

Meeting of 2nd Chapter Working Committee of Delhi Chapter of ISHRAE held on Thursday 27.05.10 at 6:00 P.M. at K-43, Kailash Colony, New Delhi-110048.

Members Present:-

Mukesh Puri (MP); Sachin Maheshwari (SM); Ashwini Mehra (AM); Yesha Choudhury (YS); Sunil Kher (SKher); Nalin Singhal; Rajesh Nagari; Vineet Shukla; Sonali Dutta; Aditya Mittal; Pradeep Dua; Shami Bhardwaj

Absentees:-

Udayan Chaudhari (UC); Sanjay Gupta (SG); Ashwani Jain (AJ); Harpreet Singh (HS); Ashish Arora; B P S Chadha; Ankit Dua (AD); Arun Sharma; Sushil Kumar; Rajiv Saxena; Jagdeep Singh; Himanshu Agarwal; Deepak Malhotra; P K Garg; Gajender Sharma

The meeting was presided over by Mr. Mukesh Puri.

Review of Previous MOM: - The minutes of previous meeting held on 17-04-2010 circulated earlier and presented in the meeting were proposed for adoption by Mr. Sachin Maheshwari and seconded by Mr. Ashwini Mehra.

The MOM were adopted unanimously.

Chairs & Committees: -

CWC discussed and finalized the following members as Chairs and Committee members (can be expended further) for various activities

S. No.	Committee	Chair	Committee Members
1	Membership	Harpreet Singh	Pradeep Dua, Aditya Mittal, Shammi Bhardwaj, Rajesh Nagari, Deepak Malhotra
2	Programs	Rajesh Nagari	Sunil Kher, Vineet Shukla, BPS Chadha, Deepak Malhotra, Ashwani Jain
3	K-12	Yesha Choudhury	Aditya Mittal, Shammi Bhardwaj, Uday Kumar

4	Advocacy	Sanjay Gupta	Sonali Dutta
5	Student Activities	V K Seth	Sonali Dutta (Co-chair), Uday Kumar
6	Finance	Yesha Choudhury	
7	Ducting Software	Vineet Shukla	Sachin Maheshwari
8	Publications (Sale)	Vineet Shukla	Shammi Bhardwaj (Co-chair), Sonali Dutta, Pradeep Dua
9	HQs Projects	Mukesh Puri	To be added later
10	Newsletter	Ashwini Mehra	Sonali Dutta
11	Website	Ashwini Mehra	
12	Honors & Awards	Mukesh Puri	BPS Chadha, Rajnish Joshi

The highlights of discussions on various activities to be taken up during current year are

- Agreement with Mechartes on “Duct Design Software” need to be finalized on priority.
- The available 12 publications (Chapter inventory approx 5 Lacs) including “All about AHU's” need to be marketed for awareness through mass mailing facility and other tools. The sale needs to be promoted in every chapter event including ACREX-2011.
- Ms. Sonali Dutta shall forward National level “Advocacy” package for review by CWC members.
- Ms. Yesha Choudhury explained that creation of awareness among school children (not elite schools where schemes already exist) on Global Warming and Energy Saving needs to be focused in K-12 activities.
- Mr. Ashok Kr. Bansal of Uppals (earlier DLF) is working on two new publications and shall be coordinated by CWC.
- Mr. Sunil Kher suggested that all chapter events should be circulated to CWC members separately with emphasis to attend the programs on behalf of Chapter. The Sub-committee to ensure the presence of all concerned will comprise of Sunil Kher, Vineet Shukla, BPS Chadha, Deepak Malhotra and Ashwani Jain.

Targets and Planning of Chapter Activities: - Deferred to next meeting. President requested all committee chairs to present report in the next meeting including but not restricting to the list of team members, targets/ activities for the current society year and proposal calendar to accomplish the same.

He also emphasized that each committee should be represented in CWC meetings (Chair/ Co-chair/ Any team member).

Budgetary Outlines: - The draft budget presented by Ms. Yesha Choudhury was reviewed by the member present. The suggestions of CWC to ensure budgeted collections and controlled expenditure on chapter activities were deliberated. The highlights are recorded for future reference.

Revenue: -

- The membership committee should focus on targeted enrolments and Renewals of regular members.
- The Renewals of existing student members and additional members in existing and proposed student branches should be focused by students committee in consultation with student faculty and student office bearers.
- Publications committee to evolve strategies for sale of existing stocks and promoting the publications developed by Delhi Chapter (Software and Product Guides).
- Other sources of generating Revenue for the chapter are advertisement in "Twitter" newsletter and Product Guide as well as usage of "Mass-Mailing" facility by industry.

Expenditures: -

- The membership committee should promote the formation of sub-chapter with identified "Mentor" and financial support.
- Besides regular student activities, "Placement" of student members in industry should be initiated. Provision for Industry- ISHRAE- Students meet in Sept' 2010 should be made.
- Provision for development of HQs Projects need to be included.
- It was suggested that budget for student activities and marketing of Publications should be increased by Rs. 50 K each.
- Secretarial support needs to be addressed on priority and provision for additional staff shall be included in the budget.

DCI Accounts: -

DCI Accounts and Extended Accounts: - The priority of following activities was emphasized by CWC.

- Auditing of chapter accounts for 2009-10 FY.
- Seed Money for ACREX-2011 (complete listing of transactions from DCI and ACRECONF accounts).
- CWC resolved that signatories for extended account of DCI (ACRECONF) should be office bearers of DCI. Necessary action to be initiated by the secretariat immediately.

- President and Treasurer to contact Mr. Richie Mittal for providing all the accounts of ACRECONF so that same can be incorporated in DCI accounts.
- In order to avoid taxation complications, ACREX Account as DCI extended account shall be reviewed as HQs has advised that all statutory taxation will be handled by HQs from 2010-11 FY.
- Mr. Girish Sachar was authorized by CWC to contact CA for advice on this issue and subsequently arrange a meeting with DCI office bearers once IGCC is on board for ACREX.

Coordination for providing information to HQs

- a) **Revised CAFÉ:** - CWC approved the updated revised CAFÉ points suggested by IPP and RD (North) Mr. Sachin Maheshwari.
- b) **Chapter Budget:** - Ms. Yesha Choudhury shall revise the budget in view of suggestions by CWC and forward the same to RD (North).
- c) **Nominee for HQs office Administration:** - CWC approved the nomination of Mr. Sachin Maheshwari as Advisor (Northern Region) for HQs Administrative and Planning Committee.
- d) **IIE Nominees (North):** - CWC approved the names of Dr. A K Saluja and Mr. V K Seth as nominees for IIE Trust at National Level.
- e) **Nomination Committee:** Deferred to next meeting.

HQs Projects (Chillers Printing, Duct Design Software): - Separate meetings of concerned members shall be organized to address both the issues.

DCI Twitter/ Mass- Mailing: - Already reported in earlier discussions.

Review of Secretarial support: - Deferred to next meeting.

Any other point with the permission of chair: -

- CWC approved the soft loan of Rs. 1 Lac to Jaipur Chapter. Interest @ 10% annum shall be charged on the loaned amount.
- Laxmi Nagar office should be equipped with Laptop (DCI/ HQs account) to ensure that ISHRAE DVDs are displayed during all events of the chapter.
- The regular reporting of chapter activities in "CAFÉ points" system will provide recognition and is a performance parameter as per the guidelines of ISHRAE HQs.