

## MINUTES OF MEETING

### 3<sup>rd</sup> OB/CC (2019-20) Meeting

Type of Meeting : OB/CC Meeting  
 Date : 4 July 2019  
 Time : 9 am  
 Place : KLCC  
 Notes by : CHM

Next Meeting  
 Date : 5 November 2019  
 Time : TBD  
 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)
Hon Secretary	Chan Hui Min (CHM)
Hon Treasurer	Lin Hong Sui (LHS)
Imm. Past President	Jahangir S.M. Khan (JK)
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**

Advisor	Barry F. Will (BW)
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#### **By Invitation**

<i>Observers</i>	
Tongji University	Zhou Ming Hao (ZMH)
PAM - President	Lilian Tay (LT)
PAM – Hon Secretary	Thirilogachandran Shanmugasundaram (TS)

#### Attachments:

- 1) AAA Submitted Projects.pdf
- 2) Forum20 Update.pdf
- 3) ACSR PROGRAM FOR 2019 - 2021.pdf
- 4) ACGSA-July4-2019.pdf
- 5) ACAE BRIEF STATEMENT 2019-20\_Ir.pdf
- 6) ACPP event images.pdf
- 7) ACYA Activity Updates 2019 in Kuala Lumpur.pdf
- 8) ARCASIA Past Presidents Medal - selected Option.pdf
- 9) ARCASIA Urbanism Forum and roundtable.pdf
- 10) Update on Permanent Establishment.pdf
- 11) Joint committee CUMULATIVE SCHEDULE - ARCASIA COMMITTEE ACTIVITIES.pdf
- 12) Website revamp proposal.pdf
- 13) ARCASIA OB acc 2019 Q2 Combine.pdf

SN.	Item	Action
1	<b>MINUTES OF PREVIOUS MEETING</b>	
	<b>1.1 Review and adoption of 2<sup>nd</sup> OB/CC Meeting minutes.</b>	INFO
	<ul style="list-style-type: none"> <li>a. LZ highlighted that 4.3b should reflect the OB/CC's decision to retain 20% of award submission fees. However, this will not be implemented during AAA 2019.</li> <li>b. Item 4.3b was amended to read "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.</li> <li>c. QA highlighted that in item 15.2b, the design of the 50<sup>th</sup> anniversary logo shall be coordinated by QA, not IAB.</li> <li>d. With these amendments, the minutes of meeting were formally adopted as proposed by GS and seconded by RD.</li> </ul>	
2	<b>ADMINISTRATIVE ISSUES</b>	
	<b>2.1 Institute contact list</b>	INFO
	<ul style="list-style-type: none"> <li>a. CHM initiated a contact list update exercise with the member institutes on 21 May 2019. As of the July, most of the institutes have responded either officially via email or through SA and GS. There are still 6 institutes whose contact data cannot be verified. CHM will send the current contact list to the OB/CC for interim use.</li> <li>b. POST MEETING NOTE: The contact list was circulated on 9 July 2019.</li> </ul>	
	<b>2.2 Virtual Council Whatsapp Chat group</b>	INFO
	<ul style="list-style-type: none"> <li>a. JK and RS has initiated a "Virtual Council" whatsapp chat group that includes all current and upcoming presidents. Immediate past presidents who are still in their respective institute's council have also been included in the chat group.</li> <li>b. The OB/CC requested to also be included on the chat group and the Zone VPs shall be the admin. POST MEETING NOTE: The OB/CC have been added to the chat group</li> <li>c. Communication guidelines for the chat group have been set by RS.</li> </ul>	
	<b>2.3 Communication protocol</b>	INFO
	<ul style="list-style-type: none"> <li>a. The OB/CC clarified and agreed on the communication protocol to the member institutes: <ul style="list-style-type: none"> <li>• All official institute matters should be disseminated from the Arcasia secretariat, but committee or program-related issues can be directly communicated by the respective CC to the member institutes.</li> <li>• Events organised by member institutes shall automatically be promoted and publicised on ARCASIA channels.</li> <li>• Events not organised by member institutes but supported by them shall be considered for publicity only after consulting with the member institutes.</li> <li>• Publicity of other events not affiliated with member institutes through ARCASIA channels shall be at the discretion of the OB.</li> </ul> </li> </ul>	

