

Nara Institute of Science and Technology Alumni Association
2024 General Assembly
Agenda

Date: November 16th, 2024

Location: Meeting room on the 2nd floor of Administration Bureau and online

- 1, Greeting by Mr. KIYOKAWA, Chairperson
- 2, Confirmation of previous General Assembly (Nov. 18th, 2023) minutes
- 3, Deliberation
 - 2023 settlement of accounts
 - 2023 accounting audit
 - Activity proposals
 - Board member reappointments
- 4, Reports
 - Activities
- 5, Others
 - Opinion exchange

[Handout]

1. Previous General Assembly (Nov. 18th, 2023) minutes
2. 2023 NAA Balance Sheet
3. 2023 Audit report
4. Activity proposals
5. Current board members list
6. Activity reports
7. History

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

- Date: November 18th, 2023 (10:15am-11:00am)
- Location: Kenshu Hall, Interdisciplinary Frontier Research Complex No.2,
NAIST 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)
Katsutomo OKAMURA, Director (BS 1998 enrollment)
Junichiro YOSHIMOTO, Director (IS 1998 enrollment)
Others: 3 persons (BS 2012 enrollment 1, MS 2013 enrollment 1, MS
2020 enrollment 1) online, and 2 persons (MS 2003 enrollment 1, IS
2005 enrollment 1) on-site
- Absentees: Kazuma YASUHARA, Director (MS 2006 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)
Division of Material Science (Professor Uraoka, Professor Hirota,
Professor Hosokawa)

Opening:

Greeting by Mr. KIYOKAWA, Chairperson

Explanation on setting a period of about two weeks to collect opinions on matters to be discussed at this General Assembly

Deliberation:

1. Confirmation of previous General Assembly (Nov. 19th, 2022) minutes
2. Explanation of 2022 settlement of accounts and approval to continue online deliberation on this matter

Comment from attendees

- In order to save the bank transfer fees, we'd like to use net banking regarding the method of settlement in cases where Alumni Association board members make advance payment such as expenses for supporting activities of overseas branches.
3. Explanation of 2022 accounting audit and approval to continue online deliberation on this matter
 4. Explanation of activities proposals and approval to continue online deliberation on this matter
 5. Explanation of board member reappointments and approval to continue online deliberation on this matter
Retirement Greeting by Mr. INOUE, Vice-chairperson and Inaugural Greeting by Mr. SUGIMOTO, Director

Reports:

Explanation of active report

Others:

Opinion exchange

- Survey result show that top 3 activities alumni members expect Alumni Association to perform are "Support for current students", "Membership list management" and "Publication of newsletters".
- We have been able to implement "Support for current students" and "Membership list management". We consider about "Publication of newsletters" by online.
- About 10 members showed positive response for becoming board members. We will consider them when selecting new board members.
- In order to activate Alumni Association, it might be better to introduce SNS or other systems where members can interact with graduates who are in the same year of admission.
- It might be better to recruit one current student for each division as Alumni Association board members. We will be able to continuously produce people who will participate Alumni Association activities positively even after

graduation or retirement from board member, and it would contribute for revitalizing Alumni Association.

- On the website, we should advertise more about what we do for supporting alumni activities.

March 31st 2024

2023 NAA balance sheet :

April 1st 2023 - March 31st 2024

1. Income

◆ Nanto Bank		120,009 Yen
Membership fees (6 persons)	120,000 Yen	
Interest on 21/Aug/2023	6 Yen	
Interest on 19/Feb/2024	3 Yen	
◆ Japan Post Bank		5,220,000 Yen
Membership fees (261 persons)	5,220,000 Yen	
◆ Balance carried forward		19,270,655 Yen
Nanto Bank	1,572,438 Yen	
Japan Post Bank	17,698,217 Yen	
Total amount		24,610,664 Yen

2. Expenses

◆ Nanto Bank		1,281,596 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	
Refund of Membership fee (admission declined: 1 person)	20,000 Yen	
Support for Retirement celebration gathering for Prof. Takagi	72,000 Yen	
Money Transfer fee	550 Yen	
Support for a party to celebrate Prof. Emeritus Yasuda's 80th birthd:	40,000 Yen	
Money Transfer fee	550 Yen	
Diploma Holders (1,650 yen x 350)	577,500 Yen	
Money Transfer fee	220 Yen	
Support for overseas alumni association (INAA)	50,000 Yen	
Telegram of condolence for Sachiko Iida's farewell party	2,200 Yen	
Support for holding overseas alumni association general assembly (INAA)	66,000 Yen	
Zoom Monthly charge (500 participants meeting)	12,017 Yen	
Support for holding lab reunion (Oie, Minato, Sunahara, and Fujikawa Laboratori	100,000 Yen	
Money Transfer fee	550 Yen	
Zoom Monthly charge	3,409 Yen	
◆ Japan Post Bank		0 Yen
Total Amount		1,281,596 Yen

