

Meeting	: 2nd OB 2024-2025	Next Meeting	: 3 rd OB 2024-25
Date	: 16 March 2024, Sat	Date	: 1 May 2024, Wed
Time	: 2.00pm Malaysia/11.30am Sri Lanka	Time	: TBC
Venue	: Zoom	Venue	: Bangkok
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
	Honorary Treasurer	Ar. Ridha Razak	(HonTre)	
	Advisor	Ar. Tan Pei Ing	(TPI)	Zoom
	Advisor	Ar. Rita Soh	(RS)	

Attendee by invitation

Forum22 Convenor	Archt. Russell Dandeniya	(RD)
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Attachments

1. FORUM22 Presentation R5
2. FORUM22 Ticketing
3. FORUM22 Tours

MATTERS

MATTERS	ACTION BY:
1.0 Convening of the Second OB Meeting	
1.1 The meeting was called to order at 2.05pm Malaysia time with welcome remarks by Pres, who then passed the Chair to HonSec.	INFO
1.2 The Minutes of the 1 st OB Meeting was confirmed as correct records by the Meeting, as proposed by Pres.	
2.0 ARCASIA FORUM22	
2.1 Comments on ARCASIA Forum22 Presentation R5	
The OBs, having had perused the Presentation earlier, proceeded to provide their respective comments.	INFO
2.1.1 TPI comments & views:	
- Official Institute Delegates of the Council (2 per country) are invited to the AAA Ceremony without having to pay for entry.	RD/SLIA
- Fellowship Dinner is always a paid event; however it is host country's prerogative to decide if to sponsor the event entirely, but must take into account the financial capability and budget of the institute/Forum.	
- Council Meetings – CCs are not attendees of the meeting, only OBs and the Institutes Official Delegates.	
- Headcount of Accommodation of 22+13+5: <i>RD clarified 22 for Institute Official Delegates (twin-sharing), 13 for OBCCs, 5 SLIA's own.</i>	
- Official Delegates who are not covered under host hospitality: SLIA must make it clear what does the package offered includes so as not to create misunderstandings.	
- TPI will send to RD the Forum guidelines in Handbook so that RD/SLIA can use the correct terminologies.	TPI
2.1.3 Pres comments & views:	
- Pg5 Logistic Arrangements: have to be made clear and inform delegates that there is additional cost for transportation on top of the accommodation & entry fee.	

MATTERS

ACTION BY:

- When sending out to member institutes, to copy to respective Zone VPs for them to follow up.
- **Pg7** Hotels: To be precise on the Official and Recommended Hotels, and include rates from other hotels which are less than USD150, especially for Forum attendees. For other hotels other than the three stated, how to get to those hotels from the airport and how to travel to and from the Forum venue? *RD responded that 150 rooms have been booked at Heritance, of which 75 are twin-sharing. Heritance rates are usually USD225/night and they also have Family Rooms but those will have additional breakfast charges additional pax.*
- **Pg10** Meeting Rooms: ACPP & ACAE will need bigger capacity rooms as they have larger attendees, and this should be stated somewhere so that delegates don't have to ask about it.
- **Pg13** AAA Ceremony at Sirigiya: Pres enquired if SLIA has obtained the necessary approvals *to which RD responded that SLIA has sent letters to the authorities who have agreed in principle however Option 2 venue will be at Kanchana Lounge at Heritance.*
- Senior Members at more conveniently located rooms: *RD replied that in the website registration will ask to fill age of delegate, so that organizer can put them into a list to be provided rooms nearer lifts etc; however only 135 rooms reserved, 15 kept as buffer*
- Pres suggested to put hotel layout plan in collaterals however *RD responded may not be a good idea as delegates might request for specific rooms.*
- **Pg16** proposed participation: SLIA to be precise on what is complimentary and to state clearly e.g. Fellowship Nite is a paid event.
- **Pg18** super early-bird registration: Pres says to also add the USD250 fee to that category which includes entry to AAA Ceremony.
- **Pg20** Insurances: Pres asked if all delegates are covered by the insurers *to which RD responded in the affirmative, and that it covers airport transfer to hotel, duration of hotel stay and hotel transfer to airport.*
- **Pg21** Expenditure: The current amount of USD300k can be accepted for now but if it goes beyond, SLIA has to notify OBs. Pres reminded that Boracay and Ulaan Baator events were in deficit, however they were different venues & facilities and circumstances. *RD responded that he is confident that he can take care of the budget, and has potential sponsors already lined up e.g. Nippon, Rocell in SL & JKC in India.* Pres reminded that SLIA needs to manage deficits before/during the event, not after it has concluded.
- **Pg23** Sports: Pres stressed that these are separate events and if by May there are less than 4 countries participating, they should just be scrapped. Also, it should not be in the main Forum budget.