SN.	Item	Action
2.4	<b>President's advice on Roundtables</b>	INFO
	<p>a. In order to address feedback previously received, RS reiterated the need to:</p> <ul style="list-style-type: none"> <li>• Limit the frequency of roundtable sessions to one per committee per year to avoid 'roundtable fatigue'.</li> <li>• Be sensitive to spread the roundtable venues to different countries in all zones.</li> <li>• Avoid committing to events beyond the current term.</li> <li>• Encourage cross-committee collaborations and events when agendas have synergy</li> </ul> <p>b. The Zone VPs shall reach out to engage less-active institutes.</p> <p>c. Member Institutes with genuine economic challenges to provide hospitality (like Bhutan) for events can still volunteer to organise events. The OB will self-fund the travel expenses.</p>	LZ, SA, WJ INFO
2.5	<b>Update on permanent establishment</b>	INFO
	<p>a. CHM updated the OB/CC that following their funding approval during the last OB meeting to seek legal advice, a lawyer has been appointed to explore the best setup for ARCASIA's permanent establishment. (see attachment)</p> <p>b. In response to feedback from the previous OB/CC meeting, the lawyer has been instructed to explore setting up ARCASIA as a non-profit organization that will not need to pay tax.</p> <p>c. The OB/CC deliberated on the possible constitution of the board of the new proposed Arcasia entity for approval by the council. The OB/CC agreed that:</p> <ul style="list-style-type: none"> <li>• The board members shall not need to change with each president's term, to minimize the fees and taxes that are incurred with every change of the board.</li> <li>• The board shall consist of a past president from each zone, a Singaporean past president for statutory compliance, as well as the current president. Other than the current president, the term of office shall be 6 years.</li> <li>• Administrative personnel, such as Hon. Sec and Hon. Treasurer can be designated by power of attorney and shall not be board members.</li> </ul> <p>d. TPI informed that the ARCASIA Inc was incorporated in Philippines many years ago. In 2014, the council decided and UAP was requested to register the ARCASIA trademark. To follow up with UAP on the registration.</p>	INFO INFO INFO TPI, CHM
2.6	<b>Treasurer's 2019 Q2 update</b>	INFO
	<p>a. Account balance in Pakistan and Malaysia Bank Accounts are USD\$19,988.50 and MYR\$293,681.06 respectively.</p> <p>b. Cash on hand YTD is USD\$12,555.00.</p> <p>c. Expenses from April to Jul 2019 are payments to Squire Patton Boggs in Japan and Interplay Webhost in Malaysia for the hosting service of ARCASIA website. The payments of these are made by converting USD\$4,000 from cash on hand to petty cash in order to perform remittance to above invoices.</p>	

SN.	Item	Action
2.7	<b>Website</b>	INFO
	<p>a. As requested during the last OB meeting, LHS sought quotations for the revamp of the ARCASIA website. (See attachment for details).</p> <p>b. The website revamp is estimated to cost about USD 10,000.</p> <p>c. The OB approved the budget and gave the go ahead to procure the website revamp services.</p> <p>d. LHS, RR and GS have been appointed as the website revamp task force to oversee the website project. They will be responsible for collating the requirements of website from the OB/CC, making recommendations on the website project to the OB, as well as to overseeing its implementation.</p> <p>e. RS requested that the website be soft-launched during the upcoming council meeting in November.</p> <p>f. The website shall be designed with sustainability in mind and allow individual OB/CC members to easily update its content directly without the need for external vendors.</p> <p>g. The website's sustainability beyond the current term must be ensured. In order to achieve this:</p> <ul style="list-style-type: none"> <li>• The OB/CC shall create an official webmaster role within the OB/CC whose responsibility is to ensure the proper handover and maintenance of the website from term to term.</li> <li>• The scope of the website vendor shall include the creation of properly documented maintenance instruction manuals and handover protocol.</li> </ul> <p>h. The OB/CC agreed that a new awards submission portal funded by Arcasia shall be created together with the website revamp and be used for the upcoming AAA 2020. However, the meeting could not decide whether this submission portal will become the permanent centralised portal for all future submissions.</p>	LHS, RR, GS
2.8	<b>Architecture Asia Magazine</b>	INFO
	<p>a. RS informed the OB/CC that PAM has written in officially on 1 July 2019 to give 6-month notice of their intent to terminate their publishing contract for Architecture Asia.</p> <p>b. PAM President LT joined the meeting and further explained the reasons for their decision:</p> <ul style="list-style-type: none"> <li>• In the past 9 years since PAM took on the publication of ARCHITECTURE ASIA (AA) in 2011, PAM has had to put in a considerable subsidy amounting to RM 410,000 (approx. USD100,000). This excludes the 'cost' of voluntary contribution of the editors and writers who had been contributing to AA in these years.</li> <li>• Due to the AA's largely regional subscribers and comparative lower readership in Malaysia, PAM has found it difficult to secure sufficient advertisers among the local building industry. This is expected to worsen this year and next year or two due to the uncertain economic outlook which has affected the building industry in Malaysia.</li> </ul>	

