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**MINUTES OF THE ASIA & PACIFIC INTERNET ASSOCIATION (APIA) LTD
ANNUAL GENERAL MEETING (AGM) HELD ON 22ND FEBRUARY 2005
AT THE ROOM 560, KYOTO INTERNATIONAL CONFERENCE HALL TAKARAGAIKE
SANKYO-KU, KYOTO, JAPAN**

Present:	Dr. Abhisak Chulya	Chair
	Mr. Gaurab Upadhaya	Vice Chair
	Dr. Philip Smith	Secretary
	Ms. Kyoko Day	Treasurer
	Mr. James Seng	Director
	Mr. Ole Jacobsen	Director
	Mr. Scott MacDonald	Director
	Mr. Lee Boon Kok	NGO Member
	Mr. Ian Chiang	NGO Member
	Mr. Robert Berger	Individual Member
	Mr. Tom Vest	Individual Member
	Mr. Suresh Ramasubramanian	Individual Member
In Attendance:	Ms. Molly Cheam	APIA Secretariat

<u>ITEM</u>

1. WELCOME MESSAGE BY CHAIR OF APIA

Having confirmed with the Secretariat that there was quorum to convene the meeting, Chair of the APIA, Dr. Abhisak Chulya called the meeting to order at 1:00 pm and welcomed all members and observers to the APIA AGM

2. CONFIRMATION OF MINUTES

The Minutes of the APIA General Meeting held on 25th February 2004 was confirmed with no amendments as proposed by Mr. Robert Berger and seconded by Mr. Tom Vest.

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3. MATTERS ARISING

There were no matters arising from the APIA AGM held on 25th February 2004.

4. ANNUAL REPORT 2004 BY APIA CHAIRMAN

Dr. Chulya presented APIA's annual report for the year 2004. He highlighted the following:

4.1   Board of Directors

The members of the Board of Directors who served since the last AGM were as follows:
- Dr. Abhisak Chulya, Chairman
- Mr. Gaurab Upadhaya, Vice-Chairman
- Ms. Kyoko Day, Treasurer
- Dr. Philip Smith, Secretary
- Mr. Ole Jacobsen
- Mr. Scott Macdonald
- Mr. James Seng

4.2   Secretariat

PIKOM, the Association of the Computer and Multimedia Industry of Malaysia is providing Secretariat services to APIA. They were appointed in September 2003 and their annual contract was renewed last year. APIA members could contact the Secretariat via email apia-sec@apia.org.

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4. ANNUAL REPORT 2004 BY APIA CHAIRMAN (Continued)

4.3 Focus & Strategies in 2004

The merger of APRICOT and APIA is fully completed. APRICOT is now a major activity of APIA which provides it with a legal umbrella. APIA Secretariat supports both the APRICOT Management and its subcommittees.

APIA's strategies are still focused on alliances or partnerships. During the last year, it signed an MoU with APNIC and SANOG at APRICOT 2004. APIA has existing MoUs already signed with EuroISPA and eCom-Lac in 2001

4.4 Membership Updates

As of 31st December 2004, APIA membership comprised of one (1) corporate Large member, four (4) Non-Profit Organisations and twelve (12) Individual Members.

Membership is now on an annual basis and follows the calendar year. New members joining from 1st October onwards will receive membership until the end of following calendar year.

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4. ANNUAL REPORT 2004 BY APIA CHAIRMAN (Continued)

4.5 Activities in 2004

The activities organised in 2004 include the following:

APIA supported:
- APRICOT 2004 & 2005 whereby the APIA Board participated actively in the APRICOT Management Committee
- Participated in CommunicAsia 2004 in Singapore as a marketing vehicle for APRICOT 2005 and APIA

APIA endorsed the following conferences:
- SANOG 4 in Kathmandu in July 2004
- 7th International AP IP Telephony in Singapore in November 2004
- SANOG 5 in Dhaka in February 2005
- NGN World in Bangkok in March 2005
- CommunicAsia in Singapore in June 2005
- SANOG 6 in Thimphu in July 2005

APIA pursued the registration of the APRICOT name and logo Trademark.

AGM at **APRICOT 2004** on 25th February
- Board elections had ten (10) candidates standing for election.
- Board has seven (7) Directors serving a term of two (2) years.
- Board had two (2) new members, Mr. Gaurab Raj Upadhaya from Nepal and Mr. Scott Macdonald from Japan.

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4. ANNUAL REPORT 2004 BY APIA CHAIRMAN (Continued)

4.6 Plans for 2005 - 2006

APIA plans to expand its collaboration with other organizations.

It also plans to address the strategic focus and direction of APRICOT and APIA and will look at the Funding model for APIA and future direction of APRICOT both as discussed at the APRICOT Management Committee Session on 21st February 2005.

4.7 Administration

APIA has tidied up its relationship with Citibank, its banker in Singapore. The current signatories are Treasurer, Ms. Kyoko Day and Secretary, Dr. Philip Smith.

APIA also renewed its annual registration in the Seychelles.

Both the APIA and APRICOT websites have been re-designed to give it a similar look and feel for branding purposes.

For members information, all APIA Board resolutions are available on APIA Website (www.apia.org)

4.8 APRICOT specific activities

APIA endorsed the APRICOT Management Committee decision to host APRICOT 2005 in Japan and APRICOT 2006 in India.

During the period, it appointed Dr. Philip Smith as the APRICOT Management Committee chair for 2004

A regular feature of APRICOT, the "demo lab/exhibition" will be replaced with a more informal sponsor social event modeled after NANOG "Beer 'n' Gear" to avoid situations of elaborate commercial build-ups by sponsors.

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5 APRICOT COMMITTEE REPORTS

Chairman invited the APRICOT Management Committee Chairman, Dr. Philip Smith, Programme Committee Chair, Mr. Robert Berger and Fellowship Committee Chair, Mr. Suresh Ramasubramanian to present their reports for the year 2004 to the members.

5.1 APRICOT Management Committee Report

Dr. Philip Smith, Chair of the APRICOT Management Committee (MC) highlighted that the group is responsible for the day-to-day oversight of preparations for the annual APRICOT conference. Responsible to the APIA Board, it consists of volunteers willing to give of their time and talent to help the local APRICOT host stage the conference. The Committee include past APRICOT conference hosts, APNIC staff, the future APRICOT host, chairs of the APRICOT Programme and Fellowship committees, as well as the APIA Board itself.

The last twelve (12) months have been quite busy for the MC as the group has been working with the Japan Executive Committee (JEC), Scott Macdonald and his team at e-side with preparations for APRICOT 2005 in Kyoto, Japan. Most activities include publicity for APRICOT, discussion of conference programme, attendee benefits, sponsorship, as well as participating in the Fellowship and Programme Committees.

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5. APRICOT COMMITTEE REPORTS (Continued)

5.1 APRICOT MC Report (Continued)

Work with the local host for APRICOT 2005 started in April with the first teleconference call after the successful conclusion of APRICOT 2004.   The Committee meets monthly by telephone call, although if members are physically present at one of the many regional conferences, formal and informal meetings also take place. In 2004 the committee met the 2006 hosts during SANOG 4 in Kathmandu and met the JEC (the 2005 hosts) during APNIC 19 in Fiji. As the conference approaches, the Committee meets fortnightly to assist the local host with last minute problems or issues being faced. This year was no different, with the fortnightly calls starting in January.

Also in 2004, the Request For Proposal (RFP) for 2007 was prepared and published midyear; the MC received 5 responses and bids to host APRICOT 2007 by the time the deadline of early December was reached.   Suresh Ramasubramanian was appointed co-chair in mid year. The MC also worked with the hosts for APRICOT 2006 in some of the initial preparations required for Bangalore.

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5. APRICOT COMMITTEE REPORTS (Continued)

5.2 APRICOT Programme Committee Report

Mr. Robert Berger, Chair of the APRICOT Programme Committee (PC) reported that 2005 saw major changes in the PC and conference programming efforts. Newly appointed Program Co-Chair Tom Vest began work assisting him in coordinating input from the globally distributed members of the APRICOT PC. Work began with an opt-in based clean-up of historical PC mailing list subscriptions, coupled with the addition of several new members representing the Japanese and Indian operators community.   The new PC membership breaks down as follows:

By residence/nationality:

- US: 6	- Japan: 4
- India : 3	- Nepal: 1
- Australia: 1	- Singapore: 1

By primary institution/employer:

- Network operator: 5	- Hardware vendor: 5 (Cisco 3, Juniper 2)
- Core DNS: 1	- Data Center: 1
- Network services:	- Other: 3

2005 conference programming efforts were broadly divided between the traditional PC structure and an independent Local PC. This novel distribution of labour and responsibility built on previous year's successful adoption of a track chair-driven programming approach, and was created to help better structure 2005 conference offerings to reflect the unique interests, strengths, and requirements of the Japanese operators community. The PC looks forward to working closely with Indian and other regional operators on programming priorities for APRICOT 2006.

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5. APRICOT COMMITTEE REPORTS (Continued)

5.2 APRICOT Programme Committee Report (continued)

For the coming programming effort, the PC will integrate lessons learned over the past two years and continue ongoing reforms by adopting a single, integrated PC structure that encompasses both established APRICOT PC members and new members from the host country operator community. Within this broad structure, the PC will continue to utilize the track chair-centered approach initiated in 2004, albeit with closer coordination and quality control from the overall PC.

The PC will also add a Tutorial Chair to manage the recruitment and vetting of Tutorial Instructors.

Lastly, the PC also hopes that it will have a web system to allow the Program Committee members to more easily participate in the final vetting of speakers.

