

## MINUTES OF MEETING

### 2<sup>nd</sup> OB/CC (2019-20) Meeting

Type of Meeting : OB/CC Meeting  
Date : 12 April 2019  
Time : 10 am  
Place : IAB  
Notes by : CHM

Next Meeting  
Date : 4 July 2019  
Time : 9 am  
Place : Kuala Lumpur

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#### ***Present***

President	Rita Soh (RS)
Vice President Zone A	Lalichan Zacharias (LZ)
Vice President Zone B	Saifuddin Ahmad (SA)
Hon Secretary	Chan Hui Min (CHM)
Hon Treasurer	Lin Hong Sui (LHS)
Advisor	Tan Pei Ing (TPI)
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)
Chair (Fellowship)	Qazi Arif (QA)

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

Vice President Zone C	Wu Jiang (WJ)
Imm. Past President	Jahangir S.M. Khan (JK)
Advisor	Barry F. Will (BW)

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

IAB President	Jalal Ahmed (JA)
IAB Vice President (Intl Relations)	Ehsan Khan (EK)
Forum 20 Convenor	Abu Sayeed (AS)
AAA 2019 Convenor	Mahmudul Anwar Riyaad (MAR)
Convenor	Fuad H Mallick (FM)
Convenor	Shaila Joarder (SJ)

#### Attachments:

- 1) 2019 Calendar of Events
- 2) Update on Permanent Establishment
- 3) Update of accounts
- 4) AAA 2019 Update
- 5) Forum 20 Update
- 6) ACAE Brief Statement
- 7) ACGSA plan
- 8) ACPP year long program
- 9) ACSR program 2019-2021
- 10) ACYA Activity Updates

<b>SN.</b>	<b>Item</b>	<b>Action</b>
<b>1</b>	<b>MINUTES OF PREVIOUS MEETING</b>	
<b>1.1</b>	<b>OB/CC Handover meeting minutes (18 January 2019)</b>	
a.	TPI highlighted an error in item 1.3(a), in which the number of founding member institutes should be 6, not 8.	
b.	With the above revision, the meeting minutes of the OB/CC Handover meeting were formally adopted, as proposed by RR and seconded by RD.	INFO
<b>1.2</b>	<b>1<sup>st</sup> OB/CC meeting minutes (18 January 2019)</b>	
a.	The meeting agreed that the sentence in item 12.3 (b) second paragraph referring to the sequence of events regarding the Chairman’s medallion made during previous terms is inaccurate and so agreed to strike out the second sentence from the minutes.	
b.	With the above revision, the meeting minutes of the 1 <sup>st</sup> OB/CC meeting were formally adopted, as proposed by LZ and seconded by GS.	INFO
<b>1.3</b>	<b>Interim OB/CC meeting (15 March 2019)</b>	
a.	The meeting minutes of the interim OB/CC meeting were formally adopted, as proposed by RR and seconded by RD.	INFO
<b>1.4</b>	<b>Action items from previous meetings</b>	
a.	Disbursement of payment to lawyers hired to set up AEA.	INFO
	<ul style="list-style-type: none"> <li>• LHS informed the meeting that the payment for the lawyers hired to set up AEA was handed to BW during the 1<sup>st</sup> OB/CC meeting.</li> <li>• RS informed the meeting that Joseph Kwan has confirmed that AEA has been formally setup. BW shall give an update by the next meeting. RS also suggested that ACSR could work with AEA.</li> </ul>	BW RD
b.	Drafting of one-page resolution for AEA.	
	<ul style="list-style-type: none"> <li>• TPI reported that the AEA resolution has been completed.</li> </ul>	INFO
c.	ARCASIA Foundation setup	
	<ul style="list-style-type: none"> <li>• RS highlighted that the ARCASIA Foundation setup is dependent on a permanent establishment for ARCASIA and should be discussed together.</li> </ul>	BW/RS/TPI
d.	Self-declaration form for potential candidates who are standing for election.	
	<ul style="list-style-type: none"> <li>• RS highlighted that the form will be needed for the council meeting this year during which the Deputy Chairs and the President-Elect would be elected.</li> <li>• CHM will draft the form by the next meeting for discussion.</li> </ul>	CHM
e.	Preparation of programme and topics for discussion “Discussions on Urbanism”	
	<ul style="list-style-type: none"> <li>• JK will be requested to prepare the programme for discussion at the next meeting</li> </ul>	JK
f.	Coordination of calendar for roundtable events	
	<ul style="list-style-type: none"> <li>• The 2019 calendar of events was coordinated during the meeting. (see attachment)</li> <li>• The meeting approved the 2019 calendar of events for publication.</li> </ul>	INFO

