

Meeting	: 3rd OB 2024-2025	Next Meeting	: 4th OB 2024-2025
Date	: 1 May 2024, Wed	Date	: W1 Jul 2024
Time	: 9.00am – 11.40am	Time	: TBC
Venue	: IMPACT Forum Business Center (Level 1) - Meeting Room A, Bangkok	Venue	: Kuala Lumpur
Notes by	: DK		

Office Bearers

Office Bearers	President	Ar. Saifuddin Ahmad	(SA)
	Vice President Zone B	Ar. Saykham Thammanosouth	(ST)
	Vice President Zone C	Ar. Thomas Cheung	(TC)
	Immediate Past President	Ar. Abu Sayeed M Ahmed	(ASA)
	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)

Joining via Zoom

Vice President Zone A	Ar. Devendra Nath Gongal	(DNG)
-----------------------	--------------------------	-------

Attendee by invitation

- nil -

Attachments

240416 UIA RO Presentation 9 April_V1.pdf

MATTERS	ACTION BY:
1.0 Convening of the Third OB Meeting	
1.1 Welcome Remarks - ARCASIA President, Ar. Saifuddin Ahmad & ASA President Ar. Chana Sumpalang.	INFO
1.1.1 All OBCCs were present at the commencement of the meeting with ASA President and OBs' arrival at the Meeting Room. Pres welcomed OBCCs to Bangkok and the meeting, and thanked ASA for graciously hosting ARCASIA in Bangkok.	INFO
1.1.2 HonSec then requested outgoing ASA President Ar. Chana Sumpalang to say a few words. Ar. Chana welcomed all delegates to Bangkok and hoped all will be enjoying their stay. He also introduced Vice Presidents Chutayaves Sinthuphan and Rattapong Angkasith, and incoming ASA President Ar. Asae Sukhyanga, who takes over from him at the end of EXPO2024. Ar. Chana reaffirmed ASA's commitment and support of ARCASIA even with the change of presidency. The meeting applauded as expression of thanks to ASA.	INFO
1.1.3 Upon ASA entourage leaving the meeting room, the CCs & FC vacated for Pres to convene the OB Meeting. He explained he split the meetings, and that the OB Meeting is held first to discuss and confirm some matters with OBs before the CCs & FC are called in to join the OBCC Meeting.	INFO
1.1.4 Pres Opening Remarks. Pres reported that he attended 3 online meetings: - 28 Mar 2024 Meeting with UIA Region IV: chaired by Zhang Li, where he attended as a special guest and tasked with giving a short speech. George Kunihiro attended physically while Debatosh Sahu also attended online. - Pres said that many even in ARCASIA may not be aware that ARCASIA is not fully represented in Region IV: out of 22 ARCASIA member institutes only 15 are UIA members. Therefore even UIA assumes that decisions made at Region IV are ARCASIA's voice. Therefore Pres stated at the UIA meeting that ARCASIA's input is necessary when deciding on matters. - TPI added that the Middle East also falls under Region IV, to which Pres also revealed that recently a Middle-East institute (Saudi Architectural	INFO

MATTERS

ACTION BY:

- organization, AIOmran Association) also contacted Secretariat to request to join ARCASIA, assuming that it covers the entire Region IV.
- Pres suggested VPs to disseminate to Zonal institutes on the membership component of the organization vis-à-vis its representation in UIA. Therefore Pres stressed that the 'bigger' voice of Asia in UIA has to come from ARCASIA, not just Region IV.
 - SLIA was also in attendance and SLIA President invited everyone in Region IV to attend Forum22, but Pres did not comment on this matter as they are the host. Pres opined that many, whether in UIA and even in ARCASIA, assume that invitations will come with hospitality, and SLIA may have to clarify this.
 - **9 April 2024 with UIA**, chaired by President Regina Gonthier, with regional councils ACE, FPAA, ARCASIA, AUA, with short presentations by respective parties.
 - Regina touched on the MOU with ARCASIA which was renewed 3 years ago but has lapsed, and she is inclined for it to be renewed. Pres took the stand that there is no point renewing the MOU if there are no outcomes. He prefers collaborations on specific issues.
 - Pres also touched on 'inclusivity', to which Regina responded that there are many commissions set up for this purpose; but Pres felt that there were statements made by the leadership which merely reflects the point of view of a certain Region and were therefore not inclusive in nature.
 - It has yet to be ascertained if there will be regular meetings on this.
 - However UIA provided the presentation deck of the meeting (issued in the Agenda); UIA wanted ARCASIA to feed-back on desired areas/topics of collaboration with UIA. (see 2.4 below)
 - **18 April 2024 with ACE**, 'Sharing Common Values: Internationalisation of the architectural profession and the New European Bauhaus'.
 - The invitation was originally directed to IPP, and Pres attended. The topic is based on the New European Bauhaus which is an initiative to bring together aesthetics, sustainability and inclusivity in architectural design.
 - Pres chose 'Inclusivity' as his topic which resonates with his vision. Pres stated that ACE has a common platform and regulations within the EU which differs from ARCASIA whose members have different regulations, when asked about regulatory issues in ARCASIA – which is a platform which the member institutes could relate problems and issues and ARCASIA could advise and they implement as they see fit.
 - There was much Euro-centrism/Neo-colonialism in speakers' presentation at ACE.
 - *RS reminded that ACE is not a subset of UIA, it is an independent regional organization. TPI further commented that UIA imposed their influence on ARCASIA by having lots of events inside ARCASIA events. SLIA is to be reminded that ARCASIA should not be eclipsed by UIA.*
 - **Meeting with RIBA during AIA Convention:** Pres also added that RIBA invited him for a discussion during the AIA Convention in June and an invitation to the British Embassy as well. He sees no harm in attending the meeting, since TPI will also be in attendance, and he will report to OBs after. He will use his prerogative to decide which events to attend.
 - *RS shared that during her presidency there was an event hosted by RIBA inviting all presidents in which medallions were presented, it was quite difficult to decline. Also another meeting during AIA Convention she attended whose outcomes were not very good. IPP also shared his experience meeting with RIBA and they pushed for their accreditation system to be adopted, to which he responded that ARCASIA could organize its own accreditation and did not need RIBA to do so. In short, all these meetings had some specific agenda from the organizer.*

MATTERS

ACTION BY:

- **Approvals for Events:** On a related matter, Pres also stated that notwithstanding that he as President of ARCASIA from PAM, it cannot be assumed that approvals for events held by PAM are automatic; there is a protocol to follow, and it has to go through the OBs for approval.
- **Dissemination of ARCASIA Meeting Minutes:** Pres also realized that some in ARCASIA OBCC even report on ARCASIA matters to PAM's International Affairs Committee. This should not be done as there are matters in ARCASIA still under discussion. He reminded VPs as well, that OB & OB/CC meetings should not be circulated to member institutes as there may be sensitive matters discussed.
- **Next OB/CC Meeting in Kuala Lumpur.** Pres revealed that he is planning for the next OB/CC Meeting in KL. Initially there was no hospitality budget by the host institute but ARCHIDEX organizer has offered 2-3 nights' day, although provision for DATUM:KL conference registration is still pending. He will need to also deliberate/confer with PAM OBs on this matter as well to obtain their support.
- Pres shared that earlier there was the ArchiTalent competition to be held during ARCHIDEX which was not brought to ARCASIA attention until he saw the ARCASIA logo on the flyer and sought clarification – anyhow the matter has been resolved as ACAE has brought this matter to OBs and obtained the requisite approval.
- There are also 2 more events: ACGSA Roundtable in KL and also, ACYA had submitted a proposal for a Young Architects Festival in KLAF 2024 featuring Young Architects Exhibition in ARCHIDEX, ACYA Forum 3.0, and ACYA Stormathon Meeting – to be deliberated in OB/CC Mtg.
- Pres stressed there needs to be further discussions with PAM on how to fit all these events during the period.
- *RS opined that while it is commendable for the Chairs to be organising these events it is important for them to check with OBs first before making decisions and proceeding with collaborations.*
- Pres agreed and also shared that last year the then ACYA & ACAE Chairs shared to PAM International Affairs Committee on ARCASIA's activities, which has not been reported to ARCASIA OBs yet, it was not a right thing to do and Pres asked to stop the reporting.
- **OB/CC Meeting in Beijing/2025:** Pres also shared that ACPD Chair ZW is working out with ASC (Beijing) to host an OB/CC Meeting in Beijing in 2025. VPC to note and liaise
- **OB/CC Meeting in Zone A:** Pres hoped Zone A can host one OB/CC Meeting, say, Bhutan if possible. Despite the Bhutan government imposing visitor entry fees, ARCASIA/delegates could perhaps cover that cost.
- RS shared that during the Jaipur events she met a large group of young architects from Bhutan; she was concerned whether there was a chasm between the younger and older/establishment architects.
- Pres suggested to VPA that, without seeming to interfere with BIA, perhaps during Zone A meeting, VPA can take the opportunity to voice out to BIA on engaging with young architects while in Bhutan.
- *VPA responded in the affirmative and concurred with Pres on the issues at hand. He also informed that a South-Asian architects' meeting was successfully held in Bhutan previously, it was difficult but possible. There may be challenges to convince the government and comply with their regulations; VPA promised he will do what he can. VPA is trying to work out with institutes to organize 1 or 2 programmes in his zone.*

