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

1.0 CONFIRMATION OF MINUTES OF THE 88TH COUNCIL MEETING held VIA “Go to Meeting”.
Meeting Minutes were adopted and approved as in order.

2.0 MATTERS ARRISING FROM THE PREVIOUS MEETING
The previous matters were discussed as going through each item on the Agenda.

3.0 FINANCIAL REPORT UPDATE
a) Quarterly Financial Report - JG elaborated below points;
   - We have received some more subscriptions taking the total for the year to £34272, which is 77% of what was expected, however about £20000 is short as the subscription income eventually declined since 2014.
   - Only 10 MOs have paid so far this year. It seems to be getting the income budgeted from other sources as income is only 56% of budget. JG commented that we should take this into account in next year’s budget which he will get onto next month.
   - Expenditure is 50% of budget which is good taking into account that we have now paid most if not all the expenses associated with the London CHOGM and Council meetings and the survey.
   - We have though spent over £2600 transporting the 50th anniversary books from Kenya to Sri Lanka and UK, with some more costs still to pay, which has proved...
to be an expensive decision, especially as we cannot decide what now to do with the remaining books. We need to think about these projects a bit more carefully.
- We have just short of £80000 in the reserves at the moment.

SM explained the situation of pending validation visits to Kenya, Ghana and Uganda which will take place in the near future and since the SACAP became a signatory body of Canberra accord undertaking about 9 Schools in South Africa; CAA was refrained from their direct Validation visits which again affected the validation income.

b) Draft Budget 2019-2021 -
- JG further described on the draft proposed budget for the next three years he presented for council’s review. This has to be approved and in place by the end of this year, so he suggested we try to discuss, amend and approve it in the next Council meeting.

- JG stated that the basis for the budget is that we continue with some form of subscription payment system and that we can achieve about the same level of income this way for the next three years. He has taken out any income from other sources other than validation, as we have not been able to find a way of generating stable income from Practice or Communication activities as had been suggested for previous budgets.

- For expenditure, JG has proposed that the current allowances for one meeting a year - whether a Council meeting or a GA – is maintained and that we utilise the Project fund allowance to support the GA Summit and conference in Kenya next year, and the Student Competition.

- JG has worked out the cost of the Secretariat that it will remain at about the current level with some allowance for inflation.

- There is no allowance allocated for a Robert Matthew Award prize. However, there is still an allowance for the Support Fund which was intended to help MOs pay subscriptions and was mentioned what we do with this as it clearly was aimed at smaller MOs and is not enough to cover the costs of all of those that are currently not paying. The result of the approach outlined above is that there will be a deficit each year with the effect of reducing the reserves, however, these will still be above the minimum target at the end of the three years by a reasonable amount. Another way of looking at this would be to transfer the ‘surplus’ reserves to the project fund heading. This would allow some flexibility to support projects as they come along without having to adjust the budget.

- JG replied RW & VC, the budgeted allowance will be GBP 10000 with regards to the travel expenses for the Council members, GBP 10000 for AAK and another GBP 7500 for the student competition as well.
4.0 STATUS OF SUBSCRIPTION

- We really do need to solve the subscriptions issue. We have received further subs payments from Hong Kong and Uganda as well as another payment which could not be identified to date. We do need to ensure that AAK have paid their sub fee up to date before we award them the GA. So far we have only received subscriptions from 10 to 11 MOs.

- Sri Lanka Institute of Architect had not paid, as well as Nigeria and Bangladesh subscriptions are long overdue. CE said he has already spoken to the SLIA, and he will make sure they pay within next week.

- NY will follow up with Alternative VP Africa Region, Musa Sada about the Nigeria Subscription as they have not paid since 2015.

- JG said since the CAA receives its main income through the subscriptions as it is being declined every year, we need to comply with charity commission and have our income flow towards any worthwhile projects.

- JA mentioned that he will follow up with the IAB about their subscription dues from 2015-2018 as IAB has to come up with some solution as they have not paid their sub fee for last 4 years including 2018.