SN.	Item	Action
2	<b>ADMINISTRATIVE ISSUES</b>	
	<b>2.1 Update of contact list of Institute representatives</b>	INFO
	<ul style="list-style-type: none"> <li>a. Auto update will take a while, so in the meantime the secretariat will make manual requests to institutes.</li> <li>b. Zone presidents' portfolio include stitching across zones, they will be sought out to help where necessary</li> <li>c. POST MEETING NOTE: Institute contact list has been updated with the assistance of the OBs and CCs</li> </ul>	
	<b>2.2 Use of APEX</b>	INFO
	<ul style="list-style-type: none"> <li>a. CHM explained that APEX email addresses could be used like project mailboxes and encouraged the OB/CC to copy the relevant mailboxes on official email correspondence when writing from their own private email addresses so that it can be archived.</li> <li>b. Emails can be initiated from the APEX portal if one wishes to use any of the group email addresses as a sender.</li> <li>c. More members' email addresses could be added to the respective mailbox by emailing SIACAD. The APEX mailboxes include: <ul style="list-style-type: none"> <li>• <a href="mailto:info@arcasia.net">info@arcasia.net</a> Core Team only – President, Hon. Secretary and Hon. Treasurer.</li> <li>• <a href="mailto:office@arcasia.net">office@arcasia.net</a> Office Bearers + Core Team – President, Hon. Secretary and Hon. Treasurer, zone VPs and advisors</li> <li>• <a href="mailto:cchair@arcasia.net">cchair@arcasia.net</a> All Committee Chairs + Core team only</li> <li>• <a href="mailto:acpp@arcasia.net">acpp@arcasia.net</a> ACPP chair only (more ACPP members can be added)</li> <li>• <a href="mailto:acae@arcasia.net">acae@arcasia.net</a> ACAE chair only (more ACAE members can be added)</li> <li>• <a href="mailto:acsr@arcasia.net">acsr@arcasia.net</a> ACSR chair only (more ACSR members can be added)</li> <li>• <a href="mailto:acgsa@arcasia.net">acgsa@arcasia.net</a> ACGSA chair only (more ACGSA members can be added)</li> <li>• <a href="mailto:acya@arcasia.net">acya@arcasia.net</a> ACYA chair only (more ACYA members can be added)</li> <li>• <a href="mailto:fellowship@arcasia.net">fellowship@arcasia.net</a> Fellowship chair only (more Fellowship members can be added)</li> </ul> </li> </ul>	

