

Meeting	: HANDOVER MEETING	Next Meeting	: -
Date	: 20 January 2024, Sat	Date	: -
Time	: 10.00am - 12.30pm	Time	: -
Venue	: PAM Centre, Kuala Lumpur	Venue	: -
Notes by	: DK/HonSec		

Outgoing Office Bearers & Committee Chairs 2022-23

Office Bearers	President	Ar. Abu Sayeed M. Ahmed	(ASMA)	
	President Elect	Ar. Saifuddin Ahmad	(SA)	
	Vice President Zone A	Ar. Russell Dandeniya	(RD)	
	Vice President Zone B	Ar. Ana Mangalino-Ling	(AML)	
	Immediate Past President	Ar. Rita Soh	(RS)	
	Honorary Secretary	Ar. Ziaul Islam	(ZI)	
	Honorary Treasurer	Ar. Nabi Newaz Khan	(NNK)	
	Advisor	Ar. George Kunihiro	(GK)	
	Advisor	Ar. Esa Bin Haji Mohamed	(EM)	
	Committee Chairs	ACAE Chair	Ar. Adrianta Aziz	(AA)
		ACPP Chair	Ar. Mukul Goyal	(MG)
		ACSR Chair	Ar. Tushar Sogani	(TS)
		ACGSA Chair	Ar. Thomas Cheung	(TC)
Fellowship Chair		Ar. Shahab Ghani Khan	(SGK)	

Incoming Office Bearers & Committee Chairs 2024-25

Office Bearers	President	Ar. Saifuddin Ahmad	(SA)
	Vice President Zone A	Ar. Devendra Nath Gongal	(DNG)
	Vice President Zone B	Ar. Saykham Thammanosouth	(ST)
	Vice President Zone C	Ar. Thomas Cheung	(TC)
	Immediate Past President	Ar. Abu Sayeed M Ahmed	(ASMA)
	Honorary Secretary	Ar. Dexter Y.P. Koh	(DK)
	Honorary Treasurer	Ar. Ridha Razak	(RR)
	Advisor	Ar. Tan Pei Ing	(TPI)
	Advisor	Ar. Rita Soh	(RS)
	Committee Chairs	ACAE Chair	Ar. Jonathan V. Manalad
ACPP Chair		Ar. Zhang Wei	(ZW)
ACSR Chair		Ar. Farhana Sharmin Emu	(FSE)
ACGSA Chair		Ar. Alice Leong Pek Lian	(ALPL)
ACYA Chair		Ar. Denny Setiawan	(DSE)

Absent with apology

Fellowship Chair 2024-25	Ar. Debatosh Sahu
Vice President Zone C 2022-23	Ar. Chun Gyu Shin
ACYA Chair 2022-23	Ar. Bisma Askari

Attendee by invitation

PAM President	Ar. Abu Zarim bin Abu Bakar	(AZAB)
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Attachments

-nil-

MATTERS

MATTERS		ACTION BY:
1.	President Ar. Abu Sayeed convenes the Handover Meeting	
1.1	ASMA convened the HOM and then passed the Chair to HonSec ZI.	INFO
2.	Welcome Remarks by President of PAM, Ar. Abu Zarim bin Abu Bakar	
2.1	AZAB welcomed all delegates to Kuala Lumpur and PAM Centre. He praised ARCASIA for organising great and memorable events over the years, and offered his congratulations to all, especially the outgoing OB/CCs.	INFO

