

Minutes of Meeting  
**11th ARCASIA OB/CC (2019-20) Meeting**

Type of Meeting	: OB/CC Meeting	Next Meeting
Date	: 28 November 2020	Date : 9 January 2021
Time	: 2 pm (UTC +8)	Time : 2 pm (UTC +8)
Place	: Zoom Conference Meeting	Place : Zoom Conference Meeting
Notes by	: CHM	

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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)
President-Elect	Abu Ahmed (AA)
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 (ACSR)	Russell Dandeniya (RD)
Chair (ACGSA)	Acharawan Chutarat (AC)
Chair (ACYA)	Ridha Razak (RR)
Chair (Fellowship)	Qazi Arif (QA)

**By Invitation**

<i>Observers</i>	
Tongji University	Zhou Ming Hao (ZMH)
Deputy Chair (ACPP)	Mukul Goyal (MG)

**Absent with apologies**

Advisor	Kun Chang Yi (KCY)
Chair (ACPP)	Dilip Chatterjee (DC)

<b>SN.</b>	<b>Item</b>	<b>Action</b>																																																						
<b>1</b>	<b>ADOPTION OF MINUTES FROM LAST MEETING</b> The minutes of the 10 <sup>th</sup> ARCASIA OB/CC meeting were adopted as proposed by LZ and seconded by RR.																																																							
<b>2</b>	<b>TREASURER'S UPDATE</b> <ol style="list-style-type: none"> <li>a. LHS updated that the permanent ARCASIA bank account has been set up at DBS Singapore as of November 2020 and he will coordinate with TPI to transfer the ARCASIA funds temporarily held in the PAM-ARCASIA account to the new bank account in Singapore.</li> <li>b. LHS will send invoices to subscription fees to all member institutes.</li> <li>c. The OB has agreed that a 50% discount to the regular subscription fees will be applied for 2020.</li> <li>d. LHS reported that the current balance in hand for ARCASIA amounts to 125,423.97 including AAA award fees collected.</li> </ol>																																																							
<b>3</b>	<b>SPECIAL PROGRAMS FOR 2020 ACROSS COMMITTEES</b>																																																							
<b>3.1</b>	<b>ARCASIA Integrated program</b>																																																							
	a. The committee chairs updated the program as below (changes highlighted in yellow):																																																							
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<b>SN.</b>	<b>Item</b>	<b>Action</b>
	Jan 9	OB Meeting
	Jan 16	ACAE ACAE Student Competition Results announcement event
	Jan 23	Fellowship Webinar - Reflection on 50 years of ARCASIA
	Mar 27	Fellowship Remembering Djuhara

- b. Status of Event report Submission to be by 1<sup>st</sup> week Dec

**3.2 Urbanism Forum update**

- a. The Urbanism Conference program has been confirmed with 8 keynote speakers in 3 Panel discussions.
- b. The Conference will be held online on 5 December, 1pm (China and Singapore time)
- c. Representatives from ASC, ARCASIA and Tongji University will serve as opening and closing speakers and moderators.

**3.3 ACSR for implementation of COVID Guidelines**

- a. RD reported that ACSR/AEA has come up with 13 COVID Guidelines with participation of the member institutes. The final document is targeted to be distributed by Jan 2021
- b. RD sought advice on the next steps to disseminate and implement the guidelines.
- c. RS advised that each institute should adapt the guidelines according to their local context, and so the ARCASIA guidelines should stay at a framework level.
- d. The OB advised that the guidelines shall be an official Charter to be endorsed by member institutes. A letter requesting member institutes' signatures is to be sent by President and RD by mid-December.
- e. RD will circulate the final guidelines to OB for comments before official distribution to the member institutes.
- f. RS requested for the source research data that was collated by the working committee to inform the guideline creation be sent to ARCASIA for archival.

<b>SN.</b>	<b>Item</b>	<b>Action</b>
<b>4</b>	<b>PRESIDENT'S 2020 LETTER TO MEMBER INSTITUTES</b>	
	<ul style="list-style-type: none"> <li>a. RS will be writing a year-end letter to the Member Institute Presidents to recap the activities of 2020 and inform them of the plans for 2021.</li> <li>b. The contents of the letter shall include the following:</li> </ul>	
	<b>4.2 Summary of Activities in 2020 and plans for 2021</b>	
	<ul style="list-style-type: none"> <li>a. Each Committee Chair shall send a letter to RS, who will then collate the info into the Presidents' letter.</li> <li>b. The Committee Chair's letter shall include a brief summary of the Committee's achievements and activities, as well as an outlook for 2021.</li> </ul>	
	<b>4.3 Announcement of ACA19 dates and rationale</b>	
	<ul style="list-style-type: none"> <li>a. The dates for ACA 19 shall be 30 October – 3 November 2021.</li> <li>b. The rationale for the dates for ACA19 shall be explained to the Member Institute Presidents in the letter, highlighting the actions taken to address the member concerns, the logistical constraints of venue, date and official government requirements.</li> <li>c. CHM suggested that ASC consider a hybrid format for the conference, in view of the uncertain resolution of travel restriction by November 2021.</li> <li>d. WJ agreed to discuss the subject to ASC and will update the OB at the next meeting.</li> </ul>	
	<b>4.4 Announcement of publication of AA COVID-19 issue</b>	
	<ul style="list-style-type: none"> <li>a. Announcement of the launch of the Architecture Asia Magazine COVID-19 special issue.</li> </ul>	
	<b>4.5 Announcement of COVID-19 Guideline Charter</b>	
	<ul style="list-style-type: none"> <li>a. Announcement and requesting endorsement of the COVID-19 Guideline Charter</li> </ul>	
	<b>4.6 Membership fee 50% waiver</b>	
	<ul style="list-style-type: none"> <li>a. Announcement of 50% membership fee waiver for 2020</li> </ul>	
	<b>4.7 Request for Interim online Special ARCASIA Council meeting</b>	
	<ul style="list-style-type: none"> <li>a. Last week of Feb 2021</li> <li>b. Zoom Conference with representatives from 21 Member Institutes</li> <li>c. Special Council Meeting to deliberate on administrative issues and induct new presidents who have been elected into the member institutes after the last Council Meeting.</li> </ul>	
<b>5</b>	<b>PRELIMINARY PLANS FOR 2021</b>	
	<b>5.1 2021 context, Committee plans</b>	
	<ul style="list-style-type: none"> <li>a. RS proposed that virtual meetings form a permanent part of ARCASIA programs in addition to physical meetings, given their proven success in 2020.</li> <li>b. CHM requested letters from Committee heads to be submitted to Rita by 14 Dec 2020 for inclusion in President's year end letter.</li> <li>c. ACYA – Upcoming Committee meeting on 6 Dec, will report on key activities for 2021 after.</li> <li>d. ACPD – Upcoming activities for 2021 - Guidelines for CPD (delayed from 2020), Seminar on software</li> <li>e. ACGSA – Upcoming Committee meeting on 3 Dec, will report on key activities for 2021 after.</li> </ul>	

