

Christian Academy in Japan
Board of Directors Minutes
Kurume Christ Church Education Building and Zoom
September 12, 2022
12:45 p.m.

Attendance:

Jeremy Seminoff (Member-at-Large and Educator)
Daniel Sexton (OMS)
Tiffany Neufeld (SEND)
Matthew Jansson (TEAM)
Anne Marie Smoker (CRJM)
Grant Buchholtz (ECC)
Seita Sakaguchi (Member-at-Large)
Gregory Swenson (JVENTURE)
David Mawhinney (CAJ)

Supervisor- Auditors

Mark Bedow
Taizo Morimoto

SY22-23:10 Call to Order and Establish Quorum (Daniel Sexton, Chair, CAJ Board of Directors)

The meeting was called to order at 12:45 p.m. A quorum was established with all members present.

SY22-23:11 Approval of Agenda

Motion to approve the agenda as presented.

Approved.

SY22-23:12 Approval of the Selection of the Signers of the Minutes

Motion to designate Jeremy Seminoff and Tiffany Neufeld, in addition to the Chairperson of the Board of Directors, as signers for the minutes of the September 12th, 2022 Board of Directors Meeting.

SY22-23:13 Review and Approve Head of School Report (David Mawhinney)

Motion to approve Head of School Report.

Approved.

SY22-23:14 Business Manager Report (Bryan Lewis)

The business report presented by Bryan Lewis was accepted.

Accepted.

SY22-23:15 Update on Historical Abuse Recommendations (David Mawhinney)

Anda Foxwell submitted a report that covered the following items:

- Memorial
- Retreat
- Plans forward
- Costs

SY22-23:16 Motion to remove the following board policy from the manual.

2.9.2 Fail to honor the financial commitments made to long-term direct hire staff continuously employed at CAJ since SY 95-96. (See SY 97-98:215; revised SY 99-00:192; SY 00-01:17; 218-222; EA SY 05-06:5)

Motion was approved as a first reading.

SY22-23:17 Committee Assignments

Executive Committee

Daniel Sexton, board chair
Jeremy Seminoff, board vice-chair
Tiffany Neufeld, vice-chair for finance
Grant Buchholtz, secretary

Finance and Audit Committee

Tiffany Neufeld, chair
Jeremy Seminoff
Grant Buchholtz

Ex-officio: David Mawhinney, head of school; Bryan Lewis, business manager; Daniel Sexton, board chair

Supervisor-Auditors Mark Bedow and/or Taizo Morimoto will attend when possible.

Governance and Policy Review Committee

Anne Marie Smoker, chair
Matt Jansson
Greg Swenson
Seita Sakaguchi

Ex-officio: David Mawhinney, head of school; Bryan Lewis, business manager; Daniel Sexton, board chair

Supervisor-Auditors Mark Bedow and/or Taizo Morimoto will attend when possible.

SY22-23:18 Orientation

- Responsibilities
- Limitations
- Expectations

SY22-23:19 Ongoing discussion items this year.

- Spiritual Formation/checkup
- Non-Christian Cap
- Building Committee/Development

Grant Buchholtz will serve as the Board representative on the Building Committee.

SY22-23:20 Board Housekeeping

- Sign up for devotions, prayer lists and meeting preparations for this board year.

SY22-23:21 Review and approve the minutes of this meeting

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.

Approved

SY22-23:22 Adjournment

Motion to adjourn at 3:30 p.m.

Approved.

Respectfully submitted,

Grant Buchholtz Board secretary

Signatures

_____ (seal) Daniel Sexton- Board Chair

_____ (seal) Jeremy Seminoff- Board Member

_____ (seal) Tiffany Neufeld- Board Member