

## **AGENDA FOR 88<sup>th</sup> EC MEETING**

**14<sup>th</sup> May, 2021 (with Elected and Co-opted members of current and new EC)**

2.00-8.00pm

Online

**15<sup>th</sup> May (with all EC members-Elected, Co-opted members of current and new EC and Chapter representatives)**

2.00-8.00pm

Online

This meeting is primarily a meeting for handing over charge by the current EC to the new ISOLA Executive Council that shall take charge from the 23<sup>rd</sup> of May 2021. Their term shall be from the 23<sup>rd</sup> of May 2021 to the 22<sup>nd</sup> of May 2023.

The following points/issues shall be discussed, and status updates given.

### **DAY 1 (HANDOVER)**

#### **1. MEMBERSHIPS**

Membership Database

Updated status of memberships (total number of members and valid memberships)

Membership issues

Membership certificates soft copies

*Person incharge in current EC: Nidhi Madan*

*Person incharge in new EC:*

#### **2. FINANCIAL STATUS OF ISOLA**

Details of all bank accounts of ISOLA

Role of Auditor

Relationship Manager

Status of investments in mutual funds and fixed deposits

Financial Documentation

80G Updation process

*Person incharge in current EC: Jitendra Pawgi*

*Person incharge in new EC:*

#### **3. OFFICE LEASE AGREEMENT**

Details of the Landlord, Date of the office lease

*Person incharge in current EC: Jitendra Pawgi*

*Person incharge in new EC:*

#### **4. OFFICE ADMINISTRATION AND MANAGER AND ISOLA DATA**

Associations and Collaborations

Use of ISOLA logo

Details of the Landlord, Date of the office lease

Status of appointment, scope of work, terms of engagement

Status of all office records (filing, membership data, accounts data)

Status of all physical storage (especially conference books), including filing systems in the office

*Person incharge in current EC: Nidhi Madan, Jitendra Pawgi*

*Person incharge in new EC:*

#### **5. STATUS OF ISOLA CHAPTERS**

Existing chapters and their current status (Bangalore, Delhi, Hyderabad, Madhya Pradesh, Maharashtra, Mumbai, Gujarat, Kerala, Rajasthan, Tamil Nadu & Pondicherry)

Reminder to all chapters to send in their audited accounts before June 10<sup>th</sup>, 2021

Reminder to all chapters to send in their chapter reports before July 31<sup>st</sup>, 2021

ISOLA Calendar

Chapter Managing Committee Workshop

*Person coordinating in current EC: Neelima Soni, Chapter Representatives*

*Person coordinating in new EC:*

#### **6. ANNUAL CONFERENCE**

Conference proceedings book – Bangalore, Goa, Kerala

Next conference to be hosted by Hyderabad chapter in January/ February 2022

Working of the Conference Account A (and B)

Conference Content Committee/ LOC

*Person incharge in current EC: Individual responsibilities for specific tasks*

*Person incharge in new EC:*

#### **7. ISOLA AWARDS**

Annual cycle of awards (especially for student awards) needs to be coordinated with biennial conference cycle (specifically for the Awards ceremony)

Manual of instructions/directives/rules for convening the awards needs to be drafted

ISOLA Award data

*Person incharge in current EC: Shilpa Chandawarkar*

*Person incharge in new EC:*

#### **8. EDUCATION BOARD**

Formulation/ Continuation of Education board (Convenor/Coordinator preferably from EC)

EB Guidelines and structure

MoUs in place (JNFAU, etc)

College Accreditations

Recognition of Institutions

Current status of completed/ongoing tasks to be explained

Plan of action for next two years with working groups

*Person incharge in current EC: Swati Sahasrabudhe, Prashanta Bhat*

*Person incharge in new EC:*

#### **9. WEBSITE & SOCIAL MEDIA**

Current status of website

Details of webhosting manager, website designer to be shared

Details of existing Facebook page and account, Instagram account and Twitter handle to be shared.

*Person incharge in current EC: Neelima Soni, Vineetha P.S.*

*Person incharge in new EC:*

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

Resources to be shared.

