MINUTES OF THE 82ND COUNCIL MEETING
HELD ON 7TH DECEMBER 2016 VIA “GO TO MEETING”

TIME: Malta - 11:00 A.M. Gaborone, Botswana - 12.00 P.M.
London - 10:00 A.M. Lahore, Pakistan - 03.00 P.M.
Dhaka, Bangladesh - 04:00 P.M. Cyprus - 12.00 P.M.
St Kitts and Nevis - 06.00 A.M. Colombo - 03.30 P.M.

Present
Vincent Cassar (VC) President Malta
Rukshan Widyalankara (RW) Immediate Past President Sri Lanka
Kalim Siddiqui (KS) Senior Vice President Pakistan
Christos Panayiotides (CP) Chair (Education) Cyprus
Jayantha Perera (JP) Chair (Communication) Sri Lanka
Chandana Edirisuriya (CE) Chair (Practice) Sri Lanka
Peter Oborn (PO) Vice President Europe UK
Dik Jarman (DJ) Vice President, Oceania Australia
Sithabile Mathe (SM) Vice President, Africa Botswana
Nadeesha Yahampath (NY) Executive Director Sri Lanka (Recording)

Observer/by invitation
Annette Fisher (AF) Trustee UK

Apologies
John Geeson (JG) Secretary/Treasurer UK
Jalal Ahmed (JA) Vice President, Asia Bangladesh
Wycliffe Morton (WM) Vice President Americas St.Kitts and Nevis

CALL TO ORDER & APOLOGIES
President called the meeting to order and noted the apologies as above.

President stated with regards to the suggestion brought forward the Council regarding the trustees join the Council meeting. Further to the Trustees meeting held on 30th November 2016, Annette Fisher had requested to join the Council meeting as an observer which JG wanted NY to bring forward to the Council. However, after recalling previous Council meeting minutes there had been few instances where Trustees had attended the Council meetings. Hence VC suggested that we allow AF to attend the meeting as an observer.

1.0 CONFIRMATION OF MINUTES OF THE 82ND COUNCIL MEETING HELD VIA “GO TO MEETING” ON 14TH SEPTEMBER 2016.

Minutes of the 81st Council Meeting were taken up for discussions and the Minutes were agreed and adapted after the below amendments.

1) KS mentioned that KM written in Item No. 4, should read as KS instead.
2) SM mentioned that the subject on No. 6 (b) should be corrected at “threat”.

UK Charity No 288022  www.comarchitect.org  www.caalist.com
No. 47A, Gajaba Place, Robert Gunewardena Mw., Colombo 6, Sri Lanka. Tel 2512480 2514012 2514011
Fax: +94 11 2512471. Email:comarchitect.org@gmail.com  caalist.org@gmail.com
2.0 MATERIALS ARISING FROM THE PREVIOUS MEETING
The items listed in the previous Agenda were to be discussed as going forward with the same subjects.

3.0 FINANCIAL REPORT UPDATE

Further to the Commentary on proposed 2017 budget revision which was presented by JG for the meeting, VC described the Financial Report for September 2016 and the Proposed Draft 2017 budget for approval issued separately that is a result of discussions at a Trustees meeting held on 30th November 2016.

The financial report to end of September 2016 indicates that there will be a considerable surplus of income over expenditure at the end of year. Although there has been a shortfall in income, this is exceeded by the considerable underspend for the year. The result is that the reserves are estimated to be around £80000 against a target of £30000.

JG had suggested a number of ways that this surplus could be used in the coming year:

1) Reduce subscriptions beyond the 10% proposed.
2) Allocate more fund to the budgets for Assistance and Projects.
3) Retain funds in the reserves until specific requirements are known.

Several potential areas where funds could be spent in pursuit of the CAA’s objectives have been discussed in recent months, however, the preference of the Trustees was for option 3).

The Proposed Draft 2017 budget for approval reflects this preference. Other minor adjustments have been made based on the activities during 2016 and major items to note as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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<tr>
<td>100 – Subscriptions</td>
<td>10% reduction retained as agreed at the GA 2015.</td>
</tr>
<tr>
<td>210 – Secretariat expenses</td>
<td>Assumes continuation of the current arrangement for Exec. Director and requirement for further work on the archive that was not carried out in 2016.</td>
</tr>
<tr>
<td>735 – Project support fund</td>
<td>Maintained at the original level but could be increased to utilise the surplus.</td>
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<tr>
<td>Committed funds</td>
<td>The £10000 agreed to support the RIBA in a joint project with CAA has not been used in 2016 and therefore is carried forward.</td>
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The overall impact of these changes, taking into account the predicted increase in the level of the reserves, is that the budget allows expenditure in excess of income by around £19000 with reserves maintained around £30000 above target level.

