

Meeting	: 4th OB 2024-2025	Next Meeting	:
Date	: 7 July 2024, Thur	Date	:
Time	: 9.00am – 11.00am	Time	:
Venue	: Kuala Lumpur Convention Centre	Venue	:
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)
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**Attendee by invitation**

- nil -

**Attachments**

ATT.1: 240607 KIRA Letter of Announcement of ACA21 Convenor  
 ATT.2: 240601 ARC 24-25 Minutes of AAA Taskforce Brainstorm  
 ATT.3: 240626 ARC 24-25 Proposal for Future of AAA V2  
 ATT.4: 240627 ARC AAA Organising Framework R3  
 ATT.5: 240626 AA Report

**AGENDA**

**ACTION BY:**

<p><b>1.0 Convening of the Fourth OB Meeting</b></p> <p>1.1 Welcome Remarks – PAM President, Ar. Adrianta Aziz</p> <p>1.2 Welcome Remarks – ARCASIA President, Ar. Saifuddin Ahmad</p> <p>1.3 Adoption of this Meeting Agenda - Hon Secretary</p> <p>1.4 Adoption of the Minutes of the 3rd OB 2024-2025 Meeting held in Bangkok on 1 May 2024 - Hon Secretary</p> <p><b>2.0 Matters for tabling at the 4<sup>th</sup> OB Meeting</b></p> <p><b>2.1 ACA21 (2025)</b></p> <p><i>from 3<sup>rd</sup> OB Meeting on 1 May 2024, item 2.1:</i></p> <p><b>2.1.1</b> HonSec to report from KIRA Secretariat:</p> <p>KIRA sent a letter dated 7 June 2024 from its President announcing the appointment of Ar. Dong Hee OH as the Convenor for ACA21. (ATT.1)</p> <p>KIRA emailed on 26 June 2024 listing the PIC:</p> <ul style="list-style-type: none"> <li>• <b>Ar. Donghee OH, ACA 21 Convenor</b>                      Adviser of KIRA, International Relations Committee,                      Senior partner, Gansam architects                      M: +82-10-6236-7163,                      E: odh803803@naver.com, <a href="mailto:odh@gansam.com">odh@gansam.com</a></li> <li>• <b>Ar. Gibson Rhie, Committee Chair of ACA 21</b></li> </ul>	<p>Pres</p> <p>HonSec</p> <p>HonSec to report</p>
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AGENDA

ACTION BY:

Committee Chair of International Relations Committee, KIRA  
Partner, Samoo architects  
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• **Ms. Sojeong Kwon**

Team leader of International Relations Committee, KIRA.  
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- 2.1.2** VPC 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 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.

pending  
KIRA report/  
OB to  
deliberate

**2.2 Taskforce on future of AAA Award**

*from 3<sup>rd</sup> OB Meeting on 1 May 2024, item 2.2:*

- 2.2.1** 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.

