MINUTES OF THE 76TH COUNCIL MEETING HELD
AT NO. 66, PORTLAND PLACE, LONDON W1B 1AD,
ON 15TH JUNE 2015.

Present:
Rukshan Widyalankara President Sri Lanka
Vincent Cassar (VC) Senior Vice President Malta
John Geeson (JG) Treasurer/Secretary U.K.
Mansur Ahmadu (MA) Chair of Education Nigeria
Jayantha Perera (JP) Chair of Communication Sri Lanka
Steven Oundo (SO) Chair of Practice Kenya
Dik Jarman (DJ) On behalf of Vice President, Oceania Australia
Sithabile Mathe (SM) Vice President, Africa Botswana
Wycliffe Morten (WM) Vice President, Americas St. Kitts and Nevis
Kalim Siddiqui (KS) Vice President, Asia Pakistan
Christos Panayiotides (CP) Vice President, Europe Cyprus

Others:
Nadeesha Yahampath (NY) Acting Executive Director Sri Lanka (Recording)

Observers:
Christos Christodoulou President, CCEAA Cyprus
Calvin Pemberton President, SKNIA St. Kitts & Nevis
David Jackson Past President CAA Australia
Rusi Khambatta Past President CAA India
Peter Oborn RIBA UK
Emmanuelle Muenier RIBA UK
Marcus Deeley RIBA UK

Apologies:
Mubasshar Hussain Immediate Past President Bangladesh
Jalal Ahmed Vice President Asia - Alternate Bangladesh

President welcomed the Council to the historic Council Meeting. He presented commemorative mementos to the Council members appreciating their dedication and services rendered towards the Association.

1.0 PRESENT & APOLOGIES
Apologies and those present were noted as above.

2.0 PRESIDENT’S OPENING REMARKS
President welcomed all members and thanked the host RIBA for organizing a great event. He stated that there were few Council meetings held via skype during past and most of the activities have been discussed adequately, and as there were no other concerns he preceded with the next item in the Agenda.
3.0 MINUTES OF PREVIOUS MEETINGS
Minutes of 75th Council Meeting - 13th March 2015
Minutes of the 75th Council Meeting were approved subject to the following addition;

“Christos Panayiotides (CP) was able to attend the skype discussion during the last part of the meeting for about half an hour.”

4.0 ADMINISTRATION & FINANCE MATTERS
4.1 Honorary Secretary/Treasurer’s Report
John Geeson (JG) reported that with the changes in Durban he has prepared a new format for financial reporting which is logical and readable. Referring to the financial report 2014, CAA could only make 88% of the target income through subscriptions. Further, he stated that CAA had some advance payments of Subscriptions for 2015 and we also did not make income from validation as some visits are pending of 2014. We have some savings since we made a change in August with the secretariat moving to Sri Lanka maintained annually at GBP 6000. We have maintained reserves over the year at an average about GBP 30,000.

4.2 Charity Commission
JG mentioned that Charity Commission submissions are being along with the annual accounts audited in UK. The submissions are generally accepted as long as the accounts are in good order. The main concern of the Commission is that we should have Trustees based in UK.

As per CAA’s Constitution at least 2 Trustees should be based in UK. We are complaint on the trustees, as we have the right number and our existing Constitution is accepted by the Charity Commission. Dik Jarman spoke in this instant and said that he can be a Trustee as he is now based in UK. JG mentioned that DJ has volunteered to become a Trustee and therefore we have no issue to maintain Charity status.

Mansur asked JG the difference between Secretariat fees and expenses and why the budgeted secretariat fee has exceeded.

JG replied over Tony Godwin’s approach was to claim the amounts without getting necessary approvals. We had a negotiation over Tony’s claim for 2013 and the fees he thought he owed for the 3 months’ notice period from August 2014. The amount Tony tried to claim for was additional GBP 10000. Finally it was negotiated to this amount which is over spent in 2014 in the budget and hence the difference. Clarifying the difference, the Secretariat expenses were what we paid as the office cost, for sharing his office, for sharing telephone line, P. O. Box, postage and his travelling such as to RIBA.
4.3 Accounts 2014
4.4 Budget 2015/2016
JG re-presented the quarterly report he presented at the previous Council meeting with a revised budget report. During the 2 months about 66% of the income has been received. Expenditure is within limits but we had to incur expenses on the General Assembly, committed to fund student Competition and subsidize a few delegates to attend the summit. We are also expecting to fund some validation activities during 2015 as well as 2016. There are some pending validation visits this year.

