

Incorporated Non-profit Organization Japan Society of Professional Engineers

20th Annual General Meeting

**June 06 2020 (Sat) 13:00 – 15:00
Webcasting**

Resolutions

- **Resolution 1 : FY2019 Activity & Financial Report
(FY2019 Member recognition)**
- **Resolution 1 : FY2019 Financial Audit Report
Q&A and Vote**
- **Resolution 2: Articles of Incorporation Revise
Q&A and Vote**
- **Resolution 3 : FY2020 Action and Budget Proposal
Q&A and Vote**

Unofficial English translation

Resolution 1 : FY2019 Activity Report

During FY 2019, we have performed following activities under the four annual mission as (1) Promote Advocating Activities, (2) Continue Member Networking, (3) Improve member services, and (4) Streamline the Portfolio of Activities and the biennial policy of "Build Community and Connect with Public".

- For mission (1), outreach lectures to students at Mie University in April have been held and participate to panel discussion on "Development of Professional Engineers" by the Japan Society of Mechanical Engineers.
- For mission (1), Dispatch directors to NSPE annual meeting (PE Conference) in July, and got informed on NSPE Strategic Plan and partial changes to Bylaw.
- For mission (2), total 13 CPD seminars including Engineer's Salon have been held. Since the beginning of 2020, some seminars and PE license guidance have been postponed due to the influence of COVID-19, but PE license guidance are handled by e-mail, and some seminars are being distributed on the Web.
- In September, we held an off session at the Yokota Air Base as the first attempt, and also held a facility tour once each in Kansai and Kanto.
- For mission (3), we established senior membership system with the expectation of PE members satisfying their technological curiosity and contribute to the succession of technology to the next generation.
- In addition, we have started of JSPE Email Talking Point (Ogiri), which is a place for exchanging information among members, responded to increase in NSPE membership fee, introduced NSPE Webinar materials, organized past JSPE magazine information, and started of regular liaison meeting with JPEC.
- For mission (4), we held expanded board of directors meeting, including discussion about activity menu.

【Terms】

PDH : Professional Development Hour

NSPE : National Society of Professional Engineers

PE : Professional Engineer

Activity List

Date	Title	Venue	Hour	Participants	PDH
CPD Seminars					
08-Jun-19	Special CPD Seminar: Japanese System of Engineer and Engineering Ethics: In Relation to the PE System of the United States	Tokyo	1.5	69	103.5
08-Sep-19	314th CPD Seminar "Onikin 2019" No.1: Project Management for Research and Development	Kobe/Tokyo	3.0	23	69
28-Sep-19	6th JSPE Day "Climate Change" (315th CPD Seminar)	Tokyo/Kobe	5.0	48	240
05-Oct-19	313rd CPD Seminar "Onikin 2019" No.2: Risk Management on Projects	Tokyo/Kobe	3.0	23	69
02-Nov-19	316th CPD Seminar "Onikin 2019" No.3: Ethical Project Practice appeared in NSPE BER Cases	Kobe/Tokyo	3.0	27	81
07-Dec-19	317th CPD Seminar "Onikin 2019" No.4: Project Management in Standard Development	Kobe/Tokyo	3.0	26	78
14-Dec-19	318th CPD Seminar: Global Carbon Cycle Using Biomass-Toward a Mid- to Long-term Energy Vision	Tokyo	2.0	33	66
19-Jan-20	319th CPD Seminar: Global Carbon Cycle Using Biomass-Toward a Mid- to Long-term Energy Vision	Tokyo	2.0	13	26
08-Feb-20	320th CPD Seminar "Onikin 2019" No.5: Architectural Design Project Management – Changes in Method and BIM/CIM	Tokyo/Kobe	3.0	21	63
Engineers Salon and Visiting Tour					
18-Jun-19	FY2019 Engineers Salon No.1: Risk Management in Large-scale Projects ~Respond Quickly to Risk~	Tokyo	1.0	12	12
22-Jun-19	Kansai Visiting Tour to Biwako Hall	Shiga	1.5	9	13.5
28-Aug-19	FY2019 Engineers Salon No.2: PE Registration on Georgia, and Introduction of LNG Plant	Tokyo	1.0	14	14
16-Oct-19	FY2019 Engineers Salon No.3: Civil Engineering Education in the U.S. and Study Abroad Experience	Tokyo	1.0	6	6
19-Feb-20	FY2019 Engineers Salon No.4: Introduction to Thermal Cracking of Concrete	Tokyo	1.0	5	5
22-Feb-20	Kanto Visiting Tour to Kanda River Circular Route 7 Underground Control Pond	Tokyo	3.0	10	30
Total			34	339	876

