AEARU 43rd Board of Directors Meeting  
November 14, 2018  
National Taiwan University

PRESENT

Kyosuke NAGATA, Chairperson; President, University of Tsukuba

Tei-Wei KUO, Vice Chairperson; Interim President, National Taiwan University

Hee-Young SHIN, Immediate Past Chairperson; Executive Vice President, Seoul National University  
(On behalf of Chan-Wook PARK, Acting President)

Sabrina Man Yee LIN, Board Member; Vice President for Institutional Advancement, The Hong Kong University of Science and Technology  
(On behalf of Wei SHYY, President)

Hidetoshi SEKIGUCHI, Board Member; Vice President for International Affairs, Tokyo Institute of Technology  
(On behalf of Kazuya MASU, President)

Jinlong YANG Board Member; Vice President, University of Science and Technology of China  
(On behalf of Xinhe BAO, President)

Note: Peking University was unable to send a representative.

SECRETARIAT

Caroline F. BENTON, Head of the Secretariat; Vice President and Executive Director for Global Affairs, University of Tsukuba

Miki OMATSU, Secretary & Treasurer; Officer, Office of Global Initiatives, University of Tsukuba
AEARU 43rd Board of Directors Meeting
MINUTES
November 14, 2018
08:30-10:00
National Taiwan University

I. INTRODUCTORY REMARKS
The Head of the Secretariat Caroline BENTON (Vice President, University of Tsukuba) thanked National Taiwan University (NTU) for the wonderful Welcome Dinner and for hosting the meeting. She informed the attendees that the meeting will be recorded and that photographs of the meeting will be taken to be used on different websites. She introduced Chairperson Kyosuke NAGATA (President, University of Tsukuba) who opened the meeting.

1. Welcome Remarks by Chairperson Kyosuke NAGATA
Chairperson NAGATA informed everyone that the Head of the Secretariat (HS) BENTON will serve as the Master of Ceremonies. He welcomed everyone and congratulated NTU on its 90th Anniversary and at the same time thanked NTU for all the preparations and arrangements. Referring to AEARU Constitution clause 3.5, he confirmed there is a quorum since six out of seven BOD members are present.

2. Welcome Remarks by Interim President Tei-Wei KUO (NTU)
Interim President KUO (NTU) extended a warm welcome to everyone and expressed his gratitude to host the meeting.

3. Announcement of Recent Changes in Presidency of Board member university
HS BENTON proceeded to inform the BOD about the changes in presidencies of the following BOD member universities.

- The Hong Kong University of Science and Technology (HKUST): President Tony CHAN to President Wei SHYY
  Vice President Sabrina LIN (HKUST) mentioned that President Wei SHYY was previously the Provost at HKUST and is very familiar with most members. President SHYY assumed his position on September 1st and a ceremony will be held at the end of the week thus, VP Lin apologized for not being able to join other NTU activities.
- Seoul National University (SNU): President Nak-In SUNG to Acting President Chan-Wook PARK
  Executive Vice President Hee-Young SHIN (SNU) explained that they have three candidates for President and hopefully a new President will be selected soon and who will be able to attend the next AEARU BOD meeting.

II. CHANGE IN AEARU SECRETARY/TREASURER
HS BENTON introduced Ms. Miki OMATSU (University of Tsukuba) as the new AEARU Secretary and Treasurer.

III. CONFIRMATION OF THE MINUTES
HS BENTON explained that a few minutes will be allotted, as electronic copies have already been sent in advance, to go over the previous meeting minutes. She referred everyone to the relevant pages for the 42nd BOD meeting on April 29th. Since there were no comments nor revisions, Chair NAGATA announced that the Meeting Minutes are confirmed and will be reported to the AGM afterwards.
IV. DATES AND VENUES FOR FUTURE MEETINGS

1. **The 44th BOD Meeting; April 24th, 2019; video conference (confirmed to be hosted by University of Tsukuba)**
   Chair NAGATA informed the members that in the 42nd BOD meeting the University of Tsukuba has proposed to conduct the 44th BOD meeting by video conference. The meeting is scheduled to convene for approximately two hours on April 24th, 2019 to start at 9:00AM China time and 10:00AM Korea and Japan time. Chair NAGATA reminded everyone that the video conference system should be tested prior to the meeting and asked all BOD members for their cooperation.

2. **The 45th BOD & 25th AGM Meetings; October 27th-29th, 2019; Yonsei University (confirmed)**
   HS BENTON announced the 45th BOD meeting and 25th AGM are scheduled for October 27th-29th, 2019.
   Chair NAGATA reminded everyone that in the 42nd BOD meeting Yonsei University has been confirmed to host the 45th BOD and 25th AGM in 2019. The BOD members will hear from Yonsei University later at the AGM.

3. **The 46th BOD Meeting; Spring 2020**
   HS BENTON reported that the host for the 46th BOD Meeting in Spring 2020 is still undecided.
   Chair NAGATA emphasized that the Constitution states that BOD meetings can only be hosted by BOD members and kindly asks for a volunteer. After referring to a list of recent BOD meeting hosts, Chair NAGATA suggested that a university in Mainland China will be a good candidate for future host.
   VP Sabrina LIN (HKUST) said that if future BOD meetings can be held by video conference, HKUST can try to host the 46th BOD meeting and asked if it is agreeable to all members.
   Since there were no questions or objections from the floor, Chair NAGATA confirmed that it is applicable for HKUST to host a video conference meeting.
   VP Sabrina LIN (HKUST) then declared that HKUST will volunteer to coordinate the 46th BOD Meeting in Spring 2020.
   Chair NAGATA reassured HKUST that the AEARU secretariat will prepare all the necessary meeting materials.
   VP Sabrina LIN agreed that HKUST will work with the Secretary to ensure that the meeting runs smoothly.

4. **The 47th BOD & 26th AGM Meetings 2020; host undecided**
   HS BENTON announced that Tokyo Institute of Technology (Tokyo Tech) has proposed to host the 47th BOD and 26th AGM in 2020.
   Vice President Hidetoshi SEKIGUCHI (Tokyo Tech) expressed Tokyo Tech’s intention to host the 47th BOD and 26th AGM just in time to introduce their new student building to all AGM members. The proposed dates will be right after the Olympic games, so there should be sufficient number of hotels to accommodate everyone.
Chair NAGATA thanked VP SEKIGUCHI for their proposal and said that this will be reported to the AGM later.

V. REVIEW OF ACTIVITY REPORTS IN 2018

1. 7th AEARU Energy and Environmental Workshop; March 24th, 2018, TSINGHUA UNIVERSITY
   HS BENTON, on behalf of Tsinghua University, reported that the workshop was held in Beijing and organized by the School of Environment of Tsinghua University and the Circular Economy Branch of the Chinese Society for Environmental Sciences. The theme was “Research Flow and its Environmental Impact” and it was part of the 13th International Conference of Waste Management and Technology. It attracted over 100 experts and scholars from six countries and regions, including Mainland China, Japan, Austria, UK, Taiwan and Hong Kong. Sixteen students from AEARU member universities participated in the workshop. AEARU funding of 10,000 USD was used to support students’ meals and accommodations.

2. 2018 Green and Resilient Growth (GRG) of Asian Cities; May 28th - June 1st, 2018; NANJING UNIVERSITY
   HS BENTON, on behalf of Nanjing University, reported that the symposium was focused on “Construction with Ecological Material of Industrialized Bamboo and Solar Energy”. The symposium convened in Nanjing University from May 27th to June 1st, 2018 and was organized by the School of Architecture and Urban Planning. Influential scholars and architects in related industries were invited as lecturers. AEARU funding of 1,000 USD was used to support the participation cost of one student.

3. 7th AEARU Student Physical Competition; June 15th -17th, 2018; SEOUL NATIONAL UNIVERSITY
   Vice President Min-Gyo KOO (SNU) reported that 12 students from seven universities participated in hiking Gwanak Mountain. Aside from mountain trekking, students also experienced Korean culture by visiting Gyeongbok Palace and wearing traditional Korean costumes. AEARU funding of 10,000 USD was approved. However, based on SNU’s invoice of expenses for the activity the Secretariat transferred 3,160,120 KRW (approximately 3,000 USD).

4. 2018 2nd AEARU Science & Technology Summer Camp; July 2nd – August 11th, 2018; PEKING UNIVERSITY
   HS BENTON, on behalf of Peking University (PKU), reported that the summer camp was held in PKU from July 2nd to August 11th, 2018. PKU offered 17 courses focusing on computer topics that include AI, big data, deep learning, and interdisciplinary studies. Thirty-five students from 12 AEARU universities participated and PKU waived tuition for all of them. AEARU funding of 5,000 USD was used to subsidize accommodation costs for two students from each member university for 14 nights, in which 19 AEARU students benefited.

5. 2018 AEARU Student Summer Camp; August 12th -19th, 2018; UNIVERSITY OF SCIENCE AND TECHNOLOGY OF CHINA
   Vice President Jinlong YANG (USTC) reported that a total of 14 students from seven countries joined the summer camp. The camp was designed for excellent undergraduate students who wish to create value through innovation as future scientists. The program consists of laboratory visits, tours to high tech spin-off companies from USTC, and cultural experiences. AEARU funding of 10,000 USD was used.
Chair NAGATA thanked the representatives for their reports. Since there were no comments, Chair NAGATA said the activities will be reported to the AGM and he advised to move on to the next section.

VI. TREASURY REPORT
1. Status Report of AEARU Sponsored Programs
The treasurer, Ms. OMATSU, reported that since the changing of the AEARU secretariat from SNU to University of Tsukuba in January 2018, nine activities have been proposed, six have been held successfully, and five have been funded: Symposium on Teaching and Learning Research Universities held at HKUST in January; Environmental Workshop held at Tsinghua University in March; Physical Competition held at SNU in June; STEM Summer Camp held at PKU in July; and Summer Camp held at USTC in August.

Treasurer OMATSU also mentioned that upon receiving an invoice, 1,000 USD will be transferred to Nanjing University for hosting the Green and Resilient Growth of Asia Cities in May.

In addition to the above mentioned activities, three more activities have already been proposed, which includes Yonsei University’s Winter Abroad Program in December and January, a Summer Camp co-hosted by HKUST and Tokyo Tech, and another Summer Camp by Tohoku University.

2. Financial Status of AEARU Treasury
Treasurer OMATSU proceeded to inform every one of the income and expenditure statement for 2018. A total of 60,257.79 USD was transferred from the previous secretariat and treasurer, SNU, to University of Tsukuba. By September 30th, the Secretariat received all membership fees paid by 18 member universities for a total of 36,000 USD. After transferring funding for two activities (a physical competition and a summer camp), the balance for the 3rd quarter as of September 30th was 58,179.95 USD. In the 4th quarter, 5,000 USD was transferred to PKU and 1,000 USD is set to be transferred to NJU and 10,000 USD to Yonsei University, resulting in a balance of approximately 42,000 USD which will be brought forward to 2019.

3. Proposed Annual Budget for 2019
Treasurer OMATSU continued to refer to the Proposed Budget for 2019 and reminded everyone that the proposed budget needs to be approved by the board members as stated in the Constitution. The amount of 42,000 USD from 2018 will be forwarded to 2019 and the treasurer expects to receive 36,000 USD of membership fees from 18 universities, resulting in a total of 78,000 USD annual budget for 2019.

If AEARU continues to follow the current practice to grant funding of 10,000 USD to each proposed activity in principle, then seven activities can be supported in 2019 which will result in a balance of 7,900 USD that will be brought forward and transferred to the next Chair University, NTU, in January 2020.

VP Sabrina LIN mentioned that in the last BOD meeting there was a discussion on long-term financial planning and on membership fee.

Chair NAGATA thanked HKUST for raising this matter and agreed that the board needs to discuss prospects of AEARU. However, in the meantime, he would like to get approval from the board members regarding the budget proposal. The Board
unanimously approved the budget proposal for 2019 and Chair NAGATA will report this to the AGM.

VII. SCHEDULED AEARU ACTIVITIES IN 2018-2019

1. Winter Abroad Program 2018; December 27th, 2018-January 17th, 2019; YONSEI UNIVERSITY

HS BENTON, on behalf of Yonsei University, reported that AEARU will grant 10,000 USD to fund the Winter Abroad Program and the amount will be used to cover application fee and 50% of the tuition fee for selected AEARU students. The program is scheduled to have two sessions. The first session is from December 27th, 2018 to January 17th, 2019 and the second session is from January 21st to February 13th, 2019. Yonsei University invited one student each from the member universities to participate in either session one or two. Three students, one each from HKUST, NTHU, and SNU were nominated for session one. For session two, two students were nominated - one each from University of Tsukuba and from University of Tokyo. Yonsei also received applicants from Osaka University and Tsinghua University, but the applications were not sent through AEARU. They said they will contact the respective universities and inform them of the applications. HS BENTON also noted that 17 students from HKUST applied to join this program but only one student from AEARU university was allowed for AEARU funding. She commented that this gives an indication that winter programs are becoming popular and perhaps we can think about sponsoring more winter programs. Yonsei University will report on this activity later in the AGM.

