

Meeting : 5th OB 2024-2025
Date : 17 August 2024, Sat
Time : 2.25 – 3.05pm KL time
Venue : Zoom
Notes by : DK

Next Meeting : 6th OB 2024-2025
Date : TBC
Time :
Venue :

Office Bearers

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	(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)

Attachments

ATT.1 240816 KIRA ACA21 Progress Report_2024.8.16

MATTERS

ACTION BY:

1.0 Convening of the 5th OB Meeting

1.1 Welcome Remarks – ARCASIA President, Ar. Saifuddin Ahmad

1.1.1 Pres welcomed all OBs to the meeting. As suggested by TPI, future meetings on Saturday will start at 2.30pm to facilitate respective lunch plans. INFO

1.2 Adoption of this Meeting Agenda - Hon Secretary

1.2.1 The Revised Meeting Agenda issued on 16 August 2024 was adopted (*the earlier Agenda issued on 11 Aug will be amended for next Meeting.*) INFO

1.3 Adoption of the Minutes of the 4th OB Meeting held in Kuala Lumpur on 4 July 2024

The Minutes of 4th OB Meeting will be confirmed at next OB Meeting as this Meeting Agenda has been revised for specific matters only. Next Mtg

2.0 Matters Discussed at 5th OB Meeting

2.1 Postponement of FORUM22 to 13-19 January 2025, Colombo

2.1.1 Transfer, reimbursement or refund of the registration fees, hotel accommodations and transportation fees paid earlier

i. Pres proposed that a Zoom meeting be held soonest possible next week to discuss the matter further with SLIA, and if OBs unable to attend, he will do so with HonSec if he is given mandate to decide. INFO

ii. The following issues to be resolved by SLIA in the meeting:
- Rescheduled programme of FORUM22
- Registration fees/reduction if any
- Internal transportation/transfer costs revision/discount
- Addressing other concerns of member institutes incl refunds, compensations etc
SLIA/
Convenor

iii. Pres will inform SLIA that, the major issue lies with the flight costs which had already been made and institutes who will be unable to receive grants to 2 ARCASIA events in a single year, and to expect that most Mis will not be attending physically. Pres

It was later decided that the Zoom Meeting to be held on Tues 20 aug 8pm KL time. HonSec to notify SLIA and seek their confirmation. HonSec

MATTERS

ACTION BY:

	<p>2.1.2 Elections – President-Elect & Deputy Chairs</p>	
	<p>i. Pres sought OBs to consider if it is acceptable for the Elections to be held in Jan 2026, as that would mean a shorter time for the President-elect and Deputy Chairs to serve their capacity in the current term, and whether the elections should be held earlier, online.</p>	INFO
	<p>ii. TPI responded that the Elections were being held in the middle of the current term to allow overlapping. Even with the Elections being held in Jan 2025, there is still 11 months of overlap before the next terms begins in Jan 2026.</p>	INFO
	<p>iii. It was decided to maintain the holding of the Elections in Jan 2025 in Colombo.</p>	INFO
<p>2.2 ACA21</p>	<p>i. HonSec reported that KIRA had submitted Progress Report on ACA21 on 16 Aug, incorporating comments by OBs at last Zoom Meeting on 17 Jul.</p>	INFO
	<p>ii. Pres noted that this Report needs to be presented at Council Meeting in Jan 2025, but this would mean KIRA will have a much shorter time to plan ahead, and asked whether it could be sent out to MIs for feedback before the Council Meeting. Furthermore KIRA proposed that AAA2025 call for nominations be opened in Dec 2024.</p>	INFO
	<p>iii. OBs deliberated and decided that KIRA shall continue with their proposed timeline (for AAA2025) nonetheless, and that there is nothing else for Council to approve for ACA21, despite the Congress registration fees being high (USD500, USD400 early bird). The fact that South Korea having a high cost of living has to be taken into account as well.</p>	INFO
	<p>iv. A Zoom Meeting will have to be scheduled with KIRA, after the meeting with SLIA. In the meantime, Pres directed HonSec to circulate the ACA21 Progress Report to OBs for their comments, to be collated and sent out to KIRA for their amendments before the said meeting. HonSec shared the Report in WA group, and attached to this Meeting minutes (ATT.1)</p>	OBs
<p>2.3 New Member Application – AAK</p>	<p>i. HonSec reported that AAK had submitted their application for membership of ARCASIA on 13 Aug together with the requisite documents. Pres had tasked Adv RS & TPI to assess AAK’s submission.</p>	INFO
	<p>ii. TPI had submitted her assessment of AAK’s application, while RS has responded in support of AAK’s application. TPI noted some clarifications/missing information required from AAK.</p>	INFO
	<p>iii. Pres directed HonSec to write in reply to AAK requesting for the said information including clarification on BAC and AAC Level I & Level II members. TPI further added that having different tiers of membership is permissible as long as they can be differentiated.</p>	HonSec
<p>2.4 Non-payment of Membership Subscription/Voting Rights</p>	<p>i. Pres requested HonSec to raise his query on Member Institutes and voting on matters requiring 2/3 majority.</p>	INFO
	<p>ii. HonSec explained that from the recent voting for postponement of FORUM22, there were only 20 MIs who submitted their votes, with 2 other KAU & AMA being uncontactable. He is concerned that for upcoming Council Meeting, matters such as admission of new members, say AAK, this may have impact on voting numbers to achieve 2/3 majority i.e. 15. Therefore he suggested the 2 uncontactable institutes who have also not paid their subscriptions be ‘suspended’ so that they will not be entitled to vote, and the 23 majority can be counted amongst active members.</p>	INFO