Date	Events and Activities	Venue	Participants
Networking and Research			
12-Apr-19	Mechanical Engineering Special Workshop Introduction to US PE License	Mie University	60
20-Apr-19	Networking with Directors & Candidates	Tokyo	16
7-Jun-19	Joint Meeting of NSPE-JSPE	Tokyo	7
5-Jul-19	Mechanical Engineering Special Workshop Engineering Economics I	Mie University	60
12-Jul-19	Mechanical Engineering Special Workshop Engineering Economics II	Mie University	60
17 to 21-Jul-19	NSPE 2019 Professional Engineers Conference (PECON19)	Kansas City	2
9-Sep-19	Japan Institute of Mechanical Engineers: Panel Discussion "Engineering Education as a Professional"	Akita University	1
14-Sep-19	Networking with SAME: Friendship Day at Yokota Base	Tokyo	11
7-Dec-19	Kobe Year End Networking Party	Kobe	8
14-Dec-19	Kanto Year End Networking Party	Tokyo	21
15-Dec-19	Networking with JPEC-JSPE	Tokyo	3
15-Feb-20	Joint Meeting with JPEC-JSPE	Tokyo	3
Publication			
1-Apr-19	JSPE Magazine Spring issue (Member only)	JSPE web site	-
1-Jun-19	JSPE Annual Report in FY2018		-
1-Jul-19	JSPE Magazine Summer issue (Member only)		-
1-Oct-19	JSPE Magazine Fall issue (Member only)		-
1-Jan-20	JSPE Magazine Winter issue (Member only)		-
Board Meeting			
18-May-19	May Board Meeting	Tokyo / Zoom	11
13-Jul-19	July Board Meeting		10
21-Sep-19	September Board Meeting		9
16-Nov-19	November Board Meeting	Tokyo	15
18-Jan-20	January Board Meeting	Tokyo / Zoom	11+2
21-Mar-20	March Board Meeting	Zoom	13
31-Mar-20	Office Move from Chuo-ku to Chiyoda-ku	Tokyo	-

Membership variation

Membership Type	March 31 2019	Variation during FY2019			March 31 2020
		Admission	Type promotion	Withdrawal	
PE	183	3	3	12	177
PEN	60	13	9	11	65
FE	68	2	3	7	60
Affiliate	28	8	3	5	28
Student	11	1	0	2	10
Total	350	27	18	37	340

- "PEN" is a member who have passed PE exam, but not yet registered in any US state
- "Type promotion" means a member who have promoted from FE to PEN, or PEN to PE.

Resolution 1 : FY2019 Financial Report

From April 1 2019 To March 31 2020

Unit : JPY

	FY 2018 Closing
I . Revenue	
1. Membership due	
Member Enrollment fee	81,000
Full Membership due	2,215,501
Associate Member due	1,192,499
2. Contribution revenue	
Congratulatory money	10000
Director volunteer hours	2,023,352
3. Operating revenue	
Educational activity revenue	722,850
Research activity revenue	186,500
4. Other revenue	
Interest	55
I . Revenue Total	6,431,757
II . Spending	
1. Operating Cost	
(1) Employment cost	
Director volunteer hours	2,023,352
(2) Other cost	
Meeting expense	697,411
Honorarium	482,185
PMI Registration due	165,538
Travel expense	771,372
Communication expense	158,540
Printing expense	436,634
Supplies expense	137,344
Processing fee	5,500
Networking expense	25,682
1. Operating Cost Total	4,903,558
2. Administration Cost	
(1) Other cost	
Printing expense	55,703
Outsourcing expense	297,000
Meeting expense	285,291
Travel expense	293,335
Communication expense	173,841
Supplies expense	15,815
Office charge	117,720
Insurance fee	6,000
Processing fee	19,952
Bad debt loss	222,001
Other	6,050
(1) Other cost total	1,492,708
2. Administration cost total	1,492,708
II . Spending total	6,396,266
(A) Net worth change during this period = I - II	35,491
(B) Net worth brought forward	7,989,754
(C) Net worth to be brought forward = (A) + (B)	8,025,245

