

RLM2016

DAY	Category	Agenda	Content	min	Presenter	Material	Remarks	Meeting Notes
13:00	1	Introduction	Opening	10	Host chapter			
13:10	2	Introduction	Self Introduction	30	ALL			*Thanks to ice-breaking lunch, CLs have already get familiar with each other. <u>Only took 15min for this part.</u> New to RLM: Oka(HN); Hec & Ben(HCM); Deepthi & Mal(SL); Joy(HN) 2nd Timers: Maki(IN), Kumari(SL), Soom(TN), Tung (HN) IN-India: HCM-Ho Chi Minh; SL-Sri Lanka; HN-Hanoi; TH-Thailand
13:40	3	From alumni board	Update of board and alumni association	20	board	Refer <2016 General meeting material>(alumni HP)	New event, idea sharing from YR15 RLM	RLM Objective: Conduct efficient discussion within small CLs group Alumni Association Vision: Global Family/Self-achievement Alumni Association organization: Board+Support team+Office New chapter establishment: Under preparation of "Sapporo, Bangladesh,Nepal, Uzbekstan" chapter New activity: Oct 15-16th School visit project (Purpose on supporting regional economy recovery from Kumamoto earthquake)
	4	BREAK		10			CLs free chat for icebreaking	
14:10	5	Chapter	Chapter info sharing	100	Each CL	20min(introduction)10min. Q&A10min) x5chapters *All topics have been mentioned in homework		Time access 100min->140min due to questions for many sharing concerns among unit chapters HCM Chapter - Introduction summary - CLs holding regular gathering within alumnus and sometimes with Japanese association - Current difficulties ①Lack of manpower(leaders) to hold large scale event ②Lack of leader candidates from latest batch ③Alumnus only socialise with their own batch, not helping on enlarging social network ④Lack of academic content in gathering - Q&A Regular number of participants: Around 20 people Way to attract participants: Free APU goods Participation fee: Free of charge, however collect chapter fund by alumnus donation(selling APU goods) Hanoi Chapter - Introduction summary - CLs holding family-oriented activities like music, sports festival, garbage cleaning etc. Meanwhile provide guidance to APU freshman - Current difficulties - Q&A Same as HCM chapter③④ - Q&A Regular number of participants: Around 10 people number of participants in General Assembly: 50-60 people India Chapter - Introduction summary ⑥ CLs (3 are Japanese) holding gathering for 20 registered chapter members, activity focus on freshman orientation and keep solid connection with Japan Embassy of India and other Japanese group - Current difficulties ①Lack of new chapter members(Indian graduates choose to stay overseas) ②Not enough chapter PR to current students ③Limited chapter subsidy against high local purchasing parity(India has min quota for venue reservation which is always more than no. of participants) Board: Solution to ③ Invite RLM host leader to entrance ceremony to introduce unit chapters to freshman to enhance their understanding of alumni association ; Solution to ② To be fair, it is hard to increase certain chapter's subsidy amount, in case activity budget is above subsidy please raise special request to alumni office and board. Approval depends on judgement based on activity application criteria. - Proposal: Establish Chennai/Mumbai chapter Board reply: New chapter can be considered as far as be able to gather at least 5 members in that region. Current IN CLs please support. TH Chapter - Introduction summary 9 chapter leaders organize various activities over cross new students orientation; gathering, charity event and eco-friendly coral planting activity with a large scale of participants. - Difficulty Information sharing and collaboration with other chapters - Proposal Develop global alumni network APP (function as FB+ Airbnb+ LinkedIn) - Q&A Regular participants of regular activity: 50people, 200 people for general assembly Current registered chapter members: 500 (300 base in Bangkok) SL Chapter - Introduction summary 6 leaders(3 active)focus on freshman orientation and gathering. Will increase more family oriented, academic and interesting activities. Like: Bon Odori and co-seminar with Colombo University. - Q&A New to recognise students quit APU halfway. Can they be selected as CL?(Office will provide answers by Sep)
2016/7/1	7	BREAK		30				
16:10	8	Budget	About chapter budget	100	board			YR15 RLM has already mentioned most of the concerns, thus discussion time shorten 100->60min Alumni Office make judgement on chapter activity application Alumni Office is able to make objective, fair judgement as a third party beside chapter & board ②More flexible on subsidy application, ex. Alumni spous can also enjoy subsidy(for child care and increase participant rate); increase subsidy amount for chapters who have high purchasing parity ③ Improve efficiency of activity budget application. From now on, if chapter have urgent request will clarify expecting reply date from office.
17:50	9	Others	sharing from board&office	10	Office			This item moved to Day2 after meeting ends
				300				

