUM, BYELAWS, CHAPTER FORMATION, MEMBERSHIP, ELECTIONS, CODE OF CONDUCT, FINANCES

Process of election setting, membership tracking, etc – will be part of Secretary & Treasurer hand over.

Person incharge in current EC: Devayani Deshmukh, Deepak Rao

Person incharge in new EC: MV+ RP_ Dhanshree Kulkarni + Dhileep Raja

SUBMITTAL OF BYELAWS TO CHARITY COMMISSIONER

The documents of the EC members need to be updated at the Charity commissioners office

The process of updating the office bearers' documents from 2003-2006 is underway. Simran Malkhani has collected all submitted documents from Mr. Kondwani. Whoever is found pending will need to be followed up and completed.

Person incharge in current EC: Deepak Rao

Person incharge in new EC: Dhanashree Kulkarni

11. MATTERS RELATED TO IFLA

Person incharge in current EC: Urmila Rajadhyaksha, Deepak Rao

Person incharge in new EC: Urmila Rajadhyaksha, Dhanashree Kulkarni

Devyani Deshmukh & Deepak Rao are continuing their role in IFLA and will keep the EC updated as and when there is progress.

12. CONTINUING COLLABORATIONS- NASA

MoU's to be strengthened by actively conducting events and activities.

Ways of actively engaging with NASA were discussed.

Person incharge in current EC: Shilpa Chandawarkar,

Person incharge in new EC: Shilpa Chandawarkar

13. CONTINUING COLLABORATIONS- IGBC,

The process of renewal of MoU with IGBC needs to be completed. Further on, activities under the MoU need to be planned out along with IGBC members .

Person incharge in current EC: Urmila Rajadhyaksha, Sujata Kohli, Working Group

Person incharge in new EC: Urmila Rajadhyaksha, Sujata Kohli, Working Group

14. OTHER COLLABORATIONS IRALE, IIA

IRALE:

A joint committee is formed comprising members from IRALE and ISOLA . From ISOLA, Hon. Treasurer ex-officio (now Dhanashree Kulkarni) will continue on board along with Rashmi Paramesh who was a part since previous term. Also, Aparna Bhargava from Rajasthan chapter has been a part and continues to be on the committee.

Hon. President, Urmila Rajadhyaksha briefed about the activities post MoU with IRALE. There are 3 activities in the pipelines as a joint venture. The first one would be led by Mumbai Chapter, since the event is planned in Mumbai. The event is based on climate conscious cities

2nd – project is based on the Great Himalayan region project

3rd- Joint webinars are planned but details are not been worked out yet.

Person incharge in current EC:Urmila Rajadhyaksha, Working Group

Person incharge in new EC: :Urmila Rajadhyaksha, Sebastian Jose Working Group

15. COMMITTEES- RESOURCE CENTRE

There hasn't been much progress under this vertical of ISOLA

Sridevi Rao volunteered to create list of what resources will be on website to be open access to ISOLA members.

The decision to create an ISOLA monograph was taken up in the previous EC and the work was awarded to Studio Earth. The monograph is planned to be released at the congress.

Person incharge in current EC:

Person incharge in new EC:

16. COMMITTEES - ADVISORY GROUP

Past Presidents, Past Secretary & Past Treasurer as co-opted Member will be part of the EC.

17. COMMITTEES – STUDENT FORUM/ EMERGING PROFESSIONALS

Person incharge in current EC: Kumureshwari & Rashmi P

Person incharge in new EC: YTD

Currently dormant

18. NEW INITIATIVES IN THE PAST TERM

Isola Symposium

Person incharge in current EC:

Person incharge in new EC:Sridevi Rao & Rohini Prasad

ISOLA Research Symposium has completed 2 cycles. The next cycle is being deferred due

to congress. Sridevi Rao & Rohini Prasad will plan out the dates and theme for the next cycle and take it forward.

Research scholarship.