Balance Sheet

As of March 31 2020



(Unit : JPY)

Account Item	Amount of Money		
I Asset			
1 Current Asset			
Cash and Deposit			
Uncollected money	8,312,900		
Advance Payment	135,000		
Current Asset Total		8,447,900	
Asset Total			8,447,900
II Debt			
1 Current Debt			
Unpaid Money	364,851		
Advance Payment received	19,000		
Deposit Money	38,804		
Current Debt Total		422,655	
Debt Total			422,655
III Net Asset			
Net Asset Brought Forward	7,989,754		
Current Change in Net Asset	35,491		
Net Asset Total		8,025,245	8,025,245
Debt and Net Asset Total			8,447,900

Balance Sheet Trend 2014 to 2019

Item	2015/3/31	2016/3/31	2017/3/31	2018/3/31	2019/3/31	2020/3/31
I Asset						
1 Current Asset						
Cash and Deposit	3,310,904	4,127,536	5,465,717	8,020,076	8,009,312	8,312,900
Uncollected money	1,043,751	458,263	225,500	282,989	285,442	135,000
Current Asset Total	2,880	2,880	0	0	0	0
Advance Payment	0	0	0	0	29,160	0
Asset Total	4,357,535	4,588,679	5,691,217	8,303,065	8,323,914	8,447,900
2 Fixed Asset						
Infrastructure Reserve	3,110,681	3,117,576	2,108,807	0	0	0
Telephone and Books	0	0	0	0	0	0
Fixed Asset Total	3,110,681	3,117,576	2,108,807	0	0	0
Asset Total (A)	7,468,216	7,706,255	7,800,024	8,303,065	8,323,914	8,447,900
II Debt						
1 Current Debt						
Advance Payment received	158,500	154,750	54,000	51,000	50,500	19,000
Unpaid Money	359,694	540,524	8,590	303,852	262,035	364,851
Deposit Money	4,264	5,284	0	20,611	21,625	38,804
Current Debt Total	522,458	700,558	62,590	375,463	334,160	422,655
Debt Total (B)	522,458	700,558	62,590	375,463	334,160	422,655
III Net Asset						
Net Asset Brought Forward	6,132,689	6,945,758	7,005,697	7,737,434	7,927,602	7,989,754
Current Change in Net Asset	813,069	59,939	731,737	190,168	62,152	35,491
Net Asset Total = (A)-(B)	6,945,758	7,005,697	7,737,434	7,927,602	7,989,754	8,025,245
Officer's Volunteer Hours	(Not aggregated)	1847.3	1691.5	1847.0	1449.5	2020.5

Audit Report

<p>日本プロフェッショナルエンジニア協会 会 長 殿</p> <p style="text-align: center;">監査報告書</p> <p>日本プロフェッショナルエンジニア協会監事は、同法人の 2019(令和元)年度(2019(平成31)年 4 月 1 日から 2020(令和 2)年 3 月 31 日まで)の事業報告に関して、理事の執行状況および法人の財産状況について監査を実施しました。</p> <p>その結果、同法人の活動計算書、貸借対照表、財産目録並びに比較貸借対照表は適正と認めます。</p> <p style="text-align: right;">2020(令和 2)年 4 月 28 日</p> <p style="text-align: right;">監事 土屋 雅彦  監事 植村 大輔 </p>

Audit report

The auditors of Japan Society of Professional Engineers have examined the performance of directors and the financial status of the organization.

After reviewing the examined result, we hereby state that the financial statement, the balance sheet and other related reports of this organization are appropriate.

April 28 2020
Auditor Masahiko Tsuchiya
Auditor Daisuke Uemura

Resolution 2: Articles of Incorporation Revise

Proposed Revision

On March 2020, the principal office of JSPE has been moved from Nihonbashi-honcho 4-chome Chuo-ku, Tokyo to Kanda Misakicho 3-chome Chiyoda-ku, Tokyo.

In order to reflect this office move to the corporate public registration, article 2 of JSPE's articles of incorporation ("Teikan"), is proposed to be revised as follows.

(Current)

Article 2

This corporation shall have its principal office in Chuo-ku, Tokyo.

(Proposed revision)

Article 2

This corporation shall have its principal office in Chiyoda-ku, Tokyo.

