

MINUTES OF MEETING

OB/CC Handover Meeting

Type of Meeting	: OB/CC meeting	Next Meeting	
Date	: 18 January 2019	Date	: TBC
Time	: 9:30 am	Time	: TBC
Place	: Singapore Institute of Architects, Singapore	Place	: TBC
Notes by	: CHM		

Present

President	Rita Soh (RS)
Vice President Zone A	Lalichan Zacharias (LZ)
Vice President Zone B	Saifuddin Ahmad (SA)
Vice President Zone C	Wu Jiang (WJ)
Hon Secretary	Chan Hui Min (CHM)
Hon Treasurer	Lin Hong Sui (LHS)
Imm Past President	Jahangir S.M. Khan (JK)
Advisor	Tan Pei Ing (PI)
Advisor	Barry F. Will (BW)
Chair (ACAE)	Gyanendra Shekhawat (GS)
Chair (ACPP)	Dilip Chatterjee (DC)
Chair (ACSR)	Russell Dandeniya (RD)
Chair (ACGSA)	Acharawan Chutarat (AC)
Chair (ACYA)	Ridha Razak (RR)

Absent with apologies

Chair (Fellowship)	Qazi Arif (QA)
--------------------	----------------

By Invitation

2017-2018 OB/CC

Past Hon Secretary	Ramiz Biag (RB)
Past Hon Treasurer	Sannah Ejaz (SE)
Past Vice President Zone A	Abu Sayeed M. Ahmed (AS)
Past Vice President Zone B	Chan Eng Chye Theodore (TC)
Past Vice President Zone C	Nuno Soares (NS)
Past Imm Past President	Sathirut Tandanand (ST)
Past Advisor	George Kunihiro (GK)
Past Chair (ACPP)	Thirilogachandran Shanmugasundaram (TS)
Past Chair (ACYA)	Tan Szue Hann (TSH)

Observers

Past Chairman	Esa Mohamed (EM)
Past Fellowship Chair	Nela de Zoysa (NZ)
Tongji University	Zhou Ming Hao (ZMH)

SN.	Item	Action
1	WELCOME ADDRESSES	
	1.1 President of hosting institution Seah Chee Huang (SIA)	INFO
	a. SIA President Seah Chee Huang welcomed the delegation and reaffirmed SIA's commitment to support and work closely with ARCASIA.	
	1.2 Outgoing President Jahangir Khan	INFO
	a. Outgoing President JK remarked that ARCASIA has emerged as one of the leading architectural organisations in the world with valuable cross-regional relationships with other organisations.	
	b. He expressed gratitude to the council for their service and values their friendship.	
	1.3 Incoming President Rita Soh	INFO
	a. Incoming President Rita Soh remarked that ARCASIA has come a long way since its founding, from 6 member institutes to its current 21.	
	b. She briefly outlined that the agenda of the coming term shall include promoting Cross border practice, Heritage conservation and technology adoption for architects, reorganising the roles of VPs and committees, and formalising AEA as a platform for disaster relief, among others.	
	c. She hopes that ARCASIA could lead the way to establish international benchmarks that are founded with an Asian perspective.	
2	OLD BUSINESS FROM PREVIOUS TERM	
	2.1 Adoption of 8th OB/CC meeting minutes	INFO
	a. The meeting minutes of the 8 th OB/CC meeting were formally adopted, as proposed by AS and seconded by RS.	
	2.2 Postponement of Urbanism roundtable with AUA	INFO
	a. The Urbanism roundtable with AUA in Cairo has been postponed to 3-4 February 2019 due to unforeseen circumstances.	
	2.3 Interest in bringing E-Learning workshop to Asia	INFO
	a. Following the success of the ARCASIA + Marco Polo University E-Learning workshop in Rome, the organisers have expressed interest to bring the workshop to Asia.	
	b. The Marco Polo University, which specializes in E-learning, has about 3,000 students and conducts all its teaching activities online.	
	c. JK explained that the university has yet to establish an architecture department but has the interest to do so. He suggested that ARCASIA could collaborate with the university and tie-in the ACAE teacher training programme.	
	2.4 Events held since the last OB/CC meeting	INFO
	a. RB reported the successful completion of two events in October 2019	
	<ul style="list-style-type: none"> • V4AF Heritage Roundtable, Pakistan • Disaster training, Pakistan 	