He also presented a budget for next three years.

4.5 Member Subscriptions
JG mentioned that further to the discussion at the previous council meetings, he has already discussed with the President regarding member subscription and his proposal was to reduce the Membership fee by 50% and to look towards a wider membership over the next three years. Further he described the benefit of reducing the cost of the Secretariat which was earlier between GBP 40000-70000 a year for UK based Secretariat and now much lower for the Colombo secretariat. Therefore we can look in to the possibilities of reducing the Subscription fees.

JG mentioned that CAA still has upcoming expenses next year on Robert Mathew Award. Assuming the cost would come next year and in order to prepare for the next General Assembly and hoping that we can reduce our cost to about GBP 56000-60000 per year.

JG also stated that we expect income from various activities by advertising through the E-journal and also from the Specialist Architects web portal. CAA cannot expect much from the validation activities unless we increase the magnitude and scale.

President asked comments from the Council members regarding JG’s report.

CP commented that is it good as a matter of principle to reduce the Membership subscriptions but this matter has to be discussed by the committee and resolved since this issue has been pending over the last 12 years. We should be fair on the MO’s in order to avoid losing them from our membership. He again mentioned that he is not sure about the subscriptions being reduced to the same extent we are reducing our expenses as we had major fund crisis in the past and he proposed that we reduce the membership fee to a lesser extent so that we have enough money to do what CAA is aiming at in the future.

JG replied that this issue is in discussion and will be proposed as to how we reduce it, how much, and when. This will be brought to discussion during next two three days.
President stated that we must make every effort to reduce the Membership fee in order to give the benefit of reduced administrative fee to MOs. CAA appointed a committee Dhaka to come up with a suggestion and he suggests that this committee to meet within next two days and make a firm proposal from the Council to the GA on 18th June 2015. Subscription paid by SLIA to CAA is 3 times the subscription paid to UIA. Other MOs also may have the same concern.

VC stated that the Council should have frequent meetings in order to get better results. Regarding the subscription he stated that this year a fair number of MO’s have paid subscriptions and suggested a committee in order to discuss and solve the issues and difficulties of any MO and/or to reduce the membership fee to encourage membership.

KS stated that we should have face to face meetings; the meetings between person to person is very important as we are reforming things within the CAA. He said that we have to have tangible projects to go forward to the MOs- projects that are worth their membership subscription to CAA. KS noted that the saved funds should not be used to subsidise since it is reallocation of funds, but we should save them for CAA’s future activities.

JG stated that other commonwealth organisations are having completely different membership structures, different level of member subscriptions, and different level of activities. He further described CEC and CAP and that they are funded by Organisations in UK, and that they are having individual membership. He also said that CAA gain 35%-40% from RIBA and AIA. JG reiterated that CAA should look into reduction of member subscription.

MK said that the subscriptions should not be our main source of income. He thinks that it is better to raise this at the GA.

JP said that we have to reform any projects and find out the reason why MOs are not paying their member fee.

DJ stated that it is better to increase the value to encourage membership.

SM thanked JG for presenting a clear and a concise report. SM said that we should look into all possible ways to improve our income and increase the activities to retain the current members. She further stated that the member subscription issue has to be addressed at the upcoming GA.

WM supported the comment by SM that CAA would maintain the present Members for longer period while trying to widen the membership with the rest of the MOS who are currently suspended or on notice. He also said that there is only one architectural school in the entire Caribbean and it is in Jamaica. To get more visibility he suggested that CAA should have a future meeting in Caribbean.
4.6 Council Member’s travelling expenses
JG pointed out that Council member’s travelling expenses is agreed at GBP 600 per member. All these expenses are within the budget although he had to settle the registration fees of some of the delegates and hoping to recover them from the relevant parties. This is due to difficulties in transferring money from some countries due to exchange laws.