<b>SN.</b>	<b>Item</b>	<b>Action</b>
	<b>2.3 E-newsletter</b>	
a.	GS explained that the release of the newsletter has been delayed due to a lack of content as the committee updates and president's message have yet to be submitted to him.	INFO
b.	GS will circulate the newsletter format and aim to release the first issue by May, pending content submissions. The newsletter should also include the event calendar and ARCASIA announcements.	ALL
c.	The meeting noted that the ARCASIA's brand should be carefully protected. There should be a proper process put in place with a standard form to seek endorsement for the use of the logo. CHM will draft a form for circulation	CHM
	<b>2.4 Update on accident of 2018 travel award recipient</b>	
a.	During the 1 <sup>st</sup> OB/CC meeting, RS requested that payment to the Japanese legal advisor regarding the accident of the 2018 travel award recipient should be made after receiving the lawyer's summary report.	INFO
b.	LHS has contacted George Kunihiro to get the summary report from the lawyer. POST MEETING NOTE: A summary report was received on 24 April 2019. Following the receipt of the report, queries were made and clarified. Since all outstanding deliverables had been received, the Hon. Treasurer has proceeded to pay the invoice of the lawyer.	INFO
	<b>3 ARCASIA PERMANENT ESTABLISHMENT</b>	
a.	RS informed the meeting that RS, CHM and LHS had met a lawyer (Ellen Cheong) in Singapore who is experienced in setting up official entities for international bodies to explore what it would take to establish a permanent entity for ARCASIA in Singapore.	INFO
b.	CHM presented a summary of the preliminary discussion with the lawyer. (see "Update on permanent establishment.pdf" for details)	INFO
c.	A permanent establishment for ARCASIA will not only solve the problems currently faced by every term's office bearers due to a lack of a permanent bank account, it would make the first step towards establishing a permanent secretariat for ARCASIA.	INFO
d.	The OB/CC unanimously approved a budget of SGD \$4000-5000 as seed funding for RS to engage a lawyer to prepare a comprehensive proposal to be tabled for approval at the upcoming Council meeting in November.	RS, LHS, CHM
e.	The OB/CC recommended that the proposal include the following items: <ul style="list-style-type: none"> <li>• A recap of conversations and explorations in creating a permanent establishment for ARCASIA in previous terms.</li> <li>• Due diligence on the past entities, if any.</li> <li>• Complete proposal including risks, obligations, cost and identities of proposed directors.</li> </ul>	

<b>SN.</b>	<b>Item</b>	<b>Action</b>
<b>4</b>	<b>ARCASIA AWARDS UPDATES</b>	
	<b>4.1 Report from VP Zone A</b>	
	a. The IAB was contacted and impressed upon to appoint the Awards Convenor immediately. Subsequently IAB appointed Ar Mahmudul Riyaad as the Convenor for AAA 2019.	INFO
	b. LZ shared the official AAA Guidelines (from the ARCASIA website) with the convenor, which was also used for AAA 2017. LZ also worked with the convenor to establish a provisional budget and schedule.	
	c. LZ also shared the data bank of more than 600 participants of AAA 2017 with the IAB awards committee	
	<b>4.2 Comments from President</b>	
	a. RS noticed that introduction of the AAA 2019 call for entries was directly lifted from the guidelines and advised that the historical introduction was probably not necessary. She advised a rewrite of the introduction to make it more punchy.	MAR
	b. On IAB's query regarding the timezone of the submission deadline, RS explained that it shall be aligned with the organiser's time zone.	
	<b>4.3 Adoption of suggestions from previous convenor</b>	MAR
	a. OB agreed that on-site inspections should be done only to validate shortlisted submissions and that it was not necessary to send the jury for these visits. In-country representatives from each zone could be assigned to make the validation inspections to reduce the cost of review.	
	b. OB agreed that starting with AAA 2020, 20% of the proceeds from award submission fees shall be retained by ARCASIA and 80% shall go to the host country to cover the expenses related to the organisation of the event. The host country shall seek sponsorship to cover any shortfall in funds. All sponsorship funds shall be retained by the host country.	
	c. TPI informed the meeting that the surplus submission fees were not typically returned to ARCASIA in the past. However, RS highlighted the need for a framework to allow new avenues to raise money for common events.	
	d. RS suggested that the framework for fundraising could set the stage for obtaining a permanent/recurring industry sponsor for the Awards.	
	e. The framework and proposed amendments to the guidelines will need to be presented to the council for deliberation.	
	<b>4.4 AAA 2019 Convenor presentation</b>	MAR
	a. MAR(AAA Convenor) made a presentation on the timeline and tentative list of Jurors (see attachment) which was accepted by the meeting	
	b. MAR requested assistance from ARCASIA to connect the committee to the shortlisted jurors in Zone C. POST MEETING NOTE; Zone C juror Rosanna Hu was introduced to MAR.	
	c. The meeting agreed that on-site inspections shall be phased in over subsequent AAA. It was also agreed that for AAA 2019, the jury will have the option to send designated reviewers to visit shortlisted Gold Medalists. The designated reviewers shall be from the country where the building is located.	

