

Topic	Task	Who	When
Chapter leader maillist	Check whether every CL is in email list	Alumni Office	2016/9/4
chapter event calender	Share about Google calender usage with all chapter leaders	Board	2016/9/30
2017.3 graduation ceremony PR trial	<ul style="list-style-type: none"> <li>・cordinate with loopas to arrange the events</li> <li>・Cordinate with each chapter leaders</li> </ul> ⇒One representative will come from each unit	Alumni Office,Board	2017/3/17
Budget	<ul style="list-style-type: none"> <li>・Make English ver. of 「請求項目シート」 (make clear the items such as transportation, hotel, insurance, food··etc)</li> <li>・Share it with CL</li> </ul>	Alumni Office, Board	2016/10/31
Budget	Remaining Chapter budget項目の追加を検討	Alumni Office, Board	2016/10/31
Budget	Core member MTG budget : 年度末一括請求 (5万円まで) ⇒Share in RLM@Kyoto	Alumni Office, Board	2016/10/31
Budget	Discuss about 「飲食費予算」	Alumni Office, Board	2016/10/31
RLM host	Improve the host chapter voting process - no right to be candidates if core members are not in RLM	Board	2016/12/31