SN.	Item	Action
	<ul style="list-style-type: none"> <li>• Over these last 9 years, there had not been much contribution from the other ARCASIA member institutes to secure advertisers from their respective countries as was first envisioned when AA was started.</li> <li>• PAM's dedicated longtime AA Editor-in-Chief and Past PAM President, Ar Lee Chor Wah has recently given notice on his decision not to continue. PAM is unable to source another editor of the same calibre without incurring further expense and loss.</li> </ul> <p>c. The OB/CC agreed that it is still relevant for Arcasia to have a printed periodical to share works, ideas and editorial issues pertinent to Asian architecture. The target audience for the publication include all the members of member institutions, schools and libraries.</p> <p>d. TPI clarified that Architecture Asia, which is the official journal of ARCASIA was published by PAM since the 1980s and not from 2011 as stated in PAM President Lillian's letter. It used to be an annual magazine and evolved into the current 4 issues a year.</p> <p>e. QA suggested that the OB consider appointing an editorial board to ensure the quality of the magazine. TPI and WJ were appointed by the OB to form the Architecture Asia revamp committee.</p> <p>f. The OB/CC agreed to issue a request for proposal to all 21 member institutes to take up the publication of Architecture Asia in 2020. In case , Arcasia will also seek the interest of external publishers to take up Architecture Asia. These proposals will be collated and deliberated by the council at the upcoming meeting.</p> <p>g. In the interim, LZ will coordinate and follow up with Mukul (IIA) on his discussion with PAM on his proposal to decentralise the printing and also to help to secure the advertisement for AA.</p>	TPI, WJ
	<b>2.9 ARCASIA E-newsletter</b>	ALL
	<p>a. GS explained that the newsletter could not be completed on schedule since none of the OB/CC have contributed their content yet.</p> <p>b. The OB/CC committed to make their respective interim reports to the newsletter no later than 15 July 2019 for the 3<sup>rd</sup> quarter issue.</p>	
	<b>2.10 Arcasia History Book</b>	
	<p>a. TPI informed that she has almost completed the preparation of the material covering her 2 years Presidency to be included in the ARCASIA History Book. RS requested that JK follow up with the past presidents to update the history book of their respective terms to be completed by next year.</p> <p>b. RS reiterated that the oral interviews of past presidents during the 50<sup>th</sup> Anniversary preparation will be useful to fill the gaps in written records.</p>	JK