RD/SLIA

2.1.4 IPP comments and views:

- IPP enquired if airport transfer cost of USD50 is for return/two-way *to which RD answered in the affirmative.*
- IPP further enquired if the transfer is the responsibility of the hotel or SLIA, *RD replied that the room rate does not include transfer, it is a separate arrangement with SLIA's transportation provider who may be providing either separate cars, vans or buses depending on the volume of delegates arriving at a particular time.*
- IPP said he checked Heritance's listing on Agoda/Booking.com and it offers USD150+transfer and suggested RD uses this for negotiation purposes.

MATTERS

ACTION BY:

- RD responded that 50% of the rooms are superior and extended rooms but the hotel has given special flat rates to all those rooms to SLIA. Heritance has 150 rooms, of which 50 for OB/CC and official delegates while the rest are reserved for booking by delegates. TC checked the websites and it showed no rooms available to book via the websites from 23-29 Sept, TC suggested that it is good to also compare whether Heritance is giving their best rate. RD also later checked the hotel rates for each month from Mar to Sept on the website which shows minimum rate of USD190+taxes of USD42-48.

RD/SLIA

2.1.5 VPC comments and views:

- VPC queried on airport transfers, whether available 24 hours or only up to a certain time. RD responded that SLIA will sort the delegates' arrival times and provide coaches hourly, even if past midnight. The delegates' wait/stay at the airport should not be more than 45 minutes
- VPC enquired whether delegates can choose not to register for other events, RD replied OB/CC and Council do not need to register for the conference as it is complimentary for them, but that other delegates have to register for the conference before coming if they wish to attend. They do not have to register if they do not wish to attend.
- VPC enquired on the limit of Observers attending: RD replied max of 2 Observers are complimentary, the rest have to pay for lunch etc.
- VPC enquired if there are any Young Members' discount: RD replied as there is no Jamboree this year, there is no discount for young members
- VPC enquired on the quantum of the government tax rate: RD replied hotel charge is inclusive of tax, for other costs, it is 38%.

RD/SLIA

2.1.6 RS comments and views:

- RS reminded that Past Presidents, although are Observers but should be given proper recognition and put in a distinct category.
- RS queried since HK/SIN/KUL flights are arriving to CMB late, will those delegates be travelling direct to Kandalama upon arrival or be laying-over at a hotel near the airport then travel to Kandalama in the morning in time for the 10am starting time of meetings? RS suggested the former is still feasible if there are special lanes at immigration and buses to transfer delegates. However SLIA has to assure safety of delegates travelling late at night.
- When returning to airport, perhaps SLIA can make special arrangements for delegates' special lane as there is also a queue to enter the airport.
- There could also be another option of delegates arriving a day earlier in CMB (for those who can afford) and spend half a day in the city before being transferred to Kandalama.

2.1.7 RD proposals & clarifications:

- RD proposed for delegates to travel direct to Kandalama upon arrival; if arriving late/after midnight, they would have to book own layover in Colombo then SLIA will arrange transfer to Kandalama in the morning at 8am. However meetings start usually start at 9am, therefore RD enquired whether meetings can start at 12noon so that those latecomers will not miss the meetings. Pres responded that host would have to state accommodation nights provided so that delegates have to plan if they have to come earlier (due to flight schedules etc) and make their own arrangements (additional nights at own costs etc). Also, only 18 are coming a day earlier ie OB/CC while the 22 Institute Official Delegates (Presidents + 1) arrive a day later.