SN.	Item	Action
	<p>b. RS reminded the meeting that the need for disaster readiness in Asia, in light of the environmental threats caused by climate change, must go beyond disaster training to infrastructure support, leading to the proposed establishment of AEA at the 2018 council meeting.</p>	
3	HON TREASURER'S REPORT	
	<p>a. SE presented the current status of accounts and informed the meeting that all cash-in-hand has been handed over to the incoming Hon Treasurer.</p> <p>b. There were two payments that had not been concluded and will be transferred for payment by the incoming OB namely,</p> <ul style="list-style-type: none"> • Cost for the establishment of AEA • Cost for the professional fee for legal advice pertaining to the travel prize incident. <p>c. The meeting approved the accounts for presentation to the council.</p>	
4	UPDATE ON ESTABLISHMENT OF ARCASIA EMERGENCY ARCHITECTS (AEA)	
	<p>a. Following the approval given to Ar. Joseph Kwan (HKIA) during the ARCASIA 39th Council Meeting on 11 September 2018 for setting up AEA in Hong Kong within the following 6 months, the following were carried out with the assistance from Ar. Thomas Cheung and the HKIA Secretariat:</p> <ul style="list-style-type: none"> • Quotations were invited from at least three Legal Firms and three Accountancy Firms to provide services to set up: <ul style="list-style-type: none"> i) the legal entity, a Registered Company Limited by Guarantee in Hong Kong ii) a working Bank Account with a local bank in Hong Kong • Quotations were received, analysed and the most suitable service providers could be appointed as soon as the following week. • Three HKIA Members were nominated to be the Directors of the AEA legal entity, as well as the signatories to operate the future AEA bank account: <ul style="list-style-type: none"> • Ar. Barry Will • Ar. Tony Wong • Ar. Joseph Kwan • It is anticipated the whole Company Registration process will require 4-6 weeks, with the bank account set up shortly thereafter. • The Hong Kong Government requires all Registered Companies to submit Annual Tax Returns to the Inland Revenue Department. This process will be performed by the appointed Accountancy Firm. • Professional service fees will be required by both the Legal Firm and the Accountancy Firm once service agreements are signed with them. 	

SN.	Item	Action
	<ul style="list-style-type: none"> • It is anticipated the whole Company Registration process will require 4-6 weeks, with the bank account set up shortly thereafter. • The Hong Kong Government requires all Registered Companies to submit Annual Tax Returns to the Inland Revenue Department. This process will be performed by the appointed Accountancy Firm. • Professional service fees will be required by both the Legal Firm and the Accountancy Firm once service agreements are signed with them. 	
	b. ARCASIA will be required to transfer USD 5,000.00 to HKIA to cover all costs, expenses and disbursements pertaining to this AEA establishment.	
	c. The meeting approved the funding request and the funds will be disbursed by the 2019-20 OB.	LHS
	d. TPI will draft a one-page resolution for AEA for review.	TPI
5	ARCASIA AWARDS	
	5.1 Suggestions and feedback by previous AAA convenor	INFO
	a. GK highlighted that there may be a need to restructure and streamline the AAA administration process in light of the elevated stature and increased interest in the award.	
	b. Currently, the AAA convenor changes every year and its administration rotates to the hosting institution. ARCASIA may wish to consider a permanent AAA secretariat.	
	c. The organiser had a hard time getting submissions to comply with the required formats for internet submission.	
	d. There may be a need to include on-site inspections of shortlisted projects in keeping with the stature of an internationally recognised architecture award.	
	e. More permanent industry sponsor for the AAA may be needed.	
	f. GS also updated the meeting that he will be rejecting a recent request for a award recipient name change by a HKIA member as it conflicts with the bylaws.	
	g. RS updated the meeting that she will appoint a Vice president could look into the continuity and financial sustainability of AAA.	RS
	h. TPI explained that the AAA decided not to collect submission fees during the early stages in order to build presence. The policy may be reviewed in light of the need for funds for on-site submissions and the popularity of the award.	
	i. LZ requested that any changes to the awards process to be enacted for the upcoming AAA needs to be confirmed in time for the launch of the awards in late February.	

SN.	Item	Action
5.2	Update on Accident of 2018 Travel award recipient.	<i>INFO</i>
	a. GK updated the meeting that following the accident, ARCASIA appointed a lawyer to handle the potential legal challenges that could be presented by the Malaysian travel award recipient's attorney.	
	b. As far as currently understood, the Malaysian travel award recipient does not intend to pursue liability to ARCASIA.	
	c. The legal fees of JPY 200,000 are due and GK sought ARCASIA to pay the invoice.	
	d. RS requested a summary report from the lawyer before their invoice is paid.	<i>GK</i>
6	ELIGIBILITY OF CANDIDATES STANDING FOR ELECTION	
	a. GK observed that some member institutes nominated candidates that were not qualified for office positions.	<i>INFO</i>
	b. TPI suggested that some constitutional amendments may be needed to allow office bearers to vacate their position should they be found to be unqualified after election.	
	c. RS suggested that a self-declaration form should be endorsed prior to the candidate standing for election.	<i>CHM</i>
7	HANDOVER CEREMONY	
	a. The meeting concluded with a handover ceremony during which the incoming and outgoing presidents signed the handover documents.	
	-End of meeting-	