Research Scholarship Grant initiated last year is halfway through., Review 1 with the panel members was done and the Awardee (Rahul Sukumaran) has showed substantial work.

Signing of documents and amount has not been through yet. Its underway.

There has been a health issue of the Awardee, Rahul Sukumaran due to which he was absent for a long time. The ISOLA coordinators tried to contact him regularly but there was no response. Finally, through Rohini Prasad's personal contact, he conveyed his health reasons. Considering this and allowing him to change, the EC decided to support him. He has promised to finish the research taken up within given time and will shortly be ready for second review.

Person incharge in current EC: Manjusha Ukidave

Person incharge in new EC: Manjusha Ukidave continues until first cycle is done

Other Initiatives as discussed :

Memberships:

1. **Membership Category Revision** – To make the organisation more inclusive, adding a membership category for allied professionals like Landscape Urbanist or any such which are concentrated in Landscape discipline and are not affiliated to IFLA and ISOLA to be looked into. This maybe taken up post IFLA -APR.

2. **Student Membership and Registration** – Urmila Rajadhyaksha suggested to waive off Student membership fees, where as Bhakti Thakoor suggested to have atleast joining fees.

These suggestions will have to be run through AGM. (However, this is not to be linked with IFLA APR conference registration fees in November)

Benefits to Recognised Institutions / Young Professionals and Educational endeavours:

3. **Global Studio Program** – EB will be involved in the Global studio which is being initiated by Urmila Rajadhyaksha. The further steps would involve identifying host institute, framework, etc

4. **Collaborations with Institutions** – for undergraduate programs. Mentorship programs for thesis students or any student in general. Website can have mentors name who volunteer, and students can reach out to them. Various ways to engage with Architecture & master's students will be worked out with Chapter members supporting this cause and outreach.

5. **Mumbai Chapter – Pan India Initiative** – Career Clinic – career counselling program to be revived and conducted.

Platform for Members / Digital presence

6. **Promote DIGITAL Presence** – website, social media handles, create content that is engaging. Showcase various award-winning projects and Landscape Architects, their works, create visibility for them. ASLA is a good example to learn from – media tactics.

7. **Media Coverage of Isola events** We can encourage chapters to get the events covered in local newspapers so that there is publicity and visibility of ISOLA. Mumbai and Kerala chapters have been doing this, and its a good precedent set.

8. **Social media and Website:** ISOLA handles need to promote IFLA related activities. Esp. the IFLA awards which is due for registration and submission can be promoted so that ISOLA members do not miss on this opportunity. **IFLA APR conference media management** on social media platforms- posting content, reels, posts, etc. EC and APR team need to brainstorm ideas and address and frame media plan. Sanjana K, Ankur Jajpuria & Rashmi Paramesh can initiate -Know your EC ‘ posts immediately.

12. **Travel and Stay Cap** A request was put up by everyone, reg the increase of travel and stay reimbursement limit. This needs thoroughly looked based on statistical survey reg the costs in previous one / two travels. Decision reg. this will be taken up after the survey is completed.

13. Newsletter format

Bhakti Thakoor recommended to look at news formats as alternative to conventional newsletter- a more digitized version, maybe included in website as highlights etc.

Day 02

S.no	Names	
1	Urmila Rajyadhyaksha	Hon. President
2	Rohini Prasad	Hon. Vice President
3	Devayani Deshmukh	Outgoing Hon. Secretary
4	Deepak Rao	Outgoing Hon. Treasurer
5	Maithily Velangi	Elected Fellow Member
6	Rashmi Paramesh	Elected Associate Member
7	Ankur Jajpuria	Elected Fellow Member
8	Dhanashree Kulkari	Elected Fellow Member
9	Dhara Shah	Elected Fellow Member
10	Bhakti Thakoor	Elected Fellow Member
11	Sanjana K	Elected Associate Member
12	Dr. Sridevi Rao	Past President
13	Dhileep Raja	Co-opted Member

