

Meeting	: 2nd OB/CC 2024-2025	Next Meeting	:
Date	: 1 May 2024, Wed	Date	:
Time	: 10.00am-12.00pm	Time	:
Venue	: IMPACT Forum Business Center (Level 1) - Meeting Room A, Bangkok	Venue	:
Notes by	: DK		

Office Bearers & Committee Chairs

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)
Committee Chairs	ACAIE 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)
Fellowship Chair		Ar. Debatosh Sahu	(DSA)

Joining via Zoom

Vice President Zone A	Ar. Devendra Nath Gongal	(DNG)
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Attendee by invitation

- nil -

Attachments

- 240120 ARC 1st OBCC Meeting Minutes (issued)
- Pending from VPC: Inter-Committee SDG Webinar Report & Summary
- TOY Document (V5 22.04.2024, by JVM)
- Pending from DSA: Fellowship Webinar Proposal
- Pending from TPI: Handbook review
- AAA Awards flyer & Rules + Regulations
- AA Publishing Agreement
- ARCASIA Member Institutes' Consolidated Event Calendar
- Status Update on ARCASIA Charter on Social Responsibility

AGENDA

AGENDA		ACTION BY:
1.0	Convening of the Second OB/CC Meeting	
1.1	Welcome Remarks - ARCASIA President, Ar. Saifuddin Ahmad	SA
1.2	Adoption of this Meeting Agenda - Hon Secretary	
1.3	Adoption of the Minutes of the 1st OB/CC 2024-2025 Meeting held in Kuala Lumpur on 20 January 2024 - Hon Secretary	DK
2.0	Matters for tabling at the 2nd OB/CC Meeting	
2.1	2nd CC Meeting on 20 Mar 2024, item 2.0: ARCASIA Inter-Committee SDG Webinar held on Sat 14 Apr 2024 – report and summary by Convenor VPC	VPC
2.2	2nd CC Meeting on 20 Mar 2024, item 3.0: PAMSO's Refleksi100 – update on speakers	CCs to report

AGENDA	ACTION BY:
2.3 2nd CC Meeting on 20 Mar 2024, item 4.2: TOY Document - As the TOY document has yet to be approved to be incorporated into the Handbook, Pres instructed JVM to amend/complete this document to be finalized at next OB/CC Mtg in BKK, then to be presented to Council in Kandalama for approval/adoption.	JVM
2.4 2nd CC Meeting on 20 Mar 2024, item 5.3: ACSR - FSE to report update on draft Charter by the next OB/CC Meeting in BKK, to be presented in the Council Meeting in Sept.	FSE
2.5 2nd CC Meeting, item 5.6: Webinar Proposal from Fellowship Chair DSA	DSA
3.0 Updates on Matters from 1st OB/CC Meeting: 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
3.1.3 Updates:	
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>	
3.2.2 To continue updating OBCC, for report to Council in Sep, to publish 'Congress proceedings' by end 2024	JVM - update in next OBCC mtg
3.3 Updating of ARCASIA Handbook: the outcome will be discussed in the next Council Meeting.	HonSec obtained soft copy from IPP and passed to TPI; TPI - next OBCC mtg
3.3.1 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.	
3.3.2 It suggested that if need be, the language be simplified for ease of understanding.	
3.4 Forum22 (2024)	
3.4.1 Report on updates of FORUM22 since 1 st OB/CC Meeting <i>Pilot Tour/OB Meetings 1 & 2, Website, Logos etc</i>	
3.5 ACA21 (2025)	
3.5.1 <i>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.</i>	HonSec reporting

AGENDA	ACTION BY:
<p>3.6 Taskforce on future of AAA Award</p> <p>3.6.1 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.</p>	<p>Pres to appoint</p>
<p>3.7 Membership</p> <p>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]</p> <p>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.</p> <p>3.7.2 AAM - Maldives & Cambodia Institute of Architects membership discussion</p> <p>i. VPA follow up with past Zone A VP, RD on AAM-Maldives membership discussion, Pres to follow up on CIA's.</p> <p>ii. However it was decided to await until both institutes submit their respective membership applications to join ARCASIA.</p> <p>iii. <i>Updates: HonSec emailed to AAM-Maldives on 4 Feb, follow-up 27 Mar</i> <i>- C.5.1 ARCASIA Membership Application</i> <i>- C.5.2 Documents Required for Membership Application</i> <i>- C.5.3 Roles & Responsibility of Member Institutes</i> <i>- ARCASIA byelaws relating to Membership</i></p> <p>3.7.3 AMA Membership fee waiver and status quo</p> <p>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.</p> <p>ii. VPB to continue attempts to communicate until Council Meeting</p> <p><i>Updates:</i></p> <p>3.7.4 Lack of communication channel with KAU (North Korea) [Needs follow-up]</p> <p>i. It was confirmed by IPP that KAU had paid subscriptions for 2023, despite having no communications with KAU.</p> <p>ii. Therefore KAU is still a valid member of ARCASIA, despite being inactive, and to be reported as such to Council.</p>	<p>To report at next Council Meeting only</p> <p>Pending AAM-M & CIA applications</p> <p>HonSec Reporting</p> <p>VPB to report</p> <p>To report to Council</p>
<p>3.8 ARCASIA Awards</p> <p>3.8.1 Update on AAA Awards2024 <i>Awards Announcement : April 1</i> <i>Submission Opens : May 1</i> <i>FAQs Closes : May 20</i> <i>Submission Closes : June 15 (23:59, UTC+8)</i> <i>Awards Ceremony : September 26</i></p> <p>Contact email: arcasia_aaa@hotmail.com</p> <p>For Application/Submission/Information: https://arcasia.org/arcasia-awards-for-architecture-aaa/</p>	<p>HonSec reporting</p>