<b>SN.</b>	<b>Item</b>	<b>Action</b>
f.	ACSR – COVID-19 Guidelines and 2020 report being compiled, Heritage and adaptive reuse guideline report planned for 2021	
g.	ACAE – 2021 – announcement of Student competition results	
h.	The OB decided that since no prizes were announced for TOY, it shall not to have cash prizes in 2020/2021. Subsequent prizes for TOY shall be subject to Council decision at the next council meeting.	
i.	Fellowship – country representatives are not in line with the principle of Fellowship, but QA requested liaisons from member institutes to update the fellowship list. OB supports Fellowship seeking liaisons from each member institute.	
<b>5.2 Transition plan to next OB</b>		
a.	AA suggested that Deputy Chairs and the upcoming Hon Treasurer, Hon Sec to be observers of OB meetings in later half of 2021	
b.	AA informed the meeting that the new Hon Treasurer and Hon Secretary shall be appointed by 6/2021	
<b>6 UPDATE ON ARCHITECTURE ASIA MAGAZINE</b>		
<b>6.1 Contract review and acceptance</b>		
a.	OB reviewed the suggested changes to the AA Magazine contract.	
b.	RS accepted the inclusion of an arbitration clause, but requested that the arbitration venues include Singapore.	
<b>7 KAU (DPRK) JOINING ARCASIA</b>		
a.	KAU requested clarification for the verification requirements. KAU claims that the DPRK system is unique that KAU does not have the official registration comparable to other countries since they are a social organisation.	
b.	TPI affirmed that all ARCASIA member institutes are registered with their respective governments.	
c.	RS will reach out to Counsellor Ri from the DPRK Embassy in Singapore to find out more.	
d.	ARCASIA to reach out to KIRA to seek their advice.	
e.	POST-MEETING NOTE: CHM sent a clarification email to KAU to explain the submission requirement.	
<b>8 ARCASIA FOUNDATION</b>		
<b>8.1 Barry Will Prize</b>		
a.	RD presented the feasibility of the Barry Will Prize program.	
b.	OB was concerned about the sustainability of the project, as the cost of administration is high.	
c.	The model for the prize may need to be revised, and an appropriate owner of the program identified.	
d.	The OB decided that the next step would be to meet with Joseph Kwan and the family again to discuss revisions to the program.	
e.	CHM to organise another meeting with Joseph Kwan.	

<b>SN.</b>	<b>Item</b>	<b>Action</b>
<b>9</b>	<b>ACA19 UPDATE</b>	
	a. WJ updated the OB that while the outline program and dates of the conference have been fixed since the last OB meeting last month, the rest of detailed planning is still ongoing and not ready for reporting.	
	b. CHM raised the need for ASC to have a back-up plan that should be activated by June 2021 if the COVID-19 travel restrictions are not lifted by then.	
<b>10</b>	<b>AAA UPDATE</b>	
	a. Jury deliberation is in progress. Organisers will send a written report separately.	
<b>11</b>	<b>ARCASIA SPONSORSHIP GUIDELINES</b>	
	a. TPI and CHM will work on the revisions together and present them at the next OB meeting.	
<b>12</b>	<b>AOB</b>	
	<b>12.1 Legal fees to Japanese lawyer</b>	
	a. LHS will send the final payment to the Japanese Lawyer	
	<b>12.2 History Book</b>	
	a. CHM to follow up on the issue with the Past Presidents following Rita's letter. To resend the sample chapter by TPI.	

<b>ACTION TRACKING LIST</b>			
	<b>Item</b>	<b>Owner</b>	<b>Deadline</b>
1	Council Paper for revision of Student competition Guidelines to standardise prizes	GS	Next council meeting
2	Evaluation of KAU joining ARCASIA	CHM/TPI	Next council meeting
3	Discuss revision of Barry Will Prize with Barry Will Estate/HKIA	RS/RR	End 2020
4	50 <sup>th</sup> Anniversary book printed edition	WJ	Next council meeting
5	Committee Chair Letter to President	All Committee Chairs	1 <sup>st</sup> Week of December
6	President's Letter to Member institutes	RS/CHM	2 <sup>nd</sup> Week of December
7	Invoice for collection of Membership fees	LHS	December
8	COVID-19 Guideline Charter creation	RD	End Dec 2020
9	Update of Sponsorship guidelines	CHM/TPI	Next OB Meeting
10	Update of ACA19 plans	WJ	Next OB Meeting
11	Report on AA Awards	WJ	Next OB Meeting