

Christian Academy in Japan  
Board of Directors Mini Retreat and Time with Leadership Team  
Matsukawa Place  
September 18, 2018

**Attendance:**

Gerald May (TEAM)  
Johanna Leenders (Mieke Sasaki) (CRJM)  
Joel Peterson (Member-at-Large)  
Anda Foxwell (Head of School)  
Pauline Carlson (ECC)  
Stephen Duhrkoop (OMS)  
Jeremy Seminoff (Member-at-Large and Educator)  
Jaine Chung (Jaine Loh) (Japan Baptist Fellowship)  
Karen Stoesz (SEND)

**Supervisor-Auditors**

Sobi Abraham  
Jennifer Rood

**SY18-19:9 Devotions**

Gerald May started the meeting at 8:45 am. He pointed us to our Core values as the most significant values of our school and the reasons we serve on the Board of CAJ.

**SY18-19:10 Introductions and Prayer**

Gerald May asked each member to introduce themselves. Time was spent in prayer.

**SY18-19:11 Overview of pertinent policies for discussion**

The quorum was established according to B4.3.5.2.

Gerald May lead in an overview of board policies and the schedule for today's meeting. MSC to approve the Agenda.

Gerald May introduced the use of a timer to keep us focused and on task.

**SY18-19:12 Executive Session**

MSC to enter into an executive session at 9:29 a.m. The session ended at 10:40 a.m.

**SY18-19:13 Orientation Overview**

Gerald May lead in an overview about the processes and responsibilities of the board.

The monitoring report will be put on the consent agenda with the understanding that all members will read the material beforehand. If any member has questions on any point of the monitoring report, sending that question to Anda Foxwell and all board members prior to the meeting is acceptable.

Committee minutes will be put on the consent agenda for approval. Specific actions from the committees will be voted on separately from the approval of the minutes.

Ends statements will be reviewed over the 2018-2019 school year.

**SY18-19:14 Sign up for devotions, snacks and prayer and signing of the Agreement with CAJ's Doctrinal Statements and Support for the Purpose of the School**

The board members signed up for devotions, snacks and prayer and signed the agreement with the doctrinal statements and support for the purpose of the school.

**SY18-19:15 Building Project Update**

Joel Peterson gave the building project update.

**SY18-19:16 Head of School Report**

Anda Foxwell gave the Head of School report

**SY18-19:17 Schedule Overview for SY18-19**

Gerald May briefly talked about the Annual Agenda.

**SY18-19:18 Development Committee**

Gerald May raised the issue of the need for a Development committee. Forming this committing will be an ongoing discussion in subsequent board meetings.

**SY18-19:19 Other Items for Discussion**

The board members were reminded of the next meeting on October 16, 2018. Gerald May introduced some books and magazines for further board education.

**SY18-19:20 Mini-Meetings (Finance Committee, G&PR Committee, Supervisor-Auditors)**

The committees spent some time to briefly discuss processes and responsibilities and schedules.

**SY18-19:21 Afternoon Session with Leadership Team**

Gerald May welcomed the LT. The board members briefly introduced themselves to the LT.

The LT members gave brief self-introductions and shared their vision and goals for SY18-19.

LT Members:

Winnie Langelaar- MS Principal

Nate Rudd- IT Director

Pam Kumate- HR Manager

Jacque Willson- SSS Director

Damon Ealey- HS Principal

Stephen Willson- Facilities Manager

Jean Hino- ES Principal

Bryan Lewis- Business Manager

Anda Foxwell- Head of School (CAJ is hosting a Child Safety Protection Network seminar February, 2019)

We spent time in prayer in small groups.

### **SY18-19:22 Adjournment**

The meeting was adjourned at 3:48 pm.

Respectfully submitted,

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

Karen Stoesz- Secretary

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

Gerald May- Board Chair

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

Johanna Leenders (Mieke Sasaki)- Board Vice Chair

\_\_\_\_\_(seal)  
Joel Peterson- Vice Chair of Finance

\_\_\_\_\_(seal)  
Anda Foxwell- Head of School/Board Member

\_\_\_\_\_(seal)  
Pauline Carlson- Board Member

\_\_\_\_\_(seal)  
Stephen Duhrkoop- Board Member

\_\_\_\_\_(seal)  
Jeremy Seminoff- Board Member

\_\_\_\_\_(seal)  
Jaine Chung (Jaine Loh)- Board Member