

Meeting	: 1st OB/CC 2024-2025	Next Meeting	: 2nd OB/CC 2024-2025
Date	: 20 January 2024, Sat	Date	: 23 March 2024, Sat
Time	: 2.30-5.20pm	Time	: 2.00-5.00pm Malaysian Time
Venue	: PAM Centre, Kuala Lumpur	Venue	: Zoom
Notes by	: DK/HonSec		

Office Bearers & Committee Chairs

Office Bearers	President	Ar. Saifuddin Ahmad	(Pres)
	Vice President Zone A	Ar. Devendra Nath Gongal	(VPA)
	Vice President Zone B	Ar. Saykham Thammanosouth	(VPB)
	Vice President Zone C	Ar. Thomas Cheung	(VPC)
	Immediate Past President	Ar. Abu Sayeed M Ahmed	(IPP)
	Honorary Secretary	Ar. Dexter Y.P. Koh	(HonSec)
	Honorary Treasurer	Ar. Ridha Razak	(HonTre)
	Advisor	Ar. Tan Pei Ing	(TPI)
	Advisor	Ar. Rita Soh	(RS)
Committee Chairs	ACAE Chair	Ar. Jonathan V. Manalad	(JVM)
	ACPP Chair	Ar. Zhang Wei	(ZW)
	ACSR Chair	Ar. Farhana Sharmin Emu	(FSE)
	ACGSA Chair	Ar. Alice Leong Pek Lian	(ALPL)
	ACYA Chair	Ar. Denny Setiawan	(DSE)

Absent with apology

Fellowship Chair	Ar. Debatosh Sahu	(DSA)
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Attendee by invitation

Forum22 Convenor	Ar. Russell Dandeniya	(RD)
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Attachments

1. ARCASIA Term 2024-25 Vision & Mission Statement
2. FORUM22 Presentation Slides
3. Comments on FORUM22 by OBCC

MATTERS**ACTION BY:****1.0 Convening of the First OB/CC Meeting**

1.1	Welcome Remarks - ARCASIA President, Ar. Saifuddin Ahmad	
1.1.1	Pres welcomed attendees to Kuala Lumpur and to the first OB/CC Meeting.	INFO
1.2	Welcome Remarks - PAM President, Ar. Abu Zarim bin Abu Bakar	
1.2.1	<i>(PAM President already welcomed delegates at the HOM earlier in the morning)</i>	INFO
1.3	Adoption of this Meeting Agenda - Hon Secretary	
1.3.1	The Meeting Agenda was adopted by the Meeting.	INFO
1.4	Adoption of the Minutes of the 13th OB/CC 2022-2023 Meeting held via zoom on 27 December 2023 - Hon Secretary	
1.4.1	The Minutes of the 13 th OB/CC Meeting was adopted at the HOM earlier in the morning, Incomplete Tasks have been transferred to this Minutes.	INFO

MATTERS	ACTION BY:
2.0 ARCASIA Affairs	
2.1 President’s Mission Statement	
2.1.1 Pres laid out his Vision & Mission for this term, in the meeting.	INFO
2.1.2 The Vision & Mission Statement is appended (Attachment 1)	
3.0 Incomplete Tasks as Concluded at the 43rd ARCASIA Council Meeting in Boracay, Philippines	
3.1 To mandate the upcoming OB (2024-2025) under President-elect Saifuddin Bin Ahmad to form a Taskforce to explore the investment opportunities for the ARCASIA Fund/s.	
3.1.1 RS will spearhead the Taskforce, together with IPP and HonTre.	INFO
3.1.2 It was not particularly to invest the monies in ARCASIA accounts, as they were more of operating funds. The Taskforce would be rethinking the ARCASIA business model; create the infrastructure to generate income so that monies will be available to fund initiatives like awards and social projects. <i>For example, making AAA Awards a self-funding, income generating venture, like how WAF has been profitable to its organiser.</i>	RS - Taskforce Prelim Report by 3rd OBCC
3.2 Publish the Congress Papers and abstracts as the ‘Congress proceedings’ under (previous) ACAE Deputy Chair Jonathan Manalad’s supervision.	
3.2.1 <i>JVM is spearheading this, with the forming of a scientific team(?) for peer review under SCOPUS. The final format will be as an electronic indexed journal.</i>	JVM - update in next OBCC mtg
3.2.2 To continue updating OBCC, for report to Council in Sep, to publish ‘Congress proceedings’ by end 2024	
3.3 For updating ARCASIA Handbook, (proposed by) President Abu, has been given time to December 2023. The outcome will be discussed in the next council.	
3.3.1 The updated Handbook was presented by IPP to Pres at the HOM earlier.	HonSec – obtain soft copy from IPP to pass to TPI - immediate;
3.3.2 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.	
3.3.3 It suggested that if need be, the language be simplified for ease of understanding.	TPI - next OBCC mtg
3.3.4 IPP to send soft copy of updated Handbook to Secretariat for circulation to TPI.	
3.4 Forum22 (2024)	
3.4.1 RD presented updates on Forum22 programme and preparation at the meeting. Secretariat will circulate the presentation deck to OBCC. (Attachment 2)	HonSec - email to OBCC - immediate Convenor
3.4.2 Various comments and queries were raised by the meeting. (listed in Attachment 3, for onward forwarding to Forum Convenor)	