- VC stated that we should be able to have RAIA in by March 2019 and must try getting them in as their contribution towards the subscriptions have more weight. VC further stated that we need to discuss with New Zealand as well. He will be meeting the President of Indian Institute of Architects at the ARCASIA Meeting. He will communicate with them and see possibilities. KS confirmed that IIA has a new president.

- JG also stated that Uganda and Ghana subscriptions are still pending.

- JG replied to CE that we have a considerable decline in the Subscriptions, however, we need to keep spending money for good courses too while looking at more income from specially validations and other resources of income.

- JG suggested that we get some fund raising from donations and Sponsorships.

As per the suggestion made with regards to the specialist list website by CE, VC requested him to share his thoughts and suggestions in writing, so that Council can review and comment as how we should proceed. Also CE was given permission to write to few sponsors and look for possibilities in having supports, in advertising with specialist.list. CE will revert with a feedback within next 2 weeks.

SM stated that we need to look at the validation income, and have an income structure, by initiating an annual payment system instead of having a lump sum at every visit. JG said it is good if we could proceed that way.
5.0 UPDATE ON ARCIVING PROJECT

JG stated that he was managed to sort out 20% of the archives and the very old files will be sorted soon. JG will keep reports on all important documents with regards to the meetings and conferences, validation files, the important information received from the validated schools, historical information etc., and JG has been discussing with RIBA to solve the issue at his earliest. As discussed at the previous Council meetings the Important documents will be retained while the unnecessary documents may be sent for destruction. Hence, JG will be resigning from his position in CAA next office, he thinks to move the archives into his own office by then as a favour. He will update the Council as he goes on. He also said there are 200 copies of the 5th year anniversary books to be distributed as well.

SM asked if she could have number of copies to use as a promotional material for an Architectural event which will be held in Botswana next November. We can give them free of charge. JG will find out the cost of shipping from London to Botswana.

6.0 REPORT ON VALIDATION PROCESS

a) Green Book Review

SM said that the Excom members were trying to meet face to face many times, however, with their busy schedules it was not successful. CP mentioned that the Excom members have been trying to meet up in past three years. His intention is that we should give an advance time to the Excom members to indicate their availability. CP proposed that we arrange a meeting prior to the General Assembly over next 6 months or during the week of next General Assembly. The key point he indicated was to have the comments from and suggestions face to face from the Excom members without exchanging ideas via emails, specially when reviewing the Green Book.

c) Excom Meeting update

SM replied to CP, as we are different from the individual validation bodies, we make sure that the CAA validation members do consist of expertise to carry out the process. The virtue of them have the expertise we have, but bit difficult to have them in one place with destination wise/Logistic issues. SM also agreed that a face to face meeting is always productive and said she and Allen has already started reviewing through the important documentation that needs immediate changes. SM fully supported CP’s proposal. She also said as a part of the proceedings, the main attention should go to the mutual validation agreements and CAA needs to formalise the Agreements with RIBA, RAIA, SACAP and Hong Kong Institute of Architects. The Green book review is very important, as we it needs to be agreed/approved and documented correctly.

Also, we need to review the present CAA validation panel and the list of CAA validated Schools needs to be reviewed.

VC advised that we need to proceed with the Excom meeting before the GA even there are absentees as we need to finalise these issues urgently. SM emphasised that in her point of view Chris Landorf, Australia and Allen Jones, RIBA needs to be present since they represent the main bodies in our mutual recognition agreements.
SM also replied NY regarding updating the list of panellists should be thoroughly reviewed and re-listed according to proper criteria which again needs to be finalised with Excom.

VC advised SM to proceed with the Excom meeting and the availability will be inquired accordingly to have the meeting within the next 4 - 6 months with a proper Agenda.

7.0 REPORT FROM VICE PRESIDENTS
- There were no reports been forwarded in advance to the Council from the VP’s, however, DJ reported that he was having discussions with RAIA about their membership with CAA, and since the Jeniffer, Previous CEO of the RAIA was in favour of our request, unfortunately after her resignation from the post, the Acting President has no interest in having the CAA membership. DJ will update the Council if there is any positive feedback.