PO inquired about the £10000 just to confirm RIBA is planning to have an international week during July in 2017 which the RIBA would like to consider that CAA’s engagement. In this we will have to see some student engagement as how this money could be utilised. He also mentioned that the charity commission will not be happy to see this money in account without being used for appropriate projects.
KS inquired the funds that had been allocated for the Task force is a separate budget from the funds allocated for RIBA for Golden Jubilee celebrations in 2015. It was clarified as two different budget allocations.

As there were no further comments from the Council for the budget proposed by JG for 2017, it was adopted and agreed as the Final.

4.0 STATUS OF SUBSCRIPTION
The CAA secretariat has already forwarded reminders with regards to the pending subscriptions and NY stated that these reminders were copied to the Regional Vice Presidents for their information. VC suggested to send the Invoices for Membership Subscriptions 2017 by January 2017 and copy same to the Vice Presidents to follow up with the Institutes in their respective regions.

KS inquired how many Institutions have not paid the subscription up to date. NY confirmed that there are about 9 countries that had not paid the subscription 2016 up to date.

5.0 UPDATE ON ARCHIVING PROJECT
Since JG was not present at the Council meeting, VC stated that he met JG in London about 2 weeks ago and JG is still working on it. However, VC will try to get an update in due course via emails.

6.0 UPDATE ON TRUSTEES MEETING
DJ updated the Council about the last Trustees Meeting held on 30th November 2016. He said that they had a quorum i.e. Llewellyn Van wyk. The certain points that were discussed outlined with the project proposals, the decision which made was not to make any changes for the membership fee next year as we haven’t got any clue of the impact on the projects that we try to take forward. Therefore, we have more than expected level of reserves for 2017 and look possibilities on some useful projects at our earliest. DJ said we need to improve proposition on CAA’s member subscriptions in order to increase our authority number wise and the value propositions for the member organisations and be more involved in number of aspects.

JP said the idea of the report of the Task force is to really understand the profession in the Commonwealth is the real idea. VC said that there are 2 projects coming out from this council meeting, the task force and the profession in the Commonwealth. VC said that we should request the MO’s to come up with their suggestions to identity any suitable projects as we have enough funds to utilize for these projects. We have to convince the MOs that we are in the process of enhancing the organizational assets and bring more ideas to the member organisations. He said he has an opinion to approach the Architects in the Commonwealth. He also said that most of the Architects do not aware of our Association.

DJ said that like the Fiji was approached by us we should seek the MOs, inquiring their actual needs, in which area we can support them, what do they expect from CAA to improve their institutional requirements. KS also emphasised that the actual question is that we should be able to clarify what are the objectives of CAA to its member organisations in order to facilitate the profession.
JP stated that CAA has direct contact to the commonwealth through the Government. Therefore, CAA can take leadership to seek the Commonwealth Secretariat through the Government and get directly involved in these issues, the way CAA has its strength for same.

PO stated that he attended a meeting at Architect’s Council of Europe and they had tabled a draft 2016 which they call a sector study report something similar to what we talk about and he has circulated to NY a copy of last year’s ACE sector report and a Confidential copy from RIBA benchmark studies to show what others are doing and to identify the which kind of flavor what we should produce.

VC emphasised the practical way the ACE gets the service of a service provides to work on its members and collecting data on time which, cost GBP 30,000 every time when it is done. Normally it is done every 2 years.

SM said that when things diversified to identify the difference but also see what are the opportunities are, in terms of cross-pollination of ideas. Therefore, this survey idea will be a successful one.

7.0 REPORT ON VALIDATION PROCESS
SM mentioned that further to the previous Council meeting, and budget issues presented at this council meeting, in terms of the visits to the schools, CAA managed to get a new validation members who were trained by the former validation members, the validation committee could re-connect with the former CAA validation members. That type of a balance in representation for the upcoming validation visits, though we faced minor issues where the pannel members were not being able attend for the validation visits at the last minute, we some how manged to rectify those issues with this re-establised network and pannelist’s willingness to support the CAA validation process, we managed to overcome the hurdles. In tenns of the validation Excom, as the Chair of Education, CP suggested we do need to have a face to face meeting. She stated that Basically for the review of the Green book. Now new current members are in the understanding of the challenges and the Excom is in the position to look through future validation process. SM intends to add required expenses to the budget for this face to face meeting to work on the structure for Green Book review.

The second issue is, we have to find someone from Australia as a pannel member. SM said that she would like to raise this at a face to face Excome meeting to have a collective decision. The third issue is that we have to find an academic reviewer for CAA pannel. She also mentioned that there were volounteers who appeared after the retirement to join CAA as validation pannelists. However it is really concernable that it’s really difficult to find pannelist who can dedicate their time for the validation visits. Therefore we have to address whether any honorary sum can be allocated to these kind of pannelists.