INFO

MATTERS

ACTION BY:

- RD informed that OB/CCs have to register in the website portal, which will allocate items paid for/to be paid for by delegates. *Pres requested to view the website and flyers before they are published/go live.*
- RD sought views on priority of hotels (for placement of delegates) *to which Pres responded that Institutes' Official Delegates (Presidents + 1) & OB/CCs should be put up in official hotel. Representatives and Observers may be put up in other hotels.*
- RD stated that in the Forum guidelines 1 room shall be provided to each institute on a twin sharing basis unless there's a lady president then perhaps a separate room. *Pres added that if Institutes' Official Delegates want separate rooms then they will have to pay for the additional room.*
- RD informed that for accommodation bookings, payments are made to SLIA who then pays to Heritance; however this will necessitate pre-booking of a number of rooms and if rooms are not filled then SLIA still has to pay for the rooms not taken up. (However SLIA did not pre-book rooms in the other hotels.) 70 rooms at Heritance will be available on a first-come-first-served basis. Those who are attending the Forum will be given codes to give to the hotel to book at the special USD150/night rates. *Pres added that priority to be given to Forum delegates. RS added that since SLIA using codes for hotel bookings, it would be better to provide separate codes to all categories of attendees as well, to streamline bookings.*
- **Pg21** Expenditure: RD reported that one of the speakers from US has requested for Business Class travel which resulted in higher transportation costs. *Pres also raised that the Vietnam speaker Vo is also currently based in the US and if he is travelling to Sri Lanka from the US, it will be unfair if two speakers from the same flight origin are booked on different seating classes.* RD further reported that the USD300k expenditure is an estimate; and based on 200 local delegates + 200 foreign delegates. The difference between the current income of USD117k and USD300k expenditure can be narrowed if Tushar can confirm the USD75k sponsorships and the rest of the sponsorships sourced locally. Since the closing of financial year is 31st March, SLIA will start talking to potential sponsors, ready with a presentation deck. Sponsorships will be finalized by May/June.
- **Pg24** Other Activities: RD presented that this will take place between 20-25 Sept and 29 Sept-3 Oct for accompanying persons + delegates. 4 days complimentary tours to choose/select from. RD will prepare list and send to HonSec to be shared to OBs. *RS suggested special discounts for Official Delegates and OB/CCs for the tours as they will be unable to join the tours during meetings.*

HonSec

2.3 Decisions or Strategies for the Way Forward

- 2.3.1 Pres requested SLIA to take into account all the comments put forth and amend accordingly, RD to liaise directly with TPI on the guidelines in the Handbook, TPI to review and make the necessary comments on RD's revised presentation.

RD/SLIA/
TPI

3.0 Other Matters Arising

3.1 OB Meetings (Attendees: Office Bearers)

INFO

- 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

MATTERS	ACTION BY:
3.2 AAA Awards 2024 between OBs, SLIA & ASC	
3.2.1 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 – <i>Zoom meeting held on Sun 10 March 2024, minutes issued.</i>	INFO
3.2.2 RS raised the matter of AAA Awards convenorship and suggested SLIA as Convenor to which Pres responded he has considered both options, and decided that as long the Convenor scope is clarified, he prefers ASC as Convenor as it is doing bulk of the work, (Final judging in KL or online), while SLIA only needs to organize the Ceremony, and to leave the matter as that.	INFO
3.2.3 RS stressed that AAA Awards can be a separate vehicle in future, Pres to control and be made aware and make decisions in future of who will run the Awards. RD added that the platform ownership should be stand alone and that in future any country could organize the awards.	
3.2.4 Pres reminded that two matters had been decided by Council in Boracay; that the AAA 2024 be organized by ASC and that a task force be formed to propose the future of the Awards. For now, to concentrate on the organizing of the AAA 2024. The Task Force can be formed during the Bangkok Meeting, to appoint members who will formulate the proposal and present to Council in Kandalama.	
3.3 TOY 2024	
Pres informed he is liaising with ACAE Chair JVM who will present at the next meeting in Bangkok.	
3.4 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.	INFO
4.0 Conclusion & Next Meeting	
4.1 Pres thanked everyone for attending and providing clear directions to FORUM22 organizing team.	INFO
The Meeting was adjourned at 3.20pm Malaysia time.	
4.2 The next OB Meeting to be held as follows:	INFO
Next Meeting : 3rd OB 2024-25 Date : 1 May 2024, Wed Time : TBC Venue : Bangkok	

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