

AEARU 25th Board of Directors Meeting
(Pre-AGM)
December 2, 2009
Tohoku University

PRESENT

Dr. Hiroshi MATSUMOTO	Chairperson; President, Kyoto University
Prof. Tony F. CHAN	Vice-Chairperson; President, HKUST
Prof. Jae Sung LEE	Vice-President for Academic Affairs, POSTECH
Prof. Wen-Tsuen CHEN	President, Tsing Hua University – Hsinchu

SECRETARY

Mr. Ainslie KERR	AEARU Secretariat, Kyoto University
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IN ATTENDANCE

Kyoto University

Prof. Hidetoshi KOTERA	Vice-President
Prof. Junichi MORI	Vice-President
Mr. Hiroshi TSUJI	Group Leader, International Affairs Division
Ms. Kayo OKUDA	Section Chief, International Affairs Division

Hong Kong University of Science and Technology

Mr. Kar Yan TAM	Dean of Undergraduate Education
Ms. Cherry LEUNG	Manager (International Program) Office of University Development and Public affairs

POSTECH

Ms. Jung-Hee YANG	Manager, International Relations Office
Ms. Julie KIM	Program Coordinator, International Relations Office

Tsing Hua University – Hsinchu

Prof. Mao-jiun J. WANG	Secretary General
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Note: The delegates from Nanjing University were unable to attend due to the unexpected cancellation of their flight.

MEETING MINUTES

I. INTRODUCTORY REMARKS

1. Introduction and welcome remarks by Chairperson Hiroshi Matsumoto

Chairperson Matsumoto began the meeting by greeting the assembled BOD members. He mentioned that his term as AEARU chairperson would end on December 31st, and that this would possibly be his last opportunity to chair an AEARU BOD Meeting. The Chairperson then announced that unfortunately the delegates from Nanjing University were unable to attend the meeting due to the sudden cancelation of their flight due to severe weather conditions.

Chairperson Matsumoto's greeting was followed by self introductions by the other assembled BOD members and persons in attendance.

II. ISSUES TO BE DISCUSSED

Chairperson Matsumoto explained that there were several matters of importance to be discussed and decided by the BOD prior to the AGM the following day. The Chairperson mentioned that the BOD would also assemble after the AGM in order to confirm the decisions made during that meeting.

1. Next Vice-Chairperson

Chairperson Matsumoto explained that on January 1, 2010 the current vice-chairperson, President Tony F. Chan of Hong Kong University of Science and Technology will succeed him as chairperson, and it was therefore necessary to appoint a new vice-chairperson for 2010–2011.

The Chairperson went on to explain that at the 24th BOD Meeting at POSTECH on April 9, 2009, it was decided that the BOD would recommend President Wen-Tsuen Chen of Tsing Hua University – Hsinchu as the next vice-chairperson. The Chairperson then asked the members to confirm that they agreed with this recommendation being presented at the 15th AGM the following day.

The members present all confirmed their agreement, and Chairperson Matsumoto said that he would make accordingly announce at the AGM that President Wen-Tsuen Chen is the BODs recommendation as the next vice-chairperson of AEARU.

2. Change of BOD member

Chairperson Matsumoto explained that it was proposed at the 24th BOD Meeting that President Jang-Moo Lee of Seoul National University should succeed President Sunggi Baik of POSTECH as a BOD member as of January 1, 2010. The Chairperson went on to explain that President Baik had contacted President Lee regarding this matter.

Vice-President Jae Sung Lee of POSTECH confirmed that President Baik had sent President Lee a letter inviting him to join the BOD. Vice-President Lee went on to explain that President Lee had replied to the letter, expressing that he was very pleased to accept the invitation.

Chairperson Matsumoto confirmed with the members that President Lee had accepted the position on the BOD, and that as of Jan 1, 2010, President Jang-Moo Lee of Seoul National University would succeed President Sunggi Baik of POSTECH as a BOD member.

3. Proposed increase in the number of BOD members

Chairperson Matsumoto explained that it was proposed at the 24th BOD Meeting that the number of BOD members should be increased from five to seven, with one additional member from China and one from Japan. To this effect, a proposed amendment to the AEARU Constitution was sent to AEARU members on September 15, 2009 to be discussed and approved at the 15th AGM.

The AEARU secretary, Mr. Ainslie Kerr, explained to the members that the proposed amendment was to clause 5.2 of the constitution, which currently stated that “The Board shall consist of the Chairperson, the Immediate Past Chairperson, the Vice Chairperson, and two or three other Members for a total of five,” and that the amended clause would read “The Board shall consist of the Chairperson, the Immediate Past Chairperson, the Vice Chairperson, and four other Members for a total of seven,” thereby increasing the number of BOD members from five to seven.