*Person incharge in current EC: Rohit Marol, Nidhi Madan, Jitendra Pawgi*

*Person incharge in new EC:*

**11. SUBMITTAL OF BYELAWS TO CHARITY COMMISSIONER**

Status update to be given and a follow-up plan chalked out

*Person incharge in current EC: Jitendra Pawgi, Rohit Marol*

*Person incharge in new EC:*

**12. MATTERS RELATED TO IFLA**

IFLA World Council & APR Updates to be sent from ISOLA to IFLA for updating on their website

IFLA Committee and Meeting participation

Jury

Fees

*Person incharge in current EC: Sujata Kohli, Sridevi Rao, Nidhi Madan*

*Person incharge in new EC:*

**13. CONTINUING COLLABORATIONS- NASA**

Mohammed Shaheer Landscape Trophy

Trophy brief, jury details and judging criteria to be sent by ISOLA

ZONASA Workshops

Pending MoU

*Person incharge in current EC: Shilpa Chandawarkar, Nidhi Madan, Maithily Velangi*

*Person incharge in new EC:*

**14. CONTINUING COLLABORATIONS- IGBC**

Landscape Seminar with IGBC World Congress

MoU

Landscape Lectures

Role in updating Rating Systems

*Person incharge in current EC: Sujata Kohli, Nidhi Madan, Working Group*

*Person incharge in new EC:*

**15. OTHER COLLABORATIONS- GRIHA, LAJ MONOGRAPHS**

Role in specifications (Griha)

*Person incharge in current EC: Jitendra Pawgi, Working Group*

*Person incharge in new EC:*

Support and donors (LAJ Monographs)

*Person incharge in current EC: Sujata Kohli, Rohit Marol, Jitendra Pawgi*

**16. COMMITTEES- RESOURCE CENTRE**

Structure of Centre in Place

Research Initiatives

Data Consolidation

Newsletter

*Person incharge in current EC: Venkata Lakshmi, Parisutha Rajan*

*Person incharge in new EC:*

**17. COMMITTEES - ADVISORY GROUP**

Past Presidents

*Person incharge in new EC:*

**18. COMMITTEES - PROFESSIONAL PRACTICE GROUP**

Practice related issues including Post- Covid Practice, Code of Conduct & Scale of Professional Charges

*Person incharge in current EC: Sujata Kohli, Rohit Marol*

*Person incharge in new EC:*

**19. COMMITTEES – STUDENT FORUM/ EMERGING PROFESSIONALS**

Conducts online events and interactions between students and/or with professionals

Emerging Professionals group inactive

*Person incharge in current EC: R. Kumareswari, Nidhi Madan*

*Person incharge in new EC:*

**20. ISSUES ADDRESSED IN THE PAST TERM**

Central Vista

City Forum (with Allied Professionals)

Chandni Chowk Redevelopment

Delhi Master Plan

EIA Amendments

Griha Native Planting Lists

Aarey Forest

MLA vs M. Arch @SPA

CoA Architects Act Amendment

## **DAY 2 (NEW EC ROADMAP)**

### **21. ISOLA ROADMAP FOR 2021-23**

### **22. PENDING TASKS**

Charity Commissioner Filings  
Issuing Membership Certificates  
Updation of Bye laws  
ISOLA Website  
Updates to Membership Database  
Survey  
Studio Showcase (Gujarat Chapter)  
ISOLA Newsletter  
IIA Newsletter- ISOLA contributions  
*Person incharge in current EC: Nidhi Madan, Sandip Patil, Sachin Jain*  
*Person incharge in new EC:*

### **23. COMPETITION SOP**

For Jaipal Reddy Memorial

### **24. AGM 2021**

Probable date for the next Annual General Meeting (September 12th, 2020)  
Logistics and arrangements

### **25. SCHEDULES TO BE MADE FOR THE CURRENT/NEXT YEAR**

- a. List of holidays for 2021 (already prepared and shared on the website)
- b. Schedule for EC meetings to be held for the next 12 months
- c. Probable date for the next Annual General Meeting (and booking of venue)
- d. Schedule of the next cycle of ISOLA awards
- e. Probable dates and location (city) for the next conference to be held in 2022 (Hyderabad chapter to decide and share the details)
- f. Conference run-up events
- g. Chapter events and ISOLA calendar
- h. Schedule for next 2 editions of the ISOLA Newsletter

### **26. ANY OTHER ITEMS WITH THE PERMISSION OF THE CHAIR**

### **27. NEXT EC MEETING**

Key tasks for the meeting day also include:

- Submission of photographs and identity and address proof documents by all members of the new Executive Council (for submittal in the bye laws document to the Charity Commissioner)
- Procedure of change of signatories in all central ISOLA accounts
- Sharing of email passwords with the relevant office bearers

Prepared by:  
*Nidhi Madan*  
*Honorary Secretary*