

## Minutes of ARCASIA 2<sup>nd</sup> OB Meeting

Date: 16 April 2015

Venue: UAP NATCON 41, Philippines

### Present:

**President:** Ar. Sathirut Tandanand

Hon. Sec: Ar. Luke Yeung

Hon. Tres: Ar. Supaporn

Vithayathawornwong

ACPP: Ar. Shin Chungyu

ACGSA: Ar. Qazi M Arif

Past President: Ar. Tan Pei Ing

Advisor: Ar. Yolanda Reyes

Ar. Masudur Rahman Khan (IAB)

### Not Present:

VP Zone A: Ar. Jahangir S.M. Khan

VP Zone B: Ar. Endy Subijono

VP Zone C: Ar. Jaeho Shim

ACAE: Ar. Nuno Soares

ACSR: Ar. Rita Soh

ACYA: Ar. Fawad Suhail Abassi

Fellowship: Ar. Lee Chor Wah

## 1.0 WELCOME REMARKS

- 1.1 Welcome remarks by President Ar. Sathirut Tandanand and a word of thank you to UAP President Ar. MA Benito O Regala and to Ar. Yolanda Reyes.

## 3.0 AGENDA OF 2<sup>nd</sup> OB MEETING

- 3.1 Adoption of the Agenda of Meeting by Hon. Sec Ar. Luke Yeung.

## 4.0 ADOPTION OF MINUTES OF 1<sup>st</sup> OB MEETING

- 4.1 Adoption of the Agenda of Meeting by Hon. Sec Ar. Luke Yeung.
- 4.2 New ARCASIA Letterhead: to be revised and confirmed to be used for official purposes by the President and OB members.
- 4.3 Adoption of the Minutes of 1<sup>st</sup> OB Meeting by Hon. Sec Ar. Luke Yeung and to be uploaded on ARCASIA website in the 'members' section.

## 5.1 FINANCIAL UPDATE REPORT

- 5.1.1 Explanation of current financial status of ARCASIA account by Ar. Supaporn Vithayathawornwong:

|  |                       |
|--|-----------------------|
| <b>INCOME</b> per Hon Treasurer's <i>Financial Report</i> dated January 2015 |                       |
| SURPLUS FUND [January 2015]  | USD 92,019.82         |
| • ARCASIA Fund [HSBC -March 2015]  | USD 81,855.01         |
| • ARCASIA Fund - Cash on Hand  | USD 8,940.88          |
| • Fellowship Fund*   | USD 1,223.93*         |
| <b>Total Income*</b>   | <b>USD 92,019.82*</b> |

## Minutes of ARCASIA 2<sup>nd</sup> OB Meeting

Proposed amendment to the Total Income amount per [Immediate Past] Hon Treasurer's *Financial Report* dated January 2015: The Fellowship Fund of USD 1,223.93 is indicated to have been integrated into ARCASIA Fund already. Total Income shall therefore be adjusted to USD 90,795.89.

5.1.2 Change of Signatories to proceed with processing with HSBC HK.

5.1.3 Outstanding Financial Matters:

- To proceed to reimburse expense for Heritage timeline.
- IAB fees: Ar. Qazi M Arif to follow up on this matter
- Postage expense: Ar. Yolanda Reyes to submit breakdown cost of postage to ARCASIA and ARCASIA to submit letter to UAP to state purpose of expense.
- Bhutan Outstanding fees: to be followed up

### 5.2 PENDING ISSUES FOLLOW UP:

5.2.1 Ar. Tan Pei Ing to resubmit map guideline to Ar. Yolanda Reyes to follow up with Philippines-based Designer. After amending map, the History Book shall be updated on the ARCASIA website.

5.2.2 ARCASIA Hymn: Ar. Sathirut Tandanand informed that a cost for studio quality production of the hymn is estimated at 4000 USD. Agreed that current version of hymn will be reviewed – if deemed suitable quality will be used for ARCASIA events such as Fellowship night, opening, etc.

5.2.3 ACSR Universal Design Toilet in Kathmandu, Nepal: After informed the costs 12,000 USD, confirmed to proceed with ARCASIA implementation.