MATTERS

ACTION BY:

	iii. TPI clarified that the voting at Council Meeting shall be based on the number of MIs present at the meeting, and therefore if AMA & KAU do not attend, they will not be counted in the total number of institutes present.	INFO
2.5	AAA Awards 2025	
	i. Pres reported that the judging for AAA2024 was held on 12 Aug and has concluded, with the Awards presentation in Jan 2026 in FORUM22/Colombo.	
	ii. Pres reminded that in the Handbook, the Awards Convenor shall head and be assisted by an Awards Committee consisting of:	
	i. Convenor	
	ii. One Deputy President of ARCASIA or any member recommended by the Office Bearers, nominated for a period of 1 year.	
	iii. The President of the Institute hosting the Forum or ACA, nominated for a period of 1 year.	
	iii. Pres proposed that Ar. Bisma Askari be nominated under (ii), and there was no objection by OBs.	
3.0	Other Matters Arising	
3.1	SONA offer to host OB Meeting	
	i. SONA announced that it will be holding a 3-day International Architectural Summit and Exposition from 18-20 October 2024, the first such event organised by SONA and proposed to host the ARCASIA Office Bearers Meeting and Zone A Presidents' Meeting a day before the event.	INFO
	ii. Pres requested OBs if they are agreeable in principle to the invitation. OBs enquired the days of stay offered, if only a day, it would not be feasible. VPC commented that it would be better if the OB Meeting could be held on Thurs or Fri (end of week)	INFO
	iii. VPA responded that he will seek clarification from SONA on the above queries	VPA
3.2	ASC offer to host OB/CC Meeting	
	i. ASC offered to host OB/CC Meeting in Apr/May 2025.	INFO
	ii. Pres noted that FORUM will be held in Jan, while ACA21 Pilot Tour is in Apr. There is no need to confirm agreement yet, but OBs need to consider it. There is possibility the OB/CC Meeting will coincide with ASC's Annual Conference.	OBs
3.3	Bids for FORUM23 in 2026	
	i. HonSec confirmed invitation to bid has been issued to MIs on 25 July 2025	INFO
	ii. Pres requested VPs to speak to respective Zone Institutes on their interest to host FORUM23.	VPs
4.0	Conclusion & Next Meeting	
4.1	Adjournment	
	The Meeting was adjourned at 3.05pm, Pres wished everyone a happy weekend.	
	Pres reminded that the ACPP Webinar would be held tomorrow/Sunday 18 August, and invited OBs to attend. HonSec circulated poster with Zoom ID+password in WA group.	ALL



MATTERS

ACTION BY:

4.2	The next OB Meeting:	
	Next Meeting	: 6th OB 2024-2025
	Date	: tbc
	Time	: tbc
	Venue	:

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

(ORIGINAL AGENDA OF 5th OB MEETING ISSUED 11 AUG 2024 BY HONSEC)**Attachments**

- ATT.1 240717 ARC OB + KIRA ACA21 Meeting Summary R1
ATT.2.1 240723 (TPI) PROPOSAL FOR COUNCIL APPROVAL - Future of AAA Award Draft
ATT.2.2 240725 (DK) ARC AAA Organising Framework R4
ATT.3 **ARCASIA Handbook 2024 Draft (pending)**
ATT.4.1 240718 ARC OB + TJU AAA2024 & AA Meeting Summary
ATT.4.2 240731 ARC RFP for AA Magazine Publisher
ATT.5 **ADPC MOU for Council Approval (pending)**

