

**Meeting of 6<sup>th</sup> Chapter Working Committee of Delhi chapter of ISHRAE held on Saturday 19th Aug '09 at K-43, Kailash Colony, New Delhi-10048.**

**Members Present:**

Sachin Maheshwari (SM); Mukesh Puri (MP); Vineet Shukla(VS); Udayan Chaudhari(UC); Yesha Choudhury(YC); Sunil Kher (SK ); Harpreet Singh(HS); Ashwani Jain(AJ)

**Absentees:**

Sanjay Gupta (SG); Rajnish Joshi(RJ); Ashwini Mehra (ASH ); Vivek Singh (VS); Atul Malik (AM); Sushil Kumar (SK); Kapil Mehrotra (KM)

Ashish Rakheja; Richie Mittal; V K Seth; B P S Chadha; Gaurav Mathur; Rajesh Nagari; R K Yadav; Sonali Dutta

The meeting was presided over by the President, Sachin Maheshwari.

**Review of Minutes of last Meeting:**

The minutes of last meeting held on 18<sup>th</sup> July '09 were circulated earlier and presented in the meeting.

The Minutes were adopted unanimously.

**Points Discussed:**

<b>Agenda Item</b>	<b>Description</b>	<b>Resp</b>	<b>Target Date</b>
<b>Approval of Membership</b>	a) Total Applications received till 19 <sup>th</sup> Aug'09 are 51 b) 14 Applications approved in the meeting.		
<b>BOG Meeting at GOA</b>	a) SM and MP to coordinate and prepare the report of the chapter for submitting to RD (North) so that same can be presented during HQs BOG meeting scheduled at GOA in the first week of Sept' 2009.	SM	20-08-09

<b>HQs Projects- Ducting Software</b>	<p>a) Internal Sale (with in CWC and active members) targeted for 10 by 30<sup>th</sup> Aug' 2009.</p> <p>b) Identification of students for promotion of sales by 25<sup>th</sup> Aug' 2009.</p> <p>c) Harpreet Singh suggested that a short presentation can be used (through website link) for promotion of the software.</p> <p>d) President to write to chapter Presidents / RDs for sale from other locations (preferably target of 5 from each chapter/ 2 from each sub-chapter).</p> <p>e) Harpreet Singh assured sale of 20 copies (including 10 to Active members) by next BOG meeting.</p> <p>f) Sale price for ISHRAE members is Rs. 10,000/- each and for Non-Members is Rs. 12,500/-.</p> <p>g) Support system @ Rs. 40,000/- per month (shall be equally shared by Bangalore chapter once they launch Piping Software) will be available for replying enquires through phone and Net (E-Mail). However, visits, if any, shall cost extra. The developer of software shall provide the services through one dedicated person.</p> <p>h) The improved/ modified versions of the software will be replaced free of cost to the user for first two versions upto 6 months. Subsequently, charges shall be levied which shall be decided later.</p>	<p>HS</p> <p>HS/ VKS</p> <p>SM</p> <p>HS</p>	<p>30-08-09</p> <p>25-08-09</p> <p>30-08-09</p> <p>15-09-08</p>
<b>HQs Projects- Membership Cards</b>	<p>a) Distribution of DCI Certificates and Cards shall be completed by next week end.</p> <p>b) The printing of membership cards for the members enrolled till 31<sup>st</sup> March' 2009 in progress (Mumbai, Pune, Chandigarh, Vizag).</p> <p>c) List for April to June' 2009 received from Jaipur' 2009. Regular reminders for the lists need to be sent for first quarter lists.</p>	<p>Secre .</p> <p>Secre .</p>	<p>25-08-09</p> <p>25-08-09</p>
<b>HQs Projects- Product Related Publications</b>	<p>a) Mr. H M Jhangiani to compile and co-ordinate for 'All About AHU's'.</p> <p>b) Mr. R P Das to co-ordinate for chillers (Oct' 09), Pumps (Nov' 09) and Cooling Towers (Dec' 09).</p> <p>c) CWC approved a compensation of Rs 30,000/- each for 3 jobs assigned to Mr. Das. The duration between initial draft, collection of feed back and final submission to DCI will be 30 days.</p> <p>d) Mr. R P Das will schedule the submission of draft versions in a manner to ensure that specific product guides are completed/ available for printing and release by the projected dates mentioned in (b) above..</p>	<p>SM (HM J)</p> <p>SM/ AM</p>	<p>End Nov' 2009</p>