- 5.2.4 ARCASIA Presidential Chain: Ar. Tan Pei Ing submitted revised design and has been approved (with note 3.5" x 3.5" size of medallion). Ar. Tan Pei Ing will proceed to design chain for all Past Presidents and Past Chairman, and submit cost quotation for review.
- 5.2.5 Bill submitted by IAB Ar. Abu Sayeed on Timeline changes cost. The New Administration to pay Ar. Abu Sayeed (see item 5.1.3 above) during Council Meeting in Ayutthaya, in November 2015 the amount of **USD 850.00**
- 5.2.6 Trademark of ARCASIA Logo: Informed that cost of registering trademark of ARCASIA logo for 10 years in the Philippines is 25,000 – 30,000 pesos.

### 5.3.1 COUNTRY REPORT:

5.3.1.1 Country Report Obligations has been reviewed with the following amendments:

## **Minutes of ARCASIA 2<sup>nd</sup> OB Meeting**

- Revised Item 4: Budget – revise to expand on details or indicate as optional
- Add Item 13: Programs of the Institute in relation to ARCASIA's committees
- Add Item 14: Publications of the Institute

5.3.1.2 Country Report will be revised based on the above and to be sent to all Institutes

5.3.1.3 Noted that Country Report data is for meeting members only.

### **5.3.2 WEBSITE WEBMASTER CHANGE**

5.3.2.1 Ar. Supaporn Vithayathawornwong has reported the change of webmaster from Malaysia to Thailand, and will continue to liaise with Ar. Tan Pei Ing on web coordination and content.

### **5.3.2. ARCASIA TRAVEL PRIZE**

5.3.2.1 Ar. Luke Yeung has reported on the current progress of the Travel Prize and urge all members to actively promote this event before the May 11 submission deadline.

### **5.3.3. PROGRESS REPORT – ARCASIA FORUM 18 AYUTTHAYA**

5.3.3.1 Ar. Sathirut Tandanand confirmed the date of Forum to be Nov 10 -16, 2015.

5.3.3.2 Ar. Tan Pei Ing advised coordination between AAEA in KL (PAM) with ASA.

5.3.3.3 Ar. Tan Pei Ing advised coordination between Architecture Asia magazine and ASA as the magazine requires 1.5 months lead time prior to publication of magazine for content submissions.

5.3.3.4 Ar. Qazi M. Arif requested to review scheduling of meetings during ARCASIA Forum to minimize overlap in different committee meetings such as Fellowship meeting with other committee meetings. Ar. Tan Pei Ing clarified that if a member of any other committee is also eligible to participate in Fellowship Meeting it is recommended, that he/she participates in the Committee Meeting. However, Ar. Sathirut Tandanand is requested to convey the message to ASA to please consider the issue with due importance to avoid duplicate meetings at same time for everyone's convenience and participation.

### **5.3.4. MEMBERSHIP GROWTH**

5.3.4.1 Ar. Sathirut Tandanand confirmed it is Myanmar's intention to join ARCASIA this year.

5.3.4.2 Ar. Tan Pei Ing will resend latest correspondence regarding Brunei's interest to join ARCASIA to Ar. Sathirut Tandanand for further action.

## **Minutes of ARCASIA 2<sup>nd</sup> OB Meeting**

5.3.4.3 Ar. Tan Pei Ing confirmed to have sent ARCASIA application documents to North Korean embassy in Malaysia.

### **5.3.5. LIST OF COUNTRY REPRESENTATIVES**

5.3.5.1 Ar. Luke Yeung has updated the current list of country representatives.

5.3.5.2 Ar. Yolanda Reyes and Ar. Shin Chungyu informed that their respective Institutes are in transition however they will follow up with this matter – particularly in regards to ACGSA and ACYA.

