

**Christian Academy in Japan
Board of Councilors Meeting Minutes
September 12, 2022 8:45 a.m.**

Current Board of Councilors Members: 19 (AE §25)

Councilors Present

1. Buchholtz, Grant
2. Foxwell, Phil
3. Greer, Jay
4. Jansson, Matt
5. Matsumaru, Josh
6. May, Jim (online)
7. Neufeld, ,Tiffany
8. Peterson, Hydi (online)
9. Roberts, Mark (online)
10. Roberts, Poppy (online)
11. Sakaguchi, Seita
12. Sexton, Daniel
13. Sexton, Keiko
14. Skipper, Heidi
15. Smoker, Anne Marie
16. Swenson, Greg (online)
17. Tada, Hiroaki
18. Trim, Kathy (online)
19. Umipig-Julien, Debbie

Supervisor-Auditors

1. Bedow, Mark
2. Morimoto, Taizo

Ex-Officio

1. Mawhinney, David
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

Taizo Morimoto shared from Galatians 6:7-10. The theme of the message was “Reaping what you sow.”

Opening Prayer

Time was spent in prayer for CAJ.

SY22-23:1 Call to Order and Establish Quorum

The meeting was called to order at 9:45 a.m. by Chair of the Board of Directors, Daniel Sexton. 18 of the nineteen (18/19) Councilors were in attendance. A majority (ten) is necessary to establish a quorum in accordance with AE §21.8.

SY22-23:2 Election of Chair for this meeting

Motion to elect Daniel Sexton to serve as chair for this meeting.

Approved.

Jim May entered the meeting. 9:47

SY22-23:3 Recognition of Secretary for this meeting

Poppy Roberts was asked to take the minutes for this meeting.

SY22-23:4 Approval of the Agenda

Motion to approve the agenda as presented.

Approved

SY22-23:5 Approval of the Selection of the Signers of the Minutes

Motion to designate Anne Marie Smoker and Tiffany Neufeld, in addition to the elected meeting chair Daniel Sexton, as signers for the minutes of the September 12, 2022 Board of Councilors meeting.

Approved

SY22-23:6 Head of School Report

David Mawhinney reported as the Head of School focusing especially on the following issues.

- New Staff
- Leadership staff transitions for next year
- Staff development
- Program and student updates
- Campus development

Motion to accept the Head of School report with thanks.

Accepted.

SY22-23:7 Business Manager Report

Bryan Lewis, business manager gave a report.

Motion to accept business manager's report.

Accepted.

SY22-23:8 Update regarding historical abuse recommendations

David Mawhinney gave an update on the historical abuse recommendations.

Motion to accept historical abuse recommendations.

Accepted.

SY22-23:9 Orientation for New Board of Councilor Members

- Responsibilities
- Limitations
- Expectations

SY22-23:10 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.

SY23-23:11 Adjournment

Motion to adjourn at 11:57 p.m.

Approved.

Respectfully submitted,

Poppy Roberts
Board of Councilors secretary

Signatures:

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

_____ (seal)
Elected Signer: Anne Marie Smoker
Board of Councilors Member

_____ (seal)
Elected Signer: Tiffany Neufeld
Board of Councilors Member