DAY	Time	End Time	No	Category	Agenda	Content	Minutes	min	
	12:30	12:40	1	Introduction	Opening	・Greeting from board ・Meeting main contents introduction	Chapter leader: Yafu, Daniel Potential Chapter memebers: Fatemee, Khalid Secretary office: Obase san, Tomita san Board: Koka, Tsumura san Channa,	10	ALL
	12:40	13:00	2	From alumni board	Update of board and alumni association	・Global alumni event update&confirmation ・**Review of Alumni association vision(for new RLM participants)** ・Update about board organisation personnel chart ・Information sharing of new alumni chapter	<What is RLM?> We were holding a Chapter leaders meeting in 2013 and 2014, but we changed the style and divided the Chapter to each section and holding a Regional leaders meeting instead of it since 2015 to have meeting more efficiently and reduce the cost. <New Chapter information> Cambodia chapter will be established on Feb.26. Vision : 1.Global family →Our target : Establish 40 Chapters until 2020. 2.Self accomplishment →Support the alumni's self-accomplishment. <Questions from Chapter> ■How many members will we need to establish the Chapter? →We need at least 5 alumni to establish the new chapter such as Chapter leader, Vice Chapter leader and accounting etc.. ■Student who were not graduated is a member of Alumni Association or not? →Yes, they are minor member.	20	Koka
			3	BREAK				10	
	13:10	13:50	4	Chapter	Chapter info sharing	1.Introduction of chapter leaders, core member(title in leader group) 2.YR16 Chapter main activities (Content/Date) 3.What are chapter's appealing characteristics? 4.Current chapter's difficulties/things that would like to improve 5.Questions/Favors to alumni board or office 6.YR15、YR16ech chapter general meeting (date/ content)	【ARC】 ■Established 2013 and we have 5 core members. ■Africa is consist of 56 different country.Top number of students is from Botswana. Almost half alumni go back to each country. ■Members Coordinator (Josef-san) is working at International school in small island in japan. Moses san lives in Fukuoka. We have a many goals such as strength awareness of Africa in APU and Japan, offer some advice to new students. Activities: Advice to students, symposium, Welcome party for new graduates. special lectures, African week etc..Support for African Week, Volunteers, welcome party. Now we have only online meeting, so not active right now. We are living in different places and hard to gather often. Many African alumni live in Tokyo. And a few alumni live in Kansai area. Now we trying to re-structuring and make a small group in different place. <Question from Board member> How board member can support your activities? Provide the list. Also we want to cooperate with Tokyo chapter.	40	Channa
							【Latin America】 We have 5 core members . (Olga, Alex, Ayumi, Shota, Daniel) Difficult to get gather often, so not active this year. We need to get some relationship with current students(especially undergraduates). Solution→Secretariat will send the lsit of students and alumni From Koka There are 3 types of Chapter. One is Chapter based on the each countries.Second one is International Chapter based on Japan, and the 3rd is Regional chapter like ARC or Latin American.		
