

Minutes of Meeting
8th ARCASIA OB/CC (2019-20) Meeting

Type of Meeting	: OB/CC Meeting	Next Meeting
Date	: 18 July 2020	Date : TBD
Time	: 3 pm (UTC +8)	Time : TBD
Place	: Zoom Conference Meeting	Place : TBD
Notes by	: CHM	

Present

President	Rita Soh (RS)
President-Elect	Abu Ahmed (AA)
Vice President Zone A	Lalichan Zacharias (LZ)
Vice President Zone B	Saifuddin Ahmad (SA)
Vice President Zone C	Wu Jiang (WJ)
Imm. Past President	Jahangir S.M. Khan (JK)
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

Advisor	Kun Chang Yi (KCY)
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By Invitation

<i>Observers</i>	
Tongji University	Zhou Ming Hao (ZMH)
ID Architects	Jin Sung (JS)
(only during the IDA introduction)	Cheong Wan Ying (CWY)

SN.	Item	Action																																									
1	<p>REVIEW OF ACTION LIST ITEMS FROM LAST MEETING</p> <p>a. The action list from the 7th OB/CC meeting was reviewed, and the status of the outstanding actions updated. The outstanding action items have been transferred to the minutes and action list of the 8th OB/CC Meeting below.</p>	INFO																																									
2	<p>SPECIAL PROGRAMS FOR 2020 ACROSS COMMITTEES</p> <p>2.1 ARCASIA Integrated program</p> <p>a. RS has suggested 4 themes for ARCASIA integrated program after taking into consideration the topics suggested by the various committees.</p> <ul style="list-style-type: none"> • Preparedness against Emergencies / Pandemics • Life after 2020 – A New Normal • Empowering our communities • A New Future, A New Mindset <p>b. SA sent a draft template for coordinated joint webinar program across all committees, but the committees had yet to complete the content details at the time of the meeting.</p> <p>c. GS explained that more time was needed for the committees to confirm the speakers and topics to fit within the suggested themes above. He requested flexibility to finalise the topics closer to the scheduled dates. He also suggested that there should not be more than one joint webinar a month considering the high effort required to organise them based on his past experience.</p> <p>d. RS reminded the committee heads that the OB will only be coordinating the cross-committee joint webinars. The Committee-level webinars remain under the full purview of the respective committee heads.</p> <p>e. ACGSA-ACPP offered to chair 2 of the themes: Lessons learnt through COVID-19.</p> <p>f. A preliminary agreed schedule for the joint webinars was reached during the meeting and the committee chairs will meet more regularly to coordinate the joint webinars.</p> <p>POST MEETING NOTE: SA circulated the schedule below vis WeChat on 20/7/2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Committee</th> <th>Topic</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Aug 8</td> <td>ACGSA</td> <td>Wants to collaborate with either ACSR or ACPP</td> <td rowspan="13"> Programme to conduct via digital platforms: - Webinar Topics: <ul style="list-style-type: none"> • PREPAREDNESS against Emergencies/Pandemics • LIFE AFTER 2020 – A new Normal • EMPOWERING our COMMUNITIES • A NEW FUTURE, A NEW MINDSET – OCT (chaired by ACYA, to be coordinated with ACPP and ACGSA) </td> </tr> <tr> <td>Aug 15</td> <td>Fellowship</td> <td></td> </tr> <tr> <td>Aug 22</td> <td>ACYA</td> <td>As per original programme</td> </tr> <tr> <td>Sep 12</td> <td>ACSR</td> <td></td> </tr> <tr> <td>Sep 19</td> <td>Fellowship</td> <td></td> </tr> <tr> <td>Sep 26</td> <td>ACPP</td> <td></td> </tr> <tr> <td>Oct 3</td> <td>ACAE</td> <td>Resilience by Design</td> </tr> <tr> <td>Oct 10</td> <td>ACYA</td> <td>Giving away slot</td> </tr> <tr> <td>Oct 24</td> <td>ACGSA</td> <td></td> </tr> <tr> <td>Nov?</td> <td></td> <td>Urbanism Forum</td> </tr> <tr> <td>Nov 17</td> <td>ACSR</td> <td>This is on Tuesday, not Saturday as Nov 14 is Deepavali. Can change to Nov 21</td> </tr> <tr> <td>Nov?</td> <td>ACAE</td> <td>Giving away slot</td> </tr> </tbody> </table>	Date	Committee	Topic	Notes	Aug 8	ACGSA	Wants to collaborate with either ACSR or ACPP	Programme to conduct via digital platforms: - Webinar Topics: <ul style="list-style-type: none"> • PREPAREDNESS against Emergencies/Pandemics • LIFE AFTER 2020 – A new Normal • EMPOWERING our COMMUNITIES • A NEW FUTURE, A NEW MINDSET – OCT (chaired by ACYA, to be coordinated with ACPP and ACGSA) 	Aug 15	Fellowship		Aug 22	ACYA	As per original programme	Sep 12	ACSR		Sep 19	Fellowship		Sep 26	ACPP		Oct 3	ACAE	Resilience by Design	Oct 10	ACYA	Giving away slot	Oct 24	ACGSA		Nov?		Urbanism Forum	Nov 17	ACSR	This is on Tuesday, not Saturday as Nov 14 is Deepavali. Can change to Nov 21	Nov?	ACAE	Giving away slot	<p>ALL CCHAIRS</p> <p>AC/DC</p>
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2.2	Urbanism Forum	
a.	RS suggested that the Urbanism Forum which was originally scheduled for Shanghai in March 2020 be recast as a webinar during the 7 th OB/CC meeting.	
b.	WJ indicated that the online version of the Urbanism Forum could be held no earlier than September 2020. It was agreed that the Forum will be targeted to be held in November 2020.	
c.	JK and WJ will coordinate the Urbanism Forum and update the OB accordingly.	
2.3	Integrated Webinar program to be documented in Architecture Asia	
a.	CHM suggested that the papers presented during the webinars could be provided as content for the upcoming COVID-19 special issue of Architecture Asia.	
b.	ZMH highlighted that the good keynote speeches are needed for the special issue.	
3	UPDATE ON PERMANENT ESTABLISHMENT AND BANK ACCOUNT	
3.1	Permanent Establishment	
a.	Architects Regional Council Asia (ARCASIA) Ltd has been formally incorporated in Singapore. Registered address is 26 Eng Hoon Street Singapore 169776 and the company UEN is 202018266H. Information can be found online at ACRA.gov.sg.	
b.	Per previous agreement, the directors of the company are the current president and immediate past president. Still awaiting confirmation whether a third Singaporean Director needs to be appointed at this time.	
c.	The “members/guarantors” are the advisors of the OB, namely TPI and KCY.	
d.	The corporate secretary responsible for ensuring our compliance with the company act is Peggy Wan, an employee of D&I. We have paid up the fees for the first year of corporate secretary services.	
e.	RS informed the meeting that past Zone B VP Theodore Chan has agreed to be the Singapore resident Director in Architects Regional Council Asia (ARCASIA) Ltd.	
3.2	Bank Account	
a.	LHS will update the OB on the account opening status.	
b.	Fund transfer from Pakistan to be consolidated in Malaysia. Account information has been provided to JK and Sanah, JK will check and send the funds as soon as possible.	
c.	LHS informed the meeting that an ARCASIA Paypal account has been opened to support credit card transactions for AAA submissions.	
		WJ/JK