Resolution 3: FY2020 Action Proposal

Build Community and Connect with Public -Continued

This year, we will continue the slogan “Building a network of engineers and society” from last year. Due to the influence of the new coronavirus, it is difficult to do JSPE activity in the same style as before. But we believe the catchphrase “Engineering helps us keep physical distance by means of social distance” and will develop the following activities using JSPE's past activities, websites, web conferencing tools, etc.

- **Promotion of transmissions the Engineering Information to Public by Using JSPE Resources**

This year, we will supply the seminars listed in the next section, along with the web distribution of the seminars, so that members can view these videos and materials "anytime", "anywhere" and use them for self-improvement.

- **Continue Member Networking Services Through CPD Seminars**

We will look for ways of holding CPD seminars at venues with keep physical distances for member's safety, health, and welfare. We also provide CPD seminars distributed on the web for members who have difficulty visiting to venue or who live in remote areas. Regarding the theme of the seminar, we will continue to implement environmental technologies that are cross-disciplinary for engineers and will expand ethics and risk management.

We will also use the web conferencing tools to conduct CPD seminars that focus on member exchange such as engineers' salons, and also create a place for exchanging information and exchanging information between PE holding members and members aiming for PE registration.

- **Improve the Membership Service Quality**

We will Introduce online payment with PayPal system which makes it easy for members to pay tuition fees when participating in web CPD seminars. In addition, we will improve the member services by increasing the number of places for exchanging and exchanging information with members via email (Ogiri).

- **Streamline the JSPE Activity Portfolio (continued)**

As mentioned in the above three activities, it is expected that face-to-face activities in the conventional style will become difficult in the future. While maintaining the physical distance between people, such as websites and web distribution, we will have a lively discussion and further study the activities of the association.

Furthermore, this year is the 20th anniversary of the establishment of JSPE, so we will hold commemorative booklets and hold special seminars.

PayPal: A payment service using an email account and the Internet. The operating company is headquartered in San Jose, California, USA, and its international operations, including Japan, are based in Singapore.

FY2019-2020 Officers

Position (Renomination/Coming)	Name	Member ID
Director	Ryo Moriyama	PE-0179
Director	Tokoh Nishikubo	PE-0253
Director	Tsutomu Koguchi	PE-0214
Director	Toshiki Moriguchi	PE-0203
Director	Tatsuo Kawase	PE-0180
Director	Kosuke Inaba	PE-0244
Director	Masami Yoshimoto	PE-0100
Director	Noritaka Fujimura	PE-0233
Director	Ryosuke Ohta	PE-0237
Director	Ryuichi Okuno	PE-0169
Auditor	Daisuke Uemura	PE-0022
Auditor	Masahiko Tsuchiya	PE-0025

For Information: FY2020 board of directors

Department	Directors in charge
Leaders group	Ryo Moriyama (President) , Tokoh Nishikubo Vice President) , Tsutomu Koguchi (Vice President), Tatsuo Kawase (Dept. Manager) , Masami Yoshimoto (Dept. Manager) ,Ryosuke Ohta (Dept. Manager) Toshiki Moriguchi (Dept. Manager)
Planning	Tokoh Nishikubo (Dept. Manager) Ryo Moriyama (Deputy Dept. Manager) , Masami Yoshimoto (Deputy Dept. Manager)
Publication	Tokoh Nishikubo (Dept. Manager) Tatsuo Kawase (Deputy Dept. Manager) , Noritaka Fujimura (Deputy Dept. Manager)
External Affairs	Masami Yoshimoto (Dept. Manager) Ryosuke Ohta (Deputy Dept. Manager) ,Ryo Moriyama
Education	Ryosuke Ohta (Dept. Manager) Ryo Moriyama (Deputy Dept. Manager) ,Tokoh Nishikubo, Noritaka Fujimura, Kosuke Inaba
Membership	Toshiki Moriguchi (Dept. Manager) Tsutomu Koguchi (Deputy Dept. Manager) , Noritaka Fujimura (Deputy Dept. Manager)
Accounting	<u>Tatsuo Kawase (Dept. Manager)</u> Ryuichi Okuno (Deputy Dept. Manager) <u>Tsutomu Koguchi, Kosuke Inaba</u>
Auditors	Daisuke Uemura, Masahiko Tsuchiya