<b>SN.</b>	<b>Item</b>	<b>Action</b>
	<p>d. AAA Medallion is usually procured by the organiser. IAB requested assistance from PAM to procure the medallion as they were concerned whether those made in Bangladesh will meet the necessary quality requirements.</p> <p>e. MAR will draft a post-awards checklist of lessons learnt for the OB to prepare proposed amendments to the AAA guidelines. Some of the issues to be addressed include:</p> <ul style="list-style-type: none"> <li>• The need to recognise applicants that are firms, not individuals</li> <li>• Guidelines regarding the collection and disbursement of funds</li> <li>• Introduction of onsite reviews, its objective and format.</li> </ul> <p>f. MAR will send the updated AAA schedule the following week</p> <p>g. The meeting suggested to IAB to hold a seminar during Forum 20 for successful awardees to share their designs.</p> <p>h. TPI confirmed that the AAA 2019 results publication will still be funded and published by Architecture Asia magazine. However, Architecture Asia may not be published by PAM after 2019.</p>	
<b>5</b>	<b>FORUM 20</b>	
	<b>5.1 Official hotel accommodation</b>	
	<p>a. Radisson Blu shortlisted as the main official hotel accommodation for the conference, mainly due to its ease of access from the conference venue. However, the hotel is not large enough to accommodate all the attendees and a second hotel nearby will also be shortlisted as official hotels of the conference.</p>	INFO
	<b>5.2 Schedule and Program</b>	
	<p>a. AS presented the proposed schedule and conference program (see attachment for details) and explained that IAB wished to move the dates to be the last week of November in order to suit the venue's availability and the schedule of the guest of honour (potentially the Prime Minister).</p> <p>POST MEETING NOTE: After receiving feedback from some member institutes that the council meeting dates announced during the last council meeting should not be changed since everyone has already planned around them. IAB concluded that the original meeting dates for the council meeting will be retained. Due to the limitations in venue availability, the Forum will be held before the Council meeting instead.</p>	INFO
	<p>b. Due to the bad traffic conditions in Dhaka, IAB was advised to reorganise the program venues to avoid unnecessary travel. For instance, the reception after the council and committee meetings could be held in the same place as the meeting.</p>	AS
	<p>c. IAB was also advised to deconflict the schedule for UIA and other non-ARCASIA</p>	

<b>SN.</b>	<b>Item</b>	<b>Action</b>
	d. events from ARCASIA events	AS
	e. The meeting raised a concern regarding the acoustic and climatic issues of the proposed outdoor venues for the meetings.	AS
	f. IAB was also advised to incorporate the CSR theme more explicitly in the Forum topics and programs.	AS
	<b>5.3 Payment portal</b>	
	a. IAB informed the meeting that rules in Bangladesh has presented some challenges to the setup of the payment portal to receive foreign funds. They are in the process of resolving the issues.	INFO
<b>6</b>	<b>50<sup>TH</sup> ANNIVERSARY CELEBRATION</b>	
	<b>6.1 Event</b>	
	a. QA proposed that the fellowship take over the organisation of the 50 <sup>th</sup> Anniversary event. (see section 15 for more details)	QA
	<b>6.2 Year of celebration”</b>	
	a. RS proposed that the 50 <sup>th</sup> Anniversary celebrations be recognise in every ARCASIA event in 2019, culminating to the final celebration in Forum 20.	INFO
	<b>6.3 Commemorative Medallion</b>	
	a. RS informed the meeting that she has reviewed the sample of the commemorative medallion in KL and will work with PAM to finalise the design.	RS
	<b>6.4 Commemorative book</b>	
	a. Due to the lack of time, a commemorative book will be produced for the 50 <sup>th</sup> Anniversary instead of the ARCASIA history book as previously suggested.	INFO
	<b>6.5 Invitation of past presidents</b>	
	a. RS will work with the Fellowship members to invite all the ARCASIA past presidents.	RS
<b>7</b>	<b>VICE PRESIDENT ZONE A UPDATE</b>	
	(See section 4.1 for Zone A VP update)	
<b>8</b>	<b>VICE PRESIDENT ZONE B UPDATE</b>	
	a. SA updated the meeting on the recent ACPP roundtable held in Manila.	INFO
	b. RS highlighted that the National Institute’s agenda does not need to be the same as the roundtable agenda.	
	c. In addition to their special portfolios, Zone VPs should engage their zone presidents to understand the respective institutes’ activities and agenda.	
<b>9</b>	<b>VICE PRESIDENT ZONE C UPDATE</b>	
	VP Zone C was absent from the meeting with apologies.	INFO