INFO

MATTERS

ACTION BY:

- Protocol

- Pres stressed the need to remind and follow protocol: all matters are to be brought to ARCASIA for approval before approaching organisers.

Eg: CIS is proposing to sponsor ARCASIA Youth Awards Architects in Kuala Lumpur; and CIS was unsure if they should be liaising with ACYA or ARCASIA OBs, to which Pres responded to liaise directly with him so he can put forward to OBs. *HonTre also informed PAM is not aware of this. Furthermore HonSec added that PAM may or may not even be agreeable to this event being held this July.* In any case this proposal will be submitted beforehand and discussed in July in Kuala Lumpur and decided by OBs before being brought to Council in Sept. After it has been endorsed, then only it will be implemented next year.

- *TPI added that the Barry Will Award went through the same procedure. RS also commented that while it may be all and well if nothing untoward happens, but should anything happen, ARCASIA as the organization will bear the brunt of it.*

- Pres stressed that he is aware and is adamant protocol be followed especially if it involves PAM as he doesn't want member institutes to have the wrong impression that he is giving leeway merely because of his own institute.

- *TPI added that since ARCASIA's name is being used, all member institutes need to be comfortable with the programme, how it is being run and how they can benefit from it.*

Eg: PAMSO event, which went through ARCASIA OBs and was endorsed; all parties (RTS, Johor Govt, City Council etc) were invited but ARCASIA President was not invited. HonSec opined that the organisers may have overlooked or have yet to issue invitation to Pres.

Eg: Pres recalled KLAF2023 event when IPP was in attendance as ARCASIA President and his presence was not acknowledged to the audience.

Eg: Pres also observed that for Zone B there seem to be confusion amongst CCs, between ARCASIA and 4Nations. He stopped DSE from continuing his ACYA presentation as many of the events he presented was 4Nations', not ARCASIA's.

Eg: Pres revealed he was not invited to the SIA ArchiFest on 15 May to which *TPI responded that SIA has never invited ARCASIA president to the dinner.*

1.2 Adoption of this Meeting Agenda - Hon Secretary

1.2.1 HonSec proceeded with the Meeting Agenda and added that he has transferred matters arising from the 2nd OB Meeting.

1.2.2 Additional matter: HonSec highlighted SLIA request to publicize their International Research Conference, which was received this morning, to be deliberated by OBs later. (see item 6.3)

1.2.3 The Meeting decided that Handbook Update, Finance Matters be taken off from OB/CC Agenda and discussed in OB Meeting.

1.3 Adoption of the Minutes of the 2nd OB 2024-2025 Meeting held via Zoom on 16 Mar 2024 - Hon Secretary

1.3.1 The Minutes was confirmed as correct records by ST and seconded by IPP.

MATTERS

ACTION BY:

2.0 Matters discussed at the 3rd OB Meeting

2.1 ACA21 (2025)

from 1st OBCC Meeting on 20 Jan 2024, item 3.5.3:

Secretariat to obtain update from KIRA Secretariat

2.1.1 HonSec reported update from KIRA Secretariat vide email response from KIRA Secretariat on 28 Feb 2024:
'Date of ACA21 (7-13 Sep 2025) has been decided and confirmed by ARCASIA. The new president of KIRA, Ar. Jaerok Kim will start his tenure on 5 Mar 2024, and KIRA planning to appoint the Convenor and committee members for ACA21 following his inauguration.'

