



2011, September 20 Board of Directors Minutes

Contents

- 1 Attendance
 - 1.1 Present
 - 1.2 Absent
 - 1.3 Observer
- 2 SY 11-12:1 Call to Order
- 3 SY 11-12:2 Devotions
- 4 SY 11-12:3 Prayer Time for the Board and the School
- 5 SY 11-12:4 Approval of Agenda
- 6 SY 11-12:5 Signers of the Minutes
- 7 SY 11-12:6 Board Orientation
- 8 SY 11-12:7 Approval of Consent Agenda
- 9 SY 11-12:8 Headmaster Report
- 10 SY 11-12:9 Receiving Revised Budget in November 2011
- 11 SY 11-12:10 First Reading - B2.7.11.3
- 12 SY 11-12:11 First Reading - B2.7.11.3.2
- 13 SY 11-12:12 Executive Session
- 14 SY 11-12:13 Financial Reports
- 15 SY 11-12:14 Audit Approval
- 16 SY 11-12:15 Approval of Auditor's Findings and Recommendations
- 17 SY 11-12:16 Executive Committee Report
- 18 SY 11-12:17 Second Reading - B2.10.12 (Cf. 10-11:200)
- 19 SY 11-12:18 Second Reading - B2.10.9 (Cf. SY 10-11:201)
- 20 SY 11-12:19 Committee Planning
- 21 SY 11-12:20 Board Retreat
- 22 SY 11-12:21 Review of Board Process
- 23 SY 11-12:22 Closing Prayer
- 24 SY 11-12:23 Approval of September 20, 2011, Minutes
- 25 SY 11-12:24 Adjournment
- 26 Signatures

Attendance

Present

1. Gaius Berg (for World Venture)
2. Pauline Carlson (ECC)
3. Eline de Wilde (Member at Large)
4. Misook Cho (CRJM)
5. Gerald May (TEAM)
6. Kenichi Shinagawa (Member at Large)
7. Steven Tarter (SEND)
8. Brian Vander Haak (Headmaster)
9. Taizo Morimoto (Supervisor-Auditors)
10. John Sakurai (Supervisor-Auditors)

Absent

- Dixie King (OMS)

Observer

- Louis Lau (for OMS)

[back to top](#)

SY 11-12:1 Call to Order

The meeting was called to order at 8:53 a.m.

[back to top](#)

SY 11-12:2 Devotions

Pauline Carlson led the board in devotions on Proverbs 3:5-6.

[back to top](#)

SY 11-12:3 Prayer Time for the Board and the School

[back to top](#)

SY 11-12:4 Approval of Agenda

MSC to approve the agenda.

[back to top](#)

SY 11-12:5 Signers of the Minutes

MSC for Kenichi Shinagawa and Gerald May to be signers of the September 20, 2011, minutes, in addition to Pauline Carlson (board chair) and Steven Tarter (board secretary).

[back to top](#)

SY 11-12:6 Board Orientation

The Board reflected on policy governance, types of policies, its job description, governance and board-headmaster linkage policies, and reading monitoring reports.

[back to top](#)

SY 11-12:7 Approval of Consent Agenda

MSC to approve the following consent agenda items:

- May 24, 2011 Board of Directors Minutes
- May 24, 2011 Executive Action Minutes
- Headmaster monitoring reports (B 2.2, 2.3, 2.7.11, 2.7.11.1, 2.7.11.2, 2.7.11.3, 2.8, 2.9, 2.0)

[back to top](#)

SY 11-12:8 Headmaster Report

The headmaster reported compliance with Board Policy 2.7.10, requested the board's input regarding Board Policy 2.2.11 on giving only one-year contracts for non-administrators as practice, and shared that the Board/Staff Dinner is scheduled for June 12. He outlined possible impacts of the current financial situation and the nuclear power plant situation on student enrollment, and he gave an update on CAJ's development campaigns and on his doctoral program. At the headmaster's request, Michael Essenburg gave an overview of the school improvement process, and Rick Seely gave an overview of financial reports for April through August.