<b>SN.</b>	<b>Item</b>	<b>Action</b>
<b>10</b>	<b>ACSR</b>	
	<b>10.1 Yearly program and objectives</b>	
	a. RS advised RD to address not to duplicate AGCSR efforts on climate change, but to shift the focus on Design for Resiliency awareness as a key goal, incorporating resiliency topics like waste management and terrorist threats.	RD
	b. RR highlighted that “Resilient city” is also a focus for the Malaysian Government and other countries and suggested that “resilient city” could be incorporated into the program.	
	<b>10.2 Incorporation of Social Responsibility Charter</b>	
	a. RS highlighted that ACSR should work with AEA on their roundtable program	RD
<b>11</b>	<b>ACGSA</b>	
	<b>11.1 ACGSA Program update</b>	
	a. AC presented the ACGSA program (see attachment)	
	b. ACGSA Roundtable will be held in collaboration with ACAE in Jaipur.	AC
	c. RS suggested that ACGSA Newsletter to be combined with the ARCASIA newsletter instead of having a separate one. The newsletter could be hosted on the ARCASIA website.	AC
	d. RS encouraged ACGSA ride on the wisdom of vernacular architecture. There are still a lot of discoveries to be made.	AC
	e. QA mentioned that the vernacular architecture thrust had already been initiated by previous ACGSA committees and some institutes have already contributed some articles.	INFO
	f. RS will urge SIA to make contributions to the ACGSA publication.	RS
	g. QA suggested that ACGSA coordinate with IAB for some exhibition space during Forum 20.	AC
<b>12</b>	<b>ACYA</b>	
	<b>12.1 ACYA program update</b>	
	a. RR presented an update of ACYA activities (see attachment).	INFO
	b. RS suggested that ACYA approach SIA to be a part of the upcoming Archifest in October and to ask Sze Hann to assist to make the connection with the organiser.	RR
	c. RS suggested ACYA to explore conversations with young architects about practice with ACPP.	RR

SN.	Item	Action
<b>12.2 Role of ACYA</b>		
a.	In response RS's previous suggestion for ACYA to work on joint projects with other committees where there are common concerns and goals and perform a "Tour of duty", GS informed the meeting that many past ACYA members have joined the other committees as a source of new blood for succession.	INFO
b.	Response to president's suggestion for ACYA to coordinate sports events, ACYA will be holding a sports event at the upcoming Stormathon.	
c.	LZ informed the meeting that Nepal has agreed to host a sports meet but will need a sponsor to proceed. LZ will work with ACYA to explore this opportunity.	
d.	RS suggested that more inclusive events also be organised, for the less athletic, older members as well.	
<b>13 ACP</b>		
a.	ACPP presented an update of the activities held and the year-long program.	INFO
b.	ALACE has informed DC that they are no longer able to host the ACP roundtable. DC has proposed that a replacement program be held in Udaipur since it is close to the previously announced time for the roundtable.	DC
c.	DC will update the OB Handover of ACP roundtable reports from previous term when they are completed.	DC
d.	RS has no objection to ACP having more than one roundtable a year, provided that the conversations evolve beyond keeping up with current practices. For instance, the practice that drive in the use of technology, like digital contracts.	DC
e.	RS urged ACP to broaden the conversation of practice and be flexible to explore alternative topics with host institutes. The previous format of ACP roundtables need to change so that the conversations can move to discuss issues rather than just creating awareness of current practices.	DC
f.	SA suggested that ACP control the roundtable topic while the host institutes concentrate more on the logistics. Instead of giving airtime for every institute to speak, SA suggested that ACP appoints keynote speakers and GS encouraged dialog between ACP and ACGSA via joint symposiums.	DC
g.	DC reported that it was difficult to get institutes to host the theme of 'cross-border practice', one of the themes suggested by the president.	DC

