**CAJ Board of Directors Meeting Minutes**
**Tuesday, May 13, 2025**
**Harvest Hall – Matsukawa Place**

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**Attendance**:
Chad Farmer (SEND)
Gregory Swenson (JVENTURE)
Anne Marie Smoker (CRJM) (Online)
Grant Buchholtz (ECC)
David Mawhinney (Head of School)
Nick Petkoff (TEAM)
Daniel Sexton (OMS)
Seita Sakaguchi (Member-at-Large)

Supervisor- Auditors
Mark Bedow
Taizo Morimoto

Absent:
Jeremy Seminoff (Member-at-Large and Educator)

## SY24-25:111 Call to Order and Determination of Quorum

The meeting was called to order at 10:05AM. A quorum was established with eight members present.

## SY24-25:112 Approval of Agenda

MSC to approve the agenda.

## SY24-25:113 Approval of the Selection of the Signers of the Minutes:

a. Board Chair – Nick Petkoff
b. Signer: Chad Farmer
c. Signer: Anne Marie Smoker

## SY24-25:114 Consent Agenda:

d. Head of School Report
e. Board Chair Report
    i. Inc. Compliance items, mission rep meet,
f. Annual Agenda for SY 25-26
g. PGRC Report
    i. Including Recommendations as First Readings for 2.2.8 and 4.2.11

MSC to approve the consent agenda.

## SY24-25:115 Approval of Head of School Monitoring Report

MSC to approve the Head of School Monitoring Report.

**SY24-25:116 Finance Committee Report**

David reported on the Finance Committee meeting, particularly focusing on the increased estimates related to the building renovations for Summer 2025.

MSC to accept the Finance Committee Report.

**SY24-25:117 Approval of Business Report for Fiscal Year 2024**

MSC to approve the Business Report.

**SY24-25:118 Approval of Audited Financial Statements for Fiscal Year 2024**

MSC to accept the audited financial statements and approve the results of the fiscal year 2024.4.1 - 2025.3.31 with revenue of ¥1,008,232,564 and expenses of ¥993,585,040 resulting in an accounting surplus of ¥35,401,408, after depreciation and other adjustments of ¥20,753,884.

**SY24-25:119 Approval of External Audit for Fiscal Year 2024**

h. See “Audit report” in drive

MSC to approve the external audit.

**SY24-25:120 Approval of Supervisor Auditors Report for Fiscal Year 2024**

i. Provided during meeting by supervisor-auditors

MSC to approve the supervisor auditors report.

**SY24-25:121 Confirm Signatories for National Covenant Properties**

**j.** Nicholas Petkoff
**k.** David Mawhinney
**l.** Mayumi Shuto

MSC to confirm the new signatories for National Covenant Properties.

**SY24-25:122 Election of BoC Member-at-Large Educator**

MSC to elect Poppy Roberts as Member-at-Large Educator for the Board of Councilors.

**SY24-25:123 Approval of Director Appointing Committee Policies**

m. See “DAC Policy Draft” in drive

MSC to approve the Director Appointing Committee Policies. This decision should be incorporated as a new policy.

**SY24-25:124 Director Appointing Committee Session**

n. DAC Approval for the following as the CAJ Board of Directors
   CRJM: Anne Marie Smoker- approved
   ECC (CMCJ): Grant Buchholtz- approved

JVENTURE: Dave Skipper (New)- approved
SEND: Chad Farmer- approved
TEAM: Nicholas Petkoff- approved
Head of School: David Mawhinney
Member-at-Large Susan Bae (New)- approved

MSC to approve the nominations for the Board of Directors.

## SY24-25:125 Appointment of HoS David Mawhinney for Board of Directors.

David Mawhinney was approved to the Board of Directors.

## SY24-25:126 Staff Exit Reports (5 Year)

o. Per 4.4.5 To review for possible trends

| | | 2019-20 | 2020-21 | 2021-22 (inc. HoS) | 2022-23 | 2023-24 |
|---|---|---|---|---|---|---|
| **Total (FT/PT)** | **37 (26/11)** | **6 (3/3)** | **3 (2/1)** | **13 (11/2)** | **11 (8/3)** | **4 (2/2)** |
| Retirement | **13 (8/5)** | 2/1 | 2/0 | 2/0 | 1/3 | 1/1 |
| Early retirement | **3 (3/0)** | | | 2/0 | 1/0 | |
| Relocation | **5 (4/1)** | | 0/1 | 1/0 | 3/0 | |
| COVID relocation | **2 (1/1)** | 1/1 | | | | |
| Career | **4 (4/0)** | | | 3/0 | 1/0 | |
| Health | **3 (1/2)** | | | 0/2 | 1/0 | |
| Family | **3 (2/1)** | | | 1/0 | 1/0 | 0/1 |
| Financial | **2 (2/0)** | | | 1/0 | | 1/0 |
| Dissatisfaction | **2 (1/1)** | 0/1 | | 1/0 | | |

The board reviewed the staff exit report.

## SY24-25:127 PGRC Recommendation on Ends

p. See “PGRC Ends Draft Discussion” in drive

MSC to approve the Ends Draft as a first reading. The board also approved David Mawhinney to share these Ends with the staff for their feedback.

## SY24-25:128 Ongoing discussion items

## SY24-25:129 Any other items for the Board of Directors

q. Graduation Ceremony Attendance
r. Nick Petkoff will communicate with OMS regarding nominations
s. Board Roles

The board had a discussion about possible candidates for Vice-Chair of the Finance Committee and Policy and Governance Review Committee.

t. Updating role guides in drive
    i. [Training and guide for roles]

**SY24-25:130  Board Process Review/Feedback**

u. Verbal

**SY24-25:131 Review and Approve the Minutes of This Meeting**

MSC to approve the Minutes of this meeting.

**SY24-25:132 Prayer & Adjournment**

MSC to adjourn the meeting.

Respectfully submitted, Grant Buchholtz, secretary
Signatures
_____________________________ (seal) Nick Petkoff - Board Chair
_____________________________ (seal) Chad Farmer - Board Member
_____________________________ (seal) Anne Marie Smoker - Board Member