

**Christian Academy in Japan
Board of Councilors Meeting Minutes**

Date and Time: 26 November 2020, 9:00 a.m.

Meeting Place: Harvest Hall, Matsukawa Place
Higashi-Kurume-shi, Tokyo 203-0013

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

Councilors Present

1. May, Gerald
2. Peterson, Joel
3. Sexton, Daniel
4. Stoesz, Karen
5. Tada, Hiroaki

Councilors who submitted prior opinions (written ballot) on the agenda

1. Carlson, Pauline
2. Chung, Jaine Yeong Yueh
3. Duhrkoop, Pamela
4. Gho, Jeong
5. Matsumaru, Yoshiya (Joshua)
6. Potter, Nelle
7. Roberts, Mark
8. Roberts, Poppy
9. Selander, Aileen
10. Shinagawa, Kenichi
11. Skipper, Heidi
12. Spalink, Lawrence

Absent

1. Buchholtz, Grant
2. May, James

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.

Votes were YES for most of the items by 12 members providing a written ballot. Two members abstained from voting on one item.

Opening Prayer

Gerald May opened the meeting in prayer.

SY20-21:1 Call to Order and Establish Quorum (Gerald May, Chair, CAJ Board of Directors)

The meeting was called to order at 9:05 a.m. by Chair of the Board of Directors, Gerald May. Seventeen of the nineteen (17/19) Councilors were in attendance including twelve who submitted their opinions on the agenda items in advance (*AE* §21.9). A majority (ten) is necessary to establish a quorum in accordance with *AE* §21.8.

SY20-21:2 Election of chair for this meeting

Motion to elect Joel Peterson to serve as chair for this meeting.

Unanimously approved.

SY20-21:3 Election of Secretary for this meeting.

Motion to elect Karen Stoesz to serve as secretary for this meeting.

Unanimously approved.

SY20-21:4 Approval of the Agenda

Motion to approve the agenda.

Unanimously approved.

SY20-21:5 Approval of the Selection of the Signers of the Minutes

Motion to designate Hiroaki Tada and Daniel Sexton, in addition to Board of Councilors Chair Joel Peterson, as signers for the minutes of the November 26, 2020 Board of Councilors meeting.

Unanimously approved.

SY20-21:6 Approval of special one-time gift for staff

Motion to approve an exceptional one-time, special gift of ¥ 50,000 for all annually contracted, full time staff (prorated for part time staff based on full time equivalency), in appreciation of additional efforts due to COVID.

Approved.

SY20-21:7 Review and approve the minutes of the November 26, 2020 Board of Councilors 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.

SY20-21:8 Adjournment

Motion to adjourn. The meeting was adjourned at 9:11 a.m.

Unanimously approved.

Respectfully submitted,
Karen Stoesz, Board of Councilors Secretary

Signatures:

_____ (seal)
Joel Peterson
Board of Councilors Chair

_____ (seal)
Elected Signer: Daniel Sexton
Board of Councilors Member

_____ (seal)
Elected Signer: Hiroaki Tada
Board of Councilors Member