

Meeting of 10th Chapter Working Committee of Delhi Chapter of ISHRAE held on Saturday 19th Dec'09 at K-43, Kailash Colony, New Delhi-110048.

Members Present:

Sachin Maheshwari (SM); Sunil Kher (SKher); Yesha Choudhury (YC); Sanjay Gupta (SG)

Vineet Shukla (VS) and B P S Chadha (BPS) on concall.

Absentees:

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

Ashish Rakheja; Richie Mittal; B P S Chadha; Gaurav Mathur; R K Yadav; Amit Goel (AG); Rajesh Nagari; Dr A K Saluja

The meeting was presided over by the President SM.

- **Review of Minutes of last Meeting:** - The minutes of last meeting held on 21st Nov '09 adopted.
- **Review of CAFÉ Points:** - Draft CAFÉ points reviewed by the members present. Revised draft CAFÉ points to be circulated by secretariat to the CWC for comments/ suggestions within a week.
- **Review of Financial Status:** - The financial status of the chapter (till 30-11-2009) against the budgeted amounts was reviewed by the members present. The highlights of the deliberations are recorded for future reference
 - Revised (Realistic budget to be circulated along-with the minutes of the meeting.
 - Sale of Ducting Software is key to the financial success of the chapter.
 - Expenses on Product Guides development should be considered as Investment for Revenue generation from next year onwards.
 - The targets on Membership, students enrolment etc. are almost achieved. However, “Renewals” issue needs to be addressed aggressively in the last quarter.
 - Revenue from mass-mailing using available ISHRAE Data needs to be boosted and encouraged.
- **Honors & Awards:** - CWC decided to recommend active/ senior members of the chapter from initial stages to 1999-2000 society year for upgrading to Fellow members. The list shall be finalised within a week based on contributions during the mentioned period.

Points Discussed:

Agenda Item	Description	Resp	Target Date
HQs Projects-Ducting Software	<ul style="list-style-type: none"> ➤ The revised target for sale of Duct Design Software is 50. However, 22 sent to users with invoices and realised only for 5 till date. ➤ Mr. Vineet Shukla presented the Matrix of feedback from Designer/ Developer/ user meeting held on 2nd Dec' 2009. The software is not effective as most of the problems mentioned by users were features related and not functional related. ➤ Mr. Maheshwari informed that a profit sharing mechanism is being evolved for redevelopment/ improvement of the software between ISHRAE and Mechartes (Developer. The agreement is likely to be finalised within a week. ➤ CWC decided that revision of selling price of software shall be considered at a later stage. 		
K-12 Activity	<ul style="list-style-type: none"> ➤ Only one event till date. ➤ Target of 5 events till March' 2010. ➤ One each promised by ITM student team, Ms. Sonali Dutta and Mr. Harpreet Singh. ➤ <u>Distribution of Posters:</u> - Posters to be circulated to a minimum of 2 schools by each CWC member. <ul style="list-style-type: none"> • Secretariat to remind and prepare a status on usage of Posters by CWC members. 		
Student Activities	<ol style="list-style-type: none"> a) <u>Installation Program at existing chapters:</u> - CWC of SIT student chapter, Mathura installed on 14-12-2009. DCI represented by Mr. Sachin Maheshwari, Dr. A K Saluja and Mr. Girish Sachar. Industry representative Mr. Rajesh Nagari of Hitachi Home & Life Solutions India Ltd. presented an overview of industry. b) <u>Inter college Competition:</u> - Organised on 19-12-2009 at USO House, Katwaria Sarai, New Delhi. Participation Certificates distributed to the participants (7 teams of two student members each). Two teams – Winners and Runners up of the Quiz will participate in the National Quiz scheduled in Feb' 2010. c) <u>Chartering of New Student Chapter:</u> - Process of enrolling student members (17 till date) in Lingaya's, Faridabad is likely to mature for chartering of new student chapter in next quarter. d) <u>Placement for Industry:</u> - The database of HVAC companies should be compiled for placement of student members. The procedure adopted should be preparing the list of interested parties with contact details of the concerned persons in respective companies (approx 40 to 50) and subsequently the list shall be forwarded to HR Dept of the student branches for further action at their end. 		

HQs Projects	<ul style="list-style-type: none"> ➤ Printing of Membership Directory deferred. ➤ CWC decided to design e-mailer for advertising the availability of Mass-Mailing facility. This should be circulated to the members and companies for reference and perusal. ➤ Also, CWC members should make efforts to encourage companies to avail this facility. 		
Membership Promotion & Renewals Status	<ul style="list-style-type: none"> i. <u>Status on membership</u>: - 155 enrolled till date. ii. <u>Follow up on pending forms</u>: - 4 incomplete forms and complimentary memberships (Partners of various events) needs to be followed up on priority. iii. <u>Status on Renewals</u>: - <ul style="list-style-type: none"> ○ Only 34 Renewals reported till date Total target 250 (150 Renewals and 100 Delinquent) during 2009-10 society year. ○ Secretariat to follow up persistently. The dedicated task from the office of Mr. Rajnish Joshi needs to be reviewed and utilized for following up. ○ Updated lists of pending Renewals to be included in MOM and circulated to membership team on Renewals. ○ Membership Renewals team to analyze the list and ensure that members with pending Renewals are contacted during events for collection of outstanding amounts. iv. <u>Advancement of membership grade</u>: - Secretariat to analyze and prepare list for consideration of CWC. v. <u>Meerut Sub-Chapter</u>: - CWC members were requested to utilize the respective resources to increase the membership strength at Meerut to a minimum of 20 so that chartering is completed before next National BOG at Delhi 		
Workshop & Seminars	<ul style="list-style-type: none"> ➤ IIE is organizing weekend classes for 5 weeks from Dec' 2009 (total 10 days) covering 5 chapters for working professionals with participation fees of Rs. 2,500/- each. ➤ Seminars by Advance Ventilation, Kundli is likely in January' 2010. 		
Newsletter	The current issue of "Twitter" i.e. Delhi Chapter Newsletter will include an Interview of Dr. P C Jain.		
ISHRAE Night	<ul style="list-style-type: none"> i. LG Electronics is the exclusive partner for ISHRAE NITE and Mr. B P S Chadha is coordinating the event. ii. The event is scheduled for Saturday 6th Feb' 2010 at Delhi Flying Club, New Delhi. iii. LG Electronics is providing a sum of Rs. 5 Lacs and lucky Draw Prizes. DCI will provide 100 (persons) complimentary coupons to LG. iv. Mr. Sanjay Gupta to meet Mr. A K Gupta of Flying Club for settling earlier issues. v. CWC decided the following rates for participation of members etc <p>Participation fee for the "ISHRAE NITE" is as under:- Members: Rs. 600 /- Per Family (Family means couple along with 2/3 children up to age of 18 years) Additional Family Member: Rs. 300/- per head. Single Member Rs. 400/- Guest: Rs. 600/- Per Person. Driver: Rs. 100/- (Food Packet)</p>		

Product Related Publications	“All about Chillers” and “All about AHUs” will be launched during ACRECONF India – 2010.		
Sale of Publication	<ul style="list-style-type: none"> a) Revised Budget for sale of Publications during 2009-10 is Rs. 50,000/-. b) A separate table for sale of Publications during ACRECONF India scheduled on 8th & 9th Jan’ 2010. c) Mr. Sachin Maheshwari informed CWC that Bangalore Chapter has forwarded publications amounting to Rs. 6 Lacs as per HQs BOG directions (10% of chapter’s membership strength). Since only last quarter is available for the sale of publications, the mentioned quantity is not practical. The issue needs to be settled at HQs/ Bangalore Chapter level. d) HTML page for mass-ailing of publication prices shall be prepared by Mr. Ankit Dua and forwarded to Mr. Sanjay Gupta for needful action. 		

- **HQs BOG on 10th Jan’ 2010**
 - The HQs BOG meeting will be conducted in Gulmohar, India Habitat Center on Sunday 10th Jan’ 2010.

- **Date for Nomination Committee meeting & New CWC Installation**
 - Secretariat to remind the Nomination Committee for expediting the process of finalizing the CWC team for 2010-11.
 - All members were requested to explore Partners for AGM/ Installation of CWC (2010-11).

- Next meeting to take place on 16th Jan’ 2010 at 5 P.M. at K-43, Kailash Colony, New Delhi.