



2011, September 27 Board of Councilors Minutes

CAJ Board of Councilors Meeting
September 27, 2011, 9:00 - 12:00a.m.
Matsukawa Place, Higashi Kurume, Tokyo

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Devotions

Lawrence Spalink led the board in devotions on Psalm 67.

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Attendance

Present

1. Melinda Balona (Member at Large)
2. Michael Essenburg (Member at Large)
3. Jay Haworth (ECC)
4. Andrea Johnson (ECC)
5. Lawrence Mutenda (Member at Large)
6. Stephen Kunnecke (SEND)
7. Aileen Selander (TEAM)
8. Daniel Sexton (OMS)
9. Paul Shew (Member at Large)
10. Lawrence Spalink (CRJM)

Proxies

1. Jonathan Reasoner (SEND) gave his proxy to Jay Haworth (ECC).

Absent

1. John Houlette (WorldVenture)

Ex-Officio

1. Pauline Carlson, Board of Directors Chair
2. Brian Vander Haak, CAJ Headmaster

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SY 11-12:1 Call to Order

The meeting was called to order at 9:13 a.m. with eleven of the twelve (11/12) Councilors present (one by proxy). Eight members (2/3) are necessary to establish a quorum.

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SY 11-12:2 Approval of Agenda

MSC to approve the agenda of the September 27, 2011 Board of Councilors meeting.

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Orientation for Board of Councilors

The Board of Directors Chair facilitated a review of the school's organizational structure in terms of the roles of the Board of Councilors, Board of Directors, and headmaster; the history and duties of the Board of Councilors; and missionary school distinctives. Board members signed the "Agreement with CAJ's Doctrinal Statements and Support for the Purpose of the School." The secretary then facilitated an orientation to the Board of Councilors website.

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SY 11-12:3 Expression of Thanks to the Board of Directors Chair

MSC to express appreciation to the Board of Directors Chair for her orientation.

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SY 11-12:4 Expression of Thanks to the Board Secretary

MSC to express appreciation to the secretary for his work in developing the Board of Councilors website.

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SY 11-12:5 Change to Board of Councilors Operating Procedures, Article 5.B

Lawrence Spalink recommended a change to the Board of Councilors Operating Procedures, Article 5.B:

- *Current:* Copies of signed minutes will be distributed at subsequent meetings for inclusion in the "blue binder" of each Councilor.
- *Proposed:* Original signed minutes will be securely stored at Christian Academy in Japan.

MSC to approve the recommended change to Board of Councilors Operating Procedures, Article 5.B.

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SY 11-12:6 Proposed Change to Board of Councilors Operating Procedures

MSC to ask the secretary to review Board of Councilors Operating Procedures and bring recommended changes to the spring Board of Councilors meeting for approval.

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SY 11-12:7 Approval of April 26, 2011 Minutes

MSC to approve the minutes of the April 26, 2011 Board of Councilors meeting.

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SY 11-12:8 Signers of the Minutes

MSC to designate Andrea Johnson and Stephen Kunnecke, in addition to Board Of Councilors Vice Chair Jay Haworth, as signers for the minutes of the September 27, 2011 Board of Councilors meeting.

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Board of Directors Report

The Board of Directors Chair reported on the change in school's legal status from *zaidan houjin* to *gakko houjin* (noting that the school needs to increase its cash reserves to 25% of its operating budget), the Board of Directors efforts to connect to the evangelical mission community, and the revision of the Board of Directors ends policies.

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SY 11-12:9 Accept Board of Directors Report

MSC to accept the Board of Directors report with appreciation.

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SY 11-12:10 Nomination for Board of Directors

MSC the approval of the nomination of Louis Lau as a replacement for Dixie King to serve on the Board of Directors at the request of OMS.

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SY 11-12:11 Nomination for Board of Directors Start-Up Committee

MSC the approval of the nomination of Louis Lau as a replacement for Dixie King as a member of the Start-Up Committee.

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Headmaster's Report

The headmaster reported that CAJ has good enrollment and a full staff this year, that CAJ is working to increase its cash reserves through decreasing the budget and through fundraising, and that CAJ students and staff continue to be involved in relief work for earthquake/tsunami victims. CAJ is currently in an accreditation year, is using its school improvement process (which integrates the Board of Directors ends, continuous strategic thinking, a focused plan, and accreditation), and is working to upgrade its school improvement plan and to respond effectively to change.

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SY 11-12:12 Accept Headmaster's Report

MSC to accept the headmaster's report with appreciation.

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Prayer for the School

Paul Shew led in prayer for the school.

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Meeting Absence and Proxy

Paul Shew (Member at Large) gave his proxy to Jay Haworth (ECC) and left the meeting at 11:16 a.m.

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Business Manager's General Report

The business manager reported on CAJ's budget, income, expenses, and audit, within the context of CAJ's shift from a July-June fiscal year to a April-March fiscal year and within the context of CAJ's working to have 25% of its operating budget in cash reserves.

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SY 11-12:13 Accept the Business Manager's Report

MSC to accept the business manager's general report with appreciation.

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SY 11-12:14 Approval of Audit

MSC to approve the September 12, 2011 audit report from the Nagao Accountancy Corporation.

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SY 11-12:15 Receipt of Findings and Recommendations

MSC to receive the September 12, 2011 findings and recommendations of Nagao Accountancy Corporation.

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Other Business

Members of the Board of Councilors were encouraged to assist the Board of Directors in making cinnamon rolls at Thrift Shop on October 21.

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Date of Next Meeting

The next meeting of the Christian Academy in Japan Board of Councilors is scheduled for Tuesday, February 14, 2012 beginning at 1:00 p.m. at Matsukawa Place, Higashi Kurume, Tokyo.

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Review of the September 27, 2011 Minutes

The board reviewed the September 27, 2011 minutes.

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Approval of the September 27, 2011 Minutes

MSC to approve the September 27, 2011 minutes, pending closing prayer and a minute for meeting adjournment.

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Closing Prayer

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SY 11-12:16 Adjournment

MSC to adjourn the meeting at 12:45 p.m.

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Respectfully submitted,

Michael Essenburg
Board of Councilors Secretary

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Signatures: September 27, 2011 Christian Academy in Japan Board of Councilors Minutes Approved

Jay Haworth
Board of Councilors Vice Chair

Andrea Johnson
Board of Councilors Member

Stephen Kunnecke
Board of Councilors Member

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