

Meeting of 4th Chapter Working Committee of Delhi chapter of ISHRAE held on Saturday 6th June '09 at 502, DDA Building, District Center, Laxmi Nagar, Delhi-110092.

Members Present:

Sachin Maheshwari (SM); Vineet Shukla(VS); Mukesh Puri (MP); Sanjay Gupta (SG); Sunil Kher; Ashwini Mehra; Ashwani Jain

Absentees:

Rajnish Joshi(RJ); Udayan Chaudhari(UC); Yesha Choudhury(YC); Anant Singh; Harpreet Singh (HS); Atul Malik; Sushil Kumar; Kapil N. Mehrotra (KM); Sonali Dutta; Ashish Rakheja(AR); V K Seth (VKS); Sushil K. Choudhury; Richie Mittal; Gaurav Mathur; Rajesh Nagari; R. K. Yadav; B P S Chadha (BPS), Vivek Singh (VS)

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

Review of Minutes of last Meeting:

The last meeting minutes held on 16th May '09 were circulated earlier and presented in the meeting.

The Minutes were adopted unanimously.

Points Discussed:

Agenda Item	Description	Responsibility	Target Date
Approval of Membership form	a) Total Applications received till 5 th June'09 are 31.		
Report on Regional BOG Meeting	a) SM briefed CWC about the deliberations during Regional BOG at Dehradun. b) Next Regional BOG scheduled for Saturday, 1 st August' 2009 at Lucknow. Vineet Shukla was requested to attend the same. c) DCI to actively support operations of its sub chapters. SM & SG to be part of all sub chapters CWC meetings through a conference call. d) SM & SG to ensure addition of 10 members and minimum 1 workshop for both Dehradun & Lucknow Sub Chapters, before the next Regional BOG. e) DCI to also financially assist Sub Chapter operations.		

Revised Budget Outlines	<p>a) SM explained the changes in the budget. This was based on the discussion during Regional BOG meeting at Dehradun.</p> <p>b) Copy of the revised Budget (2009-2010) enclosed for reference.</p>		
HQs Projects-Ducting Software	<p>a) Software available for sale.</p> <p>b) Target 750 during 2009-2010.</p> <p>c) Maintenance and support system to cost Rs. 40,000/- per month.</p> <p>d) One dedicated person to be appointed for handling the promotion and sales.</p> <p>e) 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>HS</p> <p>HS</p> <p>SM</p>	
HQs Projects-Membership Directory	<p>a) SG to co-ordinate with all ISHRAE locations for updating membership data.</p> <p>b) SG to make a presentation on behalf of DCI at Timber Trail BOG.</p> <p>c) SG to devise marketing plan for sale of advertisements through membership database.</p>	<p>SG</p> <p>SG</p> <p>SG</p>	ASAP
HQs Projects-Membership Cards	As advised by SM, another reminder need to be sent by Secretariat to all Chapters and Sub Chapters.	Secretariat	On going process
HQs Projects-Product Related Publications	<p>SM explained that A Malik 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 for all above publications</p>	A Malik	

ACRECONF-2010	<p>a) CWC was briefed about schedule of programmes during ACRECONF-2010.</p> <p>b) 4 Parallel sessions planned. Delegates fee structure for two days, one day and each session explained.</p> <p>c) Chapters promoting the event for registering delegates will be provided the incentive of full Delegate fees.</p> <p>d) ACRECONF-2010 event is organized by DCI and supported by North India ISHRAE locations.</p> <p>e) SM informed that some of the major sponsors have been confirmed</p>		
ISHRAE RAMA Standards	SM informed that ISHRAE has send the tentative list of core committees from their side, for all 25 new standards. Response is awaited from RAMA on their respective nominations against each standard	VKS	
Workshop & Seminars	<p>The revised schedule of seminars and workshop for the current society year was discussed by the members present. Highlights are:-</p> <ul style="list-style-type: none"> • DCI CWC to actively work on the marketing and promotion of various workshops and ensure a healthy attendance. • A marketing committee has been formed comprising of AR, UC, VS, BPS, MP, RJ to actively work on the same, supported by rest of CWC members & IIE team. 		
ISHRAE Nite	<p>a) LG has confirmed to support the event.</p> <p>b) Details shall be discussed in the next meeting.</p>	BPS	
Membership Promotion	<p>a) Total members accepted till 5th June' 2009 (31).</p> <p>b) 2 Applications received during the meeting.</p> <p>c) CWC decided to hide Mobile details of Members on website. Only E-Mail IDs to be displayed for the reference of surfers.</p>		
Sub-Chapter Support	SG to ensure opening of a new sub Chapter within next 2 months time	SG	ASAP
Student Activities	Deferred to next meeting.	KM / VS	
Website	AM to coordinate with Ankit Dua for improvement of the website.	A Mehra	

Newsletter	<ul style="list-style-type: none"> a) The newsletter shall be on quarterly basis with A Mehra as Editor and first issue targeted for early July' 2009. b) All concerned to send contributions by 20th June' 2009. c) Ankit Dua has been engaged for printing of Newsletter. 	A Mehra	
Sale of Publication	<ul style="list-style-type: none"> a) Vineet Shukla to coordinate the sale of ISHRAE publications as per the directive of HQs for 10% of the membership strength of the chapter. b) Advertising of Publications to be made through newsletter as well. 	VS	On going process
K-12	Deferred to next meeting.	YC	
Advocacy	Deferred to next meeting.	UC	
Finance	SG was requested to check from CA regarding taxation issues for the society and report to CWC on priority.		
HQs BOG Meeting on 12th & 13th June at Chandigarh	<ul style="list-style-type: none"> a) DCI shall be represented by MP, SG and S Kher. 		
Restructuring of office operations	SM informed CWC about restructuring of Manpower and office operations from both the locations (Laxmi Nagar and Kailash Colony). Minutes of CONCALL are attached.		
Renovation of Kailash Colony	<ul style="list-style-type: none"> a) Renovation of Kailash Colony office is in progress under supervision of MP b) Founder Members of DCI shall be invited for opening ceremony (Puja etc.). c) Next CWC meeting shall be organized in Kailash Colony office. 		
Any other point	CWC resolved that a sub-account should be opened in the name of Delhi Chapter of ISHRAE ACRECONF INDIA'. The signatories of this account shall be the office bearers of DCI account.		