

## **Meeting of 5<sup>th</sup> Chapter Working Committee of Delhi Chapter of ISHRAE held on Wednesday 24-08-11 at 6:00 P.M. at K-43, Kailash Colony, New Delhi-110048.**

**Members Present:** - Mr. Ashwini Mehra, Mr. Sunil Kher, Mr. Sanjay Gupta, Mr. Mukesh Puri, and Mr. Jagdeep Singh, Mr. Ashwani Jain, Ms. Yesha Chaudhury Mr. Shami Bhardwaj Mr. V.K. Seth, Mr. Girish Sachar (On behalf of Mr. Amit Goel RD North )

**Absentees:** Mr. Udayan Chaudhari, Mr. Ashish Bahri, Mr. Parvinder (Mr. Pradeep Dua and Mr. Rajesh Nagari Intimated in advance their inability to attend the meeting)

The meeting was presided by the President Mr. Ashwini Mehra. He welcomed the CWC and other invited staff members. The meeting started at 6:00 P.M.

**Review of previous M.O.M.:** The minutes of previous meeting held on 15-07-2011 circulated earlier and presented in the meeting were adopted unanimously.

### **Targets & Planning of Chapter Activities (By Respective Chairs):-**

- **1 :- Membership Status:** - The update data regarding Membership have been appraised to all the members and the new registrations applications as on date of Membership promotion Night was resulted to 85
- **2 :- Student Chapter activities :-** Mr. Ashish Bahri was not present in the CWC Meeting , but in his absence Mr. V.K. Seth advised to take initiative for student chapter as the Colleges have reopened in August

**Regional B.O.G. 2011:** All The Members have been appraised the detailed programme for BOG on 27<sup>th</sup> August and Secretariat advised to prepare the report and also finalized the CAFÉ point with the Consent of Mr. Sunil Kher. it has also been proposed that the R BOG to be scheduled for only two times instead of four times during the fiscal year. (Motion be presented in R-BOG)

**VENTCONF 2011:** All the members have been appraised with the programme of the VentConf event which is scheduled to be held on 4<sup>th</sup> Nov. 2011 at Manakshaw Centre, Subroto Park, Dhaula Kuan, and New Delhi. All are requestet to initiate and contribute their full support for its success.

### **Account & Budget (2011-2012)**

- **Review of Accounts:-**account of the secretariat to be reviewed regularly.
- **Audiding & accounts :-** Auditing of accounts is under process and is likely to be finalized by the end of this Month
- **Appointment of Internal Auditor:** - Mr. Jagdeep Singh has been advised to settle this issue at the earliest.
- **Consolidation of Sub-chapter A/C.:-** The detailed of income & expenditure statement from Dehradun Sub-Chapter is still awaited. As such Mr. Dinesh Sharma is requested to pursue for the finalization of outstanding advance (loan) due.
- **Standard operating procedure :-** Bill payment systems, A draft which was prepared by the secretariat was read out by the President Mr. Ashwini Mehra, and is being circulated among

all the CWC Members with a request to submit their suggestion / Comments within 10days, otherwise it will be presumed that this payment system is approved.

- **Sharing Patron of office expenditure:** - expenditure between HQ and Delhi Chapter ISHRAE is shared/sub-divided in the fixed ratio in accordance to the staff strength ratio between HQ and Delhi Chapter ISHRAE. But it has been resolved that the expenditure is to be in the ratio of 50%: 50% instead of 75%: 25%

**Acreconf India 2012:-** scheduled date for ACRECONF has been fixed for 12 & 13 January 2012 and Venue is INDIA HABITAT CENTRE LODHI ROAD New Delhi. The event Manager is M/s. Attitude

**Formation of Nomination Committee:-**Mr. Sunil Kher President Elect has proposed the under mentioned Names for nomination committee:-

- Mr. Ashish Rakheja
- Mr. Sachin Maheshwari
- Mr. Sushil Kumar Choudhury
- Mr. Rajnish Joshi

**Renovation of Laxmi Nagar office:** - The revised rate quotation for new layout has been discussed and disapproved. As such the original Layout and rate is approved for which action for continuation of work is to be in progress.

**Website:** - It has been pointed out by the President Elect Mr. Sunil Kher that certain important documents e.g M.O.M of CWC not available after 18-09-2010 onwards this is to be viewed for updating on priority basis

The meeting ended with a vote of thanks: