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Nara Institute of Science and Technology Alumni Association 2018 General Assembly Minutes

Date: November 11th, 2018 (10:30am-11:45am)
Location: Conference Room, Administration Bureau
Attendees: Kiyoshi KIYOKAWA, Chairperson (IS 1994 enrollment)
Akihisa INOUE, Vice-chairperson (MS 1998 enrollment)
Mime KOBAYASHI, Vice-chairperson (BS 1994 enrollment)
Masayuki KANBARA, Director (IS 1997 enrollment)
Morito AKISADA, Director (BS 1999 enrollment)
Yoshihiro UEOKA, Director (MS 2009 enrollment)
Yasuaki ISHIKAWA, Auditors (MS 2000 enrollment)
Kiyomi KAKIUCHI, Advisor (NAIST Executive Director/Vice President)
Others: 18 persons
Observers: Student Support Section (MATSUTAMA, MIYAMOTO)

Opening:

Greeting by Mr. KIYOKAWA, Chairperson

Deliberation:

1. Confirmation of previous General Assembly (May 19th, 2018) minutes
Board member self-introductions

2. Approval of 2018 accounting audit

3. Approval of board member reappointments

4. Approval of activity proposals
 - 1) Installation of administrative staff for NAA
 - 2) Website renovation
 - 3) Alumni member management system use
 - 4) Various activity support
 - 5) Membership fee collection

2019 NAA balance sheet:April 1st 2018 - March 31st 2019**1. Income**

◆ Nanto Bank		36 Yen
Interest from 20/08	18 Yen	
Interest from 18/02	18 Yen	
◆ Japan Post Bank	3,160,000 Yen	3,160,000 Yen
Membership fees (158 persons)		
◆ Balance carried forward		6,956,572 Yen
Nanto Bank	4,287,557 Yen	
Japan Post Bank	2,669,015 Yen	

Total amount**10,116,608 Yen****2. Expenses**

◆ Nanto Bank		2,337,810 Yen
Home Coming Day party (11/11/2018)	21,962 Yen	
Ekiden prize (06/11/2018)	13,000 Yen	
Gift envelopes (06/11/2018)	756 Yen	
Support for 20th Anniversary of BS 4 th class event	72,000 Yen	
Money Transfer fee	864 Yen	
Payment slip production	21,600 Yen	
Transfer fee	108 Yen	
Website renovation	2,205,900 Yen	
Transfer fee	540 Yen	
Nanto web banking commission	1,080 Yen	
◆ Japan Post Bank		19,454 Yen
Balance inquiries	514 Yen	
Transfer fees (158 persons)	18,940 Yen	

Total Amount**2,357,264 Yen****3. Balance**

Income	10,116,608 Yen	— Expenditures	2,357,264 Yen	<u>7,759,344</u> Yen
		Nanto Bank balance	1,949,783 Yen	
		Japan Post Bank balance	5,809,561 Yen	

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November 1st, 2019

Audit report

Auditor: Yasuaki Ishikawa, Associate Professor, MS
Nara Institute of Science and Technology Alumni Association

Date: November 1st 2019 (15:30pm-16:30pm)

Location: MS Complex

Period of audit report: April 1st, 2018- March 31st,

Income & Expense:

1) Expense: Homecoming Day Party (11/11/2018)	21 962 yen
2) Expense: Ekiden Prize (06/11/2018)	13 756 yen
3) Expense: Support for 20th Anniversary party (10/11/2018)	72 864 yen
4) Expense: Payment slip production	21 708 yen
5) Expense: Website renovation	2 206 440 yen
6) Expense: Nanto web banking fees	1 080 yen
7) Expense: Japan Post Bank balance inquiries	514 yen
8) Expense: Transfer fees	18 940 yen
9) Income: Interest from NANTO Bank	36 yen
10) Income: Membership fees	3 160 000 yen

I have examined the NAA balance sheet for November 1st, 2019 and the related statement of income and changes in fund balances for the period from April 1st, 2018 through March 31st, 2019.

In my opinion, the accompanying financial statements present fairly the financial position of the NAA as of November 1st, 2019 and its revenues collected and expenses paid for the period then ended.