MATTERS	ACTION BY:
3.5 ACA21 (2025)	
3.5.1 KIRA from Zone C has made a bid for the ARCASIA ACA21, to be held on year 2025, which was hugely accepted by the Council members and adopted.	INFO
3.5.2 President of KIRA shall send a letter to ARCASIA Secretariat within a week detailing out the Congress Venue, Congress Convenor's name and the AAA Award Convenor's name. [Needs follow-up: contacts and info]	
3.5.3 Secretariat to obtain update from KIRA Secretariat to obtain update from KIRA	HonSec to email KIRA - immediate
3.6.1 Taskforce on future of AAA Awards	
i. 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.	INFO
ii. <i>(Matter discussed under 3.1)</i>	INFO
3.6.2 Interim Measure for AAA Awards 2024	
i. For the Awards to be held for 2024 where time is the essence, to appoint for a period of 1 year, the previous administrative support team from ASC (who had worked on the administrative support for AAA Awards 2018/2019/2020) to work with the incumbent OB to undertake AAA Awards 2024. [Needs follow up: contacts and info]	
ii. ZW informed ASC has delegated the administration of AAA Awards to Tongji University, to be clarified further. HonSec informed that past HonSec had emailed ASC and copied to him since December, but no answers forthcoming even with reminders. HonSec will email again to the same mailing loop and copy to TPI, RS & ZW	HonSec to send email - immediate
iii. ZW says he can also assist to meet ASC to resolve this matter.	ZW
3.6.3 TPI clarified that the correct acronym is 'AAA Awards YYYY', which was derived as a branding strategy.	INFO
3.7 Membership	
3.7.1 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]	
i. TPI suggested to maintain the status quo as per Constitution, that there is no need for New Members to be given Observer Status after being admitted to ARCASIA, and was agreed by the meeting.	INFO
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

MATTERS	ACTION BY:
<p>3.7.2 AAM - Maldives & Cambodia Institute of Architects membership discussion [Needs follow-up]</p> <ul style="list-style-type: none"> i. VPA follow up with past Zone A VP, RD on AAM-Maldives membership discussion, Pres to follow up on CIA's. ii. However it was decided to await until both institutes submit their respective membership applications to join ARCASIA. 	<p>Pending AAM-M & CIA applications</p>
<p>3.7.3 AMA Membership - fee waiver and status quo [Needs follow-up]</p> <ul style="list-style-type: none"> 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. ii. VPB to continue attempts to communicate until Council Meeting 	<p>VPB to report</p>
<p>3.7.4 KAU (North Korea) - Lack of communication channel [Needs follow-up]</p> <ul style="list-style-type: none"> i. It was confirmed by IPP that KAU had paid subscriptions for 2023, despite having no communications with KAU. ii. Therefore KAU is still a valid member of ARCASIA, despite being inactive, and to be reported as such to Council. 	<p>To report to Council</p>
<p>3.8 ARCASIA Awards</p>	
<p>3.8.1 ARCASIA Awards for Architecture Update [Needs contacts and info]</p>	
<ul style="list-style-type: none"> i. Discussed in 3.6.2 	<p>INFO</p>
<p>3.8.2 Thesis of the Year Update [Guidelines need to be included in the Handbook]</p>	
<ul style="list-style-type: none"> i. Guidelines already written as draft, by IPP, to be reviewed with the rest of Handbook per item 3.3, to be tabled at next Council Meeting for approval 	<p>TPI</p>
<p>3.8.3 ARCASIA Student Design Competition Update [Guidelines need to be included in the Handbook]</p>	
<ul style="list-style-type: none"> i. Guidelines already in the Handbook, to be reviewed with the rest of Handbook per item 3.3, to be tabled at next Council Meeting for approval. 	<p>TPI</p>
<p>3.8.4 Ar. Barry Will Award Update [Guidelines need to be included in the Handbook, needs follow up]</p>	
<ul style="list-style-type: none"> i. This Award is for a period of 10 years, given biennially (5 cycles). For now, it will not be included in the Handbook unless it is a permanent Award. 	<p>INFO</p>
<ul style="list-style-type: none"> ii. Per item 3.3, TPI will review and propose the way forward. 	<p>TPI</p>
<p>3.9 Outreach and Media</p>	
<p>3.9.1 Architecture Asia Magazine Update [Contacts and info]</p>	
<ul style="list-style-type: none"> i. 5-year publishing contract awarded, to check period & expiry. 	<p>Secretariat</p>
<p>3.9.2 ARCASIA Website</p>	

