

Christian Academy in Japan
Board of Directors Minutes
Annex Meeting Room
9:00 a.m. - 4:00 p.m.
September 17, 2019

Attendance:

Gerald May (TEAM)
Lawrence Spalink (CRJM)
Joel Peterson (Member-at-Large)
Anda Foxwell (Head of School)
Pauline Carlson (ECC)
Jeremy Seminoff (Member-at-Large and Educator)
Jaine Chung (Jaine Loh) (Japan Baptist Fellowship)
Karen Stoesz (SEND)

Absent

Stephen Duhrkoop (OMS)

Ex-Officio

Daniel Sexton (OMS)

Supervisor- Auditors

Jennifer Rood
Sobi Abraham

SY19-20:1 Time of prayer for CAJ (B 4.6.7)

Time was spent in prayer.

SY19-20:2 Devotions

Gerald May led devotions. He shared from the book *His Victorious Indwelling*. We are in Christ. We have everything that Jesus has. Eph. 1:3

SY19-20:3 Call to order and determination of quorum

The meeting was called to order at 9:09 a.m. A quorum was established with eight of the nine (8/9) Directors present.

SY19-20:4 Approval of Agenda

Motion to approve the agenda as presented.

Approved

SY19-20:5 Acceptance of Resignation of Stephen Duhrkoop

Motion to approve the resignation of Stephen Durhkoop from the Board of Directors effective September 17, 2019.

Approved

SY19-20:6 Election of Daniel Sexton to replace Stephen Duhrkoop on the Board of Directors

Motion to elect Daniel Sexton (OMS) to complete Stephen Duhrkoop's term on the Board of Directors from September 17, 2019 to June 30, 2020.

Approved

SY19-20:7 Head of School Report

Anda Foxwell gave the Head of School report.

An update was given regarding the ongoing investigation of accusations of historical abuse.

SY19-20:8 Retirement Age policy request to review

CRJM has requested the recently revised retirement age policy be reviewed. The letter from their council was sent to all board members prior to this meeting.

Larry Spalink gave a brief review of CRJM's response to the newly revised retirement policy.

Gerald May received an email from current staff member Dr. McGlothlin, requesting a review as well.

Motion to refer the review of the retirement policies to the Governance and Policy Review committee.

Approved.

SY19-20:9 Building Committee Report

Joel Peterson gave the Building Committee report.

Two areas of focus: rectifications to current buildings and the new building itself.

Rectifications timeline has been extended making it possible to build and use the new building at the same time with a final end date for rectification completion.

New building design is about 99% done. The kitchen design is being finalized. The goal is to have the design completed by the end of September. The architect will make the final drawings in the next few months. The goal is to break ground in April 2020 with completion by Spring 2021.

Bryan Lewis, Steve Willson, David Marshall, Anda Foxwell and Joel Peterson are on the building committee.

Daniel Sexton prayed for the committee and the building project.

SY19-20:10 Other items as needed

Snack and devotion sign up. The members signed up to help with snack set up and clean up and for devotions.

Jaine Loh will communicate with Rie Martin to coordinate preparation and clean up of refreshments.

SY19-20:11 Orientation Session

Gerald May led in an orientation session.

Daniel Sexton introduced himself to board members who had not previously worked with him.

Brief overview of policies-

Gerald May gave a brief overview of our policies (B4.1, 4.5, 4.6)

Outward vision - where do we want our students to be, where do we want our school to be 5, 7 years from now- are we aware of demographic needs in the wider community (alumni, missionary community, etc)?

Gerald May gave a Policy Governance overview.

Board members were reminded that we are mandated reporters, too. The documents and process for filing a report can be found at the CAJ public website under child protection policies.

4.6.2 & B4.6.2.1b.- proxy votes are not recognized by the government under gakkou hojin legal status. The Governance and Policy Review committee was asked to review any board policies referring to proxies for amendment in order to bring them in line with the Act of Endowment chapter 3 #18.9 This portion of the Act of Endowment does allow Directors to submit their opinions in advance on the meeting agenda in which case that Director will be considered present. (Act of Endowment chapter 3 #18.9)

Committee assignments

Governance and Policy Review Committee: Daniel Sexton, Karen Stoesz, Larry Spalink
Finance Committee: Joel Peterson, Jaine Loh, Pauline Carlson, Jeremy Seminoff

Next meeting: October 22, 2019

Afternoon session with the Leadership Team

Each member of the Leadership Team (LT) shared their goals and prayer requests. Time was spent in prayer in small groups.

The board members and LT were put into small groups to brainstorm ideas related to our ENDS statements. Discussion followed.

SY19-20:12 Adjournment

The meeting was adjourned at 3:36 pm.

Respectfully submitted,

_____(seal)

Karen Stoesz- Secretary

_____(seal)

Gerald May- Board Chair

_____(seal)

Pauline Carlson- Board Vice Chair

_____(seal)

Joel Peterson- Vice Chair of Finance

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

_____(seal)
Lawrence Spalink- Board Member

_____(seal)
Jeremy Seminoff- Board Member

_____(seal)
Jaine Chung (Jaine Loh)- Board Member