MATTERS	ACTION BY:
2.2 AZAB wished luck to the incoming President SA and hoped that he will excel in his proposed programmes, assisted by PAM's VP & HT.	
2.3 AZAB shared with all that PAM will be organising 2 major events this year - DATUM Conference & ARCHIDEX Exhibition in July, and the UIA FORUM 2024 in November, which is targeting 4-6k participants worldwide, and invited everyone to participated in those events.	
3. Opening address by Outgoing President Ar. Abu Sayeed M. Ahmed	
3.1 ASMA thanked PAM for hosting the HOM in Kuala Lumpur. He then thanked his team, especially IPP RS who was akin to an Advisor in addition to EM and GK.	INFO
3.2 He praised the VPs for their involvement with Forum21 in Ulaanbaatar and ACA20 in Boracay; they were the bridge between the hosts and the OBs. Collectively, they formed the backbone of ARCASIA who successfully delivered a memorable 2 years of the term.	INFO
3.3 He also thanked VP RD for offering SLIA to host and him taking up the role of Convenor of the upcoming Forum22 in Kandalama.	INFO
3.4 On another note, ASMA also informed that he will hand-over documents of the outgoing term to ARCASIA Archives which resides in PAM.	INFO
4. Remarks by Incoming President Ar. Saifuddin Bin Ahmad	
4.1 SA remarked this was a memorable event of passing of the baton, and that things do not stop when the incoming OBs take over the reins. He hoped that teamwork will continue.	INFO
4.2 SA outlined his election manifesto of L.O.V.E. - LEGACY, OVERALL/INCLUSIVITY, VISIBILITY, ENVIRONMENT - shall be the cornerstone of his vision and mission for the coming term: it is not about the western countries only - Asia is upcoming in a big way.	INFO
4.3 SA vowed to carry on the continuity of ARCASIA as President of the 22 member institutes.	INFO
5. Handing over Ceremony – Outgoing and Incoming Presidents to sign handover letters.	
5.1 Both ASMA & SA signed the Handover Letter, witnessed by the respective HonSecs.	INFO
6. Incoming President Ar. Saifuddin bin Ahmad introduces the incoming Honorary Secretary and Honorary Treasurer.	
6.1 SA introduced DK as his HonSec and RR as his HonTre to the meeting.	INFO
7. Handover of documents and materials from outgoing to incoming Hon. Sec and Hon. Treasurer.	
7.1 Printed & bound set and soft copies of the handover documents were handed over to the incoming HonSec DK and HonTre RR.	INFO
7.2 RS stressed that ARCASIA database is important and suggested it is time to revisit the storage of database and archives, that it be stored in a cloud.	Secretariat

MATTERS	ACTION BY:
<p>8. Pending issues by outgoing Hon. Sec and Hon Treasurer, followed by discussion.</p> <p>8.1 Financial Issues</p> <p>8.1.1 Status of Account (PayPal account, PAM, IAP, SIA and cash in hand, if any)</p> <p style="padding-left: 20px;">a. RS informed she is the person responsible in Singapore as signatory of ARCASIA account, and will review on the accounts.</p> <p style="padding-left: 20px;">b. It was proposed to hold a briefing session between outgoing HonTre NNK, incoming HonTre RR & RS, to discuss the use of funds for investments, and also seeking of sponsorship.</p> <p style="padding-left: 20px;">c. There will be effecting a transfer of signatory from Pres ASMA to incoming Pres SA (Item 8.2.2)</p> <p>8.1.2 Standard protocol for bank account operations</p> <p style="padding-left: 20px;">a. Bank Accounts to be handled by respective Secretariat where President is based.</p> <p style="padding-left: 20px;">b. The PAM-ARCASIA account will be used as operations accounts for the duration of the incoming term 2024-25.</p> <p style="padding-left: 20px;">c. An amount of monies will be required to be transferred from the main DBS account to this account - to be discussed at 1st OB/CC 24-25 Mtg later.</p> <p>8.1.3 Tax Audit and Filing for FY 2022 & FY 2023 (deadline)</p> <p style="padding-left: 20px;">a. The 2023 audited accounts will be passed to incoming HonTre RR by Feb.</p> <p>8.2 Permanent Establishment</p> <p>8.2.1 Appointment of new President as Director of Architects Regional Council Asia (ARCASIA), Inc</p> <p>8.2.2 Protocol for appointing new directors</p> <p style="padding-left: 20px;">a. The Company Secretary is based in Singapore, RS to assist with the appointment of SA as new director.</p> <p style="padding-left: 20px;">b. HonSec ZI/Pres ASMA will write to RS to inform the resignation of ASMA, and appointment of SA as director.</p> <p style="padding-left: 20px;">c. Target to resolve all the appointment matters by end Feb/early Mar.</p> <p>8.2.3 Handover of ARCASIA Secretariat's contact info (Contact info of NI's, ARCASIA Hon-Sec's official e-mail, Introduction to WhatsApp group/s)</p> <p style="padding-left: 20px;">a. HonSec ZI handed the above to HonSec DK.</p> <p>8.3 Summary of Council Resolutions:</p> <p>Incomplete Tasks as Concluded at the 43rd ARCASIA Council Meeting in Boracay, Philippines</p> <p><i>Items 8.3 to 8.6 transferred over to 1st OB/CC 24-25 Meeting Minutes, for action by incoming OB/CC</i></p>	<p>INFO</p> <p>NNK, RR & RS</p> <p>see 8.8.2</p> <p>INFO</p> <p>INFO</p> <p>OB/CC 24-25</p> <p>Feb</p> <p>RS</p> <p>ASMA & ZI</p> <p>Feb/Mar</p> <p>INFO</p>

