

Meeting of 5th Chapter Working Committee of Delhi chapter of ISHRAE held on Saturday 18th July '09 at K-43, Kailash Colony, New Delhi-10048.

Members Present:

Sachin Maheshwari (SM); Vineet Shukla(VS); Sunil Kher (SK); Harpreet Singh(HS); Ashwani Jain(AJ); Atul Malik (AM); Sushil Kumar(SUS); Sonali Dutta

Absentees:

Mukesh Puri (MP); Sanjay Gupta (SG); Rajnish Joshi(RJ); Udayan Chaudhari(UC); Ashwini Mehra (ASH);Yesha Choudhury(YC); Vivek Singh (VS)

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

Review of Minutes of last Meeting:

The minutes of last meeting held on 6th June '09 were circulated earlier and presented in the meeting. The Minutes were adopted unanimously.

Points Discussed:

Agenda Item	Description	Resp	Target Date
Approval of Membership	a) Total Applications received till 18 th July'09 are 37.		
BOG Meeting	a) Regional BOG at Lucknow cancelled. National BOG scheduled on 4 th & 5 th Sept.' 2009 at GOA. Shall be attended by SM, MP & SG		
HQs Projects-Ducting Software	<p>a) Software available for sale. CDs shall be delivered to Laxmi Nagar office by Wednesday 22nd July' 2009.</p> <p>b) Maintenance and support system to cost Rs. 40,000/- plus taxes per month. Formal agreement likely by next week.</p> <p>c) 1 or 2 Students to be appointed for handling the promotion and sales. Sourcing from IIE, Delhi to be explored. Incentive of Rs 1000/- per CD sold to be awarded.</p> <p>d) Initially 3 months promotional activities planned. This shall be followed up by developing a demonstration/ trial system for 15 days to be provided to the user prior to selling.</p> <p>e) SM to send a mail to all chapters / sub-chapters informing about availability of CDs and support system mechanism.</p> <p>f) The sales tax is 4% and as advised by CA needs to be included in the first invoice itself.</p>	<p>SM</p> <p>SM</p> <p>HS</p> <p>SM</p>	<p>22/07</p> <p>25/07</p> <p>10/08</p> <p>30/07</p>

HQs Projects- Membership Directory	a) CWC decided that Mr. Sanjay Gupta will send a communication to all ISHRAE locations (chapters/ sub-chapters) about the availability of Membership Directory for sale and option for e-mail advertising.	SG	ASAP
HQs Projects- Membership Cards	<p>a. The membership certificates and cards of the members enrolled in 2008-09 couriered in the first week of July'2009.</p> <p>b. Acknowledgement to be provided to all the Renewals of Membership. Certificates to be provided</p> <p>c. Reconciliation of Membership at Dehradun completed. Certificates and Cards provided. Reconciliation of Lucknow Sub-Chapter in progress.</p> <p>d. The printing of membership cards for Vizag, Mumbai and Pune are in progress from the membership lists provided to HQs (Membership at respective chapters upto Mar' 2009).</p> <p>e. Secretariat to request all chapters for the membership lists enrolled from 1st April to 30th June' 2009 so that Membership cards are printed and completed ASAP.</p>	Secre tariat	<p>30/07 30/08</p> <p>10/08</p> <p>10/08</p> <p>30/07</p>
HQs Projects- Product Related Publications	<p>SM explained that Atul Malik (AM) is the chair for this activity. The committee has identified 3 publications</p> <p>a) All about Chillers</p> <p>b) All about AHU's</p> <p>c) All about pumps</p> <p>The committee is working to finalize the editor/ coordinator for all above publications. The coordinator needs to approach industry and generate data from available publications to compile a small handbook on identified subjects.</p>	AM	<p>30/10 30/10 31/12</p>
ACRECONF- 2010	<p>SM briefed CWC about the progress on International Conference 'ACRECONF India-2010' scheduled to be held on 8th & 9th Jan' 2010 at India Habitat Center, Lodhi Road, New Delhi.</p> <p>The highlights are</p> <ul style="list-style-type: none"> • 4 parallel sessions. • 80 Papers including 40 International speakers • 1000 participants expected. • Tie up with other societies for organizing specific sessions. • Brochure and Fliers with details of topics and speakers will be available shortly (under printing). • Partners for the event (1 Platinum, 2 Gold and 3 Silver) confirmed. • Call for Papers has been sent. • Catalogue Show/ Product Presentation options available. • Payment Portal for Registration of Delegates. • Delegate Fees (5 options) updated on Website. • Networking Dinner planned on 8th Jan' 2010. • Surplus of 12 to 15 Lacs expected from the event. 		

