

**Nara Institute of Science and Technology Alumni Association**  
**2022 General Assembly**  
**Agenda**

Date: November 19<sup>th</sup>, 2022

Location: Kenshu Hall, Interdisciplinary Frontier Research Complex No.2 and online

- 1, Greeting by Mr. KIYOKAWA, Chairperson
- 2, Confirmation of previous General Assembly (Nov. 20<sup>th</sup>, 2021) minutes
- 3, Deliberation
  - 2021 settlement of accounts
  - 2021 accounting audit
  - Activity proposals
  - Board member reappointments
- 4, Reports
  - Activities
- 5, Others
  - Opinion exchange

**[Handout]**

1. Previous General Assembly (Nov. 20<sup>th</sup>, 2021) minutes
2. 2021 NAA Balance Sheet
3. 2021 Audit report
4. Activity proposals
5. Current board members list
6. Activity reports
7. History

**Nara Institute of Science and Technology Alumni Association  
2021 General Assembly  
Minutes**

Date: November 20<sup>th</sup>, 2021 (10:15am-11:00am)  
Location: Kenshu Hall, Interdisciplinary Frontier Research Complex No.2 and online  
Attendees: Kiyoshi KIYOKAWA, Chairperson (IS 1994 enrollment)  
Akihisa INOUE, Vice-chairperson (MS 1998 enrollment)  
Mime KOBAYASHI, Vice-chairperson (BS 1994 enrollment)/Online  
Morito AKISADA, Director (BS 1999 enrollment)  
Ismail ARAI, Director (IS 2002 enrollment)  
Yoshihiro UEOKA, Director (MS 2009 enrollment)/Online  
Katsutomo OKAMURA, Director (BS 1998 enrollment)  
Kazuma YASUHARA, Director (MS 2006 enrollment)  
Junichiro YOSHIMOTO, Director (IS 1998 enrollment)  
Raula Gaikovina Kula, Auditor (IS 2008 enrollment)  
Tetsuko NOGUCHI, Advisor (NAIST Executive Director)  
Others: 10 persons (IS 4, BS 5, MS 1)  
Observers: Student Support Section (Tsutsui, Sumita, Yamamoto, Hayashi)

**Opening:**

Greeting by Mr. KIYOKAWA, Chairperson

**Deliberation:**

1. Confirmation of previous General Assembly (Nov. 15<sup>th</sup>, 2020) minutes and previous Special General Assembly minutes (June, 2021)
2. Approval of 2020 settlement of accounts
3. Approval of 2020 accounting audit
4. Approval of board member reappointments  
Comments by new board members

**Katsutomo Okamura, Director**

After my graduation from School of Biological Science at NAIST in 2000, I worked at various universities and institutes in and outside of Japan. I came back to NAIST as a faculty member in 2019 and assumed the director position of the NAIST Alumni Association in the following year. I will be in charge of international relations, making use of my experience in Asia.

### **Junichiro Yoshimoto, Director**

I am glad to have been a director of NAIST Alumni Association since May, 2021 upon retirement of Mr. Kambara. I will serve until November, 2022 and be in charge of the website.

### **Kazuma Yasuhara, Director**

I am Kazuma Yasuhara belonging to the working committee of the NAIST alumni association.

I have been working at NAIST since I received my doctoral degree in December 2008, as an assistant professor and associate professor. I am very happy to see alumni from my division MS today.

#### 5. Approval of activity proposals

- 1) FY2022 Budget (Number of approvals: 27)
- 2) New event/support proposals (Number of approvals : 27)
- 3) Promotion to increase membership (Number of approvals: 27)
- 4) Others (Number of approvals: 25)
  - Web publication for use of Zoom license
  - Establishment of new regulations for board member dismissal

#### Comment from attendees:

For the international students, the membership fee is quite high, so could we take measures such as halving the fee?

### **Reports:**

#### 1. Activities

- 1) Duties of Board Members
- 2) Hiring of administrative assistant at Student Support Section, Educational Affairs Division, NAIST

Comment: The purchase of Zoom and its use by members has not yet been announced. Please let us know how to apply through PalSyne in the future.

### **The Online questionnaire results for the NAIST Alumni Association General Assembly**

Respondents: 19 persons (IS 7, BS 8, MS 4)

#### 1. Which of the following projects should be executed by the NAIST Alumni Association?

(Multiple answers allowed)

Management of the member list	63.2%
Support for current students	63.2%
Publishing newsletters	57.9%
Hosting an annual gathering	47.4%
Hosting invited lectures	42.1%
Recognition of successful graduates	36.8%
Announcement of related events	31.6%

## 2. What is necessary to further vitalize the NAIST Alumni Association?

### Mains opinions

- More active social network presence (Facebook, Twitter, etc.)
- Support for current students (networking, career development)
- Relationships between students and private companies
- Introducing NAIST's latest research to the industrial sector

### Comments from board members

- We will promote our activities more often through SNS such as Twitter and Facebook.
- We will organize events that not only support career development, but also strengthen our relationships with industry sector.