	13:50	14:10	6	Budget	About chapter budget	・**Opinion sharing about new chapter budget cretiria and request form** ・Questions/concerns about chapter budget	<Budget> Note: The budget is from Alumni membership fee, not university. ■Typically, we set the budget same as income , but recent 3 years, we expanded the budget and encouraging the chapter's activities. (FY2014 to FY2016) ■Currently, Japanese Chapter are really active and using a lot of budget. Meanwhile, the International Chapters sometimes are not apply the budget because the application any payment are complicated. ■When you want to hold an event, you can find the plan sheet on the website and send it to Secretariat. Please be sure to confirm the 9 criteria for the event . <Questions from Chapter> ■Can we get the sponsorship from the company by ourselves? →Ho-chi-minh chapter and Hanoi Chapter are trying to get some sponsorship when they hold an event from. We encourage to do it. ■How much subsidy we can apply ?Is there any limit? →Chapter need to hold a General Assembly in each year. We can support up to 5,000yen for only meal cost of General Assembly. We can also support the venue cost. Also, we can support some project base events(neet to apply)	20	Koka
2016/11/26	14:10	14:30	7	RLM	About YR17 RLM	**Exchange opinions about YR18RLM**	■How to organize the RLM In 2015, Board team conducted almost every tasks. But this year, host chapter did almost everything such as find the venue and accommodation and agenda etc... Host chapter have way too much tasks and it was really hard for them to conducted it. In 2017, we are trying to reduce the task of host chapter and will be allocated to Board member or secretariat. ■Regarding the Unit E (ARC and Latin America) There are only 2 Chapters in Unit E , so it better to join the other unit. Opinion(1)→Join the unit D(Japan) or B(ASEAN counties)could be better. Opinion(2)→ACR and Latin America join the different unit and share the information later. Opinion(3)→To gather same situation's Chapter such us established within few years (Hong Kong ,kumamoto, Latin ....) Today we hearing the idea and will decide in Board meeting in Feb.	20	Koka
							Officially, we have 28 Chpaters. (7 Domestic and 21 International) Cambodia will be established soon , so it going to 29 Chapter in this fiscal year. ■How to establish the Chapter 1. Gather 5 core member and consult secretariat. 2. Plan to hold a meeting. 3. Submit the application documents to secretariat. ※You can find the documents on the Alumni website 4. Hold a opening ceremony.(Consult to Secretariat 2 months before the event) 5. Planing the annual event.		Channa

14:30	15:10	8	Chapter	About new chapter	▪**New chapter estabillshment introduction** ・Discuss about the new chapter establishment possibility	<Kalid-san from Pakistan> A few students are graduating in every year , but I don't know the information of them.Also, I know some Pakistan alumni, but not meet right now. I can provide my experience to them such as how I could get the job etc.. ■Solution→Secretariat will provide the list, and Kalid-san will contact them. ■Goal→Establish the Pakistan Chapter in next April. <Fatemee-san from Bangladesh> The number of new students from Bangladesh are decreases recently. 4 or 5 alumni support the current students every year, and hold a welcome party for new graduate in personally. 15-16 were gathered. Now we have line group and communicating almost every day.(about 30 member s) And we already decided 5 core members . ■Goal→Give a scholarship to current students. 　　　 Establish the Bangladesh Chapter in next March or April. 　　　 The place will be Bangladesh Embassy in Japan.	40	
		10	BREAK				10	
15:20	15:50	11	Others	APU news update	APU news sharing, Update for programs that involve alumni's support/participation	【APU update】 Now we have around 15,000 alumni in around the world. Project 1. Sakura project Creating the Sakura park. Project 2. Fukkou event in APU Supported the transportation cost and encouraged to them to come back to APU and Beppu to reconstruction. Project 3. APU 20th Anniversary Now we thinking about what we do for the anniversary. Then we will share the information to alumni. Project 4. SGU GAIA (Global Internship with Alumni) Project 5. SGU GOAL ・Tukka-san , Alex-san, Mandy-san, Koka-san, Channa-san lectuered for the studnets. ・Daniel-san and Tsumura-san will lectuer at the Language class. Project 6. SGU Human Library Project 7. "つながる" System. Upload the alumni information to alumni facebook. Project 8. Networking event for post graduate students. Project 9. Alumni Chapter Partner system. Rothman sensei and Lee sensei were lecture at the Singapore GA.	30	Obase
15:50	16:20	13	Others	Buffer	Buffer time for unfinished discussion/Q&A		30	Koka
16:20	16:40	14	Summary	RLM @ Statement	List up tasks and next actions	※Asked Koka-san to send the task list. From Tsumura-san Now I'm making a chapter leaders manual. I would like you to give me some opinions about what information will you need when you are going to be a Chapter leader. Opinion(1)→Need the detail about the role of each position. Opinion(2)→The event process ex. When we hold a meeting, accountant need to submit the budget or Leader need to submit the Minutes etc…	20	
16:40	17:00	15	Others	Photo time	Memorial photo shooting	Done:)	20	13:00
							270	