SN.	Item	Action
2.11	<p><b>Forum 20 and 50<sup>th</sup> Anniversary event</b></p> <p>a. LZ reported that the organization of the Forum has been going well. The call for papers was well subscribed and the speaker selections are being finalized. (see attachment)</p> <p>b. The program has been confirmed to be 3-7 November. The dates have been fixed but the venues are still being confirmed.</p> <p>c. RS requested that all past presidents be invited to and hosted for the 50<sup>th</sup> Anniversary event by the organizer. As noted in the previous meeting, <b>RS will check with Forum 20 Convenor Abu Sayeed (AS) whether their budget allows for the invite of all Past Chairmen/Past Presidents. Fellowship Chair QA can help to facilitate the communication.</b></p> <p><b>POST-MEETING NOTE: RS had a discussion with AS in Dhaka on 4/8/19 and he confirmed that all Past Chairmen/Past Presidents will be invited for the 50<sup>th</sup> Anniversary Celebrations. He mentioned that IAB can consider providing up to 5 nights local hospitality for them as they are welcome to participate in the whole suite of events in addition to attending the formal ceremony. RS is requested to provide IAB the detail programme on the ceremonial portion of the celebration while IAB will take care of the Cultural performances for the rest of the evening.</b></p>	RS, QA, LZ
2.12	<p><b>50<sup>th</sup> Anniversary commemorative book</b></p> <p>a. The commemorative book committee has been appointed – TPI, RS, QA, JK, WJ will look into the structure of the commemorative book. Interviews of past presidents/chairmen. Oral interviews could be recorded and projected during the event.</p> <p>b. The OB/CC approved a budget of USD 2000 for the pre-press editorial and graphic design <b>which will be undertaken by QA and be accomplished by a team in Dhaka under the guidance of the editorial panel.</b> The prepress deadline shall be end September in order to meet the shipping deadline.</p> <p>c. The commemorative book will be about 100 pages and roughly be the size of a magazine.</p> <p>d. WJ will seek sponsors to print and ship the books from China. It would not be possible for the Chinese sponsors to pay for printing outside of China.</p> <p>e. <b>POST-MEETING NOTE: WJ has confirmed that the cost of printing and delivery of the books will be under-ridden by China.</b></p>	TPI, RS, QA, JK, WJ
2.13	<p><b>50<sup>th</sup> Anniversary past presidents' commemorative medallion</b></p> <p>a. The proposed design of the past president's medallion was approved. (see attached) The OB/CC also agreed to delegate the choice of the ribbon to RS and TPI.</p> <p>b. TPI reported that each medallion will cost RM350.</p> <p>c. The OB/CC agreed that 6 extra medallions over and above the quantity required for 50<sup>th</sup> Anniversary. The extra medallions should have a space for the future president's name to be inscribed.</p> <p>d. TPI will seek quotations for the production of the 50<sup>th</sup> Anniversary Arcasia large and small lapel pins. Lapel pins can be sold during the Forum 20.</p>	RS, TPI
		TPI

SN.	Item	Action
<b>2.14 Arcasia Awards</b>		
	a. LZ reported on the progress of AA on behalf of the convenor. (see attachment)	
	b. RS commented that all the 400+ submissions need to be checked for technical compliance and correct categorisation before the jury conducts the shortlisting process.	
	c. LZ confirmed that all 424 submissions had paid the fee.	
	d. TPI explained that when the awards were revamped, it was initially opened up for submissions by architects who were not affiliated with the member institutes in order to promote the award. Now that the award has gained enough popularity, it may be possible to limit future submissions to only members of member institutes.	
	e. RS requested that the convenor report on the number of participants who are non-members.	LZ
	f. RD suggested that the new awards submission portal could incorporate some form of membership validation process.	
	g. The convenor will compile the issues arising from the awards process and submit them to the OB for deliberation. TPI mentioned that minor changes to the submission format are under the purview of the OB and will not require council approval.	LZ
<b>2.15 Format of Arcasia council meeting</b>		
	a. RS and CHM suggested to change the format of the country reports so that the focus be on dialogs on issues/topics instead of standard activity reporting.	INFO
	b. The OB/CC agreed that the Arcasia council is a great opportunity to leverage the collective wisdom of architects from 21 countries and the council meeting format should facilitate dialog and ideas exchange. The current format of country reporting could be improved to be more conducive to achieve this objective.	
	c. However, the OB/CC felt that the presidents' feedback should be sought before a drastic change in format and many felt that completely eliminating opportunities for the presidents to make presentations may not be acceptable.	
	d. RS requested that the presidents be contacted to submit their presentations in advance highlighting the key issues they would like to highlight to the council. The OB and Zone VPs will sort through the submitted presentations and organize the sequence of the presentations by issue and introduce opportunities for dialog and ideas exchange.	WJ, LZ, SA
	e. The OB/CC agreed that the standard data such as number of members and activities could be collected, analysed and exhibited separately instead of being presented.	CHM
	f. Zone VP will moot the idea to their respective presidents for their feedback. The secretariat will send the suggested template.	WJ, LZ, SA