CP inquired whether Antoine Zammit has comunicated with SM only or has he contacted anyone else from Excom in this regard. And also whether SM has comunicated this issue to the Excom. CP also said that he has not received any of the communications with this regard. SM answered that Antoine -Mator- mentioned expressed his position when she requested his availability for an up coming validation visit. SM further stated that he usually copy her email correspondence to CP as well.
VC stated that he will speak to Antoine-Motor and get his final feedback on his participation for the validation visit and then appoint some one else as we go on.

SM Nitified that there are three important upcoming validation visits viz. Carebean School, Hong Kong and in South Africa. The related expenses have to to be addressed.

8.0 COMMUNICATIONS

a) Current Status of the Website

VC inquired about the issues happened in the recent past regarding the Admin email account archives. There had been email communications between JG and NY with regards to these issues quite seriously. NY reported that we intended to change the web server location to host Caa.list and the CAA main website into one server. According to the Web developer, we have not made any changes to the data but have changed the route to Hostgator.com. Further to this change the past emails had been dislocated and we were managed recover those. However, NY also mentioned that the email archives which has been recovered are from the date she joined to CAA in 2014 and that she has all the incoming and outgoing emails from the admin account since October 2014. She also stated that both the CAA websites are working without any issue at the moment.

RW mentioned that further to the previous communications with regards to the comments in order to change the face of the CAA website to an Architectural website, the secretariat has taken initiative to re-cast same with a new Web developer based in RW’s Office and was hosted in the recent past. Now the website is very much pictorial and the Council can go through the website and forward comments. Further, he said that the new face of the website is more organised than the previous one.

In the Caa.list website, we had two technical issues initially, one is that we had to change the web developer since the previous one was not up to the expected level. And the other issue was the payment gateway access to the registered Architects to pay their annual fee. We had synchronising issues since paypal is a very secure site. The initial paypal account was established by JG in London, and was not allowing to do any changes from Sri Lanka. Therefore, the secretariat aliased with JG’s office and got it solved. Now the payment gateway is working through paypal and the secretariat has circulated an email for all the registered Architects in the database informing that the free registration period is over and for them to get registered paying USD50 per category. At the moment we are receiving correspondence from various members and look forward to receive the respective payments.

JP said that the CAA’s 4th E-journal draft has been circulated to the Council for their review before posting in the CAA website. VC advised to post it immediately as we are already late to do so.

b) Progress on proposal to (subscribe to e-journal by individual Architects)

VC reminded that we discussed whether the individual Architects in the Commonwealth could contribute to the CAA e-journal and requested comments from the Council for same. JP stated that his view is not to allow at this stage as general information of CAA has to be visualized through the e-journal. VC asked whether Individual Architects could contribute with the Articles.
9.0 REPORT OF TASK FORCE VISION 2030

The President said that they had a very fruitful and a productive meeting among himself, Peter, Dik and John in London and that he is to write a proposal to be sent to the Member Organisation with the points they discussed in order to test what the vision for 2030 should be, and to base our vision as well on the United Nations Vision 2030 which is based on sustainable development.

He also said that we have a proposal to get a Glimpse of the states of Architects professions in the Commonwealth and he has already sent a list of questions to the Task Force members based on the way we ask the member organisations to respond. He would like the task force to come up with their review/feedback for same. He also said that he expects to complete this task by mid-2017.

VC inquired comments from the Council on above and DJ commented on the statement VC made to complete this task by mid-2017, that he thinks it is bit optimistic and he clarified that this should be an ongoing task for many more years. He further stated that he would very much keen in this project and dedicated for this research to contribute in every possible way since this is a potential project.

PO said that as DJ mentioned it should be sustainable development goals since this can become a co-activity for CAA as we go forward.

AF said that it’s better we have a year plan, as this is a quite a huge task, it is really important to be remained, bring up international discussions and concerned about our participation. DJ added like we dealt with Papua New Guinea pilot study, as VC has come up with the list of Questions, once we are in the process we will be able to study more about this initiative and then diversify in to more regions, what is the consistency and then get engaged with desktop analysis of data, and find out the missing points. Therefore, it is really important to have a plan.

VC mentioned that this particular list of questions was only forwarded to the task force for their reviews and will be forwarded to the Council for their information later on.

10.0 REQUEST BY NOTTINGHAM UNIVERSITY - MYYELA PROJECT

Hence DJ was not available to update the Council on this VC briefed the Myyala Project requested by the Nottingham University which was proposed by DJ. This project also a same kind of a project CAA supported last year. This is an ongoing initiative; 2017 will see the seventh creche built by student teams in South Africa. Each year the teams of students raise in the region of R700,000 to fund the build, and also pay for their own flights and accommodation.

The future security of the initiative relies on the continued generosity of our private, individual donors. In addition, actively looking for generous companies or organisations who may, through sponsorship or one off donations, help secure the future of the projects.

