

Date: Sept. 21, 1989 [Fax Number]
From: Yoshi Mikami 0462-73-7384 (Organiz/Membership C)
Memo to: Mr. Seth Kaplan 03-583-8109 (Organiz/Membership C)
Mr. Makoto Maekawa 045-939-2154 (Activities Committee)
Mr. F. Mitani 03-770-7064 (Liaison Committee)
Mr. Kazuo Taomoto 03-575-0320 (Finance Committee)
cc: Mr. Bill Getsie 03-433-7690 (Liaison Committee)
Mrs. Aika Imai by mail (Activities Committee)
Mr. Y. Kitajima by mail (Activities Committee)

Subject: Minutes of Japan CMU Association Meeting - Sept. 15, 1989

The first meeting of the organizing committee of the Carnegie-Mellon University Japan Association was held on Friday (holiday), Sept. 15, 1989, 11:00am-3:00pm, at the F. Mitani & Co. office in Shibuya, Tokyo. The eight people listed above attended the meeting. (Mikami had coordinated the preparation of the meeting, sending invitations and the proposed agenda, and forcing all Committee reps to send copies of their presentations to all expected attendees, which turned out to be effective in terms of good preparation for this meeting.)

1. Mitani opened the meeting, by explaining what he had discussed with Natalie Taaffe and Ilker Baybars of GSIA (to whom and Mikami a specific proposal of CMU-J association was made in Tokyo on July 30), with T. Matsuda (candidate for Chairperson) and with Z. Katagata (candidate for Vice-Chairperson). A comment was made by Getsie about the IBM-sponsored GSIA Faculty Reception on July 28, to which 60 CMU associates in Japan, out of 140 invitations, came, and about Ed Lucente (who funded this reception in coordination with Dick Cyert, CMU President) who might be a good candidate for Vice-Chairperson.
2. From the Activities Committee, Kitajima summarized the results of the questionnaire that was polled at the July 28 Reception. Out of 35 responses, a) alumni network to help each other, b) annual membership list, c) annual meeting with dinner and speech, and d) casual meeting (a picnic or year-end party) were the top four items that the respondents were interested in. Maekawa described the two main functions of this Committee: 1) Formal annual meeting; and 2) Casual Annual Meeting (timing, potential meeting places, etc.).
3. From the Organization/Membership Committee, Mikami discussed the work so far with S. Hara on the plan to create the membership address database. Kaplan took a bulk of time on this day in walking through the 22-article Constitution draft that he had worked out with Mikami. The names of our association suggested at the meeting were: Japan CMU Club, CMU Association in Japan, Carnegie-Mellon University Japan Association, etc.
4. Taomoto discussed the considerations from the Finance Committee meeting held on Sept. 11 with Ric Vogt,

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Takehisa Takamatsu and Kaplan. He has oral agreement from Tadamichi Tomita that the latter will serve as a Finance Committee member. (Takamatsu had recommended that Haruki Yoshida, managing director of IBJ, who attended GSIA's PEE (Program for Executives) class during the 1970s, would be a good candidate for Vice Chairperson.)

5. Mitani described his recommendation of what the Liason Committee should do: interface to CMU, to other CMU alumni groups and to the Japanese society. He proposed two specific projects which would not be documented here till they become more specific.

As appropriate to former CMU students, we had a lot of learning during and after the meeting. Mitani explained to us the input/output table analysis of the corporate strategies that was the basis of his recent article (Sept. 12) in the Nihon Keizai Shimbun, Japan's "Wall Street Journal." We learned how to use effectively a yet another piece of Japan's modern office equipment, a letter-sized portable overhead projector, which Mikami had brought in. And those who did not know Robert's Rules of Order glanced through this book, which provides the basic parliamentary rules of many of today's voluntary international organizations.

We agreed upon having our second meeting on Saturday, Oct. 7, 10:00am-2:00pm, at the same place. On the agenda:

1. Organization/Membership Committee
 - Kaplan and Mikami will fine-tune the Constitution
 - Hara/Nakamura will continue on address database creation
2. Activities Committee
 - Maekawa will recommend the place, time, schedule, people to be invited, etc. of the general meeting which is now planned for Saturday, Jan. 20, 1990
3. Finance Committee
 - Taomoto will discuss a model 1990 budget plan so that we can analyze the amount of dues and expenses
4. Liason Committee
 - Mitani will work with CMU people and others who should be invited to the general meeting as speaker(s)

Mikami will again coordinate the second meeting.

Our special thanks to Mitani who kindly offered us his nice office facility located at a very convenient place. We consumed enough soda out of his refrigerator. How about someone bringing a basket of soda cans and coffee to our next meeting? Arigatoh!



Yoshi Mikami