[back to top](#)

SY 11-12:9 Receiving Revised Budget in November 2011

MSC to receive the revised SY 2011-2012 budget at the November 2011 board meeting as an exception to Board Policy 2.6.9.2.

[back to top](#)

SY 11-12:10 First Reading - B2.7.11.3

The headmaster recommended:

- *Current reading:* Applicants for preferential tuition assistance who do not hold a religious activities visa must present at the time of application:
- *Proposed reading:* Applicants for preferential tuition assistance who **are not members of a pre-approved mission** must present at the time of application:

MSC to accept as first reading.

[back to top](#)

SY 11-12:11 First Reading - B2.7.11.3.2

The headmaster recommended:

- *Current reading:* A statement as to primary purpose in Japan, description of missionary endeavor, indication of time commitment, source(s), and amount of support.
- *Proposed reading:* A statement as to the primary purpose in Japan, **qualification (usually ordination or personal ministry history)**, description of missionary endeavor, indication of time commitment, **and proof of income statements (for both spouses if applicable)**.

MSC to accept as first reading.

[back to top](#)

SY 11-12:12 Executive Session

The board went into executive session.

[back to top](#)

SY 11-12:13 Financial Reports

MSC to receive financial reports for April, May, June, July, and August of 2011.

[back to top](#)

SY 11-12:14 Audit Approval

The Audit Committee recommended the provisional acceptance and approval of the audit for the year ending June 30, 2011, dependent on final review by the Audit Committee of the original copy received from the auditor.

MSC to provisionally accept and approve the audit for the year ending June 30, 2011, dependent on final review by the Audit Committee of the original copy received from the auditor.

[back to top](#)

SY 11-12:15 Approval of Auditor's Findings and Recommendations

The Audit Committee recommended the provisional acceptance of the auditor's findings and recommendations for the year ending June 30, 2011, dependent on final official copy will be reviewed by the Audit Committee.

MSC to provisionally accept the auditor's findings and recommendations for the year ending June 30, 2011, dependent on final review by the Audit Committee of the original copy received from the auditor.

[back to top](#)

SY 11-12:16 Executive Committee Report

The Executive Committee minutes were presented.

[back to top](#)

SY 11-12:17 Second Reading - B2.10.12 (Cf. 10-11:200)

The board accepted the following on May 24, 2011, as a first reading:

- *Current:* Fail to establish an annual fund-raising program that meets clearly articulated board-approved goals.
- *Proposed:* Fail to **maintain a fundraising plan, assessed annually, which includes clearly articulated goals.**

MSC to approve as second reading.

[back to top](#)

SY 11-12:18 Second Reading - B2.10.9 (Cf. SY 10-11:201)

The board accepted the deletion of B2.10.9 on May 24, 2011, as a first reading:

Allow fund-raising to become a low priority with regard to the headmaster job requirements.

MSC to approve as second reading.

[back to top](#)

SY 11-12:19 Committee Planning

Committees planned dates for their next meetings.

[back to top](#)

SY 11-12:20 Board Retreat

The chair asked for volunteers to help with the board's October mini retreat.

[back to top](#)

SY 11-12:21 Review of Board Process

The Board reviewed its process.

[back to top](#)

SY 11-12:22 Closing Prayer

Brian Vander Haak closed in prayer.

[back to top](#)

SY 11-12:23 Approval of September 20, 2011, Minutes

MSC to approve the September 20, 2011, minutes, pending a minute for meeting adjournment.

[back to top](#)

SY 11-12:24 Adjournment

MSC to adjourn the meeting at 3:36 p.m.

[back to top](#)

Signatures

Respectfully submitted,

Steven Tarter
Board Secretary

Pauline Carlson
Board Chair

Kenichi Shinagawa
Board Member

Gerald May
Board Member

[back to top](#)

Retrieved from "https://caj.ac.jp/info/index.php?title=2011,_September_20_Board_of_Directors_Minutes&oldid=592"