2.0	Matters discussed at the 4th OB Meeting	
2.1	ACA21 (2025)	
	2.1.1 KIRA submitted ACA21 Progress Report to HonSec on 3 July	INFO
	2.1.2 OB decided that a separate Zoom meeting be arranged with KIRA soonest, to present the report and for OBs to comment. Although ACA21 is less urgent, it needs to be presented to Council in September. HonSec to set a date.	INFO
	2.1.3 <i>HonSec reporting:</i>	
	<i>Zoom Meeting held on 17 July 2024 with OB+KIRA, Meeting Summary enclosed: ATT.1 240717 ARC OB + KIRA ACA21 Meeting Summary R1</i>	INFO
	<i>KIRA to revise the Report and submit to OBs by 10 August, for OBs to review for deliberation at next OB Meeting on 17 August. KIRA will be notified if required to present to OBs on 17 August, as the report needs to be presented to Council in Kandalama.</i>	KIRA – 10 August
2.2	Taskforce on future of AAA Award	
	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.	INFO
	2.2.2 Following the Brainstorm Session on 1 June 2024, HonSec drafted and presented the following for deliberation: - Proposal for Future of AAA V2 & AAA Organising Framework R3	INFO
	2.2.3 TPI commented that the Proposal must be made more comprehensive as many in Council may not be aware of the background. RS suggested to add the Handbook document of AAA as attachment. TPI commented that 2.1 should elucidate the current structure first, followed by the new proposal. Proposal to be revised and presented at next OB Meeting.	HonSec
	2.2.4 <i>HonSec reporting:</i>	HonSec
	<i>The following revised documents were prepared and circulated to OBs via email on 29 July 2024:</i>	
	ATT.2.1 240723 (TPI) PROPOSAL FOR COUNCIL APPROVAL - Future of AAA Award Draft	
	ATT.2.2 240725 (DK) ARC AAA Organising Framework R4	
2.3	Membership	

MATTERS

ACTION BY:

	<p>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 MI. [Needs to be updated in the ARCASIA By-laws section 2.0]</p> <p>i. OB 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.</p>	INFO - report at next Council Meeting only
	<p>2.3.2 AAM (Maldives) & AAK (Architects Association of Khmer fka CIA/AAC) membership discussion</p> <p>i. HonSec reported that a follow-up email was sent on 24 April with new AAM-Maldives President Ali Shareef, followed by a reminder email on 21 June. <i>HonSec reporting: reminder email sent 29 July 2024</i></p> <p>ii. HonSec reported that an email to AAK was sent on 27 June 2024 with documents and received response on same date, that AAK is preparing the documents for submission. <i>HonSec reporting: reminder email sent 29 July 2024</i></p>	<p>Pending AAM-M submission</p> <p>Pending AAK submission</p>
	<p>2.3.3 AMA Membership fee waiver and status quo</p> <p>i. The meeting decided that this matter be brought to Council for deliberation and decision. When HonTre presents the list of Institutes, the situation of AMA to be relayed to Council for a resolution, whether to waive fees of the past 3 years or to accumulate the arrears.</p>	To report at next Council Mtg
	<p>2.3.4 Lack of communication channel with KAU (North Korea)</p> <p>i. HonTre checked past records and confirmed that KAU had not paid 2023's subscription.</p> <p>ii. RS reported she has yet to contact the North Korean Embassy in Singapore/Consul Ri and will do so when she returns to Singapore. <i>RS reporting:</i></p>	<p>INFO</p> <p>RS</p>
	<p>2.4 Forum22 Presentation by Convenor RD at 10.00-10.30am</p> <p><i>from 4th OB Meeting on 4 July 2024, item 6.1:</i></p> <p>2.4.1 <i>Reporting</i></p>	
	<p>2.5 Updating of ARCASIA Handbook: the outcome will be discussed in the next Council Meeting</p> <p>2.5.1 TPI will send to HonSec the final version file, but will omit TOY as it has yet to be approved by Council (JVM is working on TOY & Students' Design Competition documents)</p> <p>2.5.2 TPI reminded HonSec on linking of the documents; to have the sections to be in folders individually accessible and amended, instead of a single continuous document. HonSec responded that the PDF binder can be set with separate folders for ease of searching in a single document.</p> <p>2.5.3 <i>TPI reporting:</i> ATT.3 ARCASIA Handbook 2024 Draft</p>	<p>TPI</p> <p>TPI/HonSec</p> <p>TPI</p>
	<p>2.6 Architecture Asia Magazine Update</p>	

MATTERS

ACTION BY:

2.6.1 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.	INFO
2.6.2 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. 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.	INFO
2.6.3 An email was sent to AA Publication team on 24 May 2024, requesting for a comprehensive report on the AA publication from 2020- current, Publication team submitted the report on 27 June 2024: 240626 AA Report	INFO
2.6.4 RS to provide copy of the original tender/call for submissions made in 2019. HonSec to set a date for the Zoom Meeting with ASC/AA Editorial Team.	RS
2.6.5 <i>HonSec reporting:</i> <i>Zoom Meeting held on 18 July 2024 with OB+ASC, Meeting Summary enclosed ATT.4.1 240718 ARC OB + TJU AAA2024 & AA Meeting Summary</i> <i>RS & HuiMin (HonSec 2019-21) provided copy of original RFP to HonSec</i> <i>Draft RFP emailed to OBs on 4 Aug ATT.4.2 240731 ARC RFP for AA Magazine Publisher</i>	HonSec
2.7 AEA	
<i>from 4th OB Meeting on 4 July 2024, item 5.2</i>	
- VPC submitted documents: 2024 June TC AEA Report Rev a + 00_DONATION AGREEMENT_ (TC) Draft.	INFO
- VPC reported that in 2019 Council Meeting in Dhaka the MOU with ADPC was agreed to be renewed but due to pandemic it was not executed, VPC requested confirmation from OBs for MOU to proceed now.	VPC - bring to Council
- It was agreed that VPC to bring the MOU renewal matter to Council for approval since it has lapsed.	
RS further suggested that since AEA's role crosses over ACP, ACS, ACAE etc, the various other Committees should be involved to have better buy-in. HonTre suggested the Business Plan be expanded to include the Committees for greater participation, coordination and reduce overlaps. Also need P&L, core income to sustain. The main crux to be tabled to Council, while the operational aspect can be decided by OBs.	VPC
VPC reporting: ATT.5 ADPC MOU for Council Approval	VPC
2.8 Proposal from ARCHIDEX: Interest to Organise Asia Young Architect Awards at ARCHIDEX	
<i>from 4th OB Meeting on 4 July 2024, item 6.1</i>	
2.8.1 Pres presented the proposal and informed that he was approached by ARCHIDEX (PAM+CIS) on this. Due to time constraint this was submitted to OB for deliberation so that it can be brought to Council and implemented next year.	INFO
2.8.2 Pres responded and decided that this proposal needs to be clarified with a letter to ARCHIDEX with the following comments: i. whether it is a collaboration with ARCASIA, or just support requested ii. details/criteria/procedures; and need to be an open call rather than nomination	INFO
2.8.3 <i>HonSec Reporting:</i> <i>Secretariat emailed reply letter to ARCHIDEX/PAM on 16 July 2024</i>	HonSec

MATTERS

ACTION BY:

3.0 Treasury/Finance Matters**3.1 Status of DBS registration of President and Treasurer**

3.1.1 RS requested another set of the documents for her to present to the Company Secretary for records.

HonTre

3.4 Subscription of members

3.4.1 HonTre reported that 4 members have not paid their subscriptions in 2023: AMA, KAU, BIA & UMA (2021).

INFO

3.4.2 For 2024, HonTre issued invoices on 5 May and presented 2024 Member Subscription listing, 9 have paid: AAM, IIA, KIRA, PAM, PUJA(B), SONA, UAP, JIA & UMA (paid USD2,500 – included arrears). SIA sent notification of payment but not shown in system. HonTre hoped VPA can speak to BIA on the subscription matter, to which VPA replied in the affirmative.

VPA-BIA

3.4.3 TPI reminded that when SONA joined ARCASIA it was given a special rate of USD200, however SONA has since grown. VPA reported that he spoke to SONA President who responded they were reluctant to pay more as their income was only from membership fees; VPA suggested this matter be raised at the Council Meeting. HonTre suggested Pres/Adv can also speak to SONA to negotiate it diplomatically.

Pres/Adv to speak to SONA/
To bring matter to Council

3.5 PayPal/AAA2025

3.5.1 For future AAA cycles, entrants to be reminded to open a PayPal account to facilitate transfer.

AAA2025

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 - 4 Jul 2024, Kuala Lumpur

5th - 17 Aug 2024, Zoom (Meeting before Forum)

6th - 24 Sep 2024, ARCASIA Forum, Kandalama

7th - 21 Dec 2024

Attendees

Other Probable Dates in 2025 (*Hosts to indicate venue/city and probable dates so that it can be aligned with ARCASIA calendar*)

i. Pilot Tour Incheon - 11 April (after Ramadan, before Easter)

ii. ASC hosting in Beijing - end April or mid-May

iii. IAP proposes to host - next year, date and venue tbc. VPA to check with IAP

iv. IIA proposes to host - Nov 2024 VPA to check with IIA (OBs declined invitation)

5.0 Other Matters Arising

5.1 Topics for Member Institutes in respective Zones to report: (*Zone VPs to choose/draw lots, one topic for each Zone*)

i. Adoption of AI by architects in their practices

ii. Implementation of SDG goals by architects in their practices

iii. Implementation of ESG by architects in their practices

6.0 Conclusion & Next Meeting

6.1 Adjournment

MATTERS

ACTION BY:

6.2 The next OB Meeting:

Next Meeting : 6th OB 2024-2025
Date : 24 September 2024, Thur
Time : tbc
Venue : Kandalama

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