VC requested comments regarding this project from the Council, and all Council members agreed to support the Myyala Project since it is a very good initiative.
11.0 FUTURE ACTIVITIES

a) Canberra Accord Meeting in Sri Lanka

The proposed programme circulated by NY in respect of the Canberra Accord GM in May 2017. RW described that he initially met JP and CE at the SLIA for further discussion on proceedings of Canberra Accord Event in Sri Lanka. This event is actually recognised by the CAA and apparently SLIA is in collaboration to host the GM. Also the two schools of Architecture were invited for this meeting in collaboration to the event. We have given access to the registration for the delegates through CAA website. The Canberra Accord Secretariat confirmed the number of delegates last time was 35 however this time the expected delegates will be around 45. The programme will spread during 5th to 7th May 2017. 5th will be a half a day, 6th is a full day and 7th is again a half a day as per the proposed Programme. We have forwarded this tentative programme to the Canberra Accord secretariat and will be finalised once they confirm the Attendees list and their arrival times and so on. RW emphasized that CAA has to decide who will be attending the GM from the Association and VC have to make his call for this. During this period the hotels in Colombo will be fully crowded. Therefore, we have to confirm the hotel. Presently we are working on the Hotel and waiting to finalise the total no of delegates and through the registration gateway and awaiting their arrival dates to complete the reservation.

RW described further that the meetings will be held at the two schools instead of the Hotel to make this event more meaningful to the Architectural students. Therefore, the Schools have agreed to hold the meeting followed by fellowship night. Once the registration is on Canberra Accord will get in touch with the delegates and the secretariat can update the Council accordingly.

JP added that we need to know the Nos hence both the Universities and the schools have agreed to hold the meetings and awaiting our information since specially the University as a state Organisation, they have to seek approvals from certain levels in advance and he requested CP and SM’s assistance in this.

SM said that the representation at the last Canberra Accord meeting, she believes that hence CAA is hosting the Canberra Accord GM, from administration aspect of CAA, NY and as the Chair of Excom, herself and as the Chair of Education, CP will have to attend the meeting on behalf of the CAA. She also stated that from the Validation aspect an appropriate representation for the meeting is compulsory. Finally, with the consent of the President SM and CP accepted the representation at the Canberra Accord GM. JP confirmed his representation hence he is also a part of validation which was agreed by the Council. As the President, VC also will be present at the Canberra Accord GM.

SM suggested that this GM is an important event, which is really necessary to have a face to face meeting for the Excom prior to this. SM said that she is not sure whether any of the members from Excom will attend the GM however what she really need is to have the face to face meeting somewhere in March or April. VC granted permission to hold the Excom meeting as required and SM may decide and inform the Council in order to make arrangements.
b) President to attend ARCASIA Presidency handing-over ceremony in January 2017

VC said that he has been invited to the ARCASIA Presidency handing over ceremony on 14th January 2017. KS also has been invited by the ARCASIA. So there will be two Council members attending this event.

12.0 AOB & CONCLUSION.

VC reminded about the UIA event coming up in September 2017. VC has already booked a booth for CAA at this event and he has advised who would like to have reception, the Architects who could be attending the events and also catering facilities. Booths being set up by the Organisers however the materials will have to be provided and sent of time. VC was firm in attaining to focus the UIA event as a successful one to the CAA in terms of its visualisation. He also said that CAA has to decide whether to have a General meeting or a Council meeting during this event.

NY inquired whether all the Council members will be attending. VC said hence we expect many of the Member Organisations to attend this event and there is no hesitation to have a Council Meeting. VC said he will send out further information with regards to this and see whether how many MOs will be attended in this event to hold a General Meeting. The Council will be notified by NY in due course.

VC said that he will send out an email to the Council members to update about the required responsibilities to focus on this event. KS said that he will be able to do some visual presentation which can be played at the background as a PR exercise. This will be some kind of a profile video. VC said that we can check with JG whether he has any Videos. KS said that he is willing to support with a short documentary if all are agreed. VC will circulate an email to seek everyone’s support with regards to organising same.

NY said that we have existing CAA’s 50th year books with AAK and will be able to get about 100 Nos couriered to UIA event. She will write to AAK and confirm.

The other matter was the Nominations, Mr. Joseph Kwan for the working group Socially Responsible Architecture and Mr. Calvin Chan, Mr. Fraklin Yu for the working group Designing City Resilience the received from the HKIA. PO accepted the nominations under his working group and the other name was also accepted and will be forwarded to Harsha Fernando from SLIA who is the Chair of the working group Socially Responsible Architecture.

There being no other business, the meeting adjourned at 5:30PM.

Nadeesha Yahampath
EXECUTIVE DIRECTOR
17th January 2017