AGENDA	ACTION BY:
<p>Jurors:</p> <ol style="list-style-type: none"> 1. Ar. Saifuddin Ahmad 2. Mr. Lai Siew Hong (Malaysia). <i>Regionally renown Interior Designer, past President of MIID (Malaysian Institute of Interior Designers) and current Board Member of APSDA (Asia-Pacific Space Designers Association)</i> 3. Zone A: Arch. Jitendra Mehta (India) 4. Zone C: Ar Raymond Fung (HKIA) 5. Richard Kirk (Australia), of KIRK, also UIA Region IV Council Member 	
<p>3.8.2 Thesis of the Year Update [Guidelines need to be included in the Handbook] (See item 2.4 above)</p>	
<p>3.8.3 ARCASIA Student Design Competition Update [Guidelines need to be included in the Handbook]</p> <ol 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><i>Updates:</i></p>	TPI to report
<p>3.8.4 Ar. Barry Will Award Update [Guidelines need to be included in the Handbook, needs follow up]</p> <ol 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. ii. Per item 3.3, TPI will review and propose the way forward. <p><i>Updates:</i></p>	INFO TPI to report
<p>3.9 Outreach and Media</p>	
<p>3.9.1 Architecture Asia Magazine Update</p> <ol style="list-style-type: none"> i. 5-year publishing contract awarded, to check period & expiry. ii. <i>HonSec has checked 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.</i> 	Secretariat HonSec reporting
<p>3.9.2 ARCASIA Website</p> <p>Uploading new design for ARCASIA website under process. To be completed within 8 weeks from the work order.</p> <ol style="list-style-type: none"> i. Tushar & Bisma will complete work before handing over. RS & TPI requested access to the archive data ii. <i>Update on arcasia.org website</i> 	HonSec to report
<p>3.9.3 Update on ARCASIA e-newsletter ARCHive [Needs continuation]</p> <ol style="list-style-type: none"> i. For President to consider 	Pres
<p>4.0 Key Timelines for 2024 <i>(Meetings held online unless stated otherwise, refer to ARC24-25 Meeting Schedule encls)</i></p>	Attendees
<p>4.1 ARCASIA Council Meeting 25 & 26 September 2024, Kandalama <i>- All Institute Presidents/ Reps, OB & CC, Institute & Individual Observers</i></p>	

AGENDA	ACTION BY:
<p>4.2 OB/CC Meetings 1st – 20 Jan 2024, Kuala Lumpur 2nd – 23 Mar 2024 1 May 2024, Bangkok 3rd – 24 Aug 2024 (<i>Meeting before Forum</i>) 4th – 25 Sep 2024, ARCASIA Forum, Kandalama 5th – 21 Dec 2024</p>	OBs & CCs
<p>4.3 OB Meetings 1st – 24 Feb 2024, Kandalama 2nd – 16 Mar 2024, Zoom (OB + FORUM22/SLIA Team) 3rd – 1 May 2024, Bangkok 4th – 24 Aug 2024 (<i>Meeting before Forum</i>) 5th – 24 Sep 2024, ARCASIA Forum, Kandalama 6th – 21 Dec 2024</p>	OBs
<p>4.4 CC Meetings 1st – 2 Mar 2024 2nd – 25 Mar 2024 30 Mar 2024 3rd – 24 Aug 2024 4th – 23 Nov 2024</p>	Pres, HS, HT, CCs, FC
<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>4.5.2 <i>Update from Secretariat (issue consolidated events of Member Institutes)</i></p>	HonSec reporting
<p>5.0 Finance Matters</p>	
<p>5.1 1st OB/CC Meeting, Item 5.2.1&2:</p> <p>5.1.1 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</i>)</p> <p>5.1.2 Update on above</p>	HonTre to liaise with past HT
<p>5.2 Other Treasury Matters</p> <p>5.2.1 Status of DBS registration of President and Treasurer</p> <p>5.2.2 Status of changing signatory of operational accounts PAM-ARCASIA</p> <p>5.2.3 First Batch Payments - January to April</p> <p>5.2.4 Pending payments</p> <p>5.2.5 Signatory for audit report 2023</p> <p>5.2.6 Signatory for changing of Company Secretary</p> <p>5.2.7 Subscription of members</p>	HonTre
<p>6.0 Other Matters Arising</p>	
<p>6.1 1st OB/CC Meeting, Item 5.1: Secretariat to set up WhatsApp groups for OBs & OB/CCs (Report on above)</p>	HonSec - Immediate
<p>6.2 UMA's Government of Mongolia Competition for KHARKHORUM CITY MASTER PLANNING OVERVIEW, CONCEPTS AND GUIDELINES. <i>Emailed to OBs 30 Mar, Approved to circulate 2 Apr, Circulated to Mis 3 Apr, Posted on website & FB</i></p>	HonSec to report

AGENDA	ACTION BY:
<p>6.3 IIA Research and Development Committee's upcoming International Research Conference named ANVESHAN - <i>request for support from ARCASIA and to circulate to member institutes.</i> - <i>Emailed to OBs 13 Apr</i></p> <p>6.0 Conclusion & Next Meeting</p> <p>6.1 Adjournment</p> <p>6.2 The next OB/CC Meeting:</p> <p style="padding-left: 40px;">Next Meeting : Date : Time : Venue :</p>	<p><i>HonSec to report</i></p>

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