5.0 Nominations:
President informed the Nominations received for the next Council 2016-2019; Further, he stated that we have not received nominations for Secretary/Treasurer. John stated that he spends considerable time on CAA in his position and that he cannot continue to be the Secretary but will continue to be the Treasurer.

Steven mentioned that CAA has to be proactive since some MOs are not that efficient in timing and they sometimes miss the chance to forward nominations. Replying President said that we sent reminders three times according to the contact details we have, of course we got to update the data base.

President said that for the post of Chair of Educations there were two nominations received from Cyprus and Pakistan but later on Pakistan nomination was withdrawn officially in writing in favour of Christos Panayiotides from Cyprus. Therefore no election to be held. He also said that we have received a letter from Uganda, Mark Olweny to be a part of the Education Committee and we accept that with a pleasure.

All Nominations would be decided at the GA on the 18th.

6.0 SECRETARIAT MATTERS - UPDATE AND FOLLOW UP
JG said that we have to address some constitutional issues as there is a role for the Executive Director in the Constitution. Since the Secretariat in not based in UK, CAA has to address Banking issues. He said that there are 3 Bank accounts in UK and had discussion whether one of these accounts can be performed in the Country where the Secretariat is based. JG emphasised that the Council has to decide whether the Secretariat has to be based in one permanent place or whether it has to be rotated with the next Presidency. He pointed out his personal view that he does not recommend to base the Secretariat in UK due to heavy expenses. He suggested to have the Secretariat in a low cost location to get maximum financial benefits though we might have some practical issues in the future.

President stated that the previous decision was to have the Secretariat in Colombo and now the Council has to decide whether we continue as it is or proceed with any changes. He said that there is no difficulty in opening a Bank account as a Branch of CAA in Colombo and that some procedure has to be followed. JG reiterated that it will be more advantageous and even the CAA Archive in his work place and that has to be moved in to some permanent place.
OP inquired about the documents regarding the GA held in 1981 from the Archive. Presidents replied that most of the important inputs for the 50th Anniversary book was extracted from the Archive and basically the Archive (Hard Copies) has to be microfilmed or scanned and kept somewhere safely.

MK requested that we keep CAA Archive with RIBA, UK since RIBA has that space and availability. JG said that all the important hard copies are in large 80 boxes and some are water damaged. CAA has to get someone to sort these out and then scan one by one and stored carefully so that anyone could access them later. JG also said that he has had discussions with RIBA regarding the archive, and he will once again have discussions with RIBA and finalise the matter.

SM added historically CAA has risked and overlooked the continuity and institutional memories by having one person in one location. If the secretariat is being overlapped between two Council sessions when the Secretariat moves with the Presidency, it takes about six months to get accustomed to the particular duties.

At this part of the session the two past Presidents Rusi Khambatta and David Jackson joined the meeting as observers. The Council welcomed the two distinguished Past Presidents. The two past presidents added their views about CAA by giving examples on their term of Office. Rusi Khambatta specifically mentioned India is no more in CAA membership due to the expensive Membership fee.

WM commented that it is more confident to have a Secretariat based in a permanent place since reliability cannot be convinced. SO stated that both options are having physical difficulties.

7.0 CAA’S 50th ANNIVERSARY EVENT IN LONDON – UPDATE
President stated that the events are scheduled to be held during 15th - 18th June 2015, starting with Council meeting today. The Student Competition Winners will be declared at the RIBA President’s Dinner on the 16th. Also the Designing City Resilience Summit will take place during 16th to 17th. There will be a Gala Dinner on 17th organised by the Worshipful Company of the Chartered Accountants (WCCA). Finally the General Assembly on 18th at the Council Chambers in RIBA.

8.0 CAA BOOK
President mentioned that Architectural Association Kenya (AAK) has been working hard on the CAA’s 50th year publication and it is due to arrive in London before the GA and it will be launched at the Golden Jubilee GA on 18th.

