MINUTES OF THE 84TH COUNCIL MEETING
HELD ON 7TH JUNE 2017 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
John Geeson (JG) Secretary/ Treasurer UK
Christos Panayiotides (CP) Chair (Education) Cyprus
Jayantha Perera (JP) Chair (Communication) Sri Lanka
Chandana Edirisuriya (CE) Chair (Practice) Sri Lanka
Sithabile Mathe (SM) Vice President, Africa Botswana
Dik Jarman (DJ) Vice President, Oceania Australia
Jalal Ahmed (JA) Vice President, Asia Bangladesh
Nadeesha Yahampath (NY) Executive Director Sri Lanka (Recording)

Apologies
Peter Oborn (PO) Vice President Europe UK
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.

1.0 CONFIRMATION OF MINUTES OF THE 84TH COUNCIL MEETING HELD VIA “GO TO MEETING” ON 7TH JUNE 2017.
Meeting Minutes were adopted as per following changes.

The statement by CP, the paragraph 6 under Item No. 4 - FINANCIAL REPORT UPDATE, should read as below.
“CP stated that we need to consider now about the members who are removed from our membership due to past payment issues. Either we waive off their past dues or subsidising 1 year’s subscription further or offering one year free membership would workable. He also said after we review our ongoing survey, we would re-consider subscription status.”

CP made a request to include page Nos in the minutes and it is easy to trace the pages at the meeting.

He also suggested that the Minutes of the Meeting to be circulated at least 2 weeks before the Council meeting for review.
It was taken for discussion to shorten the minutes, However, the Resolutions, Important points and also for the records and information for the other MOs, we should record the discussion as how we addressed certain situations/points and how the decisions have been taken.

**2.0 MATTERS ARISING FROM THE PREVIOUS MEETING**

The items were discussed as going forward with subject in the current Agenda.

**3.0 i) MATTERS TO REPORT**

a) **Canberra Accord Meeting in Sri Lanka - May 5-7, 2017**

RW reported about the Canberra Accord General Meeting which took place in Colombo during 5th to 8th May 2017. He said that the CA Meeting expenses was GBP9000. The event was indeed successful and the Sean Rodrigues, the chair of Canberra Accord with, Michiel Bourdrez from the Canberra Accord Secretariat had forwarded their gratitude towards the CAA, for well organizing the event.

President and the rest of the Council members thanked RW, NY, JP and CE for their commitment towards the CA Event. The Council members expressed their gratitude towards the SLIA, CSA and the University of Moratuwa for their great hospitality.

**ii) PAPER FOR DISCUSSION FROM THE CHAIR OF PRACTICE**

a) **Promotion of CAA Activities and make the CAA more relevant to the Member Organizations and public.**

From this report CE has described CAA’s position and the importance in Visualising development of present day communication methods have created a common platform to effectively and efficiently be engaged with the Commonwealth members. Therefore, CE proposed following for Council’s approval.

1. Communications to MOs shall be for President, Secretary, Secretariat and two other members designated by the MOs. All communications shall copy through e mail to all.
2. To create in CAA Secretariat an effective replying system if there are queries.
3. Copy to the CAA Council the general circulation to MOs. So that they will get a feel of extent of communication.
4. Publish the activities of CAA through current e journal or an attractive flyer at least quarterly and email to all MOs. Not only through web but by direct mails to MOS.
5. Advertise the activities of CAA through email, like the efforts by Dick on South Africa project and RIBA International Student Charrette suggested by Peter adequately to give the message about what CAA does.
6. Plan for activities like Canberra Accord where CAA got substantial mileage with reasonable expenditure.
7. Allocate a financial provision to create a system for effective communication activities under the chairmanship of Chair - Communication.
8. Suggest an annual budgetary provision and workout a scheme for financial support for either education or professional research/ development activities of at least 5 MOs a year. (If finances are available)
Having reviewed above President described that few points mentioned above are already in action and the Vice Presidents are requested to follow up with their respective MOs as the current data base does not contain some of their contact details.

b) Propagation of CAA Specialist list.