### **5.3.6. VICE PRESIDENTS – SCOPE OF RESPONSIBILITY**

5.3.6.1 Ar. Sathirut Tandanand informed VP's role and will send out to respective VPs.

## **5.4 NEW PROJECT FROM COMMITTEES:**

### **5.4.2 ACPP**

5.4.2.1 Ar. Luke Yeung to forward previous ACPP committee report to Ar. Shin Chungyu for further action.

### **5.4.3 ACGSA**

5.4.3.1 Ar. Qazi M. Arif informed that only 5 Member Institutes have forwarded names of ACGSA representatives. ARCASIA Secretariat is requested to pursue with other Member Institutes immediately to get the nominations in this regard.

5.4.3.2 Ar. Qazi M. Arif informed that ACGSA looks forward to prepare an archive with the compilation of the GREEN RATING TOOLS & REGULATIONS of all the Member Institutes, which have adopted the same and shall assist others in adopting a suitable one ASAP

5.4.3.3 Ar. Qazi M. Arif proposed to allocate a chapter in the forthcoming issues of ARCHITECTURE ASIA to publish Commendable Projects with the focus on GREEN & SUSTAINABILITY from the member institutes. Ar. Qazi M. Arif expressed his hope to collect suitable projects with the assistance from other members of ACGSA. The proposal is accepted and Ar. Qazi M. Arif is requested to contact the BOARD OF EDITORS to follow up on this issue.

## **Minutes of ARCASIA 2<sup>nd</sup> OB Meeting**

5.4.3.4 Ar. Qazi M. Arif proposed that an EXHIBITION of Projects highlighting GREEN & SUSTAINABILITY accomplished by the architects of Member Institutes be organized on behalf of ACGSA during ARCASIA FORUM in Ayutthaya in November 2015 with the assistance from ASA. The proposal is accepted and Ar. Sathirut Tandanand is requested to follow up with ASA to review space requirement/availability, schedule and other necessary logistics issues. Ar. Qazi M. Arif to discuss other details of the exhibition with Ar. Sathirut Tandanand and ASA as and when required.

### **5.4.4 ACSR**

5.4.4.1 Ar. Tan Pei Ing informed outstanding issues to be followed up including: Emergency Architects, Toilet project, Fair Building Network, Resource Center.

5.4.4.2 Ar. Tan Pei Ing to introduce BCI to Ar. Sathirut Tandanand for follow up.

## **6.0 ANY OTHER MATTERS:**

### **6.1 CHANGE IN HSBC BANK SIGNATORIES in HONG KONG**

- The new authorize signatories for use of ARCASIA Fund in HSBC Account in Hong Kong are President Sathirut Tandanand and Hon Sec. Supaporn Vithayathawornwong. Refer to item 5.1.2 above.

### **6.2 MEETING WITH AIA PRESIDENT / ARCASIA:**

- Ar. Sathirut Tandanand informed possible topics of discussion include: Architectural Education, Young Architects' Committee, Disaster and Social Responsibility.

### **6.3 ARCHITECTURE ASIA MAGAZINE**

- Ar. Tan Pei Ing informed PAM to continue to publish Architecture Asia and will propose renewal of contract in the next ARCASIA Council meeting for approval.

## **7.0 DATE OF NEXT OB MEETING AND VENUE**

- Ar. Sathirut Tandanand to follow up with SIA, SONA, ALACE and IAB on possible venues.

### **7.1 DATE OF 7<sup>th</sup> ROUNDTABLE**

- Ar. Qazi M. Arif reported that UMA expressed their desire to host the **7<sup>th</sup> ROUNDTABLE** in Ulan Baatar in *Late July-Early August 2015* as discussed in the 6<sup>th</sup>. Roundtable in Dhaka in

## **Minutes of ARCASIA 2<sup>nd</sup> OB Meeting**

September 2014. UMA has not been responding to this issue ever after, despite several attempts by Ar. Qazi M. Arif to communicate. Ar. Sathirut Tandanand is requested to communicate with UMA and find their status. If UMA regrets, PAM may be another possible host, as mentioned by Ar. Sathirut Tandanand.

### **7.2 ARCASIA DAY**

- Ar. Luke Yeung to inform ARCASIA Day which coincides with World Architecture Day and will submit announcement to member Institutes in advance.

### **Date of next OB Meeting:**

13 August 2015

Venue: Kuala Lumpur Convention Center