INFO

2.1.2 Pres reported that during his private visit to Seoul, KIRA IPP organized a meeting with President Kim. The committee which won the bid was initially sceptical whether the new president was still keen on the hosting of the Congress; anyhow President Kim pledged his commitment and that they are in the process of setting up their committee.

2.1.3 Pres requested HonSec to follow up; he was cognizant that the past few months were spent liaising with SLIA for Forum22. Now it is time to concentrate on ACA21, and Pres requested VPC to liaise further with KIRA on this matter.

VPC – liaise with KIRA

2.1.4 RS suggested the Pilot Tour be organised by Q1 2025 so that KIRA does not go too far down the road with venue selections etc. She suggested to meet briefly with KIRA delegation as they are in Bangkok.

Q1 2025

2.1.5 IPP suggested that KIRA be provided with the ACA protocols from the Handbook to assist them.

HonSec – ACA in Handbook

2.1.6 RS commented that from past experience, KIRA is very well-organised and knowledgeable on ACA procedures.

INFO

2.1.7 *VPA emailed the following to KIRA on 8 May:*

- Interim submissions & presentations to ARCASIA Office Bearers (OB) & Council before the event:
1. Since KIRA need to present progress of ACA 21 preparation in Council Meeting during Forum22, KIRA to prepare draft presentation not later than mid-June 2024 to OB for discussion in next OB meeting in early July 2024. KIRA may also be invited to join the OB meeting online subject to prior notification.
 2. The draft presentation in June 2024 shall cover but not limited to the following information:
 - a. Proposed Convenor & Committee Members of Congress and AAA;
 - b. Proposed Dates and Itinerary;
 - c. Proposed Venue for Meeting, Congress, Hotel Accommodation, F&B, Excursion, etc. for ACA 21;
 - d. Proposed arrangements for AAA Award;
 - e. Proposed arrangements for Student Jamboree;
 - f. Proposed Speakers for the Congress;
 - g. Proposed Transportation Arrangements;
 - h. Visa Arrangements;
 - i. The Estimated Cost & Participation Fees of different categories such as early bird, student members, young members, complimentary provisions for Official Delegates, etc.
 - j. Sponsorship arrangements, if any.
 3. As procedure, the host institute shall invite OB to visit ACA venue as early as possible after the Forum and as discussed with KIRA team in BKK, early 2025 after the winter time shall be the suitable time to visit. In view of the

INFO/
pending
KIRA

MATTERS

ACTION BY:

festivals in some of our members countries, Ramadan in 2025 will be from Feb 28 to March 29 and Easter Holiday will be from April 18 to April 20, 2025. Therefore VPC discussed with Pres Saifuddin and **proposed the Pilot Tour to ACA 21 Venue on April 11 – 13, 2025**. KIRA to consider and review if it is feasible.

2.2 Taskforce on future of AAA Award

from 1st OBCC Meeting on 20 Jan 2024, item 3.6:

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 – (See item 2.1 above)

from 2nd OB Meeting on 16 Mar 2024, item 3.2.4:

AAA Task Force - The Task Force can be formed during the Bangkok Meeting, to appoint members who will formulate the proposal and present to Council in Kandalama

Pres to appoint

2.2.1 Pres commented that some member institutes may have misunderstood the decision made at Boracay; and were unhappy that ASC was appointed as AAA2024 Convenor, citing monopoly of the right to organise.

INFO

2.2.2 Pres stated that the issue at hand was not the format but having the event the event independently from Forum/Congress, especially in the financing of the Awards.

INFO

2.2.3 RS opined that she had been working on this since her term, up to the establishment of the platform/website, and the running of the entity would be the precursor of the future establishment of the foundation; and both are intertwined. Using the AAA as a test-bed, and if that works a larger platform can be set up for the ARCASIA Foundation to operate independently. As it is now, 50% of the revenue from AAA goes to the organisation and it can be used as a seed fund for the President to utilise for new programmes to support. Currently when there are new initiatives, funds have to be sought. RS opined that the eventual Foundation may only be realised beyond Pres' term.

INFO

2.2.4 TPI shared that during her UIA Sec-Gen tenure, UIA too had established its own competitions platform. With ARCASIA's AAA platform, future competitions may no longer need to be organised by host institutes, but independently by ARCASIA.