CE had proposed following to implement the caa.list website for CAAs future commitments as a fund earning resource.

Council’s approval was sought for,

1. Have a paid registration drive from 1st July through contacting the MOs and individuals who already have free registration and persuade them for paid registration.
2. To announce Free registration lapse from 31st October 2017.
3. Offer upto 1-3 specialist categories registration for 50 dollars and 4-6 categories for 100 dollars. (As against the previously proposed and approved 50 dollars for each category.)
4. Initiate a scheme for market research, professional practice research and obtain information and make them available to those who register with regards to new projects, design competitions etc., so that the registrants will get a benefit from registration.
5. Work out a scheme for sponsoring the Specialist list /advertising building products in the website.
6. Allocate finances from CAA budget to work out a system to meet the admin cost for 1 year and evaluate the outcome. Allocate financial provision of GBP 350 per month into 12 months’ period for administrative costs.

CE states that he is in view that at least 50% of the money spent can be recovered in the 1 year. It will be a long-term investment and when it is successful it can be a significant alternative income earner to CAA which can give financial strength to dynamically involve in the other activities to take CAA forward.

RW stated that from above mentioned, we have already taken actions on points 1 and 2 by sending reminders to the registered Architects and have a payment gateway available in the website for them to pay on-line. He suggested the Caa.list getting popularise among the MOs by getting this site promoted though the Vice Precedents.

President emphasised the importance in constant communications with the MOs and advised that the Regional Vice Presidents should follow up the communications with Member Organisations Region wise.

VC asked from the Council members for their comments.

JG advised on flowing points.

- Value of encouraging for early registration by giving them opportunity for their business benefits which is important we tempt people getting registered.
- Utilise space on various MO’s Websites, some illustration which MO’s could post on their websites.
- Circulate press release type documentation.

CE pointed the importance in aggressive follow ups.

JP mentioned following issues on E-journal

- We need to follow up the E-journal as a practice to go forward.
- From MO’s we need to have specific person to communicate, who can be dedicated to share information.
- Requested 3 members to link with the CAA Secretariat in future communications.

CP excused from the Council Meeting at this point as he was not well.

JA stated that CAA E journal should be popularised in using some strategy. VC said instead of approaching the MOs, we should approach the individual members/Architects to show CAA’s visibility. KS also re-emphasised that we should take action about the weak link with the Member Organisations. We should have a system in our website where the individual Members can register/update their contact details email addresses time to time. He also said as suggested by VC to have a Public Relations officer nominated from MOs or get a fulltime dedicated person for this task.

Above points were discussed relating to CE’s suggestions and VC suggested to have a task force to take this forward. The Task Force will consist of 5 Councillors, JP, KS, CE, RW and JG. These members are asked to come up with a proposal by the next Council Meeting. CE will head the Task Force on this.

The Task Force is requested to come up with their proposals by the Next Council Meeting in First week of September.

4.0 FINANCIAL REPORT UPDATE

JG stated that the he has not managed to update last 2 months to the Report. Payments in respect of Canberra Accord Meeting in Colombo last May, some Validation payments, planning payments for RIBA charrette in London in July, sponsorships for 11 students for their travelling expenses have been released from the Account. The said we expected validation income from Hong Kong. Overall, we have over GBP150000 in the Bank. He also commented on following topics.

CHOGM 2018 - Discussing to do a joint presentation or event with RIBA at the CHOGM. Had discussion with CAP having a joint presentation.

UIA Congress – Planning to organise presentation using the Survey conducted by CAA recently. Hope to have some reception about the Student Charrette in July.

JG finally mentioned that the CAA Bank account is still at a healthy state.

5.0 STATUS OF SUBSCRIPTION
JG mentioned before he left, We have received a fair portion of budgeted subscription income but so far we have received from only 8 MOs while missing a large portion from AIA. JG said that we must re-think about the whole subscription issue as we have about 12 competent members who are actually paying their subscriptions.

6.0 UPDATE ON ARCHIVING PROJECT
JG has started discussions with RIBA. RIBA has no space to store the archive. Still under discussions/negotiations and look possibilities in hiring some storage on temporary basis if any place was not officially finalised.

