

**CAJ Board of Directors Meeting Minutes**  
**Tuesday, May 19, 2026**  
**CAJ Classroom 114**

**Attendance:**

Nick Petkoff (TEAM)  
Dave Skipper (JVENTURE)  
Grant Buchholtz (ECC (CMCJ))  
David Mawhinney (Head of School)  
Susan Bae (Member-at-Large) - late arrival at 10:22 a.m.  
Chad Farmer (SEND) - left early at 12:30 p.m.  
Anne Marie Smoker (CRJM) - response agenda

**Supervisor-Auditor:**

Karen Johnson (Supervisor - Auditor)  
Mark Bedow (Supervisor - Auditor)

**SY25-26:93 Call to Order and Determination of Quorum**

The meeting was called to order at 10:15 a.m. A quorum was established with 7 members present. Anne Marie Smoker present with response agenda (see attached below).

**SY25-26:94 Approval of Agenda**

MSC to approve the agenda.

**SY25-26:95 Staff Report**

- a. Update from Human Resources Manager: Pam Kumate  
Brief devotional led by Pam on oneness in Christian values helps CAJ to thrive as a school. (Susan Bae arrived at 10:22 a.m.)

Prayed for Pam.

**SY25-26:96 Approval of the Selection of the Signers of the Minutes:**

- a. Board Chair – Nick Petkoff
- b. Secretary – Susan Bae
- c. Member – Grant Buchholtz
- d. Auditor-Supervisor: Mark Bedow
- e. Auditor-Supervisor: Karen Johnson

MSC to approve the selection of the signers of the minutes.

**SY25-26:97 Consent Agenda**

- a. HoS Report
  - Video of Daigo Takakusaki's share to all staff on what it means to be a "CAJ Knight"=service, perseverance, representation

- b. HoS Monitoring Report
- c. Board Chair Report
  - 1. Including Exit Reports

MSC to approve the consent agenda.

**SY25-26:98 Approval of April 22, 2026 Meeting Minutes and Executive Action Minutes**

MSC to approve both the April 22, 2026 Meeting Minutes and Executive Action Minutes.

**SY25-26:99 Executive Session held 11:00 a.m. - 11:20 a.m.**

- Privacy requirement matter

**SY25-26:100 Approval of Independent Audit Report for SY 25-26**

MSC to approve the Independent Audit Report for SY 25-26.

**SY25-26:101 Approval of Audited Financial Statements for Fiscal Year 25-26**

- a. The Committee recommends that the Board of Directors approve the Audited Financial Statements with the results for the fiscal year 2025.4.1 – 2026.3.31 with revenues of ¥1,125,482,378 and expenses of ¥1,016,248,793 resulting in an accounting surplus, after depreciation of ¥95,653,875, of ¥109,233,585.

MSC to approve the Audited Financial Statements for Fiscal Year 25-26.

**SY25-26:102 Approval of Business Report Fiscal 25-26**

MSC to approve the Business Report Fiscal 25-26.

**SY25-26:103 Approval of Supervisor-Auditors Report 25-26**

MSC to approve the Supervisor-Auditors Report 25-26.

**SY25-26:104 Director Appointing Committee Session**

- a. Review Comments from BoC
- b. DAC Approval to Appoint the following for CAJ Board of Directors
  - 1. Member-at-Large: Angela Lee
  - 2. Member-at-Large: Stephen Yosypiw

MSC to approve the appointment of both Angela (Lam) Lee and Stephen Kento Yosypiw to the BoD for 2 year term SY2026-2028.

**SY25-26:105 Vision Statement Change Recommendation from LT**

- a. Current statement: “Equipping students to serve Japan and the world for Christ”
- b. LT recommend change current vision statement to add: “and inspiring” to read “Equipping and inspiring students to serve Japan and the world for Christ”
- c. Discussed possibility of needing to revisit mission statement in the future

MSC to approve the Vision Statement change to read “Equipping and inspiring students to serve Japan and the world for Christ” to go into immediate effect.

**SY25-26:106 Other Matters for the Board to Discuss**

- a. Satellite Campus Exploration
  - i. Requests received

- ii. Pros/Cons discussed - more to be discussed in the future
- b. Board Self Evaluation

**SY25-26:107 Executive Session held 12:31 p.m. - 3:38 p.m. (Chad Farmer left at 12:30 p.m.)**

- a. HoS Eval Committee Report
- b. HoS Report
- c. HoS Contract

**SY25-26:108 Review and Approve the Minutes of This Meeting**

MSC to approve today's meeting minutes.

**SY25-26:109 Prayer & Adjournment**

MSC to adjourn the meeting. Meeting was adjourned at 3:58 p.m.

Respectfully submitted, Susan Bae, secretary

Signatures

\_\_\_\_\_ Nick Petkoff – Board Chair

\_\_\_\_\_ Susan Bae – Board Secretary

\_\_\_\_\_ Grant Buchholtz – Board Member

\_\_\_\_\_ Karen Johnson - Supervisor-Auditor

\_\_\_\_\_ Mark Bedow - Supervisor-Auditor

**CAJ Board of Directors Response Agenda**  
**Tuesday, May 19, 2026**

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All Documents/Materials for Meeting: [Board of Directors - Google Drive](#)

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**NAME:** Anne Marie Smoker

**1. Call to Order and Determination of Quorum**

**2. Approval of Agenda**

**APPROVE?:** YES

**3. Staff Report**

**4. Approval of the Selection of the Signers of the Minutes:**

- a. Board Chair – Nick Petkoff
- b. Secretary – Susan Bae
- c. Signer: TBD
- d. Auditor-Supervisor: Mark Bedow
- e. Auditor-Supervisor: Karen Johnson

**APPROVE?:** YES

**5. Consent Agenda**

- a. HoS Report
- b. HoS Monitoring Report
- c. Board Chair Report

**APPROVE?:** YES

**6. Executive Session**

- Privacy requirement matter

**7. Approval of Independent Audit Report for SY 25-26**

**APPROVE?:** YES

**8. Approval of Audited Financial Statements for Fiscal Year 25-26**

- a. The Committee recommends that the Board of Councilors the Audited Financial Statements and approve the results for the fiscal year 2025.4.1 – 2026.3.31 with revenues of ¥1,125,482,378 and expenses of ¥1,016,248,793 resulting in an accounting surplus, after depreciation of ¥95,653,875, of ¥109,233,585.

**APPROVE?:** YES

**9. Approval of Business Report Fiscal 25-26**

**APPROVE?:**     YES    

**10. Approval of Supervisor-Auditors Report 25-26**

**APPROVE?:**     would love to see this first so refrain    

**11. Director Appointing Committee Session**

- a. Review Comments from BoC
- b. DAC Approval to Appoint the following for CAJ Board of Directors
  - i. Member-at-Large: Angela Lee

**APPROVE?:**     REFRAIN-don't know her    

- ii. Member-at-Large: Stephen Yosypiw

**APPROVE?:**     YES    

**12. Other Matters for the Board to Discuss**

- a. Satellite Campus Exploration

**13. Executive Session**

- a. HoS Committee Report

**APPROVE?:**     YES    

- b. HoS Contract (as needed)

**14. Review and Approve the Minutes of This Meeting**

**15. Adjournment**

**16. Signing of Minutes**