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

Date: November 10th, 2019 (11:10am-11:25am)
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)
Morito AKISADA, Director (BS 1999 enrollment)
Yoshihiro UEOKA, Director (MS 2009 enrollment)
Shoji KOMAI, Advisor (BS 1995 enrollment)
Raula Gaikovina Kula, Auditor (IS 2008 enrollment)
Kiyomi KAKIUCHI, Advisor (NAIST Executive Director/Vice President)
Others: 16 persons
Observers: Student Support Section (Nakano, Miyamoto)

Opening:

Greeting by Mr. KIYOKAWA, Chairperson
Board member self-introductions

Deliberation:

1. Confirmation of previous General Assembly (Nov. 11th, 2018) minutes
2. Approval of 2018 settlement of accounts
3. Approval of 2018 accounting audit
4. Approval of activity proposals
 - Increase NAA participation rate
5. Approval of board member reappointments
6. Constitution revision

Reports:

1. Activities

2019 NAA balance sheet :

April 1st 2019 - March 31st 2020

1. Income

◆ Nanto Bank		120,014 Yen
Membership fees (6 persons)	120,000 Yen	
Interest from 19/08	8 Yen	
Interest from 17/02	6 Yen	
◆ Japan Post Bank		3,479,695 Yen
Membership fees (173 persons)	3,460,000 Yen	
Repayment of support for NAIST OBOG Party	19,695 Yen	
◆ Balance carried forward		7,759,344 Yen
Nanto Bank	1,949,783 Yen	
Japan Post Bank	5,809,561 Yen	

Total amount**11,359,053 Yen**

2. Expenses

◆ Nanto Bank		1,058,566 Yen
Cost of Payment slips creation	27,000 Yen	
Money Transfer fee	108 Yen	
Support fee for 22th Anniversary of MS Section (15/06/2019)	32,000 Yen	
Money Transfer fee	540 Yen	
Support fee for souvenir of retirement Prof. Ogita (27/04/2019)	36,000 Yen	
Money Transfer fee	540 Yen	
Support fee for gathering with Prof. Yasuda (18/05/2019)	20,000 Yen	
Money Transfer fee	330 Yen	
Prize for Ekiden (06/11/2019)	13,000 Yen	
Gift envelope (06/11/2019)	304 Yen	
Home Coming Day Party fee (10/11/2019)	47,454 Yen	
Support fee for NAIST OBOG Party (07/12/2019)	76,120 Yen	
Money Transfer fee	550 Yen	
Support fee for 20th Anniversary of BS Section (09/11/2019)	52,000 Yen	
Money Transfer fee	550 Yen	
Usage fee for PalSyne	739,010 Yen	
Commission of Nanto Web Banking	13,060 Yen	
◆ Japan Post Bank		73,961 Yen
Charge for balance inquiries	520 Yen	
Support fee for INAA gathering (30/11/2019)	42,000 Yen	
Money Transfer fee for 173 persons	31,441 Yen	

Total Amount**1,132,527 Yen**

3. Balance

Income	11,359,053 Yen	— Expenditures	1,132,527 Yen	10,226,526 Yen
		Nanto Bank balance	1,011,231 Yen	
		Japan Post Bank balance	9,215,295 Yen	

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November 12th 2020

Audit report

Auditor: Raula Gaikovina Kula, Associate Professor, IS
Nara Institute of Science and Technology Alumni Association

Date: November 12th, 2020 (15:00pm-15:30pm)

Location: Information Science Complex

Period of Audit report: April 1st, 2019- March 31st, 2020

Income & Expense:

1) Expense: Payment slip production	27 108 yen
2) Expense: Support for GSMS 22th anniversary party (15/06/2019)	32 540 yen
3) Expense: Support for Prof. Ogita's retirement souvenir (27/04/2019)	36 540yen
4) Expense: Support for gathering with Prof. Yasuda (18/05/2019)	20 330 yen
5) Expense: Ekiden Prize (06/11/2019)	13 304 yen
6) Expense: Homecoming Day party (10/11/2019)	47 454 yen
7) Expense: Support for NAIST OBOG Party (07/12/2019)	76 670 yen
8) Income: Partial reimbursement for NAIST OBOG party	19 695 yen
9) Expense: Support for GSBS 20th Anniversary party (09/11/2019)	52 550 yen
10) Expense: PalSyne costs	739 010 yen
11) Expense: Nanto web banking commission fees	13 060 yen
12) Expense: Support for INAA gathering (30/11/2019)	42 000 yen
13) Expense: Japan Post Bank charge for balance inquiries	520 yen
14) Expense: Japan Post Bank money transfer fees (173 persons)	31 441 yen
15) Income: Interest from NANTO Bank	14 yen
16) Income: Japan Post Bank membership fees	3 460 000 yen
17) Income: Nanto Bank membership fees	120 000 yen