INFO

AGENDA	ACTION BY:
<p><b>2.2.2</b> HonSec to report:</p> <p><i>Task Force Brainstorm Session was held via Zoom on 1 June 2024, attended by Pres, IPP, Adv RS, Adv TPI with HonSec in attendance.</i></p> <p><i>The Minutes of the Discussion are in (ATT.2)</i></p>	HonSec to report
<p><b>2.2.3</b> Following the above Brainstorm Session, HonSec drafted the following for deliberation in this meeting:</p> <ul style="list-style-type: none"> <li>- Proposal for Future of AAA V2 (ATT.3) &amp;</li> <li>- AAA Organising Framework R3 (ATT.4)</li> </ul>	OB to deliberate
<p><b>2.3 Membership</b></p> <p><i>from 3<sup>rd</sup> OB Meeting on 1 May 2024, item 2.3:</i></p>	
<p><b>2.3.1</b> 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]</p>	
<ul style="list-style-type: none"> <li>i. 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.</li> </ul>	To report at next Council Meeting only
<p><b>2.3.2 AAM - Maldives &amp; CAA - Cambodia Institute of Architects</b> membership discussion</p>	
<ul style="list-style-type: none"> <li>i. VPA follow up with past Zone A VP, RD on AAM-Maldives membership discussion, Pres to follow-up wit CAA</li> </ul>	Pending formal applications
<ul style="list-style-type: none"> <li>ii. However it was decided to await until both institutes submit their respective membership applications to join ARCASIA. <i>(TPI had sent the Handbook documents to CAA previously)</i></li> </ul>	
<ul style="list-style-type: none"> <li>iii. HonSec emailed to AAM-Maldives on 4 Feb with documents, followed-up on 27 Mar and received response on 23 April, that AAM-Maldives is preparing the documents for submission.</li> </ul>	INFO
<ul style="list-style-type: none"> <li>iv. HonSec to report:</li> </ul> <p><i>Follow-up via email on 24 April with new AAM-Maldives President Ali Shareef, followed by a reminder email on 21 June.</i></p>	Pending AAM-M submission
<ul style="list-style-type: none"> <li>v. Pres informed OB/CC vide WA chatgroup on 5 May: CAA/Cambodia is having problem with their registration with the government agency. They will give further updates.</li> </ul>	INFO
<ul style="list-style-type: none"> <li>vi. HonSec to report:</li> </ul> <p><i>HonSec emailed to CAA on 27 June 2024 with documents and received response on same date, that CAA is preparing the documents for submission.</i></p>	Pending CAA submission
<p><b>2.3.3 AMA</b> Membership fee waiver and status quo</p>	
<ul style="list-style-type: none"> <li>i. 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.</li> </ul>	INFO, updates?

AGENDA	ACTION BY:
ii. 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 this OB Mtg, report at next Council Mtg
iii. 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
<b>2.3.4 Lack of communication channel with KAU (North Korea) [Needs follow-up]</b>	
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
iv. RS to report:	
<b>2.4 UIA - Collaborations</b>	
<i>from 3<sup>rd</sup> OB Meeting on 1 May 2024, item 2.4:</i>	
<b>2.4.1</b> Pres referred to slide 18, Opportunities For Collaboration: <ul style="list-style-type: none"> <li>• <i>Political Level</i></li> <li>• <i>Thematic Area 1: Education</i></li> <li>• <i>Thematic Area 2: Professional Practice</i></li> <li>• <i>Thematic Area 3: Sustainability</i></li> </ul>	INFO
Sustainability was selected, leveraging on SDG17; Pres directed HonSec to respond to UIA with the decision.	
<b>2.4.2</b> HonSec reporting:	HonSec to report
<i>HonSec had emailed on 10 May 2024 to UIA with above selection by OBs.</i>	
<b>2.5 Updating of ARCASIA Handbook: the outcome will be discussed in the next Council Meeting.</b>	
<i>from 3<sup>rd</sup> OB Meeting on 1 May 2024, item 2.5:</i>	
<b>2.5.1</b> TPI presented her review of the current Handbook and proposed amendments/revisions/corrections marked in red.	TPI
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.	