Geographic distribution of Directors



Resolution 3: FY2020 Budget Proposal

From April 1 2020 To March 31 2021

Unit: JPY

	FY2019 Closing	FY2020 Budget
I . Revenue		
1. Membership due		
Member Enrollment fee	81,000	90,000
Full Membership due	2,215,501	2,112,000
Associate Member due	1,192,499	1,440,000
2. Contribution revenue		
Congratulatory money	10,000	
Director volunteer hours	2,023,352	1,500,000
3. Operating revenue		
Educational activity revenue	722,850	722,000
Research activity revenue	186,500	474,000
4. Other revenue		
Interest	55	0
I . Revenue Total	6,431,757	6,338,000
II . Spending		
1. Operating Cost		
(1) Employment cost		
Director volunteer hours	2,023,352	1,500,000
(2) Other cost		
Meeting expense	697,411	626,000
Honorarium	482,185	694,000
Registration due	165,538	270,000
Travel expense	771,372	898,000
Communication expense	158,540	309,000
Printing expense	436,634	801,000
Supplies expense	137,344	5,000
Processing fee	5,500	0
Networking expense	25,682	10,000
	2,880,206	3,613,000
1. Operating Cost Total	4,903,558	5,113,000
2. Administration Cost		
(1) Other cost		
Printing expense	55,703	10,000
Outsourcing expense	297,000	452,000
Meeting expense	285,291	210,000
Travel expense	293,335	155,000
Communication expense	173,841	298,000
Supplies expense	15,815	80,000
Office charge	117,720	120,000
Insurance fee	6,000	6,000
Processing fee	19,952	56,000
Bad debt loss	222,001	100,000
Other	6,050	40,000
(1) Other cost total	1,492,708	1,527,000
2. Administration cost total	1,492,708	1,527,000
II . Spending total	6,396,266	6,640,000
(A) Net worth change during this period = I - II	35,491	-302,000
(B) Net worth brought forward	7,989,754	8,025,245
(C) Net worth to be brought forward = (A) + (B)	8,025,245	7,723,245

Planned Calendar of FY2020 Activities

Month	Planned Events and Activities	Remarks
2020		
April	<ul style="list-style-type: none"> ▪ JSPE Magazine Spring Issue ▪ Tokyo/Web Engineer's Salon 	
May	<ul style="list-style-type: none"> ▪ May Board Meeting ▪ Tokyo/Kobe/Web Onikin CPD Seminar 	
June	<ul style="list-style-type: none"> ▪ JSPE Annual General Meeting ▪ Kansai Visiting Tours ▪ Tokyo/Web Engineer's Salon 	
July	<ul style="list-style-type: none"> ▪ JSPE Magazine Summer Issue ▪ July Board Meeting ▪ Tokyo/Kobe/Web Onikin CPD Seminar ▪ Tokyo/Web Engineer's Salon 	
August		
September	<ul style="list-style-type: none"> ▪ Tokyo/Kobe/Web Onikin CPD Seminar ▪ September Board Meeting ▪ Tokyo/Kobe/Web JSPE Day(day-long seminar) ▪ Tokyo/Web Engineer's Salon 	
October	<ul style="list-style-type: none"> ▪ JSPE Magazine Fall Issue ▪ Tokyo/Kobe/Web Onikin CPD Seminar ▪ Tokyo/Web Engineer's Salon 	
November	<ul style="list-style-type: none"> ▪ Tokyo/Kobe/Web Onikin CPD Seminar ▪ November Board Meeting 	
December	<ul style="list-style-type: none"> ▪ Tokyo/Kobe/Web Onikin CPD seminar ▪ Tokyo and Kobe Year End Party ▪ Tokyo/Web CPD Seminar 	
2021		
January	<ul style="list-style-type: none"> ▪ JSPE Magazine Winter Issue ▪ January Board Meeting ▪ Tokyo/Web Engineer's Salon ▪ Tokyo/Kobe/Web Onikin CPD Seminar 	
February	<ul style="list-style-type: none"> ▪ Tokyo/Kobe/Web Onikin CPD Seminar 	
March	<ul style="list-style-type: none"> ▪ March Board Meeting ▪ Tokyo Visiting Tours ▪ Tokyo/Web Engineer's Salon ▪ Tokyo and Kobe Exam and PE registration mentoring meeting 	