



2013, April 1 Board of Directors Meeting

CAJ Board of Directors meeting
April 1, 2013, 3:00 p.m.
Christian Academy in Japan, Room 304
1-2-14 Shinkawa-cho, Higashi Kurume-shi, Tokyo

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Attendance

Present

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

Absent

1. Tsuyoshi Sakurai (Supervisor-Auditor)

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SY 12-13:168 Call to Order

The meeting was called to order at 3:09 p.m. with nine of the nine (9/9) directors present. Five directors (a majority) are necessary to establish a quorum (Act of Endowment, Article 18.8).

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SY 12-13:169 Devotions

Kenichi Shinagawa led the board in devotions on Luke 24.

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SY 12-13:170 Prayer Time for the School

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SY 12-13:171 Approval of Agenda

MSC to approve the agenda.

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SY 12-13:172 Meeting Opening

Pauline Carlson, representative of establishment, reported the approval of Gakko Hojin establishment and stated that the presence of the officers of establishment (board members and auditors) signifies their endorsement of it. Pauline said all board members were present at today's meeting, constituting a quorum as stated in Article 18.8 in the Act of Endowment; therefore, the meeting was legitimately in effect.

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SY 12-13:173 Selection of Board Head and Chair

Louis Lau moved and Gaius Berg seconded that Pauline Carlson, representative of the establishment, be selected as board head and, consequently, as board chair, in accordance with the Act of Endowment, Article 18.6.

The vote was unanimous.

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SY 12-13:174 Selection of Board Secretary

Gerald May moved and Brian Vander Haak seconded that Steven Tarter be selected as board secretary.

The vote was unanimous.

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SY 12-13:175 Selection of Board Vice Chair

Pauline Carlson moved and Steven Tarter seconded that Kenichi Shinagawa be selected as board vice chair.

The vote was unanimous.

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SY 12-13:176 Selection of Board Vice Chair for Finance

Brian Vander Haak moved and Misook Gho seconded that Gaius Berg be selected as board vice chair for finance.

The vote was unanimous.

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SY 12-13:177 Selection of Board Head Substitutes

Steven Tarter moved and Gerald May seconded that Kenichi Shinagawa and Gaius Berg be selected as board head substitutes (with the former holding priority over the latter).

The vote was unanimous.

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SY 12-13:178 Report on the Establishment of Gakko Hojin

The how and why of the establishment of Gakko Hojin was reviewed, and then approval of the Act of Endowment by Tokyo was reported.

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SY 12-13:179 Receipt of the Endowed Properties from Zaidan Hojin Christian Academy

Pauline Carlson moved and Eline de Wilde seconded that Gakko Hojin Christian Academy receive the endowed properties from Zaidan Hojin Christian Academy in Japan, such as the school site, school buildings, instructional resources, library, other equipment, and financial assets, including deposits with banks.

The vote was unanimous.

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SY 12-13:180 Selection of Councilors

Kenichi Shinagawa moved and Misook Gho seconded the following slate of 19 persons as councilors, in accordance with suggestions from the Start-up Committee meeting held on October 16, 2012:

- 16 persons recommended by missions:
 1. Misook Gho (CRJM)
 2. Lawrence Spalink (CRJM)
 3. Pauline Carlson (ECC)
 4. Andrea Johnson (ECC)
 5. Louis Lau (for OMS)
 6. Daniel Sexton (OMS)
 7. Stephen Kunnecke (SEND International)
 8. Steven Tarter (SEND International)
 9. Gerald May (TEAM)
 10. Don E. Regier (TEAM)
 11. Gaius Berg (for WorldVenture)
 12. Gregory Swenson (WorldVenture)
 13. Melinda Balona (Member at Large)
 14. Lawrence Mutenda (Member at Large)
 15. Kenichi Shinagawa (Member at Large)
 16. Brian Vander Haak (Headmaster)
- 1 staff member recommended by the Board of Directors: Michael Essenburg (Member at Large)
- 1 person who graduated from the school: Jonathan Reasoner (SEND International)
- 1 person who is an academic expert: Paul Shew (Member at Large)

The vote was unanimous.

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SY 12-13:181 Administrative Regulations

Steven Tarter moved and Louis Lau seconded approval of the following administrative regulations:

- Administration Organization
- Administrative Duties
- Document Control and Storage
- Handling of Official Seals
- Protecting Privacy Information
- Work
- Childcare and Family Leave
- Retirement
- Salary
- Retirement Allowance
- Travel Allowance
- Accounting
- Detailed Procedure for Accounting
- Fixed Assets and Goods Management
- Handling of Deposit
- Access to Financial Statement

The vote was unanimous.

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SY 12-13:182 Budget and Balance Sheet

Pauline Carlson presented the April 1, 2013 - March 31, 2014 budget and balance sheet, which Eline de Wilde moved and Gerald May seconded for approval.

The vote was unanimous.

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SY 12-13:183 Adoption of Zaidan Hojin Christian Academy in Japan Board of Directors Meeting Minute Numbering System

Steven Tarter moved and Gaius Berg seconded that the Gakko Hojin Christian Academy in Japan Board of Directors adopt the Zaidan Hojin Christian Academy in Japan Board of Directors meeting minute numbering system, resulting in the first minute of this meeting being designated as SY 12-13:168.

The vote was unanimous.

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SY 12-13:184 Closing Prayer

Taizo Morimoto closed in prayer.

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SY 12-13:185 Approval of April 1, 2013 Minutes

MSC to approve the April 1, 2013 minutes, pending a minute for meeting adjournment.

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SY 12-13:186 Adjournment

MSC to adjourn the meeting at 4:24 p.m.

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Signatures

_____(seal)
Steven Tarter
Board Secretary

_____(seal)
Pauline Carlson
Board Chair

_____(seal)
Gaius Berg
Board Vice Chair for Finance

_____(seal)
Eline de Wilde
Board Member

_____(seal)
Misook Gho
Board Member

_____(seal)
Louis Lau
Board Member

_____(seal)

Gerald May
Board Member

_____(seal)
Kenichi Shinagawa
Board Vice Chair

_____(seal)
Brian Vander Haak
Board Member

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