



## 2016, January 19 Board of Directors Meeting

Board of Directors Meeting  
Matsukawa Place  
January 19, 2016

### Contents

- 1 Attendance
  - 1.1 Present
  - 1.2 Ex-Officio
- 2 SY 15-16:61 Call to order (Act of Endowment, Chapter 3, Articles 18.3, 18.8)
- 3 SY 15-16:62 Devotions
- 4 SY 15-16:63 Time of prayer for the school (B 4.6.7)
- 5 SY 15-16:64 Approval of agenda (B 4.3.5.3)
- 6 SY 15-16:65 Review of core values (A 4.3)
- 7 SY 15-16:66 Strategic planning process scheduling
- 8 SY 15-16:67 Governance and Policy Review Committee (B 4.8.1)
- 9 SY 15-16:68 Board Level Grievance Policy
- 10 SY 15-16:69 Insert the definition of evangelical to B4.2
- 11 SY 15-16:70 Amend B4.1.5 – First Reading
- 12 SY 15-16:71
- 13 SY 15-16:72 Finance and Audit Committee (B 4.8.2)
- 14 SY 15-16:73 Approval of Auditor
- 15 SY 15-16:74 Matsu Ad
- 16 SY 15-16:75 Head of School report (B 2.1.5)
- 17 SY 15-16:76 Head of School monitoring reports: B 2.4; End – B 1.2 (program) (B 2.1.1, 2.5.1, 3.5.2.1)
- 18 SY 15-16:77 Acceptance of monitoring reports
- 19 SY 15-16:78 Board Ends review: B 1.2 (program) (B 4.1.5, 4.3 Overview)
- 20 SY 15-16:79 Discussion regarding board self-evaluation (B 4.1.6, 4.1.7)
- 21 SY 15-16:80 Approval of consent agenda (B 4.2.3)
- 22 SY 15-16:81 Board policy review B 3.1 (B 4.1.6)
- 23 SY 15-16:82 Board policy compliance: B 3.2; 3.3 (B 4.2.2.4)
- 24 SY 15-16:83 Board housekeeping
- 25 SY 15-16:84 Monthly review of board process: verbal (B 4.1.7)
- 26 SY 15-16:85 Closing Prayer
- 27 SY 15-16:86 Adjournment
- 28 SY 15-16:87 Signing of November 17, 2015 minutes (B 4.2.9.5)

### Attendance

#### Present

1. Pauline Carlson (ECC)
2. Daniel Sexton (OMS)
3. Kennichi Shinagawa (Member at Large)
4. Karen Stoesz (SEND)
5. Thomas Norton (Head of School)
6. Grace Fukuzawa (Chong Eun Lee) (Member at Large and Educator)
7. Gerald May (TEAM)
8. Johanna Leenders (Mieke Sasaki)(CRJM)
9. Gaius Berg (for WorldVenture)

#### Ex-Officio

1. Sobi Abraham (Supervisor-Auditor)
2. Taizo Morimoto (Supervisor-Auditor)

### SY 15-16:61 Call to order (Act of Endowment, Chapter 3, Articles 18.3, 18.8)

The meeting was called to order at 8:50 am.

[back to top](#)

### SY 15-16:62 Devotions

Kenichi Shinagawa gave the devotions. Acts 8- Syria is the place that the early church was scattered from. The people were scattered and every place they went they shared the Gospel. It's good to have trained people and finances to do evangelism. Acts 1:8- when the disciples were given the power to share the Gospel, they weren't going out. Only when persecution broke out and Stephan was killed did they go out. Today, many refugees are fleeing Syria and Iraq. Many are Christians and Muslims. Many missionaries are helping these people by giving them food and water and sharing the Gospel in the refugee camps. We always think that more training and funding is necessary, but God is touching people's lives without these things in the refugee camps. In Japan, the church was sent out, against their will, after the 3/11/11 earthquake. It wasn't a mission's plan; God sent them out. God has plans to take us out of our comfort zone greater than our thoughts or plans. God uses persecution and pain, things we don't expect, to help us grow.

[back to top](#)

### SY 15-16:63 Time of prayer for the school (B 4.6.7)

We spent time in prayer for CAJ.

[back to top](#)

---

### **SY 15-16:64 Approval of agenda (B 4.3.5.3)**

MSC to approve the agenda.

[back to top](#)

---

### **SY 15-16:65 Review of core values (A 4.3)**

We reviewed the core values first by dividing into groups and discussing an assigned core value, and then as a full board did further brainstorming about possible other core values. We will continue this discussion at the board training in February.

[back to top](#)

---

### **SY 15-16:66 Strategic planning process scheduling**

We will not meet with Dr. Pue this school year. For SY16-17, Tom will arrange for Dr. Pue to visit CAJ on the following dates: September 16-25, 2016 (Board meeting on Sept. 20, follow-up meeting on Sept. 23) November 1-9, 2016 (Board meeting on Nov. 8, 2016) January 4-12, 2017 (Board meeting on Jan. 10, 2017)

[back to top](#)

---

### **SY 15-16:67 Governance and Policy Review Committee (B 4.8.1)**

Kenichi Shinagawa gave the G&PR Committee report.

[back to top](#)

---

### **SY 15-16:68 Board Level Grievance Policy**

G&PR committee will continue to work on this policy.

[back to top](#)

---

### **SY 15-16:69 Insert the definition of evangelical to B4.2**

MSC to accept recommendation.

