

## MINUTES OF MEETING

### **Interim OB/CC Meeting**

Type of Meeting : OB/CC Meeting  
Date : 15 March 2019  
Time : 6 pm  
Place : Zoom.us  
Notes by : CHM

Next Meeting  
Date : 12 April  
Time : TBC  
Place : Dhaka

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#### ***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)
Advisor	Tan Pei Ing (PI)
Advisor	Barry F. Will (BW)
Imm. Past President	Jahangir S.M. Khan (JK)
Chair (ACAE)	Gyanendra Shekhawat (GS)
Chair (ACPP)	Dilip Chatterjee (DC)
Chair (ACGSA)	Acharawan Chutarat (AC)
Chair (ACSR)	Russell Dandeniya (RD)
Chair (ACYA)	Ridha Razak (RR)
Chair (Fellowship)	Qazi Arif (QA)

#### ***Absent with apologies***

Hon Secretary	Chan Hui Min (CHM)
Hon Treasurer	Lin Hong Sui (LHS)

#### ***By Invitation***

<b>SN.</b>	<b>Item</b>	<b>Action</b>
<b>1</b>	<b>SCHEDULE FOR 2<sup>ND</sup> OB/CC MEETING</b>	
	a. RS informed the meeting that 2nd OB/CC meeting is proposed to be on 12 April. RS will check with IAB	RS
	b. The 3 <sup>RD</sup> OB/CC meeting is likely to be held in June or July in coordination with proposed roundtable events. RS will coordinate.	RS
<b>2</b>	<b>COMMITTEE ROUNDTABLES</b>	
	a. Notwithstanding that roundtables that have been committed from the previous term should go ahead, RS requested the committee chairs limit the Roundtable sessions to one roundtable per committee per year, to be spaced out throughout the year and spread around the member countries, so that roundtables are not held in the same country twice	ALL CCHAIRS
	b. ACP, ACAE, ACYA and ACSR proposals have been received, ACGSA to submit proposal.	
<b>3</b>	<b>MEMBER INSTITUTE COMMUNICATION</b>	
	a. RD raised a query on the protocol for contacting member institutes. RS informed the meeting that the secretariat has already initiated contact with the member institutes. The committee chairs should follow up independently to all member institutes for the appointees to their committees.	ALL CCHAIRS
<b>4</b>	<b>FORUM 20</b>	
	a. RS updated the meeting on her conversation with the President of IAB. Ar. Jalal has confirmed that both Forum and the 4 <sup>th</sup> OB/CC meeting will be held in Dhaka in November, final date to be confirmed.	INFO
<b>5</b>	<b>ARCASIA AWARDS</b>	
	a. RS requested LZ to follow up with IAB on the appointment of the awards convenor and the organisation of the awards.	LZ
	b. In response to LZ's query on the status of financial assistance to the awards organiser, RS has agreed that the organiser may charge a nominal entry fee of USD 50 for the upcoming awards.	LZ
	c. TPI informed the meeting that prior to her term as President, the ARCASIA awards had also charged entry fees. She opted to waive the entry charges at that time to build up the award's popularity. Since there is administrative precedence to levying entrance fees, there is no need to seek council approval to levy the charge.	INFO

<b>SN.</b>	<b>Item</b>	<b>Action</b>
<b>6</b>	<b>WEBSITE &amp; E-NEWSLETTER</b>	
	a. RS informed the meeting that the secretariat is still in the process of sorting out the website access and update procedures. In the meantime, the e-newsletter may be required to be expedited as means of communication with the member institutes.	INFO
	b. GS reported that the submissions have not been forthcoming and hence causing delay in the release of the newsletter.	
	c. RS requested the Committee Chairs to submit their data to GS as soon as possible.	ALL
	d. Qazi offered his assistance to GS on the newsletter.	
<b>7</b>	<b>50TH ANNIVERSARY CELEBRATIONS</b>	
	a. RS proposed that Instead of limiting the celebrations to only one country that perhaps the member institutes who are holding roundtables could also insert relevant programming so that it becomes “a year of celebration”. RS requested Committee Chairs to seek feedback on this suggestion.	ALL CCHAIRS
	<b>7.1 Commemorative book</b>	
	a. BW and TPI to form the committee to update the commemorative history book.	BW, TPI
	b. WJ will help with publishing the commemorative book.	WJ
	c. WJ enquired if ISBN numbers are required for this book and he will provide the requirements and procedure for ISBN number application.	WJ
	d. Book is targeted for release during Forum 20 in November.	
	<b>7.2 50<sup>th</sup> Anniversary</b>	
	a. Qazi can take up the liaison role with IAB on the organisation of 50 <sup>th</sup> Anniversary at Dhaka and help invite the past presidents and fellows	QA
	<b>7.3 Commemorative medal</b>	
	a. RS will send pictures of the medel to all for review	RS
<b>8</b>	<b>FORMATION OF PERMANENT ESTABLISHMENT</b>	
	RS will table this for discussion at the next OB/CC meeting	

-End of meeting-