Chair NAGATA added that the nominations from AEARU member universities had been extended from October 16th to November 16th.

VIII. PROPOSED AEARU ACTIVITIES

1. The AEARU Summer Institute for Extended Flipped Education; July 8th -18th, 2019; THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY and TOKYO INSTITUTE OF TECHNOLOGY

HS BENTON noted that at the last BOD Meeting it was suggested that the financial plan for this activity be revised with more focus on supporting students thus, HKUST presented an updated proposal.

VP Sabrina LIN (HKUST) refreshed everyone’s memory of a suggestion to focus the budget to the student element and informed that there has been a change in terms of location and hosting from PKU to HKUST due to logistical arrangements, costs and other considerations. HKUST and Tokyo Tech have been working together seamlessly to adjust the MOOC course and Tokyo Tech agreed to cover the cost of its faculty members’ travel and accommodation as well as course development expenses. The objective of the workshop is to design a pilot program and incorporate discussions from the Teaching and Learning Symposium in January 2018 centered around flipped classrooms and new education innovation techniques. After coordinating with Tokyo Tech, the revised proposal states that the 10,000 USD funding will go towards AEARU students. If the board approves the proposal, recruitment can start immediately. Students will do self-paced training through January and March, then students will be nominated and selected with acceptance results released in April. There will be plenty of time for visa application before the program starts on July 8th.

VP Hidetoshi SEKIGUCHI (Tokyo Tech) said that after discussions with HKUST, Tokyo Tech decided to co-host this program and that this would be the first time for two member universities to co-host an activity. He informed the board that in
new proposal, Tokyo Tech will support their professors’ travel to HKUST. Although HKUST is the main host, he asked for the board’s consideration in counting the program also towards an AEARU activity by Tokyo Tech.

Chair NAGATA said the program sounds very good and understood that Tokyo Tech would like the board’s support to have the activity counted as co-host. Then he pointed out that the program is an ideal model where two member universities jointly host an activity and this model should be considered for other programs. The Board agreed to support Tokyo Tech’s request as well as the AEARU funding request of 10,000 USD to support participating students’ accommodation costs for this program.

2. 2019 APRU-AEARU Multi-Hazard Summer School; Summer 2019; Tohoku University
HS BENTON, on behalf of Tohoku University, reported on the proposal of a joint summer school between APRU and AEARU member universities that will be hosted by Tohoku University in July 2019. HS BENTON pointed out that Tohoku University submitted its proposal using the new application form created by the Secretariat and this form can be used for submitting future activity proposals. The proposed program of the summer school will focus on lessons learned from the Great Eastern Japan Earthquake in 2011 and its aftermath and what can be done to mitigate future disasters. A request for 10,000 USD AEARU grant has been submitted to fund part of the travel expenses and meals of 20 students from AEARU member universities.

VP Luisa CHANG (NTU) expressed her support of a joint program and further said that collaborations should be encouraged between different alliances, such as this joint APRU and AEARU program. She also emphasized that the multi-hazard hub at APRU is very active and that all members being in similar regions, whether Asia-Pacific or East Asia, are facing the same natural disasters so this topic is very relevant for the region.

Chair NAGATA thanked NTU for the comment. Since there were no further comments or questions, he affirmed that the Board supports this proposal and approves Tohoku University’s request for 10,000 USD AEARU funding to support participating AEARU students’ travel expenses and meals.

IX. ISSUES TO BE DISCUSSED
1. NCTU’s Candidacy for AEARU Membership
Chair NAGATA first mentioned that since the time National Chiao Tung University (NCTU) officially submitted an application for membership, the Secretariat has not received any other application. He cited relevant provisions of the AEARU Constitution pertaining to membership (clause 3.5). He emphasized that 2/3 of the BOD members must approve NCTU’s candidacy before submitting to the AGM for voting, where 2/3 of all AGM members must approve. He reminded everyone that NCTU has been considered a candidate for AEARU membership during the 42nd BOD meeting therefore this issue should be discussed and put to a vote today at the AGM.

HS BENTON explained that the Secretariat compiled some statistics indicating that currently AEARU has six member universities from Japan, two from Taiwan, five from Mainland China, four from Korea, and one from Hong Kong. The statistics also showed the percentages of top 1,000 universities in each of the regions as well as the numbers of the top 500 and top 1,000 universities from the Time Higher Education Ranking. In the ranking for top 1000 universities, Japan has 103, Taiwan
32. Mainland China 72, Korea 29 and Hong Kong 6, and the percentages of each region are Japan 6%, Taiwan 6%, China 7%, Korea 14% and Hong Kong 17%.