<b>SN.</b>	<b>Item</b>	<b>Action</b>
<b>14</b>	<b>ACAE</b>	
	<b>14.1 Program update</b>	
	a. GS presented an update of ACAE’s program for 2019 (see attachment).	INFO
	b. RS requested GS to explore extending beyond academia next year and integrate with young architects in practice.	GS
	c. GS explained that the upcoming events focuses on a Life-long learning theme – Teacher Training Workshop for historic preservation.	GS
	d. In response to complaints that some member institutes are not able to participate in the event due to border issues, GS will solve it with live web-conferencing via a sister event in Pakistan. Keynote addresses at the ACAE event can be extended as webinars.	GS
	e. ACAE will hold a joint event with ACYA and ACGSA in July.	GS
<b>15</b>	<b>FELLOWSHIP</b>	
	<b>15.1 Fellowship update</b>	
	a. QA would like to update the database of members who are eligible to become fellows and to request each member institute to appoint representatives to the Fellowship committee.	QA
	b. A separate fellowship event will be held during Forum 20.	INFO
	<b>15.2 Fellowship event at Forum 20</b>	
	a. QA suggested that the 50 <sup>th</sup> Anniversary celebration be the inaugural fellowship convention. IAB will propose celebration events for the 50 <sup>th</sup> Anniversary and invite all the past presidents to attend.	QA
	b. It was agreed that QA will coordinate the design of the 50 <sup>th</sup> Anniversary logo. No competition will be necessary due to the short timeline.	QA
	a. The meeting suggested that the founding chairmen Datuk Lim Chong Keat or Ronald Poon could be candidates as the keynote speaker. RS will reach out to both of them for their interest in participation.	RS
	b. IAB will collect “Happy 50 <sup>th</sup> birthday” video clips from events of the member institutes and compile it into one celebratory video.	QA
	c. The commemorative “Memory book” will feature contributions of comments and memories from fellows. 2000 copies of the book will be printed. The book could be published in China. QA to coordinate with WJ to explore this option.	QA, WJ
	d. The meeting was agreeable to the proposal to hold a tree planting ceremony of 21 trees, one for every member institute, will be organised to create the “Arcasia garden”.	QA

<b>SN.</b>	<b>Item</b>	<b>Action</b>
<b>16</b>	<b>AOB</b>	
	<b>16.1 Architecture Asia Magazine</b>	
	a. SA and TPI informed the meeting that PAM intends to cease publishing the hardcopy of Architecture Asia Magazine after 2019. PAM will write in to OB formally inform them of their decision.	INFO
	b. Since the agreement for advertisements from ARCASIA member institutes were not forthcoming, the publication has incurred a loss. AAEA was started as a way to bridge the funding gap for the magazine.	INFO
	c. Architecture Asia needs financial assistance to complete the awards issue. GS requested for the advertising format to be circulated so that advertisers could be approached for interest.	TPI, GS
	d. There needs to be call for proposals for the revamp of Architecture Asia through the member institutes to be raised for discussion at the upcoming council meeting.	CHM
	<b>16.2 Status of Bank Accounts</b>	
	a. LHS presented an overview of the current status of finances. (see attachment)	INFO
	b. With regards to laptops and voice recorders previously purchased for the operation of ARCASIA still held by the previous term office bearers, the meeting agreed to a policy to write off these assets since they are nearing the end of their useful life. LHS will advise the previous office bearers to dispose of the equipment if possible through 2 <sup>nd</sup> hand sales and to return the sales proceeds to ARCASIA, if any.	LHS
	<b>-End of meeting-</b>	