SN.	Item	Action
3	<b>IMMEDIATE PAST PRESIDENT'S UPDATE ON ITEMS FROM PREVIOUS TERM</b>	
	<b>3.1 President's Newsletter</b>	JK, RS
	<ul style="list-style-type: none"> <li>a. JK informed the OB that there is still funding left for one more issue of the President's newsletter from the previous term. JK will work with RS to complete the issue in time for the next Council meeting.</li> </ul>	
	<p style="color: red;">POST MEETING NOTE: RS has decided that she will not require the President's newsletter. Rather, the content shall be allocated to the ARCASIA newsletter instead.</p>	INFO
	<b>3.2 ARCASIA 'Discussions on Urbanism' Forum series</b>	
	<ul style="list-style-type: none"> <li>a. JK explained that the 'Discussions on Urbanism' Forum was started during the previous term to address a gap in representation within Arcasia on issues of urbanism. The OB agreed that the current series of Urbanism forums is a good start to work towards a more permanent platform within Arcasia to discuss these issues.</li> </ul>	
	<ul style="list-style-type: none"> <li>b. The OB suggested the series of Urbanism forums should integrate more closely with the committees' events. There should also be meaningful engagement of member institutes by seeking their participation and representatives.</li> </ul>	JK
	<ul style="list-style-type: none"> <li>c. RS agreed that the currently planned Urbanism workshops should be allowed to continue. Following the inaugural forum in Cairo, other forums that have been planned, including Islamabad (July 2019), and Shanghai (March 2020). The OB felt that 2 urbanism sessions a year would be sufficient and recommended for the second forum for 2020 be held in South East Asia or Istanbul.</li> </ul>	JK

<b>SN.</b>	<b>Item</b>	<b>Action</b>
	d. RS requested that the mission statement, focus of discussions and desired outcomes for the series of discussions be more clearly defined. JK will address the requests and also prepare a summary of the outcomes of the Cairo Urbanism Forum.	JK
	e. JK clarified that it is an aspiration for every conference to have a publication as a deliverable.	INFO
	f. The OB/CC will deliberate on the next steps after the current series of Urbanism forums are completed.	INFO
	<b>3.3 Teacher exchange pilot project</b>	INFO
	a. JK updated the OB/CC that the pilot teacher exchange program between Lahore and Tongji University has been completed and many other universities have been convinced of the program's feasibility following its success.	
	b. Tongji is planning the 2 <sup>nd</sup> cycle of the exchange program. Xian University, City School of Architecture in Colombo and the Izmir Institute of Architecture have confirmed their plans for their teacher exchange programs.	
	c. Bilge University, Meiji University and Budapest University are in discussion with JK to join the program.	
	d. The OB/CC were heartened by the success of the pilot project and urged for greater integration of the program with ACAE activities.	
	e. RS requested further clarification on the selection criteria of the teachers and asked that JK and GS collaborate closely to integrate the teacher exchange program with ACAE so that the teacher exchange could extend beyond the bilateral arrangement to a multi-lateral one. The outcome of the collaboration will be presented during the upcoming ACAE committee meeting in Dhaka.	GS, JK
<b>4</b>	<b>VICE PRESIDENTS UPDATE</b>	
	<b>4.1 Zone A</b>	INFO
	a. (See Forum 20 and AAA report above)	
	<b>4.2 Zone B</b>	INFO
	a. SA reported that the upcoming meetings are mostly attended by institutes from the '4 nations' while some other institutes are not very active. He is making efforts to reach out to engage the presidents of these institutes, especially new members such as Brunei, to dialog with them and seek their feedback on what they expect from ARCASIA.	
	<b>4.3 Zone C</b>	INFO
	a. WJ reported that KIRA does not want ARCASIA to engage North Korea at the moment.	
	b. WJ will reach out to engage Mongolia.	
	c. ZMH gave a brief progress update to the OB/CC on the preparation for ACA19. (see attachment)	
	d. The OB/CC advised that the hotel for the main hotel needs to be large enough to accommodate the large number of official delegates.	

<b>SN.</b>	<b>Item</b>	<b>Action</b>
<b>5</b>	<b>COMMITTEE UPDATES</b>	
	<b>5.1 ACSR</b>	<i>RD</i>
	a. RD presented the proposed ACSR activities. (see attachment)	
	b. RS suggested that an ACSR design for resiliency competition be conducted instead of ACSR awards.	
	c. RS suggested that the emergency relief training program be undertaken by AEA. AEA shall also collect data on the emergency architecture practices around the world so that ACSR can focus on other areas.	
	d. ACSR roundtable in HK in conjunction with official launch of AEA 14-16 September.	
	<b>5.2 ACGSA</b>	<i>AC</i>
	a. AC presented an update of recent and planned ACGSA activities.	
	b. AC informed that the Vernacular Wisdom book is ready and will be launched in Dhaka. IAB has offered to print the book if sponsors could be found.	
	c. The OB/CC felt that since the 50 <sup>th</sup> anniversary commemorative book is already a cost burden in 2019, that perhaps the book could be launched first as an e-book, and to seek sponsors in 2020 from member institutes to make print orders.	<i>AC</i>
	d. CHM will provide access to AC to upload the materials to the Arcasia website.	<i>CHM</i>
	<b>5.3 ACYA</b>	<i>RR</i>
	a. RR presented an update of recent ACYA activities. (see attachment)	
	b. LZ reported that Nepal no longer able to organize the sports event but Sri Lanka is willing to host it instead.	
	<b>5.4 ACPP</b>	<i>DC</i>
	a. DC presented an update of recent ACPP activities.	
	b. ACPP will be holding a joint activity with ACAE in Jaipur.	
	c. The roundtable reports from the previous term have yet to be completed and handed over. DC will continue to follow up with TS.	