<b>ACRECONF-2010</b>	<ul style="list-style-type: none"> <li>a) Sponsors and Papers for the event finalized.</li> <li>b) Delegates booking (approx 1800 foot falls) initiated. Pre-Registration for a specific sessions is mandatory</li> <li>c) Marketing of the event includes regular mailers (weekly basis) to our large Data Bank ( Mr. Sanjay Gupta is the coordinator).</li> </ul>		
<b>ISHRAE RAMA Standards</b>	<ul style="list-style-type: none"> <li>a) Core Committees comprising of members from ISHRAE and RAMA finalized.</li> <li>b) Individual Core Committees for different standards (25 targeted in 2009-10) shall initiate the meetings for modifying the respective standards.</li> </ul>		
<b>Workshop &amp; Seminars</b>	<ul style="list-style-type: none"> <li>a) A successful workshop on Green Building conducted by experts the field on 25<sup>th</sup> July' 2009 at Hotel Qutab, New Delhi. More than 70 participants (including 52 paid delegates).</li> <li>b) A technical presentation is scheduled on 21<sup>st</sup> Aug' 2009 by Spiro, Switzerland at India Habitat Centre (expected gathering is 150).</li> <li>c) Short duration workshops conducted at Kailash Colony office and Paharpur Business Centre on 1<sup>st</sup> and 8<sup>th</sup> Aug' 2009 respectively.</li> </ul>	SK	
<b>Membership Promotion</b>	<ul style="list-style-type: none"> <li>a) The members enrolled as on date are 51, Additional 30 expected by the end of Aug' 09.</li> <li>b) CWC deliberated and decided to host a membership promotion night for prospective members. All CWC and extended committee members to personally invite the prospects to ensure a reasonable gathering and conversion to memberships.</li> <li>c) Ashwini Jain to lead the proposed program mentioned at (b). He shall also induct more members in the extended committee</li> <li>d) Renewals received till date are 20. Most of the renewal due in the current year have expressed that they shall be forwarding due payments by Sept' end / early Oct' 2009.</li> </ul>	AJ  Sus .K	
<b>Membership communication</b>	<ul style="list-style-type: none"> <li>a) Both the Renewals lists (upto March' 2009 and for 2009-10) shall be circulated to all CWC members by the secretariat.</li> <li>b) The back office support for follow up is being coordinated by Jitender with the office of Mr. Rajnish Joshi.</li> <li>c) The Renewals lists shall be segregated in 3 major categories (Not Approachable, Approachable and not interested). The Excel Sheet with the above mentioned data shall be filtered on company wise basis by CWC members for intensive follows ups.</li> <li>d) Once renewals follow-up is streamlined, the Delinquents list shall be taken up for segregating and follow up to reduce delinquency.</li> </ul>	Off.	20.08

<b>Student Activities</b>	<ul style="list-style-type: none"> <li>a) All Student chapter faculties need to address the issue of Renewals of Membership in respective colleges.</li> <li>b) 4 colleges shot listed for initiating student chapter in 2009-10. (Jamia Milia, IIT Delhi, Lingaya's, Faridabad and NITM, Sonipat).</li> <li>c) Separate Meeting of Student Committee scheduled on 21<sup>st</sup> Aug' 2009 at K-43, Kailash Colony, New Delhi.</li> <li>d) Mr. Vivek Singh's resignation from CWC was accepted. It was advised that we should speak with Dr Saluja for accepting the position of DCI's Student Committee Chair</li> </ul>	SM SM	
<b>Newsletter</b>	<ul style="list-style-type: none"> <li>a) The first issue of 'ISHRAE Twitter' i.e. DCI Newsletter dispatched to the members in second week of Aug' 2009.</li> <li>b) The next issue shall be 8 pages including but not restricting to Industry news section, coverage on sponsors of events, sub-chapter activities, profile of CWC / extended committee members (to be completed in 3 editions).</li> <li>c) An appeal from newsletter editor Mr. Ashwini Mehra for advertisement shall be circulated on priority.</li> </ul>	AM	30.08
<b>K-12</b>	<ul style="list-style-type: none"> <li>a) Ms. Yesha informed that two K-12 events are planned for Sept' 2009 out of a total target of 10 events during 2009-10 society year.</li> <li>b) Ms. Yesha proposed to organize Quiz competition (20-25 Questions) and Book Mark Competition focusing on awareness campaign for Global Warming and Green Building exposures.</li> <li>c) The promotional material for creating awareness (Animation Film and set of Posters) should be extensively used for the propose.</li> <li>d) CWC suggested to utilize the occasions for Advocacy (publicity of social course of ISHRAE) besides collecting Photographs for ISHRAE Twitter (DCI Newsletter) and Journals.</li> </ul>	YC	
<b>Finance</b>	<ul style="list-style-type: none"> <li>a) HQs and DCI share of Rs. 10,000/- each needs to be transferred to Dehradun and Lucknow sub-chapters.</li> <li>b) Besides above, the membership fee share should be transferred to the respective sub-chapters on priority.</li> <li>c) CWC decided to hire the services of a full time Accountant for Accounting (Data entries), MIS and Taxation etc.</li> <li>d) The closure of old event accounts (extended Accounts of DCI) should be completed on priority preferably before next CWC meeting.</li> </ul>	Off	