

Venue: Harumi Grand Hotel
 Gather time: Feb 4th 12:00 @ Hotel Lobby
 Overall Schedule Day 1 Day 2
 12:00 Gather 9:00 Gather
 12:15-13:30 Lunch 9:30 - 12:30 Session
 13:30-18:00 Session 12:30 End
 18:00 Dinner

Participants: Chairperson(YOSHIDA Seiaka), Vice Chairperson(KUNIOYOSHI Koka)
 Director(OKADA Yoshinobu, ANANDAGODA Channa, GUZMAN Alexander, UEDA Tsubasa, TSUMURA Ma)
 Audit (TANGAWA Kazuya), Assist member (HARIGA Maharani), Secretariat office (OBASE Risa, TOMITA Nana)

DAY	Time	End	No.	Category	Agenda	Content	Minutes	min	Presenter	Type	Material	Remark
2017/2/4	12:15	13:30	1	Icebreaking	Lunch & Icebreaking	- Lunch @ Harumi Grand Hotel - Ice Breaking		75	ALL			
	13:30	14:00	2	Board	Board Alumni Overall Review	-Board's Mission (Regulations, Budget, Chapter support, Project management etc)	[Our vision] 1. Global family Basically it based on Chapter. We try to increase a new Chapter and let alumni feel stay home wherever they are. 2. Self accomplishment Support the alumni's activities. [Event topic] -We held Regional Leaders Meeting in Sri Lanka, Indonesia, Mongolia, Kyoto and Tokyo. -We held a Fukkou event in APU -We held a "World shapers talks" which is career event in APU produced by Alex-san. -RLM Host Chapter MTG will be held in Beppu at the same date of Graduation Ceremony. ※Chapter leaders also PR to Alumni Association at the Ceremony. [Good point] [Finance review of FY2016] Expect of income: 1,700,000yen. The reason why the income was reduced is change the way of collecting the fee by administration office. But now we fixed this problem. Expect of Expense: 2,000,000yen. Enforcement rate 73% ※Comment from Audit We should make it clear that which items should we need to encourage to use or save. [Budget plan for FY2017] Income: 2,000,000 yen. Expense: 2,000,000 yen. ※We expanded the budget since FY 2013 to 2016 to encourage the Chapter's activities. ※We reduce the Chapter's budget and Board/other meeting expense budget. On the other hand, we increased the Project budget. [Accounting manual] Suggestion: Limit the number of event times. We will cover the cost twice a year since next FY. Opinion from Chairperson How should raise the needed point is 6 or 7 for after 3rd event, not limit the times of event? Concern point from Audit Making criteria more strictly is might be caused of reduce the Chapter's activity. -Deetsan and Secretariat offer to Chapter some improvement point and try to make a better event together. Review point of new criteria form and accounting manual □Criteria 6 Change to 大学・校友会の認知度向上に繋がるとの期待が強いので、ぜひ取り入れてほしい。	30	Chairman	Info Sharing		
	14:00	14:30	3	Budget	Budget	YR16 budget review and YR17 budget plan		30	CFO	Info Sharing		
	14:30	14:40	4	BREAK				10				
	14:40	15:40	5	Board Member	Individual Self-assessment	5 mins/person x 11 people	[Vice Chairperson(KUNIOYOSHI Koka)] In FY2016, I supported to Seiaka-san and RLM. In FY2017, I want to continue to do the above 2 tasks. Also, try to pass my knowledge to other person and give them an opportunity. [Director (ANANDAGODA Channa)] In FY2016, I supported the RLM and career event. Also, I encouraged to establish a new chapter. In FY2017, I want to continue to encourage to establish the new chapter. Join the Chapter's event or other RLM. [Director (GUZMAN Alexander)] In FY2016, I supported Koka-san. And I organized "World shapers talks". In FY2017, I want to continue to hold the same kind of event. I want to have lectures Alumni to student and APU to alumni(both way) My concern is how to improve the team work. Alumni task is volunteer work. So we need some motivation. [Director (UEDA Tsubasa)] In FY 2016, it was hard to commit the Alumni work this year. In FY 2017, I would like to connect APU and company as a project. [Assist member (HARIGA Maharani)] In FY2016, I joined the Board member. In FY2017, I want to support the APU and new graduates. Concern is too difficult for alumni to join the volunteer work as Alex-san mentioned. So I need to introduce to them a benefit. [Audit (TANGAWA Kazuya)] In FY2016, I conducted audit in last June. Also, I could self-accomplishment through the alumni work. In FY2017, I want to join the event. I want to give advice to Alumni Association as accountant. [Director (OKADA Yoshinobu)] In FY2016, I made some criteria and judged the event, supported the Fukkou event, and