INFO

2.2.5 *On another note, RS raised the issue that the Kharkhorum competition required that copyright be assigned to the organiser, which is not in the spirit of ARCASIA's competition protocol.*

INFO

2.2.6 HonTre opined that with the proposed expansion of the workload of the organisation and with no permanent secretariat it would be an uphill task; as evidenced even with the current accounting matters needing RS & HongSwee to still be needing to undertake duties. With the expansion of Secretariat responsibilities the workload of the HonSec & HonTre will be further increased and will be unfair to the OBs.

INFO

2.2.7 HonSec also raised a related matter involving TOY2024, where he spoke to JVM who revealed that out of 22 member institutes, only 15 are taking part, 5 are not, and 2 are incognito. As the TOY requires respective member institutes to organise and shorlist at institute level, HonSec was unsure how to post the competition on ARCASIA SocMed channels ie website and FB as there will be a flood of students enquiring the TOY and many will not be able to submit their country institutes may not be taking part. This matter could also be considered by the Task Force – to have the TOY submitted via a platform like AAA.

INFO

MATTERS

ACTION BY:

2.2.8 IPP also shared that during his term he managed to obtain a sponsorship offer from Sika amounting to USD200k for AAA but on the condition that the award ceremony be held in Singapore. As the current rules require the AAA Awards ceremony be organised and held in the host country/institute, this sponsorship was not able to be accepted. Therefore he opined that if the AAA was held independently of Forum or Congress, ARCASIA may be able to obtain sponsorships which will enable additional funds to come into the organisation.

INFO

2.2.9 To move forward, the Task Force will need submit a proposal by Sept to present to Council, which includes separating the AAA from Congress/Forum. Pres suggested OBs as the Task Force. The 2 issues – whether if Council agrees to this proposal; and if not, the organising of the next AAA will be undertaken by KIRA. TPI added if another institute assumes the administration of the platform (developed by Flava & owned by ARCASIA) they will need to provide the proposed administrative cost to ARCASIA OB for approval. An online brainstorming session is proposed to be held before July OB/CC Meeting with Pres, IPP, VP & Advisors. HonSec to suggest date.

HonSec –
*date of
brainstorm
session*

2.3 Membership

from 1st OBCC Meeting on 20 Jan 2024, item 3.7:

2.3.1 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. [Needs to be updated in the ARCASIA By-laws section 2.0]

ii. OBCC will report at next Council Meeting that the status quo to be maintained in order to be inclusive, and that many changes will need to be made to the Constitution should the decision at the last Council Meeting be upheld.

To report at
next Council
Meeting
only

2.3.2 AAM - Maldives & Cambodia Institute of Architects membership discussion

i. VPA follow up with past Zone A VP, RD on AAM-Maldives membership discussion, Pres to follow up on CIA's.

Pending
AAM-M &
CIA
applications

ii. However it was decided to await until both institutes submit their respective membership applications to join ARCASIA. (TPI had sent the Handbook documents to CIA previously)

iii. Updates: HonSec emailed to AAM-Maldives on 4 Feb the following:
- C.5.1 ARCASIA Membership Application
- C.5.2 Documents Required for Membership Application
- C.5.3 Roles & Responsibility of Member Institutes
- ARCASIA byelaws relating to Membership

Pending
AAM-M
submission

HonSec followed-up on 27 Mar and received response on 23 April, that AAM-Maldives is preparing the documents for submission. HonSec requested if they could submit before this OB Meeting but as of today, it has yet to be received.

iv. TPI raised the point on whether Maldives is in the ARCASIA map; however it has already been previously agreed that AAM-Maldives is to be invited to join ARCASIA. Furthermore as an atoll of small islands it will not be able to be seen in the map at the current scale.

INFO

v. HonSec hoped AAM-Maldives will be submitting their applications soonest as FORUM22 Convenor had already invited them to Kandalama. However TPI responded that even if they have not submitted the requisite documents they can still be invited as guests/observers.