Chairperson Matsumoto asked the BOD members if the proposed amendment was agreeable. The members confirmed that it was. Chairperson Matsumoto went on to explain that, assuming the amendment would be approved at the AGM, the next matter to be considered was who to appoint as the two new BOD members.

The Chairperson then explained that although President Chen Jun, and the other delegates from Nanjing University were unfortunately unable to attend the meeting, the AEARU secretary had been informed by Nanjing University that, as the current Chinese BOD member, President

Chen's recommendation for the new Chinese BOD member was President Zhou Qifeng of Peking University. Chairperson Matsumoto asked if this was agreeable to the assembled BOD members. They confirmed that it was.

Chairperson Matsumoto went on to explain that regarding the new Japanese BOD member, he had considered the matter, and based on the history of AEARU activities by Japanese members, he would like to recommend President Kiyokazu Washida of Osaka University as the new Japanese member. Chairperson Matsumoto went on to say that he had discussed this matter with President Washida, and that he had agreed to accept the position. The BOD members accepted Chairperson Matsumoto's recommendation.

The Chairperson then confirmed with the members that President Kiyokazu Washida of Osaka University and President Zhou Qifeng of Peking University would be the Board's recommendations as the new BOD members at the 15th AGM, mentioning that the two presidents had already been contacted and had both agreed to accept their positions on the board.

Chairperson Matsumoto reminded the members that the main reason for increasing the number of BOD members was to encourage more active participation in AEARU, and urged the BOD members to take the initiative in not just hosting activities, but also in encouraging the other members to do so.

The Chairperson went on to mention that Kyoto University is planning to host the AEARU 9th Web Technology & Computer Science Workshop in January 2011, and asked the other members if any of their institutions had plans to host any activities.

Vice-President Jae Sung Lee told the members that POSTECH was planning to hold the AEARU Student Summer Camp in the summer of 2010.

Chairperson Matsumoto told the members that he was interested in the possibility of an AEARU workshop on Chinese written characters and their relation to Asian culture. The members agreed that such a workshop was a good idea. President Wen-Tsuen Chen said that Tsing Hua University – Hsinchu has a strong group of linguistics scholars, and may be able to host such a workshop. Chairperson Matsumoto raised the possibility that such a workshop could be co-hosted by Tsing Hua University – Hsinchu and Kyoto University. The two presidents agreed to consider the matter further.

4. Proposed introduction of an AEARU membership fee

Chairperson Matsumoto explained that following on from discussions about funding for AEARU activities at the 14th AGM, it was proposed at the 24th BOD Meeting that an annual AEARU membership fee of 2,000 U.S. dollars would be introduced as of 2010.

At the request of the Chairperson, Mr. Kerr, the AEARU secretary, introduced the proposals of the BOD members and the further proposals of the Secretariat, as detailed in the appendix of these minutes (page 7).

The Chairperson emphasized the point there were already provisions for an AEARU membership fee in the AEARU constitution (clauses 5.3 and 6.1), and that clause 6.1 stipulates that the amount of the membership fee will be determined by the BOD, and therefore, effectively, the BOD had decided at the 24th BOD Meeting to raise the membership fee from zero to 2,000 U.S. dollars.

President Wen-Tsuen Chen announced that he had to leave the meeting at this point to attend another appointment. He expressed his support for the introduction of the membership fee, and went on to suggest that Tsing Hua University – Hsinchu could host the 26th BOD Meeting.

Chairperson Matsumoto mentioned that Osaka University had also offered to host the 26th BOD Meeting, assuming that they would become a BOD member in January 2010, and that it may be best to let a new BOD member host the meeting. President Chen agreed that Osaka University should be given preference with regards to hosting the meeting.

Returning to the matter of the membership fee proposals, Chairperson Matsumoto confirmed that the members agreed with Further Proposals 1 to 3 (as detailed in the appendix), regarding the appointment of the AEARU treasurer and the reporting of AEARU financial matters at the AGM.

III. DATES AND VENUES FOR FUTURE MEETINGS

1. 26th BOD Meeting: Spring 2010, host undecided
2. 16th AGM and 27th BOD Meeting: Autumn 2010, host undecided

Chairperson Matsumoto told the members that the secretariat has received a kind offer from President Kiyokazu Washida of Osaka University to host the 26th BOD Meeting and mentioned the fact that Tsing Hua University – Hsinchu had also offered to host the meeting, but had agreed that Osaka University, as a new BOD member, would be the preferred host this time.

The Chairperson confirmed that the other members present agreed with this proposal, and that Osaka University would be the BOD's recommendation as the host of the 26th BOD Meeting. The assembled members agreed.

Regarding the 16th AGM, Chairperson Matsumoto explained that the secretariat had received an offer to host the AGM from Tsinghua University – Beijing. The Chairperson went on to say that there had been no other bids made to host the meeting, and suggested that Tsinghua University – Beijing's offer should be accepted. The members present agreed. The Chairperson then confirmed that Tsinghua University – Beijing would be the BOD's recommendation as the host of the 16th AGM.