9.0 VISION 2025 - UPDATE & FOLLOW UP
President stated that Vision 2025 tabled some time ago has been updated. This includes the projects and works that CAA was hoping to do in the short term of 2013-2016 under various categories. The President described the items that we have achieved already and the items that are pending up to date.
President specifically mentioned that he is unhappy about the CAA website and that CAA should explore the possibilities to recast it in the near future as an architectural website. He also mentioned under the item Canberra Accord, CAA has to host the next General Meeting of Canberra Accord in Colombo. This event will take place in 2017.

President mentioned that the Commonwealth Secretariat expects CAA to engage with them on regular basis. There was a requirement to attend their regular events held at the Secretariat in UK. We have been attending their key events such as the Commonwealth day, but there are so many networking events take place during the year. President mentioned that we should discuss as to how we engage with the Commonwealth Secretariat in the future.

VC expressed that the next CHOGM is scheduled to be held during 23-27 November 2015 in Malta and it is great to have a Council Meeting in Malta during the CHOGM. He also suggested bringing down the entries of Student Competition to Malta to showcase the recent activities of CAA. President said that unless the Member Institute in Malta will bear the accommodation and the meeting expenses, CAA cannot stand for all the expenses in this instance but it is important that CAA is being visible. VC mentioned that he will look into possibilities discussing with Kamra Tal Periti and forward a feedback.

SM said that we must observe the CHOGM agenda and oversee what aspects are important to CAA. She further mentioned that we must focus on area as how much that CAA has to bear and what contribution the member Institute will allocate and also whether the Member institutes are in a position to sponsor the Council members as we are part of our nation’s delegation to visit Malta.

President mentioned that we have still not looked into areas in engagement with Agencies, Word Bank and Asia Development Bank. We also have not worked on Developer protocol for International competitions like UIA but in a different aspect. If we do that Members may be attracted.

He also stated that selecting members for the 3 Work Groups ‘Education’, ‘Socially Responsible Architecture’ and ‘Designing City Resilience’ also will be done by Member Organizations at the GA and we can request them to nominate the Chairs through their respective Institutions. The Council agreed to his suggestion.

Regarding CPDs, AIA has already opened up their CPDs to CAA members. The same cost that they have given to their own members will be offered to the CAA members. CAA will also request RIBA and HKIA, to share their CPDs with CAA.

10.0 LIST OF EXPERTS – WEB PORTAL
The new website “Specialist Architects Listing” will be officially launched at the General Assembly on 18th June. President illustrated that there are 164 members who have been registered so far and the registration will be free till the end of December 2015. He also described that annual fee of USD 50 will be levy per category thereafter. He further mentioned that there is space given for advertising in this website and link has been given to CAA’s main website www.comarchitect.org as well.
SM stated that if someone provides false information it will cause legal issues. Therefore there has to be a tracking system or filtering process whether they are registered members, fully paid members as such. SM Congratulated everyone for establishing a valuable piece of Architects information. President said that the cost we have incurred to this website is GBP 1200 for developing and designing same.

11.0 VALIDATION - WAY FORWARD - REPORT FROM EX-COM

MF mentioned that the Excom will be presenting their view on CAA’s way forward with validation procedures at the GA on 18th June.

12.0 CONSTITUTIONAL AMENDMENTS - UPDATE & WAY FORWARD

VC presented the amended Constitution expressing that these amendments are fundamental to decide whether CAA will remain as a UK charity. He also said that the suggested amendments should be approved at the GA this week. Council went through each and every article carefully.

The amendments were referred to Agenda paper A09.

After reviewing all the amendments the following Articles have been revised for presenting at the GA on 18th:

ARTICLE II – Objectives and Powers.
ARTICLE IV - General Assembly
ARTICLE V - The Council
ARTICLE VI - Officers
ARTICLE VIII - The Secretariat, Board of Trustees and Notices

13.0 WEBSITE, SOCIAL MEDIA & E-JOURNAL

JP said that we need lot of improvement in the CAA website. Then he described about the E-journals that we have already published with the assistance from Arch. Fariha Yasmin from Bangladesh and Arch. Vinuri Ethapane from Sri Lanka.