**Nara Institute of Science and Technology Alumni Association
2019 General Assembly**

Deliberation: Activity proposals

Responsibility: Kiyoshi KIYOKAWA, Chairperson (IS 1994 enrollment)

1) Budget for 2020

- 2020 expenses are based on 2019 income
- Aim for 60% or higher new student enrollment rate

Income				
	Amount	Number of Students	Rate	Total
Membership fees (Master's)	20000	329	0,6	3948000
Membership fee (Doctoral)	20000	30	0,6	360000
Donations	10000	10		100000
Total				4408000
Expenses				
	Cost	Unit	Total	
PalSyne costs	24300	12	291600	
PalSyne renovation costs	500000	1	500000	
Administrative staff cost (16000 yen/day)	16000	78	1248000	
Web management fees	20000	24	480000	
Alumni event food & beverages costs	150000	1	150000	
Alumni event lecturer fees	50000	2	100000	
Welcome party support costs	50000	20	1000000	
Others (commissions/transfer fees)	30000	1	30000	
Emergency funds	190280	1	608400	
Total			4408000	

2) Promotion to increase membership

Enrolled students

- By e mail
- Requests from board members/ members

Graduates

- By e mail
- Through laboratories
- By postcard or phone

Improve and promote attractive services

3) Hiring administrative staff

We discussed employment conditions with the labor and social security attorney

4) Others

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Incoming board members

Term

Chairperson	Kiyoshi KIYOKAWA	IS 1994 enrollment	May 2020-May 2022
Vice-chairpersons	Akihisa INOUE	MS 1998 enrollment	May 2020-May 2022
	Mime KOBAYASHI	BS 1994 enrollment	May 2020-May 2022
Directors	Morito AKISADA	BS 1999 enrollment	May 2020-May 2022
	Masayuki KANBARA	IS 1997 enrollment	Nov. 2020-May 2021
	Katsutomo OKAMURA	BS 1998 enrollment	Nov. 2019-Nov. 2021
	Yoshihiro UEOKA	MS 2009 enrollment	May 2020-May 2022
Auditors	Yasuaki ISHIKAWA	MS 1998 enrollment	Nov. 2019-May 2021
	Raula Gaikovina Kula	IS 2008 enrollment	May 2020-May 2022
Advisors	Kiyomi KAKIUCHI	NAIST Executive Director/ Vice President	Nov. 2019-May 2021
	Shoji KOMAI	BS 1995 enrollment	May 2020-May 2022

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Current board members

Term

Chairperson	Kiyoshi KIYOKAWA	IS 1994 enrollment	May 2020-May 2022
Vice-chairpersons	Akihisa INOUE	MS 1998 enrollment	May 2020-May 2022
	Mime KOBAYASHI	BS 1994 enrollment	May 2020-May 2022
Directors	Morito AKISADA	BS 1999 enrollment	May 2020-May 2022
	Masayuki KANBARA	IS 1997 enrollment	Nov. 2020-May 2021
	Yoshihiro UEOKA	MS 2009 enrollment	May 2020-May 2022
Auditors	Yasuaki ISHIKAWA	MS 1998 enrollment	Nov. 2019-May 2021
	Raula Gaikovina Kula	IS 2008 enrollment	May 2020-May 2022
Advisors	Kiyomi KAKIUCHI	NAIST Executive Director/ Vice President	Nov. 2019-May 2021
	Shoji KOMAI	BS 1995 enrollment	May 2020-May 2022

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NAIST Alumni Association Constitution (Revised November 2019)

Chapter 1 General rules

- Article 1 This association is called Nara Institute of Science and Technology Alumni Association (hereinafter referred to as NAA), with its headquarter located at Nara Institute of Science and Technology.

Chapter 2 Purpose and activities

- Article 2 The purpose of NAA is to promote mutual friendship among its members, and to contribute towards the purpose and mission of Nara Institute of Science and Technology (hereinafter referred to as NAIST).
- Article 3 NAA conducts the following operations in order to achieve the purpose of the preceding article.
 - (1) Promotion of mutual friendship among members
 - (2) NAIST's education and research activity support
 - (3) NAA member list and the NAA website management
 - (4) Conducting other projects deemed necessary to achieve the purpose of NAA

Chapter 3 Members

- Article 4 Members of NAA shall be regular members, special members, supporting members and associate members.
 - (1) Regular members: Those who are NAIST graduates or have been enrolled in NAIST and are recommended by a regular member
 - (2) Special members: Faculty members (including retirees) that have the NAA Board of Directors approval, based on a regular member's recommendation
 - (3) Supporting members: Corporations or individuals who support NAA's purpose, has provided support for NAA, and have the NAA Board of Directors approval, based on a regular member's recommendation.
 - (4) Associate members: Those who are NAIST graduates or have been enrolled in NAIST

Chapter 4 Executives and staff

- Article 5 The following executives shall be appointed within NAA.
 - (1) One Chairperson
 - (2) Two Vice Chairpersons
 - (3) Directors
 - (4) Two Auditors
 - (5) Advisors
- Article 6 Executives shall be elected as follows.