**2021 NAA balance sheet :**

April 1st 2021 - March 31st 2022

**1. Income**

<b>◆ Nanto Bank</b>		<b>3,538,835 Yen</b>
Membership fees (3 persons)	60,000 Yen	
Transfers from Japan Post Bank	3,478,815 Yen	
Interest on 23/Aug/2021	8 Yen	
Interest on 21/Feb/2022	12 Yen	
<b>◆ Japan Post Bank</b>		<b>4,040,000 Yen</b>
Membership fees (202 persons)	4,040,000 Yen	
<b>◆ Balance carried forward</b>		<b>12,885,499 Yen</b>
Nanto Bank	747,029 Yen	
Japan Post Bank	12,138,470 Yen	

<b>Total amount</b>	<b>20,464,334 Yen</b>
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**2. Expenses**

<b>◆ Nanto Bank</b>		<b>1,704,520 Yen</b>
PalSyne monthly charges (26,950 yen x 12)	323,400 Yen	
Commision of Nanto Web Banking (1,100 yen x 12)	13,200 Yen	
Diploma Holders (1,221 yen x 500)	610,500 Yen	
Money Transfer fee	220 Yen	
Refund of Membership fee (admission declined: 2 persons)	40,000 Yen	
Zoom Pro license (1 year)	165,000 Yen	
Money Transfer fee	550 Yen	
Bank Transfer Correction fee	1,100 Yen	
Donation for NAIST	500,000 Yen	
Support for overseas alumni association (INAA)	50,000 Yen	
Money Transfer fee	550 Yen	
<b>◆ Japan Post Bank</b>		<b>3,480,253 Yen</b>
Transfers to Nanto Bank	3,478,815 Yen	
Money Transfer fee (x 2)	880 Yen	
Money Transfer fee for new membership (3 persons)	558 Yen	

<b>Total Amount</b>	<b>5,184,773 Yen</b>
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**3. Balance**

Income	20,464,334 Yen	—	Expenditures	5,184,773 Yen	<b>15,279,561 Yen</b>
			Nanto Bank balance	2,581,344 Yen	
			Japan Post Bank balance	12,698,217 Yen	

September 16<sup>th</sup> 2022

**Audit report**

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

Date: September 16th , 2022 (3:30PM – 4:00PM )  
Location: Meeting room, Administration Bureau 2<sup>nd</sup> floor  
Period of Audit report: April 1<sup>st</sup>, 2021- March 31<sup>st</sup>, 2022

Income & Expense:

1) Expense: PalSyne costs	323 400 yen
2) Expense: Nanto web banking commission fees	13 200 yen
3) Expense: Diploma Holders Cost	610 720 yen
4) Expense: Refund of Membership fee to those who declined admission	40 000 yen
5) Expense: Zoom Pro license Cost	165 550 yen
6) Expense: Bank Transfer Correction fee	1 100 yen
7) Expense: Donation for NAIST	500 000 yen
8) Expense: Support fee for INAA	50 550 yen
9) Expense: Money Transfer Fee to Nanto Bank from Japan Post Bank	880 yen
10) Expense: Japan Post Bank money transfer fees (3 persons)	558 yen
11) Income: Nanto Bank membership fees	60 000 yen
12) Income: Interest from NANTO Bank	20 yen
13) Income: Japan Post Bank membership fees	4 040 000 yen

I have examined the NAA balance sheet for September 16th, 2022 and the related statement of income and changes in fund balances for the period from April 1<sup>st</sup>, 2021 through March 31<sup>st</sup>, 2022.

In my opinion, the accompanying financial statements present fairly the financial position of the NAA as of September 16th, 2022 and its revenues collected and expenses paid for the period then ended.

**Nara Institute of Science and Technology Alumni Association  
2022 General Assembly**

**Deliberation: Activity proposals**

Kiyoshi KIYOKAWA, Chairperson (IS 1994 enrollment)

**(1) FY2023 Budget**

- FY2023 expenses are based on FY2021 income
- Expecting 60% or higher new student enrollment rate

Income			
	Cost	Unit	Total
Membership fees (Nanto Bank) 3 persons	20,000	3	60,000
Interest	4	5	20
Membership fee (Japan Post) 202 persons	20,000	202	4,040,000
Interest	0	0	0
Refund of Membership fee to those who declined admission (2 persons)	-20,000	2	-40,000
Money Transfer Fee	-558	1	-558
<b>Total</b>			<b>4,059,462</b>
Expenses			
	Cost	Unit	Total
PalSyne monthly fee	26,950	12	323,400
Nanto web banking commission fees	13,200	1	13,200
Administrative staff cost (2,000 yen x 8h/day)	16,000	52	832,000
Diploma Holder Cost	1,221	500	610,500
Alumni event food & beverages costs	150,000	1	150,000
Alumni event lecturer fees	30,000	3	90,000
NAA gathering support	50,000	10	500,000
International NAA support (INAA)	50,000	1	50,000
Welcome party support	100,000	1	100,000
Others (transfer fees)	30,000	1	30,000
Emergency funds (future PalSyne fee)	1,360,362	1	1,360,362
<b>Total</b>			<b>4,059,462</b>
<b>Balance</b>			<b>0</b>