The third E-journal will be published soon after the GA events. He also said that this third edition will contain the theme of the Conference ‘Designing City Resilience’. JG mentioned that we will be able to make more income with the E-journal in the future as we have already given provisions to the advertisements.

President mentioned that we received an advertisement from Waverly Council for the 2nd E-journal which we received GBP 400 for publishing their half a page advert.

14.0 AWARDS

14.1 Robert Mathew Awards - Proposals

CAA conducted the Robert Matthew Award (RMA) as one of CAA’s main activities in 2003. After that this Competition has not been held. President mentioned that he requested the Institute of Architects Pakistan (IAP) to host the RMA and KS has forwarded his request to the IAP and has obtained their consent to host RMA.
A proposal was presented by KS. He described the Award, Past Winners, and Conditions of the Award, Cumulative Contributions and Jury Members. He also presented the appropriate supporting material / required documents for submission, Proposed Nomination Form and Submission Methods.

It was decided that the Nominations should approach the Secretary of the Commonwealth Association of Architects through the respective Institute. SM commented that CAA should have a set of Assessment Criteria. MK inquired whether we have any past records on the criteria which says that the Nominations are required to be forwarded from the Commonwealth counties or has to be a citizen from the Commonwealth to be a nominee or any related details on basic requirements of the RMA. Presidents replied that this set of conditions originally extracted from the previous information what had been uploaded to CAA website.

DJ proposed CAA to have this Award as a Special Award giving more value to its concept which concurrent to our goals and aspirations, and not just an award programme.

KS also explained the budget for the RMA. He mentioned that IAP will bear the Local hospitality of the council, cost of Travel and accommodation of the 3 jury members, and costs of all local events. CAA Council members travel may have to be borne by CAA. Therefore CAA will have to bear roughly about GBP 13000 for RMA.

President thanked IAP for accepting to host the Robert Matthew awards with a short notice. It was decided that the proposal of the Robert Matthew Award will be forwarded at the GA for approval.

The RIBA President, Stephen Hodder joined the Council meeting to welcome the CAA Council. President thanked him for the generous hospitality extended to CAA. Stephen mentioned that Peter Oborn, Emmanuelle Meunier and Marcus Deely have been working hard to host the CAA 50th year celebrations. He thanked CAA for giving this opportunity to host the Golden Jubilee celebrations at RIBA in London. He also explained the architecture of the RIBA building. Also he described about the programme ahead during the summit week.

On behalf of the Council, WM forwarded CAA’s heartfelt gratitude to the RIBA President for their hospitality towards CAA.

15.0 Student Competition - Update

Emmanuelle Meunier described that the subject of the Competition was inspired by the work of UK Government’s Foresight Future of Cities project which has been considering the way in which some issues will affect the future of cities in the UK. It is also reflects the theme of the Designing City Resilience Summit.
Further she said that the idea was the competition asked the entrants to show an understanding of the issues faced by cities around the globe. It was open to all students of international schools of architecture. Around 250 international schools were invited to participate, including CAA validated schools, RIBA validated schools, and other schools in the RIBA’s network.

The participating schools offered the competition to their students and were asked to select and submit a winning entry for final judging. The competition generated a great international response. RIBA had received 40 notification letters from Universities and Schools of Architecture asking to be registered. 33 entries had been received in total and 18 of them from outside the UK.

She further described that all submitted entries were judged unanimously on 2nd June 2015 by a panel comprising Rukshan Widyalankara, President of the CAA, Stephen Hodder, RIBA President and Peter Oborn, RIBA Vice President International. After careful consideration the winners of the 1st, 2nd and 3rd prizes were chosen and the decision was taken to award a joint prize for the third place winners.

She also mentioned that the Winners will be announced at the RIBA President’s Reception on 16th June 2015.

16.0 MOU - ACE AND CIALP

The MOU between CAA and ACE will be signed during the Summit Week. CIALP MOU will be reviewed and signed electronically.

17.0 AOB
As there were no further items to discuss, the President once again thanked the council members who were present and wished them well.

Nadeesha Yahampath
(Executive Director)