

Meeting : 1st OB 2024-2025	Next Meeting : 2nd OB 2024-2025
Date : 24 February 2024, Sat	Date : 16 March 2024, Sat
Time : 6.30pm Malaysia/4.00pm Sri Lanka	Time : 2.00pm Malaysia
Venue : Sri Lanka & Zoom	Venue : Zoom
Notes by : DK/HonSec	

Office Bearers

Office Bearers	President	Ar. Saifuddin Ahmad	(Pres)	
	Vice President Zone A	Ar. Devendra Nath Gongal	(VPA)	Zoom
	Vice President Zone B	Ar. Saykham Thammanosouth	(VPB)	Zoom
	Vice President Zone C	Ar. Thomas Cheung	(VPC)	Zoom
	Immediate Past President	Ar. Abu Sayeed M Ahmed	(IPP)	Zoom
	Honorary Secretary	Ar. Dexter Y.P. Koh	(HonSec)	Zoom
	Advisor	Ar. Tan Pei Ing	(TPI)	Zoom
	Advisor	Ar. Rita Soh	(RS)	

Absent with apology

Honorary Treasurer	Ar. Ridha Razak	(HonTre)
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Attendees by invitation

President, SLIA	Archt. Rohana Bandara Herath	(RBH)
Forum22 Convenor	Archt. Russell Dandeniya	(RD)
Co-Adviser	Archt. Jayantha Perera	
Co-Convenor/Chairman-Conference	Archt. Kumudu Munasinghe	(KM)
Co-Convenor/AAA Chair	Archt. D.B. Nawaratna	
Co-Convenor Logistics & Electronic Media handling	Archt. Anoj Pathinayake	
Co-Convenor Sports Fiesta	Archt. Sapumal Bandara	
Co-Convenor/Events Mini Hotel Exhibition for Sponsors, Trade & Members (ARCASIA), AAA, ACGSA/ACSR and organizer of AAA Ceremony & Friendship Nite	VP Archt. Salinda Rathugama	
Chairman, Awards Ceremony	Archt. Kosala Weerasekara	

Observers

Hony. Secretary, SLIA	Archt. Dinuk Senanayeka
Treasurer, SLIA	Archt. Lal Abeyratna
Co-Convenor/Secretary	Archt. Nandaka Jayasinghe
Coordinator Convenor	Archt. Sajeewa Madusanka
Co-Chairperson AAA Awards	SVP Archt. Dilummini De Mel
Ex Chairmen Sports Fiesta	Archt. Damith Premathilaka
	Archt. Thusitha Ilangamage

Attachments

1. Comments on FORUM22 by OBCC from 1st OBCC Meeting
2. FORUM22 Presentation
3. Conference Presentation

MATTERS

<p>1.0 Convening of the First OB Meeting</p> <p>1.1 The meeting was called to order at 6.40pm Malaysia time with welcome remarks by Pres, who then passed the Chair to HonSec.</p> <p>2.0 ARCASIA FORUM22</p> <p>2.1 Presentation on the ARCASIA Forum22 Preparations (including comments on Forum22 made during 1st OB/CC Meeting on 20 Jan 2024)</p>	<p>ACTION BY:</p> <p>INFO</p>
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MATTERS

ACTION BY:

- 2.2.3 Pres comments & views:
- 2 main concerns on logistics and transportation
 - SLIA to check on arrival times of flights from member institute countries, and to decide if to transport delegates direct to venue or layover in Colombo if late arrival – work out the logistics.
 - Get good drivers, from personal experience arriving at the airport.
 - Alternative accommodation venues: good to inform member institutes/ delegates of the other available hotels besides Heritance. Also to consider transportation to/from those other hotels, especially for events in Heritance which end late.
 - Sigiriya: is a nice location but it is 25 minutes away from Heritance and travelling through narrow roads. If the Awards night ends late, need to consider the return trip to respective hotels. Also to consider that there will be other tourists visiting the site, will the authorities allow the site to be closed to other visitors? This will require numerous clearances from the authorities Consideration on how to control the 250+ guests, as there are signs on restrictions on feeding animals etc. Should anything untoward happens at the site, it will also be ARCASIA responsibility, not just SLIA's. Compared with Ayutthaya, although it was held in a historic site as well, the venue has different restrictions.
 - Pres requested for permits and approvals to be sought from relevant authorities before SLIA announces the Sigiriya venue.
 - Heritance Kandalama: is a sprawling resort, concern for senior delegates. On the positive side, all the programmes are in a single venue – OB/OBCC/Council/Welcome Dinner (except for those not staying at the resort). Therefore it is like a retreat: stay at a single place with activities at the same place. The venue resembles the typical environment of 'Meeting Under a Tree'.
 - The Conference fees should be USD300 or less, SLIA needs to start deciding on the offer package. For early bird, the fees should be reduced – currently the fees is the same but with entry/invitation to the Awards night.
 - The projected Income included income from AAA - the income will have to be apportioned between ASC/ARCASIA/SLIA - therefore, better not to include AAA income in projection.
 - For Fellowship Dinner, previously each attendees normally contributes to the cost, unless SLIA is able to obtain sponsorships to cover costs.
 - Sports Fiesta: Concerned on costs, suggests sticking to core Forum programs as sports is a side-line, even if it is to be held after the Forum it is a just a supplementary event. Although there have been requests from other institutes to hold the Sports Fiesta, Pres suggested informing member institutes and give them until say, May to response. For inclusivity there needs to have sufficient member institutes say >5 participating, if less than 4, then better to cancel it.
 - Tours: SLIA to put good packages into the information pack so that delegates are aware.
 - Internet facilities is good/fast.
 - In conclusion, the location is agreeable, logistics and transportation need to be refined.

RD/SLIA

- 2.2.4 TPI comments & views:
- Accommodation costs presented by RD: TPI reminded the 6 nights is only required to be provided for OBCCs, only 5 nights for official delegates which can be twin sharing.

RD/SLIA

MATTERS

ACTION BY:

<ul style="list-style-type: none"> - Observers: TPI reminded that Past Presidents and Chairmen are to be invited as Observers, besides SLIA's own invitees, however SLIA not obligated to cover accommodation & hospitality costs for Observers; unless it has the budget and wishes to do so. RS also added to remind that Observers cannot take part in the meeting proceedings. - Exchanging of ARCASIA flag: TPI say usually it is held during Friendship Nite, however in the program Friendship Nite is held before the Forum ends; RD responded that it is a good compromise because more delegates will be around on Day 1 of the Forum. 	
<p>2.2.5 IPP comments and views:</p> <ul style="list-style-type: none"> - The vision of having everyone in one place is good. - IPP questioned why Fellowship Dinner is on Day 2, as some speakers may not be arriving yet and it is good to include them; RD responded that SLIA will want to include Council Meeting invitees as well as speakers for the dinner. - Speakers: IPP noticed the expenditure for Fellowship Dinner is based on 200pax - even if including speakers, the pax/budget seems to be over-provided for the dinner. - It may be better to switch venues of Awards Nite and Friendship Nite. - SLIA to study if can include Awards Nite entry into the Conference Fees. - Sigiriya is a large area, logistics will be difficult; RD responded that 100 ladies will be recruited for serving, and guests will be allowed to step on the grass as the authorities allow it when using the area for the event. - Sports Fiesta: IPP concerned on costs involved and questioned the need to organize the sports event; RD responded that if the Sports Fiesta were to proceed, SLIA will seek sponsorships from other industries and only if 5-10 member institutes participate. 	RD/SLIA
<p>2.2.6 ST comments and views:</p> <ul style="list-style-type: none"> - ST thanked the team for the preparation efforts. - ST is concerned on safety issue; she will be flying from Lao-BKK-CMB arriving late night and likely travelling alone. - Fellowship Nite location is good, and better if can open to more attendees. - Request for more information on Colombo for delegates especially hotels etc for layover while waiting for transfer to Kandalama and also post-event, delegates can choose to continue their travels/visit there; RD responded SLIA can arrange hotels near airport for layovers. 	RD/SLIA
<p>2.2.7 TL comments and views:</p> <ul style="list-style-type: none"> - TL enquired if wi-fi is available throughout the resort. Due to the expanse of the venue, in case of getting lost having wi-fi connection is useful to contact others; RD responded that SLIA will work with service providers to get the fastest data connections at the venue during the forum. 	RD/SLIA
<p>2.2.8 DNG comments and views:</p> <ul style="list-style-type: none"> - The General Election in Sri Lanka to be held around the same time as the ARCASIA Forum can be a matter to be considered seriously, because elections in Zone A region are usually not peaceful events. - The incumbent Sri Lankan President is a great supporter and very close to the Architectural fraternity of Sri Lanka. Therefore, it will be reasonable to associate him in some way and form, to our Forum. It will enhance the 	RD/SLIA