AGENDA	ACTION BY:
<p>RS opined that the document can be linked via the content page, and HonTre concurred he had used a RAIA pdf booklet with similar linking. The best Handbook format to be decided once the amendments have been completed.</p> <p>TPI will send the final version file.</p> <p>2.5.2 TPI to report:</p> <p><b>2.6 Architecture Asia Magazine Update</b></p> <p><i>from 3<sup>rd</sup> OB Meeting on 1 May 2024, item 2.6:</i></p> <p>2.6.1 HonSec 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 &amp; TJU, for a period of 5 years, with annual review.</p> <p>2.6.2 RS &amp; TPI reminded since the contract expires in 2025, there need to be planning ahead ie issuance of RFP for the next 5 year period.</p> <p>2.6.3 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.</p> <p>2.6.4 IPP &amp; RS requested that TJU to issue a comprehensive report on the AA publication incl print run/reach etc for OBs to review.</p> <p>2.6.5 HonSec reporting:</p> <p><i>HonSec sent email to AA Publication team on 24 May 2024, requesting for a comprehensive report on the AA publication from 2020- current, to be submitted by 14 June. HonSec followed up via emails on 18 &amp; 26 June 2024. Publication team submitted the report on 27 June 2024:</i></p> <p><i>240626 AA Report (ATT.5)</i></p>	<p>TPI</p> <p>HonSec – request TJU</p> <p>Hon Sec to report</p>
<p><b>3.0 Treasury/Finance Matters</b></p> <p><i>from 3<sup>rd</sup> OB Meeting on 1 May 2024, item 3.2:</i></p> <p><b>3.1 Status of DBS registration of President and Treasurer</b></p> <p>3.1.1 - 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.</p> <p>- RS raised that in the online system, the Maker (checking amount &amp; 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.</p> <p>- 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.</p> <p>- 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> <p>3.1.2 HonTre update/report on above:</p>	<p>RS/HonTre</p> <p>RS/SIA</p> <p>HonTre to report</p>
<p><b>3.2 Signatory for audit report 2023</b></p> <p>3.2.1 - Already prepared by Nabi and signed by IPP</p> <p>- Document already passed to RS</p> <p>- Change of signatories as well – KC &amp; TPI</p>	<p>HonTre</p>

AGENDA	ACTION BY:
3.2.2 HonTre update/report on above:	HonTre to report
<b>3.3 Signatory for changing of Company Secretary</b>	
3.3.1 - 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.	HonTre
3.3.2 HonTre update/report on above:	HonTre to report
<b>3.4 Subscription of members</b>	
3.4.1 HonTre presented past HonTre Nabi's table listing and reported that 4 members have not paid their subscriptions AMA, KAU, UMA (2021) & BIA.	INFO
3.4.2 HonTre went through the Bank Statements with HongSwee but could not find KAU's subscription payment in 2023 – requires further checking	HonTre
3.4.3 For 2024, HonTre will issue invoices on 5 May and will include arrears of the 4 member institutes.	INFO
3.4.4 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.	VPA
3.4.5 VPC to check with UMA on the USD500 outstanding from 2021.	VPC
<b>3.5 Finance/Treasury Matters for reporting at 4<sup>th</sup> OB Meeting</b>	
3.5.1 Outstanding payment batch 2 approvals	HonTre
3.5.2 AAA payment tracking - PayPal	HonTre
<b>4.0 OB Meetings</b>	<i>Attendees</i>
1 <sup>st</sup> - 24 Feb 2024, Kandalama + Zoom	
2 <sup>nd</sup> - 16 Mar 2024, Zoom (OB + FORUM22/SLIA Team)	
3 <sup>rd</sup> - 1 May 2024, Bangkok	
4 <sup>th</sup> - 4 Jul 2024, Kuala Lumpur ( <i>Meeting before Forum</i> )	
5 <sup>th</sup> - 24 Sep 2024, ARCASIA Forum, Kandalama	
6 <sup>th</sup> - 21 Dec 2024	
<b>5.0 Other Matters from 3<sup>rd</sup> OB Meeting on 1 May 2024, item 6.0:</b>	
<b>5.1</b> SLIA International Research Conference, Colombo - Request for support from ARCASIA received this morning, Approved by OBs - Secretariat to circulate to Member Institutes	HonSec/ Secretariat
HonSec reporting:  <i>Secretariat emailed to Member Institutes on 16 May 2024</i>	HonSec to report
<b>5.2</b> AEA - VPC also added that AEA obtained seeding fund from ChinaChem and is in the midst of signing an agreement and requested the procedure. - Pres decided that VPC can liaise with ACSR Chair on these matters firstly.	INFO  VPC to report
<b>6.0 Other Matters Arising</b>	



**AGENDA**

**ACTION BY:**

**7.0 Conclusion & Next Meeting**

7.1 Adjournment

7.2 The next OB Meeting:

- Next Meeting :
- Date :
- Time :
- Venue :

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