SN.	Item	Action
5.5	<b>ACAE</b>	GS
	<ul style="list-style-type: none"> <li>a. GS presented an update of the ACAE activities. (see attachment)</li> <li>b. Thesis of the year (TOY) <ul style="list-style-type: none"> <li>• During the Manila roundtable, the ACAE committee proposed that ARCASIA hold a “Thesis of the year” award. Two theses to be nominated from each member institute.</li> <li>• The OB/CC agreed to the proposal. RS asked ACAE to clarify the criteria for judging. These have to be transparently published so that the quality benchmark is clear.</li> <li>• The “Thesis of the year” and also a few commendations will be chosen by the same jury as the ACAE design awards.</li> </ul> </li> <li>c. Student workshops <ul style="list-style-type: none"> <li>• RS did not object to the workshops but cautioned GS to be mindful of the lessons learnt from the recent accident of the travel prize candidate in Japan and <ul style="list-style-type: none"> <li>(i) set up proper guidelines to screen the workshop hosts for the authenticity and quality of their program and their capability to ensure the safety of the participants.</li> <li>(ii) ensure that the proper insurance is procured, and indemnification forms properly filed by all parties, including the students, their school, and the workshop hosts.</li> </ul> </li> <li>• GS will draft the guidelines and forms for review by the OB.</li> </ul> </li> <li>d. The OB/CC approved the panel of jurors for Student Design Competition.</li> <li>e. ACYA collaborated with ACAE and sponsored members to ACAE events.</li> <li>f. In response to RS’ call for more cross collaboration between committees, ACAE, ACYA, ACPD and ACGSA will be collaborating on joint workshops in India in July. The proceedings will be attended by registered attendees from Pakistan live via Zoom webinar.</li> </ul>	GS
	<b>5.6 Fellowship</b>	
	<ul style="list-style-type: none"> <li>a. QA has sent a letter to each president of the member institutes to appoint a representative, who will coordinate the update of the fellowship list for their institute.</li> <li>b. TPI has extended the checklist that outlines the qualification of the fellowship members to QA during the meeting</li> <li>c. Fellowship meeting slot will be allocated on 5/11/19. All fellowship members as well as any ARCASIA members together with invited guests (subject to IAB’s approval) will be invited for the Anniversary Event. Invitations need to be issued soon.</li> </ul>	INFO
	<ul style="list-style-type: none"> <li>b. TPI has extended the checklist that outlines the qualification of the fellowship members to QA during the meeting</li> </ul>	INFO
	<ul style="list-style-type: none"> <li>c. Fellowship meeting slot will be allocated on 5/11/19. All fellowship members as well as any ARCASIA members together with invited guests (subject to IAB’s approval) will be invited for the Anniversary Event. Invitations need to be issued soon.</li> </ul>	INFO
6	<b>OTHER ACTION ITEMS FROM PREVIOUS MEETING</b>	
	<b>6.1 Self-declaration forms for candidates standing for election</b>	CHM, TPI
	<ul style="list-style-type: none"> <li>a. CHM will work with TPI on the relevant election procedures and self-declaration forms.</li> </ul>	

SN.	Item	Action
6.2	<b>To draft standard form to seek endorsement for use of logo</b>	INFO
	a. The existing official branding guidelines already governs the use of the logo.	
7	<b>AOB</b>	
	a. ACYA requested assistance from RS to be connected the youth contact for AIA. RR to provide the name and RS will write officially to the AIA president for his help.	RR, RS
<b>-End of meeting-</b>		

Revision log:

7/8/19 Revisions to 2.5d, 2.8d, 2.8g, 2.10a, 2.12c, 5.6b proposed by TPI

6/8/19 Revision to 2.12b proposed by QA

8/8/19 Revisions to 2.11c, 2.12e, 5.6c proposed by RS