DAY	時間	分組	アジェンダ	内容	所要時間 (min)	発表者	資料	備考	備考
19:00	2	Chapter	About chapter general meeting	YR15. YR16ech chapter general meeting (date/ content)	30	Each Chapter	(presentation 4 min. Q&A 2min) x5chapters		IN chapter: Same as YR5, YR16 will be held in New Dhe, invite Japan Embassy of India and R&sumeikan alumnus TH chapter: YR16 small scale compare to YR15 around 100 people(big event every other year) HCM chapter: YR15 45people joined (10-15 are international); YR16 is trying to put more content other than simple gathering HN chapter: YR15 coherent with RLM 40 people joined.(Disneyland ticket lottery is a highlight); YR16 target on 50-60 participants SL chapter: YR15 will have new CL election
19:30	3	RLM	About YR16 RLM	①Host chapter introduce RLM preparation ②Decide main ideas for YR16RLM	60	Host chapter		<SL chapter preparation> - Necessary Information & source Coordinator -> CLs: Agenda, homework, feedback sheet Board->Host chapter: Budget, hotel and meeting venue quota(local travel agent) Host chapter-> CLs: detail arrangement Host chapter->alumni office: Invoice(for overseas payment) This may vary towards YR17 RLM, please refer YR17 guidance from board - Communication route board->coordinator->host chapter->participant CLs - Process ①Mar'16 Skype guidance ②Apr contact CLs, check CLs availability ③End of May confirm participants, Obtain quotation and complete reservation ④End of Jun fix agenda and pick-up detail - Need to improve ①Face to Face guidance for more details to host CLs ②Clarifications on transportation, accomodation, duration etc request to each participants ③Use Dropbox to simplify communication and easy access to latest information and group information sharing <Towards YR17 RLM> Reduce workload to host chapter :tentatively, agenda/meeting facilitation by coordinator; flight reservation by alumni office; hotel/ conference reservation by host chapter All CLs agree on 2 representatives from each chapter due to better information/responsibility sharing and more exposure opportunity.	
2016/7/16	10:40	5	RLM	About YR18 RLM	Decide YR17RLM host chapter	20	Host chapter		RY17 host chapter is INDIA! Tentative meeting date: Jun 10th-11th Self Recommend reasons: 1. Increase motivation to other IN chapter leaders 2. Increase IN chapter global image among alumni association
11:00	6	Others	APU news update	APU news sharing. Update for programs that involve alumni's support/participation	30	Office		① APU recover soon after Kyushu earthquake damage ② Students from 125 countries have been registered, Vietnam students increase rapidly among international students group ③ Sakura Mori has been planted in APU, we are able to go Hanami in APU campus after 5 years ④ Global Internship is held in Indonesia, Vietnam, Tokyo(Hoshizora), Fukuoka, expecting more entrepreneur alumnus to cooperate with APU, recruit APU students for internship ⑤ Human library has uploaded alumnus interview video in alumni website increase influence and send information to current students ⑥ Alumni office Facebook page hit 5000 "LIKE" ⑦ Alumni office is conducting business card collection to update graduates information Regarding CLs concerns: Alumni office will communicate with other school offices to send request/favors to chapters via alumni office window for CL's acknowledgement Alumni office is cooperating with Tokyo, ID alumnus developing global alumnus APP	
11:30	7	Others	Feedback	Feedback about YR16RLM	50	ALL		Good points: ① Effective information. Especially 3 party(board, office, chapter) information sharing ② Improvement on flexibility etc from YR15 RLM ③ Very helpful to understand other chapters' difficulties Need to improve: ① more flexibility on social media post, flight reservation(CL choose own preference flight and Japan travel agency book flight) ② Increase alumni association PR to current students ③ More communication friendly meeting venue setting, square table-> round table ④ Dual lingual information sharing especially for overseas chapter, Eng version material is necessary	
12:30	8	Others	Buffer	Buffer time for unfinished discussion/Q&A	20	ALL			
13:00	9	Others	Photo time	Memorial photo shooting	10	ALL			
					240				