Members Present: Chapter representatives

14	Aparna Rao, Hon. Chairperson, Bengaluru
15	Sujata Hingorani, Hon. Chairperson, Delhi
16	Neha Shah, Hon. Secretary, Mumbai

18	Syed Zahid Akhtar, Hon Chairperson, Hyderabad
19	Hemanshu Taneja, Hon. Chairperson , Rajasthan
20	Divya Sharma, Hon. Chairperson, Gujarat
21	Mythili M, TYPY
22	Ganga Krishnan, Hon. Chairperson, Kerala
23	Atul Kataria, Hon . Chairperson, Maharashtra
24	Sonal Tiwari , Hon. Chairperson, Madhya Pradesh

Hon. President Urmila Rajadhyaksha presided over the meeting.

Hon. Secretary, Maithily Velangi started by thanking the outgoing EC members of the previous term for their wonderful contribution.

The Newly Elected and selected office bearers were introduced to the attendees and their roles were informed.

Five of the chapters also had their elections recently namely, Bengaluru, Hyderabad, Maharashtra, Mumbai and Madhya Pradesh.

The Hon. Chairpersons of each chapter introduced their MC members in absentia.

Appraising the members regarding the topics discussed in the previous day's EC meeting

Maithily Velangi appraised all the members regarding the topics discussed in the meeting held on 16th May.

Some discussions and information conveyed to chairpersons / Chapter representatives:

Collaboration with IIA: Ganga K mentioned the interest of Kerala chapter to collaborate with IIA under the recent MoU and it was suggested to get in touch with Sebastian Jose & Vinod Cyriac for further planning.

Hyderabad, Bhopal Conference proceedings Book – The respective Chairpersons of the Chapters are informed to begin the process and complete the books asap. It was also suggested that they can reach out to either Kerala Chapter or Bangalore chapter to understand the process since the recent books were done by them.

Research Symposium book – Sridevi Rao & Rohini Prasad to follow up for its completion at the earliest. Ganga K informed me that the videos of all speakers of the Symposium are received. It was suggested that she can reach out to Hyderabad chapter or Kerala chapter for agencies to get quotes for transcription of the speakers. Once content is ready, the process of composition can begin.

Update on IFLA APR Congress: Devyani Deshmukh briefly updated reg IFLA APR Congress progress. All chapters must look into proposing Post IFLA tour itineraries, if they have not yet. This will be finalized soon.

PAN -INDIA Initiatives:

Each Chapter presented their ideas:

Bangalore Chapter- continues with TOD

Delhi. Hyderabad & Kerala Chapter - YTD- will also get back soon

TYPY – Devyani Deshmukh reminded them that past Chairperson, Parisutha Rajan had

spoken about creating an annual research journal with ISSN number. They can take it ahead.

Maharashtra Chapter- ISOLA travels will be continued with.

Mumbai Chapter- Revival of Career Clinic

Rajasthan Chapter- Water series may be continued.

Gujarat Chapter – will work on platform on website for display of Students work across the country.

20th AGM – to be conducted virtual

Since IFLA -APR is just 2 months away from usual AGM timeline, it was proposed to have AGM in an online mode this year, to allow members to prioritize their travel for IFLA . Everyone voted to have ONLINE/ virtual AGM. It was agreed that only EC members will travel to Ahmedabad for the AGM and the EC meeting which will be scheduled a day prior to AGM. This will have to be vetted by the lawyer to conduct virtual AGM as proposed. Hence this decision will be communicated after it is vetted.

Tentative Dates for 20th AGM: 23rd August 2025.

Tentative dates for 105th EC meeting: The 105th EC meeting, post AGM will be due in December. Since IFLA-APR is scheduled in November for which all members will be traveling, the immediate next EC meeting has also been proposed to be done virtually, to avoid back to back traveling for EC members and CR's. This was agreed upon by everyone. The EC meeting post IFLA APR will be held in the first week of December, tentatively.

Prepared by: *Maithily Velangi*
Honorary Secretary

Supported by : Sanjana K.