MATTERS	ACTION BY:
8.3.1 To mandate the upcoming OB (2024-2025) under President-elect Saifuddin Bin Ahmad to form a Taskforce to explore the investment opportunities for the ARCASIA Fund/s.	[Needs follow up]
8.3.2 Publish the Congress Papers and abstracts as the 'Congress proceedings' under ACAE Deputy Chair Jonathan Manalad's supervision.	[Needs follow up]
8.3.3 For updating ARCASIA Handbook, (proposed by) President Abu, has been given time to December 2023. The outcome will be discussed in the next council.	[Needs follow up]
a. The updated Handbook was presented by ASMA to SA at the HOM.	INFO
8.3.4 Forum22 (2024)	
SLIA from Zone A has made an on the floor Bid for the ARCASIA Forum22, to be held in 2024, which was hugely accepted by the Council members and adopted. President of SLIA shall send a letter to ARCASIA Secretariat within a week detailing out the Forum Venue, Forum Convenor's name and the AAA Award Convenor's name.	[Needs follow-up, Contacts and info]
8.3.5 ACA21 (2025)	
KIRA from Zone C has made a bid for the ARCASIA ACA21, to be held in 2025, which was hugely accepted by the Council members and adopted. President of KIRA shall send a letter to ARCASIA Secretariat within a week detailing out the Congress Venue, Congress Convenor's name and the AAA Award Convenor's name.	[Needs follow-up: contacts and info]
8.3.6 Taskforce on future of AAA Awards	
a. On behalf of the incoming Office Bearers, the President- Elect Saifuddin Ahmad, will appoint a Taskforce in 2024 to undertake a comprehensive proposal on the new entity to be established to undertake the promotion of ARCASIA Architecture Awards, to be presented for Council Approval in the Council Meeting of 2024.	[Needs follow-up]
b. In the interim, for the Awards to be held for 2024 where time is the essence, to appoint for a period of 1 year, the previous administrative support team from ASC (who had worked on the administrative support for AAA 2018/2019/2020) to work with the incumbent OB to undertake AAA 2024.	[Needs follow-up, contacts and info]
8.4 Membership	
8.4.1 New Members shall be given Observer Status for two years. After successful completion of observer status, the Council will decide upon the membership status of the new NI. <i>[Needs to be updated in the ARCASIA By-laws section 2.0]</i>	
a. Council decision made at the meeting, is however not in line with constitution, so to either change the constitution or keep the status quo i.e. new members not to be given Observer Status.	To report at next Council Meeting
8.4.2 Membership discussion is in process with AAM-Maldives (Contact person- Zone A VP Ar. Russell Dandeniya from SLIA) and Cambodia Institute of Architects (Contact Person- Ar. Saifuddin Bin Ahmad from PAM)	[Needs follow-up]

MATTERS	ACTION BY:
8.4.3 AMA Membership - fee waiver and status quo	[Needs follow-up]
8.4.4 KAU (North Korea) - Lack of communication channel	[Needs follow-up]
8.5 ARCASIA Awards	
8.5.1 ARCASIA Awards for Architecture Update	[Needs contacts and info]
8.5.2 Thesis of the Year Update	[Guidelines need to be included in Handbook]
8.5.3 ARCASIA Student Design Competition Update	[Guidelines need to be included in Handbook]
8.5.4 Ar. Barry Will Award Update	[Guidelines need to be included in Handbook, needs follow up]
8.6 Outreach and Media	
8.6.1 Architecture Asia Magazine Update	[Contacts and info]
8.6.2 ARCASIA Website Uploading new design for ARCASIA website under process. To be completed within 8 weeks from the work order.	[Contacts and info, needs follow-up]
8.6.3 Update on ARCASIA e-newsletter ARCHIVE	[Needs continuation]
8.7 Other matters	
8.7.1 Handover Documents for outgoing VPs & Committee Chairs to be obtained: VPs & CCs to provide/upload copy of their reports for their term to HonSec.	VPs & CCs
9. Presentation of Certificates of appreciation for outgoing OB-CC (2022-23)	
9.1 Outgoing OB/CCs were also presented with tokens of appreciation by ASMA.	INFO
10. Group Photo	
10.1 The group photograph of outgoing and incoming OB/CCs was taken at the steps of PAM Centre.	INFO
11. Conclusion & Next Meeting	
11.1 The meeting was adjourned at 12.30pm, followed by luncheon at Naj & Belle on L1, PAM Centre.	INFO

Ar. DEXTER Y.P. KOH
Honorary Secretary 2024-2025