

Meeting of 7th Chapter Working Committee of Delhi chapter of ISHRAE held on Friday 18th Sept'09 at K-43, Kailash Colony, New Delhi-10048.

Members Present:

Sachin Maheshwari (SM); Mukesh Puri (MP); Vineet Shukla(VS); Sanjay Gupta (SG); Yesha Choudhury(YC); Sunil Kher (SK); Ashwini Mehra (ASH)

Rajesh Nagari; Ashish Arora; A K Saluja; Gaurav P. Mathur; Ankit Dua; V K Seth; Sonali Dutta

Absentees:

Udayan Chaudhari(UC); Rajnish Joshi(RJ); Atul Malik (AM); Sushil Kumar (SK); Kapil Mehrotra (KM); Ashwani Jain (AJ); Harpreet Singh (HS);

Ashish Rakheja; Richie Mittal; V K Seth; B P S Chadha; R K Yadav; Amit Goel (AG)

The meeting was presided over by the President SM. He welcomed Past Presidents and Senior Members Mr. V K Seth and Dr. A K Saluja. SM also welcomed extended committee members Mr. Gaurav Mathur, Mr. Ashish Arora and Mr. Rajesh Nagari for the meeting.

Review of Minutes of last Meeting:

The minutes of last meeting held on 19th Aug '09 were circulated earlier and presented in the meeting.

The Minutes were adopted unanimously.

Nomination Committee: CWC recommended, discussed and approved the formation of Nomination Committee for the selection of CWC (2010-2011) as follows:

- 1) Ashish Rakheja
- 2) Dushyant Nagpal
- 3) Amit Goel
- 4) V K Seth
- 5) Mukesh Puri- President- Elect (2009-10)

The committee will provide the recommendation latest by 15th Dec.' 2009 so that further action of Election procedure can be completed before 20th Feb' 2009.

Approval of draft Audited Accounts 2008-09: Mr. Maheshwari informed that draft Audited Accounts have been reviewed and will be available for circulation after suggested alterations are incorporated by CA.

- a) Date for EGM: The EGM for adoption of Audited Accounts shall be scheduled later preferably with ACRECONF Promotion Night in Nov' 2009.
- b) Appointment of Auditor: CA Mr. Sunil Gupta will be providing Taxation Guidelines by next week.

A committee comprising of Mr. Sachin Maheshwari, Mr. Mukesh Puri, Mr. Udayan Chaudhari and Mr. Sanjay Gupta will recommend Auditors for 2009-10 so that Appointment of Auditors can be approved in EGM.

Points Discussed:

Agenda Item	Description	Resp	Target Date
Review of financials April – Aug2009 as against Budget	a) <u>FDR's for surplus Balance</u> : - Mr. Girish Sachar (GS) to coordinate and complete the process.	GS	30-09
	b) <u>Status on closure of all old accounts</u> : - Necessary document prepared. The signatories of respective accounts shall be approached for early completion.	GS	30-09
	c) <u>Status on opening of ACRECONF India account</u> : - Documents submitted to HDFC bank. Likely by next week.	GS	30-09
	d) <u>Closure of Union Bank A/c</u> : - Secretariat to initiate and transfer the proceeds to DCI account with HDFC.	GS	30-09
	e) <u>Settlement of dues with Lucknow</u> : - Shares of HQs and DCI for support to Lucknow sub-chapter shall be released and completed within a fortnight. Besides above, Mr. V K Seth, Trustee of IIE requested to release 10% share from chapter events like ACRECONF to IIE. However, Mr. Maheshwari informed that DCI (Parent chapter) will support sub-chapter and IIE as per guidelines of HQs after verifying from the relevant MOM of BOG.	GS	30-09
Delhi's bid for ACREX 2011	a) CWC agreed to request HQs for hosting ACREX India-2011 in Delhi. The surplus proceeds will be shared by all locations as per guidelines of HQs		
HQs Projects-Ducting Software	a) 18 copies of software dispatched to 17 users. Payment to be collected	VS HS	15-10
	b) CWC reviewed the response from other locations and decided that DCI should drive the promotion for sale of a minimum target of 200 within the chapter itself.		
	c) Ahmedabad chapter has requested for demonstration of the software. One representative (Mr. Durgesh) from Mechartes is scheduled to visit Ahmedabad on 26 th Sept' 2009. DCI to bear the expenses.		
	d) Support system by Mechartes is on rolls costing Rs. 40,000/- per month. CWC suggested one Software Promotion Night for introductory training programme to actual users		
	e) The support system agency will visit and demonstrate the working to WSP team on 22 nd Sept' 2009 . A regular update on status of support provided to actual users by Mechartes will be forwarded to DCI on weekly basis.		
	f) Promotion of software by circulating e-mailer through membership directory (available with Mr. Sanjay Gupta) was suggested.	SG	15-10

