

Nara Institute of Science and Technology Alumni Association
2023 General Assembly
Agenda

Date: November 18th, 2023

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

- 1, Greeting by Mr. KIYOKAWA, Chairperson
- 2, Confirmation of previous General Assembly (Nov. 19th, 2022) minutes
- 3, Deliberation
 - 2022 settlement of accounts
 - 2022 accounting audit
 - Activity proposals
 - Board member reappointments
- 4, Reports
 - Activities
- 5, Others
 - Opinion exchange

[Handout]

1. Previous General Assembly (Nov. 19th, 2022) minutes
2. 2022 NAA Balance Sheet
3. 2022 Audit report
4. Activity proposals
5. Current board members list
6. Activity reports
7. History

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

Date: November 19th, 2022 (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)
Morito AKISADA, Director (BS 1999 enrollment)
Ismail ARAI, Director (IS 2002 enrollment)
Yoshihiro UEOKA, Director (MS 2009 enrollment)
Tetsuko NOGUCHI, Advisor (NAIST Executive Director)
Others: 3 persons (IS 1, BS 1, MS 1)/Online
Absentees: 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)
Yuko WADA, Auditor (BS 2000 enrollment)
Shoji KOMAI, Advisor (BS 1995 enrollment)
Observers: Educational Affairs Division (Tsutsui, Sumita, Katakami)

Opening:

Greeting by Mr. KIYOKAWA, Chairperson

Deliberation:

1. Confirmation of previous General Assembly (Nov. 20th, 2021) minutes

2. Approval of 2021 settlement of accounts

3. Approval of 2021 accounting audit

4. Approval of activity proposals

Comments from attendees:

- We should encourage activities in foreign countries such as INNA in Indonesia.
- It might be a good idea that we create an opportunity for having the on-campus events, such as the Ekiden race and the table tennis games, held in the past.
- It is not easy to understand how to join the NAIST Alumni Association, so it would be better to prepare a flow of procedures to make it easier to understand.

5. Approval of board member reappointments

Comment from attendees:

- New ways of selecting board member should be considered in the future.

Reports:

Explanation of active report

Others:

Opinion exchange

- We offer financial support for hosting alumni gatherings and the one of financial support conditions is the gatherings with 10 or more members. Could it be a bit laxer as it is a kind of difficult to meet this requirement?
- In the current (COVID-19) situation, there are not many applications of financial support for hosting alumni gatherings. It would be a possibility to ease the required number of participants. If there would be too many applications, we can reconsider the requirement. However, easing too much would make the support out of the purpose of Alumni Association.

March 31st 2023

2022 NAA balance sheet :

April 1st 2022 - March 31st 2023

1. Income

◆ Nanto Bank		120,018 Yen
Membership fees (6 persons)	120,000 Yen	
Interest on 22/Aug/2022	11 Yen	
Interest on 20/Feb/2023	7 Yen	
◆ Japan Post Bank		5,000,000 Yen
Membership fees (250 persons)	5,000,000 Yen	
◆ Balance carried forward		15,279,561 Yen
Nanto Bank	2,581,344 Yen	
Japan Post Bank	12,698,217 Yen	
Total amount		20,399,579 Yen

2. Expenses

◆ Nanto Bank		1,128,924 Yen
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	
Polylang Pro renewal	7,246 Yen	
Zoom Monthly charge (500 participants meeting)	10,231 Yen	
Zoom Monthly charge	2,247 Yen	
Support for Retirement celebration gathering for Prof. Ito	100,000 Yen	
Money Transfer fee	550 Yen	
Flower for the gatheing in memory of Prof. Yamada	11,000 Yen	
Money Transfer fee	110 Yen	
Support for overseas alumni association (INAA)	50,000 Yen	
Money Transfer fee	220 Yen	
◆ Japan Post Bank		0 Yen
Total Amount		1,128,924 Yen

3. Balance

Income	20,399,579 Yen	— Expenditures	1,128,924 Yen	19,270,655 Yen
	Nanto Bank balance		1,572,438 Yen	
	Japan Post Bank balance		17,698,217 Yen	

October 24th 2023

Audit report

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

Date: October 23rd, 2023 (1:30PM – 2:00PM) Raula Gaikovina Kula
October 24th, 2023 (11:00AM – 11:30AM) Yuko Wada
Location: Meeting room, Administration Bureau 2nd floor
Period of Audit report: April 1st, 2022- March 31st, 2023

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: Polylang Pro renewal	7 246 yen
5) Expense: Zoom Monthly charge (500 participants meeting)	10 231 yen
6) Expense: Zoom Monthly charge	2 247 yen
7) Expense: Support for Retirement celebration gathering for Prof. Ito	100 550 yen
8) Expense: Flower for the gathering in memory of Prof. Yamada	11 110 yen
9) Expense: Support for overseas alumni association (INAA)	50 220 yen
10) Income: Nanto Bank membership fees	120 000 yen
11) Income: Interest from NANTO Bank	18 yen
12) Income: Japan Post Bank membership fees	5 000 000 yen

We have examined the NAA balance sheet for October 23rd, 2023 and the related statement of income and changes in fund balances for the period from April 1st, 2022 through March 31st, 2023.