IV. ADJOURNMENT

Chairperson Matsumoto confirmed with the members that there were no further matters to be discussed. The Chairperson then thanked the members for their participation and adjourned the meeting.

Appendix: Details of Proposed AEARU Membership Fee

Note: These proposals are in keeping with articles 5.3 and 6.1 of the AEARU Constitution, which provide for a membership fee and the appointment of a treasurer.

Details proposed at the 24th BOD Meeting:

1. The fee shall be 2,000 U.S. dollars per calendar year.
2. The treasury shall be administered by the chairperson's university.
3. Funds accrued by the membership fee should be used to support academic and student activities only, not administrative meetings.

Further proposals:

1. The treasurer shall be appointed by the chairperson. The same person may assume the roles of both secretary and treasurer.
2. The treasurer must submit a balance sheet and make a full report of AEARU financial matters to the chairperson.
3. The chairperson shall submit the balance sheet and financial report at the AGM and BOD Meetings.
4. The treasurer is responsible for collecting the membership fees by requesting the fee from each member, and designating a bank account into which the fee should be transferred.
5. The treasurer is responsible for selecting and maintaining an appropriate bank account.
6. The treasurer is responsible for administering the accrued funds.
7. Only activities formally announced and approved at the AGM are eligible for support.
8. The amount of funding awarded to individual activities shall be decided at the AGM.
 - Members must discuss and decide on a process by which funds will be allocated.
9. Money provided to fund activities which are subsequently cancelled must be returned to the treasury.
 - As a general rule, the entire amount received should be returned; however, a partial refund is possible, depending on the circumstances. In such cases, the amount of money returned must be jointly decided by the secretariat and the university which received the funds, and a report of how the unrefunded portion of the money was used must be made at the subsequent AGM.
10. Member universities holding activities shall submit an application for funding. The application must then be approved by the chairperson before funding is provided.
11. The activity reports of activities which receive funding must include a report of expenses.
12. Other matters which arise will be discussed with, and decided by, the chairperson as required.

AEARU 25th Board of Directors Meeting
(Post-AGM)
December 3, 2009
Tohoku University

PRESENT

Dr. Hiroshi MATSUMOTO	Chairperson; President, Kyoto University
Prof. Tony F. CHAN	Vice-Chairperson; President, HKUST
Prof. Jae Sung LEE	Vice-President for Academic Affairs, POSTECH
Prof. Wen-Tsuen CHEN	President, Tsing Hua University – Hsinchu

SECRETARY

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MEETING MINUTES

I. INTRODUCTORY REMARKS

Chairperson Matsumoto began the meeting by confirming with the BOD members that all of the matters discussed at the AGM had been successfully agreed upon by all of the attending AEARU delegates. No objections or questions were raised by the BOD members.

II. REGARDING THE NEED FOR A PLATFORM TO DISCUSS UNDERGRADUATE EDUCATION

Chairperson Matsumoto mentioned that during the presentation session, some of the speakers had talked about the need for a platform to discuss undergraduate education in a general sense. The Chairperson suggested that a vice-president level workshop or meeting to exchange views about undergraduate education may be an appropriate way to answer this need, and that such a workshop could be suggested to the AEARU members. The Chairperson mentioned that the presentation given by President Gu Binglin of Tsinghua University – Beijing had included a specific proposal for a “Vice-President’s Special Forum on Undergraduate Education Enhancement,” and that he had personally discussed the need for such a meeting with several of the other delegates. The Chairperson suggested that this proposal should be discussed at the next BOD Meeting. The members agreed that this would be a good idea.

III. REGARDING THE AEARU MEMBERSHIP FEE

Vice-Chairperson Tony F. Chan mentioned that there were still certain details to be decided regarding the implementation of the AEARU membership fee, such as deciding what kind of account the money should be kept in, and how activity proposals should be evaluated. Vice-Chairperson Chan raised the question of when the membership fee should be collected. Chairperson Matsumoto suggested that, as the institution of a membership fee had been approved at the AGM, the chair university should send out a letter informing members of the payment due date. The Chairperson mentioned that differences in the member universities’ fiscal years may cause some problems.

Vice-Chairperson Chan then raised the question of when proposals for financial assistance should be accepted, suggesting that perhaps a deadline should be set for the submission of proposals. Chairperson Matsumoto replied that a deadline may not be necessary.

Vice-President Jae Sung Lee of POSTECH mentioned that the provision of financial assistance could be used as an incentive to encourage members to organize workshops.

Chairperson Matsumoto mentioned the problem that, in some instances, the administrative offices of member universities are not very pro-active in following through with activity proposals made by their presidents at the AGMs.

IV. ADJOURNMENT

As there were no further comments or matters to be discussed, Chairperson Matsumoto thanked the members and adjourned the meeting.