- (1) The Chairperson shall be a regular member who is recommended by the Board of Directors and approved by the General Assembly.
- (2) Vice Chairpersons shall be regular members who are recommended by the Board of Directors and approved by the General Assembly.
- (3) Directors shall be those who are recommended by the Chairperson and the Vice Chairpersons and approved by the General Assembly.
- (4) Auditors shall be those who are recommended by the Audit Chairperson and approved by the Board of Directors.
- (5) Advisors shall be those who are recommended by an Advisor (NAIST Executive Director) and approved by the Chairperson.
- 2 The Chairperson and Vice Chairpersons shall also serve as Directors.
- Article 7 The term of office of the Chairperson, Vice Chairpersons, Directors, Auditors and Advisors shall be two years and they may be reappointed.
 - 2 If an executive position becomes vacant, a replacement shall be elected by the Board of Directors and shall serve the remaining term of his/her predecessor.
- Article 8 The Chairperson shall represent NAA and manage operations.
 - 2 Vice Chairpersons shall assist the Chairperson, and, in the case that the Chairperson cannot perform his/her duties, one of the Vice Chairpersons shall represent NAA.
 - 3 Directors shall handle operations.
 - 4 Auditors shall perform audits.
 - 5 Advisors may consult with and advise the Chairperson, Vice Chairpersons, and Directors regarding the NAA operation.

Chapter 5 Meetings

- Article 9 NAA meetings shall be the General Assembly and Board of Directors Meetings.
- Article 10 General Assemblies shall consist of all regular members and be convened by the Chairperson when deemed necessary.
 - 2 At least two weeks before the General Assembly, the agenda, date, time and place shall be announced and shall be convened by the Chairperson.
 - 3 General Assemblies may be held online when necessary.
 - 4 The General Assembly shall decide the following matters.
 - (1) Decisions concerning budgets and approval of the settlement of accounts
 - (2) Establishment, revision and abolition of NAA management policies and constitution
 - (3) Election of Chairperson, Vice Chairpersons, and Directors
 - (4) Other matters
 - 5 The General Assembly agenda is to be decided by the majority vote of members present. If there is a tie, the Chairperson's vote will be the tie-breaker.
- Article 11 The Board of Directors shall consist of the Chairperson, Vice Chairpersons, and Directors, and deliberate the NAA budget, settlement of accounts, and other important matters regarding NAA operation. The Board of Directors shall also plan and execute NAA operation.
 - 2 Auditors and Advisors may participate when the Chairperson seeks their counsel.

- Article 12 Board of Directors meetings may be held at any time when the Chairperson deems it necessary, at the request of any member.
 - (2) Board of Directors meetings shall require a majority of attendance. When attendance is not possible, the Board of Directors may delegate the decision by proxy.

Chapter 6 Expenses

- Article 13 NAA expenses shall be covered by membership fees, donations, and other income.

Chapter 7 Accounting details

- Article 14 The membership fee shall be 20,000 yen as a lifetime membership fee.
- Article 15 The membership fee must be paid in order for a person to be recognized as a regular member.
- Article 16 In principle, membership fees may not be refunded.
- Article 17 Donations may be received upon approval of the Board of Directors.
- Article 18 The NAA fiscal year shall be from April 1st to March 31st of the following year.
- Article 19 The settlement of NAA accounts must be approved by the General Assembly after being audited every year.

Chapter 8 Abolition

- Article 20 Amendment or abolition of the constitution shall require the approval of at least two-thirds of the regular members present at the General Assembly.

Supplementary article

This constitution shall come into effect from November 10, 2019.