joined the Shanghai General Assembly. In FY2017, support the event as a financial position. [Director (TSUMURA Ma)] In FY2016, I joined the member of Alumni Board member. In FY2017, I want to self-accomplishment through the Alumni Association. I want to focus on organizing chapter. [Chairperson(YOSHIDA Seiaka)] In FY2016, I joined the two RLM and could tell them about my knowledge. But I couldn't organize Board member well. In FY2017, I would like to encourage the alumni's self-accomplishment. [Secretariat office (OBASE Risa)] FY2016, I assumed as Secretary General and tried to catch up the information of Alumni Association. FY2017, I want to think about how we (APU) can give something to alumni or how we can connect alumni to alumni who live in many different places.	60	ALL	Info Sharing	Self assessment sheet	※ Meanwh ile make project lists
	15:40	16:10	7	Board	Board Organization Improvement		[Board organization improvement point] Support the each of Board member's self-accomplishment Conduct the Board team's mission. (x)need to ask koka-san to send these mission) Currently, there are 3 teams in Alumni Association. Board team : Chairperson, Vice Chairperson, Director, Secretary general which has authorization Support team : Audit, Chapter leader Assist team : Support the Support team. Chairperson would like to make it clear about the role of this two team and trying to organize more flexibly and smoothly. Board member: Make a budget, rule and policy. Support team: Focus on the project Assist team is not change so far.	30		Info Sharing		
	16:10	16:30	8	BREAK	Change of Board Regulation			20	Chairman	Decision		
	16:30	16:40	9	BREAK				10				
	16:40	17:00	10	Chapter	Chapter related news update	New chapters etc	[Chapter's update] ●Cambodia chapter will be established in Feb. ●Bangladesh and Pakistan will be established by next FY. ●Uzbekistan and Laos, Okinawa, Hokkaido, Hokkaido are pending. ●Our target is to establish 40 Chapter within FY2020. Now we have 15,000 alumni from 125 different countries. ●Update a HP and facebook page to share the alumni news and APU news. ●Held an event for postgraduate student in Tokyo. ●Gathering event in Cambodia at first time by Yamamoto sensei ●Lecture for alumni by APU professor. ●SGU program 1. GOAL (Global internship with Alumni) 2. GOAL (Global alumni Lecture) 3. HL ●NCP System (Faculty and office staff join the each Chapter's GA or other event to share the current APU or exchange the information) ●Sakura garden. ●Tsuunagaru system ■Form Chair person Commission fee from a company. If we have a request from company, how about we collect a fee and try to create a new income?	20	Chairman	Info Sharing		
	17:00	17:20	11	University	APU news update	APU news sharing and requests		20	Secretary office	Consulting		
	17:20	18:00	12	Others	Buffer			40				
	2017/2/5	9:00	9:30	13	Board	Catch up	Previous day summary	[Regarding the structure of Board team which we discussed yesterday] Until now, we have 3 sections. (PR, Chapter, Organization) but we stop this section system and make more flat organization. Also, we would like to add the Producer position. Director has many responsibilities such as below. 1. Director has to contribute to support 15,000 alumni. 2. Director has to remember all manual and regulation. 3. Director has to response quickly. No excuse. 4. Director has to act more aggressive. 5. Director has to commt to the task of Board team even if you busy of your work. Conclusion We decided to not changing remarkably at this time, but we changed the structure like below. ●Global family team- KUNIOYOSHI Koka(Vice president) - ANADAGODA Channa(Director) - TSUMURA Ma(Director) ●Self-accomplishment team- HARIGA Maharani(Vice president) -GUZMAN Alexander(Director) - UEDA Tsubasa(Director) ※1. Michelle Huang who vice chairperson is under maternity leave. Chairperson will assign her position after April. ※2. This new structure will start soon. Please refer to the another sheet.	30	Facilitator	Decision	
9:30		11:30	14	Board	Projects lists	-Fix the project list -Decide each project's direction ※ with break time in between		120	Chairman	Info Sharing		
11:30		12:00	15	Summary	Statement	List up tasks and next actions		30	Facilitator	Decision		
12:00		12:10	16	Others	Photo time	Memorial photo shooting		10	ALL			
	12:10	12:30	17	Others	Buffer			20				