



## 2012, February 14 Board of Councilors Minutes

CAJ Board of Councilors Meeting  
February 14, 2012, 1:00 p.m.  
Matsukawa Place, Higashi Kurume, Tokyo

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### Devotions

Jonathan Reasoner led the board in devotions on thirsting for God.

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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. Jonathan Reasoner (SEND)
6. Lawrence Spalink (CRJM)
7. Gregory Swenson (WorldVenture)

#### Proxies

1. Daniel Sexton (OMS) gave his proxy to Jonathan Reasoner (SEND).
2. Paul Shew (Member at Large) gave his proxy to Lawrence Spalink (CRJM).
3. Stephen Kunnecke (SEND) gave his proxy to Jonathan Reasoner (SEND)
4. Lawrence Mutenda (Member at Large) gave his proxy to Jonathan Reasoner (SEND)
5. Aileen Selander (TEAM) gave her proxy to Jonathan Reasoner (SEND)

#### Ex-Officio

1. Eline de Wilde, Board of Directors Vice Chair
2. Brian Vander Haak, CAJ Headmaster

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### SY 11-12:17 Call to Order

The meeting was called to order at 1:12 a.m. with 12 of the twelve (12/12) Councilors present (five by proxy). Eight members (2/3) are necessary to establish a quorum.

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### SY 11-12:18 Approval of Agenda

**MSC** to approve the agenda of the February 14, 2012 Board of Councilors meeting.

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### SY 11-12:19 Signers of the Minutes

**MSC** to designate Andrea Johnson and Jay Haworth, in addition to Board Of Councilors Chair Jonathan Reasoner, as signers for the minutes of the February 14, 2012 Board of Councilors meeting.

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## Board of Directors Report

Eline de Wilde, board vice chair, reviewed what happened at the February 14 Board of Directors meeting and reported that the Board of Directors continues to work on policy. Eline was asked about how the change in wording from "member missions" to "founding missions" and how the election of members at large align with the Act of Endowment.

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## SY 11-12:20 Revised Operating Procedures

**MSC** to approve the revised Operating Procedures for the Board of Councilors.

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## Business Manager Report

Rick Seely, business manager, explained proposals regarding the operating budget and capital budget. He also gave information about the high school tuition increase for SY 2012-2013 and about progress made on the school's legal status change.

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## SY 11-12:21 Operating Budget for April 1, 2012 - March 31, 2013

**MSC** to approve the operating budget with revenue of ¥689,090,000 and expenses of ¥640,246,000 for April 1, 2012 - March 31, 2013.

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## SY 11-12:22 Capital Budget for April 1, 2012 - March 31, 2013

**MSC** to approve the capital budget of ¥50,000,000 for April 1, 2012 - March 31, 2013.

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## SY 11-12:23 Revision of Article 14 of Act of Endowment

Lawrence Spalink recommended a revision to Article 14 of the Act of Endowment:

- *Current reading:* The fiscal year of the Corporate Body shall be from July 1 to June 30 of the following year.
- *Proposed reading:* The fiscal year of the Corporate Body shall be from **April 1 to March 31** of the following year.

**MSC** to approve proposed revision to Article 14 of the Act of Endowment. The vote was unanimous.

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## SY 11-12:24 Board of Councilors Nominations

**MSC** to approve the slate of nominees for the Christian Academy in Japan Board of Directors for SY 2012-2013:

- Gaius Berg (for WorldVenture)
- Pauline Carlson (ECC)
- Eline de Wilde (Member at Large)
- Misook Gho (CRJM)
- Louis Lau (for OMS)
- Gerald May (TEAM)
- Kenichi Shinagawa (Member at Large)
- Steven Tarter (SEND)
- Brian Vander Haak (Headmaster)

The vote was unanimous.

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## SY 11-12:25 Supervisor-Auditors Nominations

**MSC** to approve the slate of nominees for the Christian Academy in Japan Supervisor-Auditors SY 2012-2013:

- Taizo Morimoto
- John Sakurai

The vote was unanimous.

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## SY 11-12:26 Board of Councilors Officers for SY 2012-2013

**MSC** to approve the slate of nominees for the Christian Academy in Japan Board of Councilors Officers SY 2012-2013:

- Chair: Jonathan Reasoner (SEND)
- Vice Chair: Jay Haworth (ECC)
- Secretary: Michael Essenburg (Member at Large)

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## Discussion on the Nomination Plan for Members at Large

The board discussed the proposed nomination plan for members at large, noting that the Act of Endowment calls for missions to nominate board members, that the plan calls for non-missions to nominate members at large, and that it is important to have alignment between the current and/or proposed Act of Endowment and the nomination plan.

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## Headmaster's Report

The headmaster reported that changes to the hiring process have resulted in increased applications and that as of February 5, all full-time contracts had been accepted. He also reported that as a result of the school's move to change its legal status, staff working 75% or more now receive pension and health insurance benefits. The headmaster then explained changes to retirement policies, SSS enrollment, and the admissions process. He outlined the school calendar development process, how CAJ is working with the city office regarding radiation mitigation, and CAJ's fundraising efforts.

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## Prayer for the School

Andrea Johnson led in prayer for the school.

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## SY 11-12:27 Accept Headmaster's Report

**MSC** to accept the headmaster's report with thanks and appreciation.

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## Date of Next Meeting

The next meeting of the Christian Academy in Japan Board of Councilors is scheduled for Tuesday, May 15, 2012 beginning at 1:00 p.m. at Matsukawa Place, Higashi Kurume, Tokyo.

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## Review of the February 14, 2012 Minutes

The board reviewed the February 14, 2012 minutes.

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## Closing Prayer

Jay Haworth closed in prayer.

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## SY 11-12:28 Approval of the February 14, 2012 Minutes

**MSC** to approve the February 14, 2012 minutes, pending a minute for meeting adjournment.

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## SY 11-12:29 Adjournment

**MSC** to adjourn the meeting at 3:57 p.m.

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Respectfully submitted,

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Michael Essenburg  
Board of Councilors Secretary

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

\_\_\_\_\_  
Jonathan Reasoner  
Board of Councilors Chair

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Andrea Johnson  
Board of Councilors Member

\_\_\_\_\_  
Jay Haworth  
Board of Councilors Member

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