

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

Date and Time: 15 February 2021, 8:45 a.m.

Meeting Place: Kurume Christ Church

Higashi-Kurume-shi, Tokyo and scheduled online video conference

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

Councilors Present

1. Buchholtz, Grant (online video conference)
2. Carlson, Pauline
3. Chung, Jaine Yeong Yueh
4. Duhrkoop, Pamela (online video conference)
5. Matsumaru, Yoshiya (Joshua)
6. May, Gerald
7. May, James (online video conference)
8. Peterson, Joel
9. Potter, Nelle
10. Roberts, Mark (online video conference)
11. Roberts, Poppy (online video conference)
12. Selander, Aileen (online video conference)
13. Sexton, Daniel
14. Shinagawa, Kenichi
15. Skipper, Heidi
16. Spalink, Lawrence (online video conference)
17. Stoesz, Karen
18. Tada, Hiroaki

Supervisor-Auditors

1. Endo, Akira
2. Iwagami, Takahito (online video conference)

Absent

1. Gho, Jeong

Ex-Officio

1. Foxwell, Anda
2. Seminoff, Jeremy

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.

Devotions

Gerald May shared from 1Samuel 12:23. He encouraged us to pray even when we don't want to.

Opening Prayer

Time was spent in prayer.

SY20-21:9 Call to Order and Establish Quorum

The meeting was called to order at 9:16 a.m. by Chair of the Board of Directors, Gerald May. Eighteen of the nineteen (18/19) Councilors were in attendance. A majority (ten) is necessary to establish a quorum in accordance with *AE* §21.8.

SY20-21:10 Election of Chair for this Meeting

Motion to elect Gerald May to serve as chair for this meeting.

Unanimously approved.

SY20-21:11 Election of Secretary for this Meeting

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

Unanimously approved.

SY20-21:12 Approval of the Agenda

Motion to approve the agenda.

Unanimously approved.

SY20-21:13 Determination of Signers of today's Minutes

Motion to designate Kenichi Shinagawa and Jaine Yeong Yueh Chung, in addition to the Board of Councilors Chair Gerald May, as signers for the minutes of the February 15, 2021 Board of Councilors meeting.

Unanimously approved.

SY20-21:14 Approval of Fiscal 2021 Operating Budget

Moved to approve an operating budget of ¥785,728,000 revenues (net of scholarship and bad debt expenses of ¥70,450,000) with anticipated expenses of ¥694,938,860 from April 1, 2021 to March 31, 2022, producing a cash surplus of ¥90,789,140.

Unanimously approved.

SY20-21:15 Approval of Fiscal 2021 Capital Budget

Moved to approve the capital budget of ¥430,541,110 from April 1, 2021 to March 31, 2022, including ¥40,000,000 usual operating capital expenditure, ¥233,457,110 building construction costs, ¥150,000,000 field/playground redevelopment costs, and ¥7,084,000 to continue required rectifications of existing buildings. New loan funding of ¥120,100,000 is also planned to complete the borrowing of ¥420,000,000 approved in 2020.

Unanimously approved.

SY20-21:16 Approval of tuition and fee increases for School Year 2021-2022

Summary of recommendations and background information.

- Tuition fees increase from between ¥20,000-¥50,000 as per proposed schedule.

- The EAL Entrance fee of ¥100,000 for Middle and High School to be re-established and the annual EAL fee abolished for all grade levels.

Moved to approve the tuition and fee increases for the 2021-2022 school year as presented.

Approved

3 abstained

SY20-21:17 Approval of the Compensation Table

Moved to approve the compensation table as presented.

Approved

3 abstained

SY20-21:18 Approval of Business Plan for Fiscal 2021

The Business Plan for the 2021 fiscal year (April 1, 2021 - March 31, 2022) was presented.

Moved to approve the business plan for Fiscal 2021 as presented.

Unanimously approved

SY20-21:19 Head of School Report

Anda Foxwell reported as the Head of School focusing especially on the following issues.

- Update on COVID protocols implemented on campus
- Update on program and students
- Update on staff
- Update on fund-raising activities
- Update on historical abuse investigation

Moved to receive the Head of School report.

Report accepted with thanks.

SY20-21:20 Building Committee Report

Joel Peterson, Board of Directors representative to the Building Committee, gave the building project update.

- The ARK (arts, recreation, and kitchen) building is on schedule for completion around May or June 2021
- Field redevelopment likely to begin April 2021 to October 2021
- Bids being reviewed for turf field
- Rectifications on current buildings have begun with completion over the next 3 years

Moved to receive the building committee report

Report accepted with thanks.

SY20-21:21 Board of Directors Chair Report

Gerald May gave the Board of Directors Chair's report.

Moved to receive the Board of Directors Chair's report.
Report accepted with thanks.

SY20-21:22 Approve dates for Board of Councilors meetings for 2021-2022

Moved to approve the dates for Board of Councilors meetings for SY 2021-2022 as follows

- Monday, September 13, 2021, 8:45 a.m. (orientation and training)
- Monday, February 14, 2022, 8:45 a.m.
- Monday, May 16, 2022, 8:45 a.m.

Unanimously Approved

SY20-21:23 Other Matters

Gerald May asked if there was anyone willing to fulfill the board secretary role.

Date of the next Board of Councilors meeting is May 10, 2021 at 8:45 a.m.

SY20-21:24 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.

Moved to approve the minutes.

Unanimously approved

SY20-21:25 Closing prayer

Jaine Loh closed the meeting in prayer.

SY20-21:26 Adjournment

Motion to adjourn at 11:57 a.m.

Unanimously approved.

Respectfully submitted,

Karen Stoesz
Board of Councilors Secretary

Signatures:

_____ (seal)
Gerald May
Board of Councilors Chair

_____ (seal)

Elected Signer: Kenichi Shinagawa
Board of Councilors Member

_____ (seal)

Elected Signer: Jaine Yeong Yueh Chung
Board of Councilors Member