

Christian Academy in Japan  
Board of Directors Minutes  
Harvest Hall Matsukawa Place  
12:45 p.m.  
February 10, 2020

**Attendance:**

Gerald May (TEAM)  
Joel Peterson (Member-at-Large)  
Anda Foxwell (Head of School)  
Pauline Carlson (ECC)  
Jeremy Seminoff (Member-at-Large and Educator)  
Karen Stoesz (SEND)  
Daniel Sexton (OMS)  
Lawrence Spalink (CRJM)

**Supervisor- Auditors**

Sobi Abraham  
Jennifer Rood

**Absent**

Jaine Chung (Janie Loh) (JBF)

**Notation conventions in the minutes:**

1. All motions were moved and seconded.

**SY19-20:76 Call to order / Determination of Quorum (AoE Chap 3, 18.8)**

The meeting was called to order at 12:46 p.m.. A quorum was established according to policy.

**SY19-20:77 Approval of agenda (B 4.3.5.3)**

Moved to accept the agenda as presented.  
Unanimously Approved

**SY19-20:78 Approval of Fiscal 2020 Operating Budget**

Moved to approve an operating budget of ¥812,308,000 revenues (net of scholarship and bad debt expenses of 74,450,000) with anticipated expenses of ¥709,902,000 plus depreciation of 72,364,000 from April 1, 2020 to March 31, 2021, producing a cash surplus of ¥102,406,000.

Note: The BoD reviewed the Operating Budget at the January 21, 2020 BoD meeting.

Unanimously Approved

**SY19-20:79 Approval of Fiscal 2020 Capital Budget**

Moved to approve the capital budget of ¥605,000,000 from April 1, 2020 to March 31, 2021, including ¥40,000,000 usual operating capital expenditure, ¥550,000,000 building construction costs and ¥15,000,000 to continue required rectifications of existing buildings.

Note: The BoD reviewed the Capital Budget at the January, 2020 BoD meeting

Unanimously Approved

### **SY19-20:80 Approval of tuition and fee increases for School Year 2020-21**

Summary of recommendations and background information.

- Tuition fees increase from between ¥16,000-¥50,000 as per proposed schedule.
- The Elementary EAL Entrance fee of ¥100,000 to become an annual program fee and only apply from Grade 3 while students remain in the program. Not to apply to those who have already paid an Entrance fee.

Note: The BoD reviewed the tuition and fee increases for SY 2020-2021 at the January, 2020 BoD meeting

Moved to approve the tuition and fee increases for the next school year as presented.

Unanimously Approved

### **SY19-20:81 Approval of the compensation table**

Moved to approve the compensation table for school year 2020-2021 starting July 1, 2020 as presented.

Note: The BoD reviewed the compensation table for SY 2020-2021 at the January 21, 2020 BoD meeting

Unanimously Approved

### **SY19-20:82 Approval of building project expansion**

Updates the value and scope of the project over last year's proposal

Moved to approve a new total expenditure of ¥840 million to include the new building, field expansion with artificial turf, playground structure replacement and rectification of current buildings. This supersedes the approval given at the March 20, 2018 (SY 17-18:98) meeting.

Note: The BoD reviewed the building project expansion at the January 21, 2020 BoD meeting

Unanimously Approved

### **SY19-20:83 Approval for expanded building project loan**

Moved to approve a loan in the amount of ¥420 million be taken for project funding (with the understanding that collateral will consist of the piece of land on which the building will stand.)

Note: The BoD reviewed the building project loan expansion at the January, 2020 BoD meeting

Unanimously Approved

**SY19-20:84 Approval for use of building fund moneys**

Moved that the ¥160 million of reserves in the 2019 Financial Statement's Balance Sheet, with the title of '#2 Basic Fund', plus an additional ¥40million to be transferred to the fund for the 2019 Financial year, be approved to be used for the purposes of the new building, field, playground structure and related building rectifications.

Unanimously Approved

**SY19-20:85 Approve the extension of our status as a 'charitable organization' in Japan, as originally obtained from the government in June 2015.**

This needs to be updated every 5 years and will allow Japanese taxpayers to continue to receive tax deductions for capital donations to CAJ.

Moved to approve the extension of our status as a 'charitable organization' in Japan.

Unanimously Approved

**SY19-20:86 Approval of Business Plan for Fiscal 2020**

The Business Plan was presented for the 2020 fiscal year (April 1, 2020 - March 31, 2021).

Moved to approve the business plan for Fiscal 2020 as presented.

Unanimously Approved

**SY19-20:87 Approval of Revised Act of Endowment**

As a result of code changes in Private School Laws, which comes into effect on April 1, 2020, the Board approved the revised Act of Endowment as presented. Effective date of the revision is on April 1, 2020 or the date when the governor of Tokyo approves it. In the case where minor changes in wording are found to be needed, the Board agrees to leave such changes to the Chairperson of the Board of Directors.

Note: The BoD reviewed the Revised Act of Endowment at the January 21, 2020 BoD meeting.

Unanimously Approved

**SY19-20:88 Approve dates for Board of Directors meetings for SY 2020-21**

-Monday, September 14, 2020, 8:45 a.m. (orientation and training; p.m. meet with LT)

-Tuesday, October 20, 2020, 8:45 a.m.

-Tuesday, November 17, 2020, 8:45 a.m.

-Tuesday, January 19, 2021, 8:45 a.m.

-Monday, February 15, 2021, 1:00 p.m. (budget-related agenda)

-Tuesday, March 16, 2021, 8:45 a.m. (policy review and vision casting)

-Tuesday, May 11, 2021, 8:45 a.m.

Moved to approve the BoD meetings for SY 2020-2021.

Unanimously Approved

**SY19-20:89 Other Matters**

- Date of next Board of Directors meeting - Tuesday, March 17, 2020, 8:45am
- Date of Mission Representatives Meeting – Tuesday, April 21, 2020, 9:00 a.m.

**SY19-20:90 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 may be approved at our next Board meeting.

Unanimously Approved

**SY19-20:91 Closing Prayer**

Anda Foxwell closed in prayer.

**SY19-20:92 Adjournment**

The meeting was adjourned at 1:31 p.m.

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)

Daniel Sexton- Board Member