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5. APRICOT COMMITTEE REPORTS (Continued)

5.3 APRICOT Fellowship Committee Report

Mr. Suresh Ramasubramanian, Chair of the APRICOT's fellowship Committee (FC) reported that since APRICOT 2004, Mr. Tom Vest has been co-chairing the committee with him.

APRICOT 2004 saw an unprecedented increase in the number of fellowship applicants from South and South East Asia, due to the venue being easily reachable. The fellowship fund was also increased due to contribution from sponsors.

Due to increased number of applicants, several ground rules were laid down for the fellowship program in 2004. Fellowships were awarded to people from developing economies and preference given to people with an "in the trenches" role in network operations. Recipients of previous fellowships from other programmes in the region (SANOG, APAN etc) will not be considered for fellowship except under exceptional circumstances.

The APRICOT fellowship committee was expanded in 2005 to include (besides the chair and co-chair) Dr. Philip Smith, Dr. Abhisak Chulya and Mr. Scott MacDonald and awarded fellowships to 27 applicants from a total of over two hundred applications. The criteria laid down in 2004 were followed this year as well in deciding fellowship allocation.

The goal of the fellowship committee in 2005 is to streamline the selection process to cope with the expected huge increase in the number of applications to the fellowship program at APRICOT 2006, which is being held in Bangalore, India. For the second year in a row, FC members actively solicited fellowship applications from network operators in nominally underrepresented developing countries in East and Southeast Asia. Again, these efforts did not have any measurable impact on the overall final distribution of applications or awards. These results suggest that the traditional, applicant initiative-driven process is probably the best method for allocating APRICOT fellowship resources.

At the end of the report, Chairman expressed thanks and appreciation to the respective committee Chairs for their effort in making APRICOT a success.

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6. FINANCIAL REPORT 2004 BY APIA TREASURER

Chairman invited, Treasurer Ms. Kyoko Day to present APIA's Financial Report for year ending 31st December 2004.l

Ms. Day reported that for the year 2004 the membership **revenue** decreased by 85.5% from US$10,350 to US$1,500. This was due to a change in APIA's membership term to calendar year as resolved by the APIA Board [APIA Board resolution 20040224-01] where members who paid membership fees after October were allowed to extend their membership till the end of December following year.

The **expenses** for the year 2004 were US$27,347.84. Although operating expenses were kept low, total expenses increased by US$3,593.44 or 15.1%. This was largely attributed to the increase in the secretariat fee, which covered the entire year in 2004, instead of a partial year as in the case of 2003. The secretariat fee, however, was renegotiated down from US$2,500 to US$1,250 per month effective September last year.

Overall, APIA recorded a consecutive loss since 1999. In 2004, the loss was US$25,754.63 compared to US$12,446.28 in the previous year.

APIA fund balance at the end of 2004 is US$26,237.28. The total APRICOT fund to be transferred is US$47,512.75. The APIA cash balance at Citibank-Singapore end of 2004 is US$73,750.03, which includes some funds transmitted to APIA should be merged with other APRICOT fund. APRICOT fund is maintained by APIA in the form of time deposits, separated from APIA operating fund, at Citibank-Singapore. Except for the fund maintained on behalf of APRICOT, APIA has no liability such as loans to other organisations or from financial institutions.

There were no disbursement made from the APRICOT fund during the year, and interest earned for the year was US$355.87. Profit for APRICOT 2004 held in Malaysia was US$10,313 and the amount was transmitted to APIA bank account.

After the presentation, Ms. Day invited questions on the accounts from the membership. There being no questions asked, the accounts were adopted by the meeting.

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7. APIA BUDGET FOR YEAR 2005

Ms. Kyoko Day then presented the draft APIA Budget for year 2005 for consideration.

APIA's revenue from membership is budgeted at USD11.800 derived mainly from membership fee comprising of one (1) Corporate Large member, One (1) Non Profit Organisation member and sixteen (16) individual members.

Budgeted Expenses include Secretariat fee, License & Registration, Meeting Expense, Promotion Expense, Bank charges and miscellaneous expenses amounting to USD21,735 resulting in a budget deficit of USD9,885.

She then invited questions and comments on the budget. There being none, Ms. Day asked for the budget to be approved.

The meeting agreed.

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7. OTHER MATTERS

7.1 Membership Category & Fee Review

The meeting reviewed the APIA membership category and fee. The meeting agreed to try to get some commercial organisations in to join the APIA as a way to generate more revenue to finance its running cost.

After much deliberation, the new category of membership, the annual fee and vote entitlement will be applicable with immediate effect:

Category of Membership	Annual Fee (USD)	Vote Entitlement
Premium Organization	10,000	Four (4)
For Profit Organization	1,000	One (1)
Non Profit Organization	250	One (1)
Individual	50	One (1)

There being no other business the APIA AGM ended at 2:00 pm

Confirmed Correct as Minutes of the APIA AGM

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Dr. Abhisak Chulya, APIA Chair, year 2005

Recorded by: Ms. Molly Cheam
APIA Secretariat