7.0 REPORT ON VALIDATION PROCESS

CA meeting - SM briefed about the Canberra Accors meeting held in May 2017.
- She explained that SA has 12 Architectural Schools that are being validated by CAA.
- These all 12 Schools have to be direct visits by CAA which is really expensive.
- That is the reason that CAA become signatory for CA and got the benefit in order maintain the system of recognition.
- SM also mentioned about the validation meeting took place during the CA meeting. She mentioned that we had discussions about reviewing the Green book, reconstituting the Excom, upgrading the validation documentations/templates, Upgrading the volunteer service agreement, re-building the links that we have in different regions, the training activities to the validation panels etc.,
- SM also stated that SACAP became a signatory at the CA meeting which will be a tribute to CAA.
- SM also said that Excom would continue with the volunteer system for the time being.

VC requested SM to submit the strategic plan to the Council in September at the next Council Meeting.

8.0 REPORT OF TASK FORCE VISION 2030
DJ has put up a report at the meeting at the London 2 weeks ago on State of the Architectural Profession and the Commonwealth - the phase 2. This also was sent out the all the MOs and awaiting positive reposes. As we have issues in communicating with some of the MO’s, the responsibility in getting completed surveys are given to the regional Presidents.

DJ said he has got the engineering students from Nottingham University to do a research collecting the data and encouraging them to do this. DJ expects to present the report at UIA event in Korea.

JA requested support from the Council Members in his Asia Region to help him receiving the survey back from the MOS.

9.0 Future Activities
a) RIBA International Student Charrette - July 2017
VC and Kalim will represent the Student Charrette in July.
VC informed that he has been selected for the RIBA Presidential Medal Award.
b) **Commonwealth Summit consultation meeting with**  
 Tim Hitchens - Wednesday 10th May 2017

c) **UIA Convention 2017 – Seoul September 4-6, 2017**  
President requested DJ to get in touch with MOs in Oceania. VC requested VPs to hold productive Forums amongst MOs which are present at the UIA congress in Seoul in September.

VC advised the UIA registration has to be done immediately before the closing of early bird registration.

It was discussed to hold a General Meeting during the conference.

Targeting for Council Meeting to be held on the 6th, However the date and the time will be notified in due course.

CAA Presentation will be held at 13:00 – 17:00 Hrs on 5th Sept at the UIA convention.

NY to circulate the notice to all the MOs, Non MOs and Architectural Organisations.

JG will share any important documents from the archives to facilitate KS’s presentation.

VC mentioned that PO has organised a regional meeting in end of July. They will be having meetings in Cyprus. If SM, JA and WM could organise meetings in their respective regions, hope it would be a very productive to bring the MOs together.

SM said she will be attending African Union of Architects meeting, Botswana will soon become a member of African Union of Architects. And that will be advantage to attend their regional meeting representing CAA.

JG left meeting at this point since he had some urgent commitments.

VC suggested that at least 2 members from the Council could attend the regional meetings.

d) **CHOGM 2018 – UK in April**  
This will be discussed at the next Council meeting in detail.

11.0 **AOB & CONCLUSION.**

a) **RAIA membership with CAA - update**  
VC stated RAIA is presently in the position of re-organising the Institute by considering financial Situations which will be considered by 2018 and confirm once to have some input and contact the human resources to help their member Organisation.
VC mentioned that he met Divya Kush, the President of IIA in Sri Lanka and in Jayapur. VC had proposed him having IIA as member for FOC for the present year and that CAA will waive off their previous dues. So that IIA will pay for 2018 as they pay for UIA. The Subscription sliding scale will be reviewed to bring all the previous MOs back to the CAA. The MO’s like IIA may be dealt favourably as per Council’s decision.

VC emphasized that we can finalise the Survey and decide on membership Fee.

The Next Council Meeting will be held in September 2017, the Meeting date to be confirmed at the UIA Congress.

There being no other business, the meeting adjourned at 6:15PM.

Nadeesha Yahampath
EXECUTIVE DIRECTOR
6th August 2017