SN.	Item	Action
4	UPDATE ON ARCASIA AWARD FOR ARCHITECTURE	INFO
	<ul style="list-style-type: none"> a. WJ updated the OB on the schedule of AAA <ul style="list-style-type: none"> • Submission closed July 31 • Validation: Aug 1-31 • First-round review: Sept 1-31 • Shortlisting: Oct 1 • Final review: Middle of October • Announcement of winners: November b. Jury member for Zone C need to be replaced, as Cui Kai has withdrawn from the Jury due to conflict of interest. c. Francine Houbert has been appointed as the 5th Jury member (International Judge) d. The validation of entries will be done in 2 steps: Certificate verification by relevant member institutes and document submission format verification by convenor's team. The validation should be done before the shortlisting process. e. RS highlighted that each Jury member must review all projects and shortlist projects for all categories. 	
5	UPDATE ON ARCHITECTURE ASIA MAGAZINE	INFO
	<ul style="list-style-type: none"> a. WJ and ZMH presented the progress work report on the AA Magazine. <ul style="list-style-type: none"> • New Logo, magazine design and website design were presented, OB had positive response • Editorial Board to be convened as soon as possible to give direction on the magazine • COVID Special issue to be coordinated with the ARCASIA integrated webinar program • One of the functions of the AA Magazine website will be the ARCASIA newsletter, to publish ARCASIA news. The frequency of the publication will be decided by the Editorial board. • AA magazine received positive response to their call for submissions for the COVID19 special issue from AEA/ACSR, ACYA, ASC, HKIA, Zone A and Zone C VP. More materials are required to complete the magazine. b. WJ indicated that ASC prefers the publishing contract to be a 3-party contract between ASC, ARCASIA and Tongji. c. ZMH requested list of previous winners of AAA. CHM will provide the information or connect the to past convenors 	WJ

SN.	Item	Action
6	STUDENT COMPETITION ISSUE	INFO
	<p>a. Due to miscommunication, ASC has not been informed of the decision for ACAE to organise the 2020 Student Competition. ASC is also unclear as to whether the Student Competition 2021 will still proceed and the arrangements for the hospitality of 2 sets of student winners. They seek an update from the OB.</p> <p>b. GS highlighted that the student competition is normally organised by the host institute of the Forum or ACA. However, since ACA19 has been postponed to 2021, ACAE took the initiative to fill the gap for 2020. GS requested that ARCASIA seek support from ASC for hosting the 2020 winners in 2021.</p> <p>c. GS also requested guidance on whether the prizes could be waived in order to reduce the funding requirements.</p> <p>d. TPI clarified that there was no official obligation for host institutes to provide more than one prize. The student competition was also officially to be held in conjunction with the student jamboree every 2 years. However, host institutes have been more generous and there has been annual competition every year since 2015.</p> <p>e. RS – in principle, the 2020 Student Competition prizes and awards should be consistent. RS would like to set a standard going forward.</p> <p>f. GS to update Secretariat on cost of prizes and the hospitality based on last 5 years so that ARCASIA can either fund it directly or seek alternative sources.</p>	GS
	POST MEETING NOTE: Cash prize information was sent by GS on 21 July 2020	
	<ul style="list-style-type: none"> • ARCASIA Students Architectural Design Competition 2015 Organised by : The Association of Siamese Architects (ASA) Prize Value : First Prize - 800USD and a Gold Medal Second Prize - 500USD Third Prize - 300USD All final entries given certificates. • ARCASIA Students Architectural Design Competition 2016 Organised by : HKIA Prize Value : One Gold Award - HKD5000 and Trophy One Silver Award - HKD2000 and Trophy 3 Bronze Award - HKD1000 and Trophy All shortlisted entries showcased at The 17th Asian Congress of Architects (ACA17) in Hong Kong in 2016. • ARCASIA Students Architectural Design Competition 2017 Organised by : The Indian Institute of Architects (IIA) Prize Value : One Gold Award - USD500 and Trophy/Medal One Silver Award - USD200 and Trophy/Medal 3 Bronze Award - USD100 and Trophy/Medal All shortlisted entries will be showcased at The 38th ARCASIA Council Meeting, Kathmandu, Nepal in November 2017 The winners will be offered local hospitality for 2 nights by the ARCASIA Council Meeting Hosts whereas the airfare will be the responsibility of their respective member institutes. • ARCASIA Students Architectural Design Competition 2018 Organised by : The Japan Institute of Architects (JIA) Prize Value : One Gold Award - JPY50000 and Certificate One Silver Award - JPY20000 and Certificate Bronze Awards - JPY20000 and Certificate. • ARCASIA Students Architectural Design Competition 2019 Organised by: Institute of Architects Bangladesh (IAB) Prize Value : One Gold Award - USD500 and Certificate One Silver Award - USD200 and Certificate 3 Bronze Awards - Each with USD100 and Certificate. 	
		WJ