Chair NAGATA added that the total number of universities in each region are as follows: Japan 779, Taiwan 70, Mainland China 1079, Korea 189 and Hong Kong 19. Since Korea and Taiwan have similar statistics, it is possible to add one more candidate from Taiwan. He continued to state that according to the statistics presented - if a balance of regional representatives is aspired for, he thinks Japan is very well represented and that Mainland China might be better represented. He proposed that if NCTU is awarded membership, there will only be one seat left out of 20 and that we might want to consider a Chinese or Hong Kong university for this seat.

Interim President Tei-Wei KUO (NTU) expressed his support for the Chair’s proposal. He said that NTU supports NCTU’s application as well as welcomes new members from Mainland China or Hong Kong. He further stated that NCTU has close partnerships with many of AEARU’s members and is situated in the Silicon Valley of Taiwan with good global reputation and research impact, especially in ICT. He believes that with the addition of NCTU, AEARU can benefit from its contributions in terms of research, industry connections, and future activities.

Chair NAGATA thanked NTU for the comments and proposed NCTU’s candidacy to be subjected to a vote at the AGM and that Mainland China and Hong Kong might want to have a discussion on which region would like to take the last seat.

Chair NAGATA pointed out that there is room for discussion to increase membership size and to expand AEARU as a consortium. He mentioned that there have been previous discussions on the possibility of including other universities outside of the East Asian region to AEARU.

VP Sabrina LIN (HKUST) first expressed her support for NCTU. Then with regard to the issue of membership expansion or geographic additions, she proposed the creation of a sub-group to work on this. She stated that many Asian universities are rising in the rankings and she believes the world’s focus is on Asia in the 21st century. She said that it is important for AEARU to identify its unique attributes as well as its differentiation considering the number of alliances being formed.

VP Luisa CHANG (NTU) agreed with VP LIN’s points primarily on the need to focus on Asia. Regarding membership additions, VP CHANG said that AEARU should expand within the current region. She argued that since attending various meetings is part of the members’ responsibility and as resources are limited, the geographic area coverage should remain in the East Asian region.

As the discussion was revolving around various alliances, Chair NAGATA took the opportunity to inform the board members that he will represent AEARU at a League of European Research University (LERU) conference scheduled next month in Geneva.

With no further comments, the Board will recommend NCTU’s candidacy and have it subjected to a vote at the AGM.

2. Issues regarding membership obligations specified in AEARU Constitution Clause [3.8]

Clause [3.8] states that newly admitted members must hold at least one of the activities as indicated in the Constitution within two years of the date of their
admission. All other members must hold at least one of the activities, Annual General Meetings, Board of Director Meetings or other activities every three years. It also states that member institutions who fail to fulfill the above obligations will be assessed by the Board of Directors and may be recommended for revocation of membership.

Clause [3.9] specifies the revocation of membership, indicating that member institutions which fail to fulfill membership obligations specified in clause [3.8] must be identified by the Secretariat and automatically presented for assessment by the Board of Directors. Following appropriate deliberation, the Board members will vote on whether the institution’s membership should be considered for revocation at the Annual General Meeting.

HS BENTON directed the Board to the summary list of activities hosted by all 18 member universities since 2016.

Chair NAGATA was considering that these clauses may have to be amended. As an example, if all six Japanese member universities decide to host an activity every three years, then that means there will be two activities in Japan every year.

HS BENTON noted the need to review clauses [3.8] and [3.9] and at the same time to keep encouraging members to fulfill their obligations.

3. Reflecting Amendment of AEARU Constitution that has been previously approved by the 15th AGM in Dec 2009 and the 42nd BOD Meeting in Apr 2018 Clause [5.2]

HS BENTON provided the background for Clause [5.2] about the composition of the board. The current clause indicates that there should be a total of five BOD members, but there has been a total of seven board members for the last few years. In fact, the change from five to seven had been discussed in the 15th AGM and the clause rightfully amended. However, when a different amendment was made on November 12th, Clause [5.2] once again stated five BOD members instead of seven. She said that we just need to make sure that the Constitution is up to date with changes that have already been previously decided on.

HS BENTON stated that a vote on changing and finalizing the Constitution to reflect that there are seven Board members has to be taken and reported to the AGM.