INFO

MATTERS	ACTION BY:
vi. Pres informed OB/CC vide WA chatgroup on 5 May: CIA/Cambodia is having problem with their registration with the government agency. They will give further updates.	INFO
2.3.3 AMA Membership fee waiver and status quo	
i. VPB reported that she had tried to contact AMA but no responses forthcoming. It is believed AMA is not active/ not allowed to operate by the junta government. It was proposed to consider special waiver for membership fee as it was out of AMA's control.	VPB to report
ii. VPB to continue attempts to communicate until Council Meeting.	
iii. Updates: VPB reported again that she had attempted to contact AMA using the previous email addresses and no responses were forthcoming. Pres noted that the previous leaderships were still active but not the institute itself. VPB requested Pres to provide her their contacts so she can follow up.	INFO
iv. Pres opined to report to Council on this matter and to propose fee waiver for AMA. HonTre says administratively he will still issue the requisite fee invoices and will accumulate the amounts owed until Council makes decision.	To decide at next OB Mtg, to report at next Council Meeting
v. Pres informed OB/CC vide WA chatgroup on 5 May: - AMA is inactive for now, unsure when they will be active as they need to register with new information to the government. As such most NGOs are reluctant to do so.	INFO
2.3.4 Lack of communication channel with KAU (North Korea) [Needs follow-up]	
i. It was confirmed by IPP that KAU had paid subscriptions for 2023, despite having no communications with KAU.	To report to Council
ii. Therefore KAU is still a valid member of ARCASIA, despite being inactive, and to be reported as such to Council.	
iii. Update: RS says she will attempt to contact the North Korean Embassy in Singapore/Consul Ri. HonTre reported that from his view of the accounts there appears to be CNs to KAU, indicating some arrears, and payment not shown in the statement.	RS/HonTre
2.4 UIA - Collaborations	
<i>from email to OBs 17 Apr 2024 with Attachments: Following the meeting held on the 9 April attended by President and other Regional Organisations, please find attached the presentation of the UIA. President has instructed to circulate this to you, for your suggestions on what areas you see as being of interest to collaborate with the UIA.</i>	
INFO	
2.4.1 Pres referred to slide 18, Opportunities For Collaboration:	
<ul style="list-style-type: none"> • Political Level • Thematic Area 1: Education • Thematic Area 2: Professional Practice • Thematic Area 3: Sustainability 	
Sustainability was selected, leveraging on SDG17; Pres directed HonSec to respond to UIA with the decision.	
HonSec – reply to UIA	
2.5 Updating of ARCASIA Handbook: the outcome will be discussed in the next Council Meeting. <i>Transferred from item 3.3 OB/CC to OB Meeting Minutes</i>	

MATTERS	ACTION BY:
2.5.1 Pres will pass Handbook to TPI for review and to propose amendments if any. The new, revised Handbook will acknowledge both IPP & TPI as revision authors.	INFO
2.5.2 It suggested that if need be, the language be simplified for ease of understanding.	INFO
2.5.3 Updates: TPI presented her review of the current Handbook and proposed amendments/revisions/corrections marked in red. The major amendments applied to correction of dates, years, formatting, institutes etc. TPI will send the final corrected version. She opined it is good to be published in a book format but to be used as a reference material, it might be better to be put in folder format (ie when uploaded in website) for ease of updating certain parts of the handbook instead of scrolling through a combined binder; and sought the meeting to give consent to her suggestion. HonSec shared his experience when first given the Handbook in folders and opined that even if it appeared easier to be referencing from folders, he found it difficult to search as he had not used the handbook previously. If the document is formatted into a pdf document, keyword searching would be made easier. RS opined that the document can be linked via the content page, and HonTre concurred he had used a RAI A pdf booklet with similar linking. The best Handbook format to be decided once the amendments have been completed. TPI will send the final version file.	TPI
2.6 Architecture Asia Magazine Update Transferred from item 3.9.1 OB/CC to OB Meeting Minutes	
<ul style="list-style-type: none"> i. 5-year publishing contract awarded, to check period & expiry. ii. Update: HonSec has obtained copy of the Publishing Agreement for the publication and supply of 'Architecture Asia Magazine' and its advertising sales, made on 1 June 2020 between ARCASIA, ASC & TJU, for a period of 5 years, with annual review. iii. RS & TPI reminded since the contract expires in 2025, there need to be planning ahead ie issuance of RFP for the next 5 year period. iv. It was proposed to bring the matter to Council; whether to issue RFQ or to negotiate with TJU for the continuation of the publishing agreement. v. IPP & RS requested that TJU to issue a comprehensive report on the AA publication incl print run/reach etc for OBs to review. 	HonSec – request from TJU
3.0 Finance Matters	
3.1 <i>1st OB/CC Meeting, Item 5.2.1&2:</i>	
3.1.1 It was decided that USD10k be transferred from the ARCASIA DBS account to the ARCASIA-PAM bank account for working expenses. <i>(This is the same amount transferred to IAP during Jahangir's term for working expenses) - done</i>	INFO
3.2 Other Treasury Matters/Reports	
3.2.1 Status of DBS registration of President and Treasurer <ul style="list-style-type: none"> - HonTre reported that he and HongSwee has gone through the system, which requires hard copies of documents; he will pass the documents to RS for HongSwee to present to the bank, including certified true copies of IDs from lawyer and public notary. - RS raised that in the online system, the Maker (checking amount & recipient) has to be the HonTre but he cannot be signatory, Pres will be Authoriser. The Counter-Authoriser will be the Resident of Singapore (RS for now), who will be the gatekeeper and will not query the transaction. - HonTre responded that at the moment, he and Pres are not in the system yet, so unable to do either, but he is shadowing HongSwee currently. 	RS