## **(2) Promotion to increase membership**

Graduates

Through each laboratory

- Obtain graduates' permission to receive the contact from Alumni Association
- Obtain graduates' email address

## **(3) New event/support proposals**

(Reference)

- Administrative staff employment (not yet achieved, continuing scheme has not established)
- Publication of Newsletters (uploading web articles by graduates) (not yet achieved)
- NAIST Tokyo Forum-related gathering event support (not yet achieved)
- Events (other than lectures) promoting interaction between graduates and students (achieved since 2022)
- Support for overseas branch activities (achieved since 2022)
- NAIST welcome party support (achieved since 2022)
- Website renewal and management (achieved since 2020)
- Online gathering support (achieved since 2019)
- Membership system implementation and operation (achieved since 2019)

## **(4) Others**



## Current Board Members

			Term
<b>Chairperson</b>	Kiyoshi Kiyokawa	IS 1994 enrollment	May.2020-May.2023
<b>Vice-chairpersons</b>	Akihisa Inoue	MS 1998 enrollment	May.2020-May.2023
	Mime Kobayashi	BS 1994 enrollment	May.2020-May.2023
<b>Directors</b>	Morito Akisada	BS 1999 enrollment	May.2020-May.2023
	Isamail Arai	IS 2002 enrollment	Jun. 2021-Jun.2023
	Yoshihiro Ueoka	MS 2009 enrollment	May.2020-May.2023
	Katsutomo Okamura	BS 1998 enrollment	Nov.2021-Nov.2023
	Kazuma Yasuhara	MS 2006 enrollment	Jun. 2021-Jun.2023
	Junichiro Yoshimoto	IS 1998 enrollment	May.2021-May.2023
<b>Auditors</b>	Yuko Wada	BS 2000 enrollment	May.2021-May.2023
	Raula Gaikovina Kula	IS 2008 enrollment	May.2020-May.2023
<b>Advisors</b>	Shoji Komai	BS 1995 enrollment	May.2020-May.2023
	Tetsuko Noguchi	Executive Director	May.2021-May.2023

**Nara Institute of Science and Technology Alumni Association  
2022 General Assembly**

**Activity reports**

Kiyoshi Kiyokawa, Chairperson (IS 1994 enrollment)

**1) Membership registration**

PalSyne database (<https://palsyne.com/>) has been used for alumni information management since February 2019. As of November 8<sup>th</sup>, 2022, there are 3,101 registrants (2,252 persons as of last year, 841 persons as of two years ago).

New member registration site

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

PalSyne login site

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

**2) NAA PR activities**

a: NAA invitation letter and payment slips for membership fees have been sent to new students.

b: Chairperson Kiyokawa introduced NAA at the Graduation Ceremony, March 24<sup>th</sup> and at the orientations for new students held on April 4<sup>th</sup>, 5<sup>th</sup> and October 3<sup>rd</sup>, 2022.

c: Website contents improvement (more frequent news updates, uploading past minutes and other info).

**3) Membership fee payment by new students**

The payment rate is 43.9% for new students at November 8<sup>th</sup> 2022.

New Students	M/D	Numbers of Students	Numbers of Payment	Rate
Japanese Students	M	340	187	55.0%
	D	48	1	2.0%
International Students	M	21	0	0%
	D	19	0	0%
Total		428	188	43.9%

**4) NAIST welcome party (Online) - April 28<sup>th</sup>, 2022-**

*Number of pre-registration:44, Number of participate on the day:37 (+Board member:6)  
-Number of Post-Questionnaire responses:4 (Excellent:2, Good:2, Want to participate again:4)  
-So relieved as the participants were not only students but also supervisors and alumni  
-Dividing into groups might be a good idea for a comfortable communication between international students and students who can't understand English.  
-A lot of different kinds of fun planning and a hasty extended free conversation were good!  
-Good things were organized schedule, divided into group, exciting game party, introduction with other students and had facilitator. I hope the next event can be improved by using more bilingual language in the event (English is needed especially for international students). Thank you for organizing this kind of event for us.*

**5) Reunion support**

The following alumni reunion was held.

August 6<sup>th</sup>, 2022: Online INAA Alumni Reunion 2022

(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)*

**6) Collaboration with Division for Career Development**

a: August 19<sup>th</sup>, 2022: Meet the ALUMNI for international students

b: August 26<sup>th</sup>, 2022: Online Joint Alumni Visitation (10 companies participate)

c: September 2<sup>nd</sup>, 2022: Online Joint Alumni Visitation (11 companies participate)

The following are schedule.

d: November 22<sup>nd</sup>, 2022: Meet the ALUMNI for international students

e: November 25<sup>th</sup>, 2022: Career Design Learning from Alumni

**7) Discontinuing of Zoom Pro License**

We will use Webex on behalf of Zoom Pro and continuously consider whether more inexpensive Zoom License is necessary or not.

## 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.

**November 2020** : General Assembly and Homecoming Day held.

**May 2021** : Board meeting held.

**June 2021** : Special General Assembly (online) held.

**November 2021** : General Assembly and Homecoming Day held.

**April 2022** : NAIST Welcome Party held.

**June 2022** : Board meeting held.