VP Sabrina LIN (HKUST) stated that the clause should be amended because it reflects the current situation.

HS BENTON indicated that the issue will be brought forth to the AGM.

4. Amendment of AEARU Constitution Clause [4.6] approved by the 42nd BOD Meeting in Apr 2018

HS BENTON explained that the current provision of Clause [4.6] is that the Vice Chair is to be elected at the AGM. However, the BOD has selected the last four Vice Chairs (NJU 2012-2013, SNU 2014-2015, Tsukuba 2016-2017, and NTU 2018-2019). Thus, it is proposed that the Vice Chair will be elected by the Board members and then reported to the AGM as per current practice.

Since there were no comments or objections, HS BENTON confirmed that all Board members are supportive of this amendment.

5. AEARU Constitution Clause [5.2]: About the terms of office of BOD Members
Open proposal presented by the previous Secretariat which was discussed at the 42nd BOD Meeting in Apr 2018 and slated for further discussions at today’s BOD meeting

HS BENTON directed the board members to Clause [5.2] and focused on the terms of office of BOD members.

Secretary OMATSU (Tsukuba) presented the following four proposals:
- A. BOD 6 members with no Immediate Past Chair / 2-year term
- B. BOD 7 members with no Immediate Past Chair / 2-year term
- C. BOD 7 members including Immediate Past Chair / 2-year term
- D. BOD 7 members including Immediate Past Chair / 4-year term

A simulation was also done to ensure that there is no shortage of candidates for BOD members.

Chair NAGATA commented on the Immediate Past Chair issue saying there are concerns that some members will have to be BOD members for six consecutive years.

HS BENTON clarified that these proposals are for discussion only and will not be included in the ballot for voting. She further explained that in the current Board consisting of a Chairperson, Vice Chair, Immediate Past Chair, and four other elected members, the person who is elected as Vice Chair will assume the role of Chair then the role of Immediate Past Chair, thus altogether serving as Board member for a total of eight years straight which is a long time.

Chair NAGATA said that Nanjing University had been a Board member for eight long years until it voluntarily stepped down. He suggested that the role of board member should be shared among the 18 members.

President Tei-Wei KUO (NTU) pointed out that Proposal A will result in an even number of board members and that could potentially be a problem when it comes to voting on important decisions.

VP Luisa CHANG (NTU) agreed with President KUO and further stressed that in case of any conflict, an odd number of Board members is better to have.

VP Sabrina LIN (HKUST) also agreed with NTU and questioned why we would reduce the number of Board members which will require another change in the Constitution.

HS BENTON summarized that discussions appear to be leaning toward eliminating the role of Immediate Past Chair and keeping an odd number of BOD members.

Based on the comments, the Secretariat will prepare for continued discussions on this matter.

6. Proposed Style Review of AEARU Constitution as a whole
HS BENTON explained that the Secretariat wants to clean up the English in the Constitution and is suggesting several style changes. HS BENTON emphasized that these style changes throughout the Constitution will not change the meaning of any of the clauses. Two versions of the ballot sheet were prepared: one covering the proposed amendment of the Vice Chair being elected by the BOD along with the style changes in the Constitution and the other only covering the proposed amendment regarding Vice Chair election.
VP Sabrina LIN (HKUST) proposed to include the style change.

HS BENTON confirmed that the ballot with the style change will be used later at the AGM for voting.

7. Proposed Guidelines for Submission, Approval and Funding of Activities
HS BENTON announced that the Secretariat is proposing revised guidelines for submitting and approving AEARU activities. The proposed guidelines were circulated on August 6, 2018 to all Board members for comments. There were no objections or comments from the Board.

8. AEARU Brochure 2019
HS BENTON explained that since year 2000, AEARU has printed brochures every two years with the Chair University bearing the cost of printing 900 copies and distributing 50 complimentary copies to each AEARU member. HS BENTON proposed to cease printing the brochure and to utilize the AEARU website instead.

Chair NAGATA first voiced concerns of the environmental impact of printing hard copies then expressed that in this digital age we must be more cost-efficient in sharing information.

VP Sabrina LIN (HKUST) proposed that since the Secretariat is already doing a lot of work, it should be able to make the decision regarding the AEARU brochure.

Chair NAGATA thanked her for her comment and said that this decision to stop printing hard copies of the AEARU brochure will be reported at the AGM.

X. ADJOURNMENT
Closing Remarks by Chairperson
Chair NAGATA thanked the Board for their cooperation and announced that there will be a ten-minute break before the AGM.