MATTERS	ACTION BY:
<p>Uploading new design for ARCASIA website under process. To be completed within 8 weeks from the work order. [Contacts and info, Needs follow-up]</p>	
<p>i. Tushar & Bisma will complete work before handing over. RS & TPI requested access to the archive data</p>	<p>HonSec to check with webmaster</p>
<p>3.9.3 Update on ARCASIA e-newsletter ARCHive [Needs continuation]</p>	
<p>i. For President to consider</p>	<p>Pres</p>
<p>4.0 Key Timelines for 2024 <i>(Meetings held online unless stated otherwise, refer to ARC24-25 Meeting Schedule encls)</i></p>	
<p>4.1 ARCASIA Council Meeting - Attendees: All Institute Presidents/ Reps, OB & CC, Institute & Individual Observers - tentatively 25 September 2024, Kandalama</p>	<p>INFO</p>
<p>4.1.1 RS suggested that future Council Meetings be held on a 'tighter schedule' as compared to past meetings where they were held for 2 days.</p>	<p>INFO</p>
<p>4.2 OB/CC Meetings (Attendees: Office Bearers & Committee Chairs) 1st – 20 Jan 2024, Kuala Lumpur 2nd – 23 Mar 2024 3rd – 1 May 2024, Bangkok 4th – 24 Aug 2024 (Meeting before Forum) 5th – 25 Sep 2024, ARCASIA Forum, Kandalama 6th – 21 Dec 2024</p>	<p>INFO</p>
<p>4.3 OB Meetings (Attendees: Office Bearers) 1st – 24 Feb 2024, Kandalama (only President, VPs & Advisors) 2nd – 23 Mar 2024 3rd – 1 May 2024, Bangkok 4th – 24 Aug 2024 (Meeting before Forum) 5th – 25 Sep 2024, ARCASIA Forum, Kandalama 6th – 21 Dec 2024</p>	<p>INFO</p>
<p>4.3.1 Pres to confirm dates before end Jan</p>	<p>Pres</p>
<p>4.4 CC Meetings (Attendees: President, HS, HT & Committee Chairs, Fellowship Chair) 1st – 2 March 2024: 2nd – 25 May 2024 3rd – 24 Aug 2024 4th – 23 Nov 2024</p>	<p>INFO</p>
<p>4.4.1 CCs to document what was done in past terms. ACAE has been compiling their past activities, the rest to do same.</p>	<p>CCs – next CC Mtg</p>
<p>4.4.2 CCs to propose and table realistic programmes for this term + KPI to support President's agenda. Also review all programmes from past terms and propose which needs or can be continued in this term.</p>	<p>CCs – next CC Mtg</p>
<p>4.5 Member Institutes' major events 2024</p>	
<p>4.5.1 Zone VPs to collate from all respective member institutes their annual major events for Secretariat to compile a master list so as to avoid event clashes</p>	<p>VPs – next OBCC Mtg</p>

MATTERS	ACTION BY:
4.5.2 VPs to provide Contact List of all institutes under their zones. Pending 1-2 institutes in Zone B.	VPB to complete list
5.0 Other Matters Arising	
5.1 Secretariat to set up WhatsApp groups for OBs & OB/CCs	HonSec - Immediate
5.2 Finance Matters	
5.2.1 The KL Secretariat informed it will be utilising the ARCASIA-PAM bank account, incorporated in Malaysia, for the duration of this term.	INFO
5.2.2 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)</i>	HonTre to liaise with past HT
6.0 Conclusion & Next Meeting	
6.1 The meeting was adjourned at 5.20pm	
6.2 The next OB/CC Meeting will be held as follows:	
Next Meeting : 2nd OB/CC 2024-2025	
Date : 23 March 2024, Sat	
Time : 2.00-5.00pm Malaysian Time	
Venue : Zoom	

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

