



## 2016, March 14 Board of Councilors Minutes

CAJ Gakkou Houjin Board of Councilors Meeting  
March 14, 2016, 8:45 a.m.  
Matsukawa Place, Meeting Room  
1-2-12 Shinkawa-cho, Higashi-Kurume-shi, Tokyo 203-0013

**Current Board of Councilor Members: 19 (AE §25)**

### Contents

- 1 Attendance
  - 1.1 Councilors Present
- 2 Councilors who submitted written Proxy
- 3 Absent
- 4 Ex-Officio & Observers
- 5 Quorum
- 6 Notation conventions in the minutes:
- 7 Opening Devotional and Prayer
- 8 SY 15-16:1 Call to Order and Establish Quorum
- 9 SY 15-16:2 Election of the Meeting Chair
- 10 SY 15-16:3 Approval of the Agenda
- 11 SY 15-16:4 Approval of Prior Minutes
- 12 SY 15-16:5 Signers of the Minutes
- 13 Discussion and Actions
- 14 SY 15-16:6 Tuition Increase for SY 2016-2017
- 15 SY 15-16:7 Operating Budget for 2016 Fiscal Year
- 16 SY 15-16:8 Capital Budget for 2016 Fiscal Year
- 17 SY 15-16:9 Election of Board of Councilors for 2016 – 2018
- 18 SY 15-16:10 Election of Board of Directors for 2016-2018
- 19 SY 15-16:11 Approval of Supervisor – Auditors for 2016- 2018
- 20 SY 15-16:12 Chair of Board of Directors Report
- 21 SY 15-16:13 Head of School report
- 22 SY 15-16:14 Report related to preparation of Councilor meeting minutes
- 23 SY 15-16:15 Date of Next Meetings
- 24 SY 15-16:16 Review of the Minutes
- 25 SY 15-16:17 Closing Prayer
- 26 SY 15-16:18 Adjournment
- 27 Signatures: March 14, 2016 Christian Academy in Japan Board of Councilors Minutes Approved

### Attendance

#### Councilors Present

1. Carlson, Pauline (ECC)
2. Buchholtz, Grant
3. Balona, Melinda
4. Berg, Gaius
5. Johnson, Paul
6. May, Gerald
7. Mutenda, Lawrence
8. Leenders, Johanna
9. Selander, Aileen
10. Sexton, Daniel
11. Shew, Paul Tsuchido
12. Stoesz, Karen
13. Tada, Hiroaki
14. Taylor, Ken
15. Norton, Tom
16. Winter, Jonathan

#### Councilors who submitted written Proxy

1. King, Dixie
2. Shinagawa, Kenichi

#### Absent

1. Spalink, Lawrence (CRJM) (Proxy submitted but not completely filled in).

#### Ex-Officio & Observers

None

#### Quorum

10 members needed for quorum.

#### Notation conventions in the minutes:

1. Act of Endowment is quoted as AE §chapter.article (number).
2. All motions were moved and seconded.

#### Opening Devotional and Prayer

Devotions were given by Councilor Gerald May, followed by a time of prayer.

#### SY 15-16:1 Call to Order and Establish Quorum

The meeting was called to order by Chair of the Board, Pauline Carlson, at 8:45 AM. Eighteen of the nineteen (18/19) Councilors were in attendance (including 2 by proxy). A majority (ten) is necessary to establish a quorum in accordance with AE §21.8.

[back to top](#)

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## **SY 15-16:2 Election of the Meeting Chair**

Motion to elect Gerald May to serve as meeting chair in accordance with AE §21.7 The motion passed.

[back to top](#)

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## **SY 15-16:3 Approval of the Agenda**

Motion to approve the agenda as amended. The motion passed.

[back to top](#)

---

## **SY 15-16:4 Approval of Prior Minutes**

Motion to approve the minutes of BOC meeting of May 19, 2015 as corrected. The motion passed.

[back to top](#)

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## **SY 15-16:5 Signers of the Minutes**

Motion to designate Paul Johnson and Jonathan Winter, in addition to Board of Councilors Chair Gerald May, as signers for the minutes of the March 14, 2016 Board of Councilors meeting. Unanimously approved.

[back to top](#)

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## **Discussion and Actions**

### **SY 15-16:6 Tuition Increase for SY 2016-2017**

Report by Business Manager, Rick Seely, on proposed tuition increases for 2016-17. Motion to set tuition for the 2016-17 school year with increases ranging from 0.74% to 6.9%. (Chart in appendix.)  
The motion passed unanimously.

[back to top](#)

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### **SY 15-16:7 Operating Budget for 2016 Fiscal Year**

Report by Business Manager, Rick Seely on the operational budget proposal for 2016 fiscal year (April 1, 2016 - March 31, 2017).

