

Christian Academy in Japan
Board of Councilors Meeting Minutes

Date and Time: 20 March 2017, 8:45am

Meeting Place: Harvest Hall, Matsukawa Place

1-2-12 Shinkawa-cho, Higashi-Kurume-shi, Tokyo 203-0013

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

Councilors Present

1. Chung, Jaine Yeong Yueh
2. Johnson, Paul
3. Kunnecke, Stephen
4. Leenders, Johanna
5. May, Gerald
6. Mutenda, Lawrence
7. Peterson, James
8. Peterson, Joel
9. Roberts, Mark E.
10. Selander, Aileen
11. Sexton, Daniel
12. Sexton, Keiko
13. Shew, Paul Tsuchido
14. Spalink, Lawrence
15. Stoesz, Karen
16. Tada, Hiroaki

Councilors who submitted written Proxy

1. Ken Taylor

Absent

1. Buchholtz, Grant
2. Berg, Gaius

Ex-Officio & Observers

1. Seely, Rick (Business Manager) attending as proxy for Anda Foxwell who is leading senior trip in Thailand

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 Prayer

Gerald May opened in prayer at 8:45am.

SY 16-17:1 Call to Order and Establish Quorum

The meeting was called to order by Chair of the Board of Directors, Gerald May. Seventeen of the nineteen (17/19) Councilors were in attendance (including 1 by proxy). A majority (ten) is necessary to establish a quorum in accordance with *AE* §21.8.

SY 16-17:2 Election of the Meeting Chair

Motion to elect Lawrence Mutenda to serve as meeting chair in accordance with *AE* §21.7
Unanimously approved.

SY 16-17:3 Approval of the agenda

Motion to approve the agenda as amended.
Unanimously approved.

SY 16-17:4 Approval of Prior Minutes

Motion to approve the minutes of BOC meeting of June 28, 2016 as corrected.
Unanimously approved.

SY 16-17:5 Signers of the Minutes

Motion to designate Paul Shew and Hiroaki Tada, in addition to Board of Councilors Chair Lawrence Mutenda, as signers for the minutes of the March 20, 2017 Board of Councilors meeting.
Unanimously approved.

SY 16-17:6 Approval of the budget for April 1, 2017 to March 31, 2018

Report by Business Manager, Rick Seely on the operational budget proposal for 2017 fiscal year (April 1, 2017 - March 31, 2018).

Motion to approve budget in accordance with Act of Endowment §4.23(1), as proposed with revenue of ¥906,975,000 and expenses of ¥906,081,000.

Unanimously approved.

SY 16-17:7 Approval of tuition rates for school year 2017-2018

Report by Business Manager, Rick Seely, on proposed tuition increases for 2017-18.

The tuition categories are simplified with the elimination of the corporate and capped-missionary rate categories, and an increase tuition assistance program.

Motion to set tuition for the 2017-18 school year with increases ranging from 4.9% to 5.7%. (Chart in appendix.)

Unanimously approved.

SY 16-17:8 Approve Capital Budget

Report by Business Manager, Rick Seely on capital budget proposal for 2017 fiscal year (April 1, 2017 - March 31, 2018).

Motion to approve the capital budget of ¥68,500,000 as proposed.

Unanimously approved.

SY 16-17:9 Approval of the compensation table

Report by Business Manager, Rick Seely on the compensation table for 2017 fiscal year (April 1, 2017 - March 31, 2018).

Motion to approve the compensation table as amended. (Table in appendix.)

Unanimously approved.

SY 16-17:10 Elections for the Board of Councilors and Board of Directors

Motion tabled to be taken up at the next meeting.

SY 16-17:11 Approve the nominees for supervisor-auditors

Motion tabled to be taken up at the next meeting.

SY 16-17:12 A report from the Chair of the Board of Directors

Gerald May reported as the Chair of the Board of Directors.
Report accepted with thanks.

SY 16-17:13 Head of School Search Committee report

Gerald May reported on the head of school search. A search committee was established and has made significant progress, but nominations are still open. The committee is working with Christian Schools International to solicit external candidates.
Report accepted with thanks.

SY 16-17:14 A report from the Head of School

Anda Foxwell reported via a pre-recorded video message as the Interim Head of School.
Report accepted with thanks.

SY 16-17:15 Approval for extension of Interim Head of School Term

Moved to appoint Anda Foxwell as interim Head of School with the term July 1, 2017 to June 30, 2018.
Unanimously approved.

SY 16-17:16 Other matters

Date of Next Meeting, May 15, 2017, 8:45am, Matsukawa Place

SY 16-17:17 Review and Approval of the Minutes

Minutes were reviewed to confirm the actions of this meeting.
Motion to approve the minutes of today's meeting with the understanding that minor corrections will be approved at our next Board meeting.
Unanimously approved.

SY 16-17:18 Closing Prayer

Aileen Selander closed in prayer.

SY 15-16:18 Adjournment

The meeting was adjourned at 12:40pm.

Respectfully submitted,
Paul Tsuchido Shew, Board of Councilors Secretary

Signatures:

_____ (seal)
Lawrence Mutando
Board of Councilors Chair

_____ (seal)
Elected Signer: Paul Tsuchido Shew
Board of Councilors Member

_____ (seal)
Elected Signer: Hiroaki Tada

Board of Councilors Member

Appendix 1
Tuition fees set for 2017-2018 School Year

Appendix 2
Compensation Table 2017-2018