In our opinion, the accompanying financial statements present fairly the financial position of the NAA as of October 23rd, 2023 and its revenues collected and expenses paid for the period then ended.

**Nara Institute of Science and Technology Alumni Association
2023 General Assembly**

Deliberation: Activity proposals

Kiyoshi KIYOKAWA, Chairperson (IS 1994 enrollment)

(1) FY2024 Budget

- FY2024 expenses are based on FY2022 income
- Expecting 60% or higher new student enrollment rate

Income			
	Cost	Unit	Total
Membership fees (Nanto Bank) 6 persons	20,000	6	120,000
Interest	18	1	18
Membership fee (Japan Post) 250 persons	20,000	250	5,000,000
Total			5,120,018
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	0	0
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 (100,000 yen)	100,000	5	500,000
NAA gathering support (50,000 yen)	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)	2,752,918	1	2,752,918
Total			5,120,018

(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

(List for reference)

- Establishment of a stable method to elect board members (not yet achieved)
- Administrative staff employment (not yet achieved)

- 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 (implemented since 2022)
- Support for overseas branch activities (implemented since 2022)
- NAIST welcome party support (implemented since 2022)
- Website renewal and management (implemented since 2020)
- Online gathering support (implemented since 2019)
- Membership system implementation and operation (implemented since 2019)

(4) Others

Current Board Members

			Term
Chairperson	Kiyoshi Kiyokawa	IS 1994 enrollment	May.2023-May.2025
Vice-chairpersons	Mime Kobayashi	BS 1994 enrollment	May.2023-May.2025
	Kazuma Yasuhara	MS 2006 enrollment	Nov. 2023-Nov.2025
Directors	Morito Akisada	BS 1999 enrollment	May.2023-May.2025
	Isamail Arai	IS 2002 enrollment	Jun. 2023-Jun.2025
	Yoshihiro Ueoka	MS 2009 enrollment	May.2023-May.2025
	Katsutomo Okamura	BS 1998 enrollment	Nov.2023-Nov.2025
	Manabu Sugimoto	MS 2013 enrollment	Nov. 2023-Nov.2025
	Junichiro Yoshimoto	IS 1998 enrollment	May.2023-May.2025
Auditors	Yuko Wada	BS 2000 enrollment	May.2023-May.2025
	Raula Gaikovina Kula	IS 2008 enrollment	May.2023-May.2025
Advisors	Shoji Komai	BS 1995 enrollment	May.2023-May.2025

Nara Institute of Science and Technology Alumni Association
2023 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 October 29th, 2023, there are 3,481 registrants (3,101 persons as of last year, 2,252 persons as of two years ago, 841 persons as of three 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 24th and at the orientations for new students held on April 3rd, 5th and October 2nd, 2023.

3) Membership fee payment by new students

The payment rate is 55.6% for new students at October 29th 2023.

New Students	M/D	Numbers of Students	Numbers of Payment	Rate
Japanese Students	M	325	218	67.1%
	D	53	6	11.3%
International Students	M	18	9	50.0%
	D	25	1	4.0%
Total		421	234	55.6%

4) Reunion support

The following alumni reunions were held.

- a: January 15th, 2023: Materials Science Tadashi Shiosaki laboratory Online New Year's Party (No cost, no support from NAA)
- b: March 11th, 2023: Retirement Party for Biological Science Professor, Hiroshi Ito
- c: March 25th, 2023: 80th birthday party for Biological Science Emeritus Professor, Kunio Yasuda (former president)
- d: May 20th, 2023: Retirement Party for Biological Science Professor, Hiroshi Takagi
- e: September 2nd-3rd, 2023: INAA Alumni Reunion 2023

(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 NAIST Career Services Office

- a: November 25th, 2022: 4th Alumni lecture (Online)
- b: August 18th, 2023: Meet the Alumni for international students (Online)
- c: November 17th, 2023: 5th Alumni lecture (Hybrid)

6) Flower offering / telegram of condolence

July 10th, 2022: Memorial meeting of former president, Professor Yasuyuki Yamada

February 8th, 2023: Gathering to remember Mrs. Sachiko Iida

Mr. Toyohiko Iida, President of Iida Group

We offer our deepest condolences on the passing away of Mrs. Sachiko Iida. Since the early days of NAIST's establishment, she has offered continuous support for various activities of NAIST students and alumni as a cheering party. She participated in International Friendship Meetings at Millennium Hall and online reunion for Indonesian alumni, and was admired by many alumni including international students because of her passion, devotion, and elegant behavior. Because NAIST wasn't well known before, she was pleased with the situation that people recognize our university by just saying Nara Sentan University after Professor Yamanaka was awarded a Nobel Prize, as if the change happened to her own child. We are eternally grateful for her kindness and express sincere condolences. May she rest in peace.

NAIST Alumni Association Board Members

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.

November 2022 : General Assembly and Homecoming Day held.