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Nara Institute of Science and Technology Alumni Association 2019 General Assembly Activity Reports

Responsibility: Kiyoshi KIYOKAWA, Chairperson (IS 1994 enrollment)

1) Palsyne

Since February 2019, we use PalSyne (<https://palsyne.com/>) for alumni member management. As of November 4th, 2019, the number of registrants was 358 persons.

New registration page

<https://apply.palsyne.net/u-naist/register.aspx>

PalSyne login page

<https://pu.palsyne.net/u-naist/>

2) NAA PR activities

We sent information about NAA and payment slips for membership fees to new students. We also explained NAA at the orientation for new students; March 22nd, April 2nd, and 4th, 2019.

3) Membership fee payment by new students

The payment rate is 40% for new students at November 4th, 2019.

New student	M/D	Numbers of student	Number of Payments	Rate
Japanese students	M	309	161	52 %
	D	45	0	0 %
International students	M	20	4	20 %
	D	18	1	6 %
Total		392	166	42 %

4) Reunion reports

The following alumni reunions were held.

NAA supported some of them.

November 10th, 2018: 20th Anniversary of BS 4th promotion (Support: 72,000 yen)

April 27th 2019: Retirement Memorial Reunion for Prof Hagita, IS (Support: 36,000 yen)

May 18th, 2019: Reunion with Prof Kunio Yasuda, BS (Support: 20,000 yen)

June 15th, 2019: 22th Anniversary of MS Section (Support: 32,000 yen)

(For reference)

Financial support conditions:

- Gatherings with 10 or more members
- Gatherings that do not violate public order and morals
- Participants are to be informed that there is support from NAA
- Submission of documentation of the following three points within one week after the gathering is held:
 - 1) List of participants (graduates)
 - 2) Gathering report
 - 3) A group photo (a digital file such as JPG)The list should include the participant names, admission years, relevant status (students/graduates, faculty members, or other distinctions), and participants e-mail addresses (personal e-mail addresses besides lifetime NAIST addresses are acceptable). If you have not registered with PalSyne, the NAA secretariat will register the e-mail addresses. You must clearly state if you do not want the email to be registered to PalSyne.

□Financial support amount:

- 2,000 yen per participating member, up to 100,000 yen in total
- In some cases, NAA may not be able to meet requests due to a large number of other applications.
- Individuals may only receive support once a year. Individuals who received prior support in that year should not be included as participants.

5) Collaboration with Division for Career Development
September 6th, 2019: NAIST ALUMNI Conference

6) Website renovation
New website will launch February 2020
<http://alumni.naist.jp>

7) Collaboration with Indonesian Alumni Association.
Reunion held at April 12th, 2019.

8) OBOG Party will be held in Kyoto, on December 7th, 2019.

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NAIST Alumni Association History

February 1995

With the first students about to graduate, establishing an alumni association proposed by NAIST to promote cooperation between graduates and NAIST as well as between graduates themselves.

March 2000

NAIST Alumni Association (NAA) established. (Student Affairs Division provided administrative support). Kazuki Joe (currently professor at Nara Women's University) appointed as chairperson and 24 members and councilors of the board were elected.

September 2001

NAA management responsibilities transferred to Alumni Board of Directors.

April 2004

All national universities incorporated.

Development of NAA support system specified in the NAIST mid-term plan.

April 2007

NAA Chairperson and three alumni on campus began discussions to restructure NAA. (Student Affairs Division provided administrative support).

March 2008

Accounting statement for entire the NAA operation period prepared and audited.

October 2009

Working group established with six alumni on campus, and, with approval of the active chairperson and councilors, NAA reorganization considered. (Student Affairs Division provided administrative support)

April 2010

Strengthening alumni network specified in second mid-term plan.

July 2010

Three alumni on campus joined the working group.

November 2010

General Assembly and alumni gathering held.

October 2011

General Assembly and alumni gathering held.

November 2012

General Assembly and alumni gathering held.

Dr. Kazutoshi Takahashi, an alumnus, awarded the NAIST Alumni Association Honor Award.

October 2013

General Assembly and Tokyo Reunion (alumni gathering) held.

December 2014

General Assembly held.

November 2015

General Assembly held.

November 2016

General Assembly and Homecoming Day held.

November 2017

General Assembly and Homecoming Day held.

February 2018

Board meeting held.

May 2018

General Assembly and board meeting held.

August 2018

Board meeting held.

November 2018

General Assembly and Homecoming Day held.

May 2019

Board meeting held.