Student Activities	<p>a) The installation of CWC of student chapters are scheduled as follows</p> <ul style="list-style-type: none"> ➤ ITM, Gurgaon 25th Sept 09 ➤ DCE, Delhi 1st Oct' 09 ➤ IITB, Sonapat 5th Oct' 09 ➤ G B Pant, Delhi To be coordinated for completion within Oct' 09. ➤ SIT, Mathura To be coordinated for completion within Oct' 09. ➤ SPA, New Delhi To be coordinated for completion within Oct' 09. <p>b) The installation programme of respective CWC will include Final round of Quiz within the college, visit of a representative from industry and intimation of Bry-Air Student Awards.</p> <p>c) CWC of DCI will ensure a joint meeting of the office bearers and faculty advisors in all student branches on quarterly basis so that continuity of activities is monitored regularly.</p> <p>d) All student branches to promote and ensure the Renewals of student members so that this exercise is completed within Oct' 2009.</p> <p>e) IIE, Delhi has 7 student members till date. Mr. V K Seth was requested to enroll more members so that a separate student branch is chartered in IIE.</p>	SM/ KM	
K-12 Activity	<p>a) 2 programmes in association with Rotary are planned during Oct./ Nov.' 2009 (firm dates yet to be confirmed). CWC suggested to plan an event on Children's day 14th Nov' 2009.</p> <p>b) The one person committee of Ms. Yesha Choudhury will now include Mr. V K Seth, Ms. Sonali Dutta and Mr. Ashish Arora besides President and President- Elect of DCI.</p>	YC/ SD	
Workshop & Seminars	<p>a) The workshop scheduled on 19th Sept' 2009 by Mr. Ashwani Mehra was attended by 14 confirmations from the industry and 10 students from IIE, Delhi.</p> <p>b) Workshop on Coil Design is scheduled in Oct' 09</p> <p>c) Mr. Seth informed that 6 week weekend course (Saturday & Sunday) is scheduled to be initiated in Dec' 2009.</p> <p>d) The response of participants to reduced fees and increased frequency of workshops and technical presentations was discussed by members. While wider reach and spectrum was appreciated by members, it was felt that frequency can be fortnightly basis.</p> <p style="padding-left: 40px;">The data available from such events was useful in the success of ISHRAE Membership Promotion Night.</p> <p>e) Mr. Seth suggested that workshops conducted by DCI/ IIE shall be extended to the sub-chapters as well as chapters/ sub-chapters in northern India for expanding the base.</p> <p style="padding-left: 40px;">Mr. Sachin Maheshwari informed that National Chair Programme is contemplating to schedule 2 programmes from HQs level and 2 from parent chapter level for newly chartered sub-chapters during the current year.</p>	SK	
Newsletter	<p>I. CWC members shall promote the marketing efforts for advertisements in the chapter Newsletter 'ISHRAE Twitter'.</p> <p>II. Next two issue are scheduled in end of Oct' 2009 and Dec' 2009.</p>	ASH	

Membership Directory	100 copies of All India Membership Directory shall be printed.	SG	30-10
Membership Promotion Renewals	<p>a) A record 116 members were added in the first ever Membership Promotion Night.</p> <p>b) The membership will be centralized at ISHRAE HQs from 1st April' 2010 onwards as decided by National BOG. Besides membership, the printing and distribution of publications will also be centralized.</p> <p>c) 21 members from Meerut are likely to be enrolled within Oct' 2009. DCI should plan to focus on membership promotion at other smaller locations.</p> <p>d) Membership promotion in DCI should be focused on bulk enrolment from companies (like Voltas, Bluestar, LG etc.) and their dealers.</p>	SG	15-10
ISHRAE Night	In view of delay in confirmation from LG Electronics for the partnership of ISHRAE Night, CWC may consider alternative Partner. CWC decided to await the response for another one week.	SM	
Product Related Publications	<p>Coordination of 'All about AHUs' product guide is likely to be completed by middle of November. Mr. H M Jhangiani from Mumbai is compiling and editing the same.</p> <p>Mr. R.P.Das is working on the Publication All About Chillers</p>	AM	
ACRECONF India- 2010	<p>a) All CWC members of DCI should Register as delegate.</p> <p>b) Mr. Sachin Maheshwari shall write to CWC of all chapters for Registration.</p> <p>c) All CWC members of DCI shall provide e-mail Database available in respective companies to Mr. Sanjay Gupta for promoting ACRECONF India through e-mailers.</p> <p>d) Next HQs BOG is scheduled on 10th January' 2010 at Habitat Center, New Delhi.</p>		
Next CWC Meeting	Next CWC meeting is scheduled on 24 th Oct' 2009 at 4pm.		