ISHRAE RAMA Standards	<p>SM briefed CWC about the progress on ISHRAE-RAMA standards</p> <ol style="list-style-type: none"> The grouping of next 25 standards (7 groups) completed. Core-committees for all the groups identified and work distributed between ISHRAE and RAMA to lead and complete allotted groupings of standards. 15 standards (2008-09) approved by ISHRAE and RAMA. Launching of standards and testing modalities to be worked out at National level between the two organizations. 	VKS	31/12														
Workshop & Seminars	<ol style="list-style-type: none"> Mr. Sunil Kher (SK) informed that the schedule workshop on Cold room and Green Buildings (25th July' 2009) have got good response. The upcoming workshop on Centrifugal Chillers (1st Aug' 2009) and Indoor Air Quality- Ozone (8th Aug' 2009) shall be for a short duration of 2 hours and half day respectively. Technical presentation by Spiro in association with DusArk (Dubai) is scheduled for 21st Aug.' 2009 at Habitat Center. All CWC members were requested to promote and support the programme. The Map for approaching the venues for workshop and available parking facilities will be informed to the participants. SK expressed concern about lack of support from Marketing team to promote the scheduled workshops. CWC requested President Mr. SM to write to the Marketing team members for the same. Launching of ACREX-2010 in Delhi for booking of stalls is expected within July' 2009. DCI will be entitled for commissions on booking of stalls through this programme. 	SK Ankit SM SM	 01/08 08/08 21/08 30/07 20/07														
ISHRAE Nite	ISHRAE NITE partners LG Electronics need to be approached for releasing an amount of Rs. 5 Lacs.	BPS /Secr	10/08														
Membership Promotion	<ol style="list-style-type: none"> As discussed and agreed in the separate CONCALL of Membership Promotion Committee, the target of 60 members (April-July' 2009) is likely to be achieved by month end. The committed number of members from the following CWC members are <table data-bbox="451 1465 812 1717" style="margin-left: 40px;"> <tr><td>Sushil Kumar</td><td>20</td></tr> <tr><td>Ashwani Jain</td><td>03</td></tr> <tr><td>Sachin Maheshwari</td><td>02</td></tr> <tr><td>Sunil Kher</td><td>01</td></tr> <tr><td>Atul Malik</td><td>01</td></tr> <tr><td>Harpreet Singh</td><td>01</td></tr> <tr><td>Total</td><td><u>28</u></td></tr> </table> SM advised to enlist the members enrolled by each CWC member so that Motivational scheme suggested by Mr. Sanjay Gupta can be implemented at the end of society year 2009-10. Besides above, the participants list of ACRECONF-2009 shall be analyzed for potential members. 	Sushil Kumar	20	Ashwani Jain	03	Sachin Maheshwari	02	Sunil Kher	01	Atul Malik	01	Harpreet Singh	01	Total	<u>28</u>		
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Sub-Chapter Support	SG to ensure opening of a new sub Chapter within next 2 months time.	SG	30/09
Membership communication	<p>a) Both the Renewals lists (upto March' 2009 and for 2009-10) shall be circulated to all CWC members by the secretariat.</p> <p>b) The back office support for follow up is being coordinated by Jitender with the office of Mr. Rajnish Joshi.</p> <p>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.</p> <p>d) Once renewals follow-up is streamlined, the Delinquents list shall be taken up for segregating and follow up to reduce delinquency.</p>	SUS RJ	20/07 10/08
Student Activities	Since Mr. Vivek Singh is transferred to Mumbai, CWC suggested that Mr. Kapil Mehrotra shall be approached for recommending student chair (chapter level) from Bluestar Ltd. so that coordination with Regional chair is convenient.	KM / VS	
Website	Secretariat to request BryAir for Renewal of website sponsorship.	Sec	20/07
Newsletter	SM informed BOG that initially 4 page Introductory Newsletter 'ISHRAE Twitter' is being launched. Next issue onwards more elaborated version will be available.	ASH	
Sale of Publication	<p>a) CWC members suggested that sale of Publications can be promoted at the initial stage (during membership enrolment) and along with the sale of Ducting Software.</p> <p>b) Mass- mailers shall be sent to the members informing about availability of publications.</p> <p>c) DCI Newsletter 'ISHRAE TWITTER' will carry the message and information on Publications.</p> <p>d) The target for sale of each publication is 120 during 2009-10 society year.</p>	VS	On going process
K-12	Ms. Yesha Choudhury and Mr. Rajnish Joshi are jointly working on K-12 promotional activities. During Aug' 2009, two events are planned for awareness on Global Warming, Green Building, Tree Plantation etc for school children.	YC	August
Advocacy	ACRECONF event is providing Advocacy as involvement of other societies like IPA, Architects etc will encourage participation and spread ISHRAE awareness.	UC	

Finance	<ul style="list-style-type: none"> a) Actual expenses against budgeted amounts will be presented in the next CWC meeting. However, the compiling of accounts for the first quarter show a negative surplus. b) Audited Accounts for FY 2008-09 are likely to be available by 31st July' 2009. c) Closure of old event accounts expected by next meeting. d) 'Taxation Guidelines' shall be provided by CA in the next week. However, record of discussions with CA shall be circulated to CWC by the secretariat. e) CA shall comply with statutory requirements of coordinating with Register of Societies, filing of Income Tax, TDS etc. 	<p>Sec</p> <p>Sec</p> <p>Sec</p>	<p>31/07</p> <p>19/08</p> <p>31/07</p>
Renovation of Kailash Colony	<ul style="list-style-type: none"> a) SM informed CWC that renovation work of Kailash Colony office has been completed in the record time of 45 days. The dedicated focused handling of the job by Mr. Mukesh Puri was appreciated by entire CWC. b) CWC suggested to extend the facility available to the members on Rentals for the meetings at a cost of Rs. 2,500/- (half day) and Rs. 4,000/- (full day). The refreshments need to be arranged by the people hiring the space. 		
Any other point	<ul style="list-style-type: none"> a) Insurance for both the offices. b) Accidental Insurance of the employees. c) DCI staff by Mr. Sanjay Gupta (by next meeting). d) Next CWC meeting on 19th August, Wednesday at 6 pm at Kailash Colony, as 3rd Saturday i.e 15th august is a holiday 		