MATTERS

ACTION BY:

<ul style="list-style-type: none"> - HonTre commented that the difficulty of changing of signatories will again arise in future terms, to which RS suggested perhaps SIA can be entrusted to administer the account in future. This needs to be discussed with SIA President Melvin. 	
<p>3.2.2 Status of changing signatory of operational accounts PAM-ARCASIA</p> <ul style="list-style-type: none"> - HonTre reported that the USD10k has already been transferred to the said account, and based on the last term's utilization of USD2k+, the amount should suffice for this term. - HonTre to determine the operational expenses for the term. - TPI explained that only expenses for projects proposed by Pres and approved by Council can be expanded. Committees proposing projects will have to seek own funding unless approval is sought from Council to utilize ARCASIA funds. - HonTre proposed further discussion on this as previously during RS term, each Committee were given USD1k in funds 	<p>INFO</p>
<p>3.2.3 First Batch Payments - January to April</p> <ul style="list-style-type: none"> - 5 payments have been approved and made thus far 	
<p>3.2.4 Pending payments – 2 nos</p> <ul style="list-style-type: none"> - Flava & AAA Platform - Approved in the meeting, but will record vide emails 	
<p>3.2.5 Signatory for audit report 2023</p> <ul style="list-style-type: none"> - Already prepared by Nabi and signed by IPP - Document already passed to RS - Change of signatories as well – KC & TPI 	
<p>3.2.6 Signatory for changing of Company Secretary</p> <ul style="list-style-type: none"> - HonTre will forward the documents to RS, TPI etc - RS noted that the past term's account was not balanced so additional costs were incurred for auditor charge; eventually a SGD25 tax was levied and paid. - RS reminded that the PAM-ARCASIA Account will also need auditing (local auditor) with a report to be submitted to the Company Secretary. Once aligned and balanced the Sg Auditor will accept it. 	
<p>3.2.7 Subscription of members</p> <ul style="list-style-type: none"> - HonTre presented past HonTre Nabi's table listing and reported that 4 members have not paid their subscriptions AMA, KAU, UMA (2021) & BIA. - HonTre went through the Bank Statements with HongSwee but could not find KAU's subscription payment in 2023 – requires further checking. - For 2024, HonTre will issue invoices on 5 May and will include arrears of the 4 member institutes. - TPI reminded that when SONA joined ARCASIA it was given a special rate of USD200, however SONA has since grown. She suggested to ask SONA if they are now able to pay the full subscription amount like the other members. HonTre proposed this be raised at the next Council Meeting. Pres suggested VPA to check with SONA if they are able to pay the full amount, to which VPA responded in affirmative. - VPC to check with UMA on the USD500 outstanding from 2021 	<p>VPA</p>
<p>4.0 OB Meetings 1st – 24 Feb 2024, Kandalama + Zoom 2nd – 16 Mar 2024, Zoom (OB + FORUM22/SLIA Team) 3rd – 1 May 2024, Bangkok 4th – 24 Aug 2024 Jul 2024, Kuala Lumpur (Meeting before Forum) 5th – 24 Sep 2024, ARCASIA Forum, Kandalama 6th – 21 Dec 2024</p>	<p>VPC</p> <p>Attendees</p>