- SM updated on the following;
  - CASLE event to held from 28th November to 1st December, PO has suggested, SM to present the CAA survey at that forum.
  - Cameroon Architects have shown their interest to join CAA. VC had written to them; however, no reply has been received up to date.
  - Malawi had shown interest to re-join CAA. PO is handling this with the Malawian high commission. JG said he will follow up with PO for further update.

8.0 PROGRESS OF THE E-JOURNAL
Since JP was not present at the Council meeting, CE briefed about the progress of next E-journal. Further to the email communications, with the suggestion came up from JP to have Kenya as the themed Country this time focusing the GA, the Council agreed, and the editorial committee is in the process of collecting the relevant information with the support of AAK. SM was requested to share thoughts/support on focused articles. KS stated that since we have now decided the venue for the GA and RMA, we can get in touch with AAK and proceed to notice on the E-journal towards receiving potential sponsorships.

NY is asked to organise an initial meeting with AAK with regards to the GA proceedings.

9.0 REPORTS ON PAST EVENTS
a) African Union of Architects Meeting (25-29 June 2018 - Mauritius)
SM had been unable to attend the UIA event in Mauritius since she has been appointed as the Chair of Legislation body in Botswana.

10.0 FUTURE ACTIVITIES
(a) General Assembly 2019
VC stated that NY has sent the confirmation letters to the 2 MOS who had expressed their interest to host CAA General Assembly. The AAK has been officially informed that they have been selected as the Final Host. Accordingly, the GA will be held in Mombasa, Kenya in August next year - 2019. However, date needs to be finalised after having discussions with AAK,
NY was asked to set up a preliminary meeting with AAK and the Council of the CAA during September to come up with suggestions/ideas as how we should proceed. NY will be having a conversation with Jacob Mwangi from AAK and revert to the Council with their availability for this meeting.

SM stated that she has already committed for the Canberra Accord Meeting scheduled to be held at the end of August 2019 parallel to “Sophia Gray lecture series” 3-day event has been announced, therefore we should make sure that it does not clash with CAA’s General Assembly. NY to check with the Canberra Accord Secretariat on the correct dates and revert.

JG mentioned that the next Council has to be resolved before the GA. The call for nominations has to be done at least 6 months prior to the GA. He also stated that he will be resigning from the Trustees position too.

(b) Robert Matthew Award
KS had shared the revised version of the RMA Announcement, as the venue has been now finalised. KS once again requested the Council to propose the Jury members for the RMA as it needs to be filled in the announcement. One Jury member should be an inhouse Architect from Kenya. Also KS suggested whether an entry fee to be mentioned. JG replied that if we charge a fee for the entries, less interests will be shown from the MOs.

The trophy is still to be designed. Request will be circulated to the CAA Schools to proceed as an award to have the design.

KS stated that the Award is opened for all applications from the Architects in the Commonwealth, their nominations through the local member institute. JG and SM also commented that we must receive the nominations through the MOs.

The RMA Announcement to be circulated once the final version is approved by the Council.

(c) ARCASIA Meeting (10th - 14th Sept 2018 in Tokyo, Japan).
KS stated that there will be 22 Commonwealth Organisation attending ARCASIA Meeting in Tokyo. KS is unable to attend the meeting in Tokyo. CE, JP, JA and VC will be attending this meeting. There is no slot requested at the ARCASIA meeting to present the CAA Survey. However, we might be able to request. VC said that we can present PO’s presentation.

11.0 AOB
- With reference to PO’s previous communications, the Application for HPF Habitat Professionals Forum was submitted and awaiting a positive feedback from them. However, since PO has excused in attending the Council meeting, JG said he will request PO to update Council with the latest outcome.
Regarding Uganda Project that has been on discussion during last council meeting, SM said that she got Llewellyn in touch with Uganda regarding the Uganda requirement and we need to look at what type of resources they require in terms of education and practice towards their conference. We still need to have their proper feedback about their exact requirement.

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

The Next Council Meeting will be held on 5th December 2018 via “Go to Meeting”.

Nadeesha Yahampath
EXECUTIVE DIRECTOR
17th September 2018