Recommend: Put an asterisk by "Evangelical" in B4.2 linking the definition to the bottom of the page as a footnote with a reference to the board minute where the board agreed upon the definition of Evangelical and a reference to a file of the article from the NAE website.

[back to top](#)

---

### **SY 15-16:70 Amend B4.1.5 – First Reading**

Referred back to the G&PR committee for further discussion.

[back to top](#)

---

### **SY 15-16:71**

Sobi Abraham left the meeting after lunch.

[back to top](#)

---

### **SY 15-16:72 Finance and Audit Committee (B 4.8.2)**

Gaius Berg gave the Finance and Audit Committee report.

[back to top](#)

---

### **SY 15-16:73 Approval of Auditor**

Recommend that Masao Wada be retained to do the audit for April 1, 2015- March 31, 2016. Gaius Berg moved and Mieke Sasaki seconded. MSC to accept the recommendation to retain Masao Wada to do the audit for April 1, 2015-March 31, 2016.

[back to top](#)

---

### **SY 15-16:74 Matsu Ad**

MSC to accept recommendation.

Recommend that the board purchase a Matsu ad again this year in line with previous years. We also recommend that this approval be on going so that this will not need board approval each year.

[back to top](#)

---

### **SY 15-16:75 Head of School report (B 2.1.5)**

Tom Norton gave the Head of School report.

[back to top](#)

---

### **SY 15-16:76 Head of School monitoring reports: B 2.4; End – B 1.2 (program) (B 2.1.1, 2.5.1, 3.5.2.1)**

Tom Norton gave the monitoring reports.

[back to top](#)

---

### **SY 15-16:77 Acceptance of monitoring reports**

MSC to accept the monitoring reports.

[back to top](#)

---

## **SY 15-16:78 Board Ends review: B 1.2 (program) (B 4.1.5, 4.3 Overview)**

The board reviewed B 1.2 (program) by answering this question:  
What does our ownership demand from this organization in the area of program?

[back to top](#)

---

## **SY 15-16:79 Discussion regarding board self-evaluation (B 4.1.6, 4.1.7)**

Normally we do an on-line evaluation. Do we continue using the same tool? G&PR Committee was asked to discuss possible options to use for board self-evaluation.

[back to top](#)

---

## **SY 15-16:80 Approval of consent agenda (B 4.2.3)**

- November 17, 2015 Board of Directors minutes (B 4.2.9.5)
- January 12, 2016 Governance and Policy Review Committee minutes (B 4.7.6.3.2)
- January 12, 2016 Finance and Audit committee minutes (B.4.7.6.3.2)
- Approval of second readings (B 4.1.9)
  - B 4.1.1
  - B 4.1.2
  - B 4.1.3
  - B 4.1.8

[back to top](#)

---

## **SY 15-16:81 Board policy review B 3.1 (B 4.1.6)**

The board reviewed B 3.1.

[back to top](#)

---

## **SY 15-16:82 Board policy compliance: B 3.2; 3.3 (B 4.2.2.4)**

The board reviewed B 3.2, 3.3 for compliance.

MSC to amend B 3.3.3.2 as follows:

Current reading: B 3.3.3.2 Additional consideration may be given to leadership qualities and areas related to the following head of school's job description. (SY 06-07:46)

Amend B 3.3.3.2 as follows: Additional consideration may be given to leadership qualities and areas related to the head of school's job description. (SY 15-16:83)

[back to top](#)

---

## **SY 15-16:83 Board housekeeping**

Mission representatives meeting (Jan. 28, 2016) (B4.4.4) February 9, 2016 board training/discussion (B 4.1.6, 4.10.1.1) – topics for the day, Core Value discussion, Shepherd Servanthood

[back to top](#)

---

## **SY 15-16:84 Monthly review of board process: verbal (B 4.1.7)**

The board reviewed the board process by answering the following questions:

- Did we, as a board, just react to the head of school or did we initiate things?
- Did we, as a board, do work that had long-term impact outside of the organization?

[back to top](#)

---

## **SY 15-16:85 Closing Prayer**

Taizo Morimoto closed in prayer.

[back to top](#)

---

## **SY 15-16:86 Adjournment**

MSC to adjourn the meeting. The meeting was adjourned at 2:57 p.m.

[back to top](#)

---

## **SY 15-16:87 Signing of November 17, 2015 minutes (B 4.2.9.5)**

The board members signed the minutes:

Respectfully submitted,

\_\_\_\_\_ (seal)

Karen Stoesz  
Board Secretary

\_\_\_\_\_ (seal)

Pauline Carlson  
Board Chair

\_\_\_\_\_ (seal)

Kenichi Shinagawa

Board Vice Chair

\_\_\_\_\_ (seal)  
Daniel Sexton  
Board Member

\_\_\_\_\_ (seal)  
Chong Eun Lee (Grace Fukuzawa)  
Board Member

\_\_\_\_\_ (seal)  
Tom Norton  
Head of School and Board Member

\_\_\_\_\_ (seal)  
Gaius Berg  
Board Member

\_\_\_\_\_ (seal)  
Gerald May  
Board Member

Retrieved from "[https://caj.ac.jp/info/index.php?title=2016\\_January\\_19\\_Board\\_of\\_Directors\\_Meeting&oldid=1711](https://caj.ac.jp/info/index.php?title=2016_January_19_Board_of_Directors_Meeting&oldid=1711)"