MATTERS

ACTION BY:

importance of this Forum and also support the vision of ARCSIA President viz. "VISIBILITY".

2.3 Decisions or Strategies for the Way Forward

2.3.1 President's Remarks:

- Pres summarised the two main issues to be dealt with are: Logistics and Transportation
- He noted that the overall income and expense does not include any sponsorships and if they can be obtained the conference Fees should be able to be reduced further.
- Pres expected the FORUM22 organizing committee to look further into details of the following: logistics & transport, finances, individual programs.
- Pres also decided that the proposed Awards Nite at Sigiriya be held in abeyance until all necessary approvals have been obtained from the authorities.
- SLIA to complete revision of the FORUM22 Preparation Update by mid-March, submit to Pres/HonSec by 15 March for presentation to OBs on 16 March.

RD/SLIA

3.0 Other Matters Arising

3.1 OB Meetings (Attendees: Office Bearers)

- 1st – 24 Feb 2024, Kandalama
- 2nd – 16 Mar 2024, Zoom (OB + FORUM22/SLIA Team)
- 3rd – 1 May 2024, Bangkok
- 4th – 24 Aug 2024 (Meeting before Forum)
- 5th – 24 Sep 2024, ARCASIA Forum, Kandalama
- 6th – 21 Dec 2024

INFO

3.2 Discussion Meeting on AAA Awards 2024 between OBs, SLIA & ASC

Pres directed HonSec to set a suitable date and time for a zoom meeting next week, to discuss the organizing of the AAA Awards 2024.

HonSec - immediate

3.3 Use of emails for communication

Pres reminded and instructed that the main and official mode of communication shall be via emails (and copied to arcasia.hon.sec@gmail.com), WhatsApp can be used but it should not be the main channel of communication.

4.0 Conclusion & Next Meeting

4.1 RD thanked Pres and RS for attending the Pilot tour and appreciated their comments and support. He also recorded his appreciation to IIA for their assistance especially in financing. RD vowed to try his best to create a memorable ARCASIA Forum, after 27 years since SLIA last hosted the event. He is confident of his mixed team of experienced members such as Advisor Archt. Dr. Surath Wickramasingha (past ARCASIA Chairman) and also younger members to successfully organize FORUM22.

INFO

RBH recorded his thanks to the meeting attendees.

Pres thanked everyone for attending and providing clear directions to FORUM22 organizing team.

The Meeting was adjourned at 8.40pm Malaysian time.



MATTERS

ACTION BY:

4.2 The next OB Meeting to be held as follows:

 Next Meeting : **2nd OB 2024-25**
 Date : **16 March 2024, Sat**
 Time : **2.00-5.00pm Malaysian Time**
 Venue : **Zoom**

INFO

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