Motion to approve budget as proposed with revenue of ¥780,700,000 and expenses of ¥780,384,000 in accordance with Act of Endowment §4.23(1)  
The motion passed unanimously.

[back to top](#)

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### **SY 15-16:8 Capital Budget for 2016 Fiscal Year**

Report by Business Manager, Rick Seely on capital budget proposal for 2016 fiscal year (April 1, 2016 - March 31, 2017).

Motion to approve the capital budget of ¥78,000,000 as proposed.  
The motion passed unanimously.

[back to top](#)

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### **SY 15-16:9 Election of Board of Councilors for 2016 – 2018**

The Chair presented the following nominations for members of the Board of Councilors in accordance with AE §4.25.

Nominations from among those recommended by the missionary bodies in accordance with §4.25(1).

1. Buchholtz, Grant
2. Johnson, Paul
3. Leenders, Johanna
4. Loh, Jaine
5. May, Gerald
6. Mutenda, Lawrence
7. Peterson, Jim
8. Selander, Aileen
9. Sexton, Daniel
10. Sexton, Keiko
11. Shinagawa, Kenichi
12. Spalink, Lawrence
13. Stoesz, Karen
14. Taylor, Ken
15. Winter, Jonathan

Report on nomination from among staff members recommended by the Board of Directors in accordance with AE §4.25(2).

1. Tada, Hiroaki

Elected the above 16 nominees to the Board of Councilors in accordance with AE §4.25. The term for the above elected councilors is July 1, 2016 to June 30, 2018 in accordance with AE AE §4.26.

Reported by the Chair that in addition to the 16 councilors above, the following two members were elected by the Board of Directors to the BOC for term July 1, 2016 to June 30, 2018.

1. Berg, Gaius (Member at Large and Alumni Representative) AE §4.25(3)
2. Shew, Paul Tsuchido (Member at Large and Educator) AE §4.25(4)

[back to top](#)

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## **SY 15-16:10 Election of Board of Directors for 2016-2018**

The term of all BOD members is set to expire June 30, 2016. The Chair presented the following nominations for members of the Board of Directors in accordance with AE §3.6(2), and all seven were elected to the Board of Directors for a 2-year term July 1, 2016 to June 30, 2018.

1. Buchholtz, Grant
2. Leenders, Johanna
3. Loh, Jaine
4. May, Gerald
5. Sexton, Daniel
6. Shinagawa, Kenichi
7. Stoesz, Karen

The Chair reported that in addition to the seven members above, the following two members were elected to the Board of Directors by the Directors in accordance with AE §3.6, to make nine members of the Board.

1. Thomas Norton (Head of School) AE §3.6(1)
2. Lee, Chong Eun (Grace Fukuzawa) (Member at Large and Educator) AE §3.6(3)

[back to top](#)

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## **SY 15-16:11 Approval of Supervisor – Auditors for 2016- 2018**

Nominated to be supervisor-auditors for approval by Councilors.

1. Abraham, Sobi
2. Peterson, Joel

Approved of auditors as nominated for term July 1, 2016 - June 30, 2018, and referred to the BOD for election. (§3.7)

[back to top](#)

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## **SY 15-16:12 Chair of Board of Directors Report**

Pauline Carlson reported as the Chair of the Board of Directors.

[back to top](#)

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## **SY 15-16:13 Head of School report**

Tom Norton reported as the Head of the School.

[back to top](#)

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## **SY 15-16:14 Report related to preparation of Councilor meeting minutes**

The Chair reported that the preparation Councilor minutes are being coordinated to ensure that our Japanese minutes are an accurate representation of the English-language minutes approved by this Board.

[back to top](#)

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## **SY 15-16:15 Date of Next Meetings**

The next meeting of the Board of Councilors is set for May 16 of 2016 at Matsukawa Place, Higashi Kurume, Tokyo.

[back to top](#)

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## **SY 15-16:16 Review of the Minutes**

Minutes were reviewed to confirm the actions of this meeting.

[back to top](#)

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## **SY 15-16:17 Closing Prayer**

Melinda Balona closed in prayer.

[back to top](#)

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## **SY 15-16:18 Adjournment**

The meeting was adjourned at 12:27pm.

[back to top](#)

Respectfully submitted,

\_\_\_\_\_(seal)  
Paul Tsuchido Shew  
Board of Councilors Secretary

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## **Signatures: March 14, 2016 Christian Academy in Japan Board of Councilors Minutes Approved**

\_\_\_\_\_(seal)  
Gerald May

Board of Councilors Chair

\_\_\_\_ (seal)  
Elected Signer  
Board of Councilors Member

\_\_\_\_ (seal)  
Elected Signer  
Board of Councilors Member

[back to top](#)

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