I have examined the NAA balance sheet for November 12th, 2020 and the related statement of income and changes in fund balances for the period from April 1st, 2019 through March 31st, 2020.

In my opinion, the accompanying financial statements present fairly the financial position of the NAA as of November 12th 2020 and its revenues collected and expenses paid for the period then ended.

**Nara Institute of Science and Technology Alumni Association
2020 General Assembly**

Deliberation: Activity proposals

Responsibility: Kiyoshi KIYOKAWA, Chairperson (IS 1994 enrollment)

1) Budget for 2021

- 2021 expenses are based on 2020 income
- Aim for 60% or higher new student enrollment rate

Income				
	Amount	Number of Students	Payer (Rate)	Total
Membership fees (Master's)	20000	352	169 (0.48)	3380000
Membership fee (Doctoral)	20000	62	2 (0.03)	40000
Donations	10000	0		0
Total				3420000
Expenses				
	Cost	Unit	Total	
PalSyne costs	26950	12	323400	
PalSyne renovation costs	500000	1	500000	
Administrative staff cost (16000 yen/day)	16000	52	832000	
Web management fees	20000	12	240000	
Graduation certificate cases	1386	400	554400	
Alumni event food & beverages costs	150000	1	150000	
Alumni event lecturer fee	50000	1	50000	
NAA support costs	50000	10	500000	
Welcome party support costs	100000	1	100000	
ZOOM license	45600	1	45600	
Others (commissions/transfer fees)	30000	1	30000	
Emergency funds	94600	1	94600	
Total			3420000	
Balance			0	

2) New event proposals

- Planning and supporting a welcome party
- Planning and supporting online gatherings
- Planning and supporting a gathering at the Tokyo Forum
- Others

3) 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

4) Hiring administrative staff

We discussed employment conditions with the labor and social security attorney

5) Others

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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
	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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AIST 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) Supporting NAIST's education and research activities
 - (3) Management of NAA member lists and the NAA website
 - (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 2020 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 9th, 2020, the number of registrants was 841 persons (358 persons in 2019).

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 the information about NAA and payment slips for membership fees to new students. We also explained NAA at the orientation for new students, April 2nd, 6th and October 2nd, 2020.

3) Membership fee payment by new students

The payment rate is 34.2% for new students at November 9th 2020.

New Student	M/D	Numbers of Student	Numbers of Payment	Rate
Japanese Students	M	307	146	47.6%
	D	66	7	10.6%
International Students	M	40	5	12.5%
	D	58	3	5.1%
Total		471	161	34.2%

4) Reunion reports

The following alumni reunions were held.
NAA supported some reunions.

November 30th, 2019 : (INAA) INAA Gathering 2019 in PENS, Surabaya (Support: 42,000 yen)

December 6th, 2019 : 20th Anniversary of BS Section (Support: 52,000 yen)

December 7th, 2019 : NAIST OBOG Party (Support: 56,425 yen)

September 12th, 2020: Online NAIST Alumni Reunion 2020 (No Support)

(For reference)

Condition for support:

More than 10 participants; Inform participants of NAA support; Submit participant list, report (about 300 words) and gathering photo

Support amount: 2000 yen/person (Up to 100,000 yen)

5) Collaboration with Division for Career Development

August 12th, 2020: Career meeting with ALUMNI (greeting speech by Kiyokawa, Chairperson)

October 6th, 2020: NAIST ALUMNI Conference (greeting speech by Kiyokawa, Chairperson)

6) Website renovation

New website launched April 2020

<http://alumni.naist.jp>

7) Consideration of various events

The following events were canceled due to COVID-19

April 11th, 2020: 2020 NAIST Welcome Party

October 26th, 2020: Reunion in Tokyo at NAIST Tokyo Forum 2020

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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.

November 2019

General Assembly and Homecoming Day held.