3. Balance

Income	24,610,664 Yen	— Expenditures	1,281,596 Yen	23,329,068 Yen
Nanto Bank balance			410,851 Yen	
Japan Post Bank balance			22,918,217 Yen	

September 20th 2024**Audit report**

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

Date: September 18rd, 2024 (10:30 – 10:50) Yuko Wada
 September 20th, 2024 (10:00 – 10:20) Raula Gaikovina Kula
 Location: Meeting room, Administration Bureau 2nd floor
 Period of Audit report: April 1st, 2023- March 31st, 2024

Income & Expense:

1) Expense: PalSyne costs	323 400 yen
2) Expense: Nanto web banking commission fees	13 200 yen
3) Expense: Refund of Membership fee	20 000 yen
4) Expense: Support for Retirement celebration gathering for Prof. Takagi	72 550 yen
5) Expense: Support for a party to celebrate Prof. Emeritus Yasuda's 80th birthday	40 550 yen
6) Expense: Diploma Holders Cost	577 720 yen
7) Expense: Support for overseas alumni association (INAA)	50 000 yen
8) Expense: Telegram of condolence for Sachiko Iida's farewell party	2 200 yen
9) Expense: Support for holding overseas alumni association general assembly (INAA)	66 000 yen
10) Expense: Zoom Monthly charge (500 participants meeting)	12 017 yen
11) Expense: Support for holding lab reunion (Oie, Minato, Sunahara, and Fujikawa Laboratories)	100 550 yen
12) Expense: Zoom Monthly charge	3 409 yen
13) Income: Nanto Bank membership fees	120 000 yen
14) Income: Interest from NANTO Bank	9 yen
15) Income: Japan Post Bank membership fees	5 220 000 yen

I have examined the NAA balance sheet for September ○th, 2024 and the related statement of income and changes in fund balances for the period from April 1st, 2023 through March 31st, 2024.

In my opinion, the accompanying financial statements present fairly the financial position of the NAA as of September ○th, 2024 and its revenues collected and expenses paid for the period then ended.

**Nara Institute of Science and Technology Alumni Association
2024 General Assembly**

Deliberation: Activity proposals

Kiyoshi KIYOKAWA, Chairperson (IS 1994 enrollment)

(1) FY2025 Budget

- FY2025 expenses are based on FY2023 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	9	1	9
Membership fee (Japan Post) 261 persons	20,000	261	5,220,000
Total			5,340,009
Expenses			
	Cost	Unit	Total
PalSyne monthly fee	33,000	12	396,000
Nanto web banking commission fees	1,100	12	13,200
Administrative staff cost (2,000 yen x 8h/day)	16,000	0	0
Diploma Holder Cost	1,221	600	732,600
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	7	700,000
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
Nursery opening donation	100,000	1	100,000
Online Conference License	10,000	1	10,000
Others (transfer fees)	30,000	1	30,000
Emergency funds (future PalSyne fee)	2,468,209	1	2,468,209
Total			5,340,009

(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
	Nobuaki Takahashi	MS 2003 enrollment	Nov.2024-Nov.2026
	Kenji Fujiwara	IS 2010 enrollment	Nov.2024-Nov.2026
	Manami Toriyama	BS 2007 enrollment	Nov.2024-Nov.2026
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
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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 5th, 2024, there are 3,869 registrants (3,481 persons as of last year, 3,101 persons as of two years ago, 2,252 persons as of three years ago, 841 persons as of four 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 22nd and at the orientations for new students held on April 2nd, 5th and October 2nd, 2024.

3) Membership fee payment by new students

The payment rate is 59.2% for new students at November 5th 2024.

New Students	M/D	Numbers of Students	Numbers of Payment	Rate
Japanese Students	M	326	229	70.2%
	D	57	8	14.0%
International Students	M	14	8	57.1%
	D	29	7	24.1%
Total		426	252	59.2%

4) Reunion support

The following alumni reunions were held.

- a: December 9th, 2023: BS 20th Completion Anniversary Event (jointly held by the 6th, 7th, 8th, and 9th terms)
- b: June 15th, 2024: IS Joint Alumni Reunion of Oie, Minato, Sunahara, and Fujikawa Labs
- c: June 29th, 2024: IS Joint Alumni Reunion of Yokoya Lab
- d: August 15th, 2024: Thai NAIST Alumni Association Kick-off Symposium
- e: August 18th, 2024: Indonesian NAIST Alumni Association (INAA) Reunion 2024
- f: October 18th, 2024: IS 60th Birthday Celebration for Dr. Motoi Iida

(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

Co-hosting various events

- a: February 9th, 2024: Alumni lecture for international students -Meet the Alumni in ACARIC LOUNGE!
(See attached9)

b: July 6th-7th, 2024: Joint OBOG visitation

c: November 7th-9th, NAIST JOB FAIR

d: November 15th, 2024: Alumni Lecture 2024 - Meet the Alumni 2024 (See Attachment 10)

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.

November 2023 : General Assembly and Homecoming Day held.