SN.	Item	Action
	<p>g. WJ will convene a meeting with ASC for ARCASIA to seek their opinion on the situation and their support for hosting the winners and the prizes of the 2020 Student Competition together with the 2021 winners.</p> <p>h. If ASC is not able to support the prize money, ARCASIA will seek alternate funding.</p>	
7	<p>TOY THESIS ELIGIBILITY ISSUE</p> <p>a. JIA and HKIA have raised queries whether MArch Thesis are eligible to participate. Current rules state that only BArch Thesis are eligible.</p> <p>b. ACAE clarified that the final year thesis of the First Degree that qualifies for Professional registration in the respective country. This could be a 5 year B.Arch Degree or a 4+2 year M.Arch Degree, as long as it is accredited in the respective country.</p> <p>POST MEETING NOTE: Official amendment on eligibility to the above statement was released by ACAE to their delegates on 23 July 2020 via email.</p>	INFO
8	<p>BARRY WILLS MEMORIAL SYMPOSIUM (REPORT)</p> <p>a. The Barry Wills Memorial Symposium was successfully held as an online webinar on 6 June 2020 at 3pm SGT</p> <p>b. The event was moderated by Fellowship Chair Qazi Arif and featured the following speakers:</p> <ul style="list-style-type: none"> • Ar. Rita Soh • Ar. Tan Pei Ing • Ms Joan Leung • Ar. Akeel Bilgrami • Ar. Yolanda Reyes • Ar. Tay Kheng Soon • Ar. George Kunihiro • Ar. Joseph Kwan • Ar. Ewen Will (son of Barry) • Dr. Eric Schuldenfrei • Ar. Jayantha Perrera <p>c. There were 44 attendees at the symposium.</p>	INFO
9	<p>KAU (DPKR) JOINING ARCASIA</p> <p>a. Forms and Constitution were sent to KAU via email. Counsellor from DPKR from Embassy in Singapore has contacted us to coordinate KAU's participation</p> <p>b. KAU called the secretariat on 30 June 2020 to acknowledged that they received the forms and enquired on the quantum of the membership fee. They indicated that they are interested and will complete the process to join ARCASIA soon.</p> <p>POST MEETING NOTE: KAU submitted their application documents on 14 August 2020.</p>	INFO

SN.	Item	Action
10	ARCASIA FOUNDATION	
	10.1 Barry Will Prize	
	RS informed the meeting that the estate of the late Barry Will has proposed to commission an prize or award in his name to be administered by ARCASIA.	RS
	The OB agreed to propose the following suggestions to the estate:	
	<ul style="list-style-type: none"> • Option 1: To rebrand the Student Competition in his name • Option 2: To rebrand the Emerging Architect award in his name • Option 3: To create a new award, annual prize or scholarship 	
	POST MEETING NOTE:	
	RS met with the estate and they chose to propose their own awards for ARCASIA's consideration. HKIA Joseph Kwan has prepared a proposal on their behalf to be reviewed during the next OB meeting.	
11	ACA19 FOR 2021	
	11.1 Meeting with ASC	
	a. RS requested for a meeting to be held with ASC to confirm their plans for ACA19 n 2021	WJ
	11.2 Timing	
	a. RS suggested that the dates for ACA19 to be held in November 2021	
12	AOB	
	12.1 Webinar Support from Nippon Paint	
	a. RS will continue to negotiate with Nippon Paint on possibly supporting the organisation of ARCASIA Webinars.	RS
	b. RS requested that the topic of Corporation sponsorship guidelines be put up for discussion at the next OB meeting	CHM
	12.2 IDA Academy introduction	
	a. In line with the president's vision for encouraging architects to adopt technology, IDA was invited to share with OB their capabilities and offerings, with the hope for potential collaboration with ARCASIA.	INFO
	b. ID Architects, an architecture firm who has developed a technology consultancy firm IDA technology (https://idatechnology.com.sg/), has evolved their internal online training programs into an Academy that is open to the public (https://www.idaacademy.info/). The programs are conducted by practicing architects and cover best practices in 5 main categories: <ul style="list-style-type: none"> • BIM • Complex Geometry Modelling • Computational practice • Rendering and visualisations • Hyper Immersive reality 	
	c. AC and RR saw potential opportunities in developing young architects and students. RS requested that Committee Chairs who are interested to engage IDA in discussions to coordinate with LHS directly.	

The meeting was adjourned at 6pm.