

Minutes of the 2020-2021 HIS Executive Board Meeting #3

December 15, 2020 (Tuesday) 17:00 via Zoom and on campus

Members present: Rodney J Fisher, Nick Holywell, Karen Katayama, Phred Kaufman, Teiji Midorikawa, Paul Nickel, Robert Pickett, Tim Schlosser, David Wakabayashi, Kathleen Riggins (auditor), Mitarai-Sensei (auditor)

Members absent:

Guests present: Neil Cooke (Principal), Barry Mernin (Niseko Administrator)

Quorum: Can have meeting without a quorum but cannot vote on anything. Email voting must be signed and sent before the meeting starts to be counted as present. A quorum consists of 2/3 or 6 members.

Opening:

1. Call the meeting to order

Kaufman called the meeting to order at 17:31. We have a quorum for this meeting.

2. Approve agenda:

The agenda was approved.

3. Approve and sign minutes of October 27, 2020.

Minutes approved by motion by Holywell and Kaufman seconds verbally, then approved by all EB members by a show of hands via Zoom.

❖ Decisions made at this meeting:

- **Motion: Nickel moves and Pickett seconds the motion that the EB approves of the revised housing guidelines.**
- All in favor
- The motion is passed

Reports:

4. EB Chair's Report: December 15, 2020

- Chair's Report received, included in the EB packet (Phred Kaufman)

5. Head of School Report

- Head of School's report received, included in the EB packet (Tim Schlosser)

6. Sapporo Principal Report

- Sapporo Principal report received, included in the EB packet (Neil Cooke).

7. Niseko Administrator's Report

- Niseko Administrator's report received, included in the EB packet (Barry Mernin)

8. Treasurer's Report

- Treasurer's Report received in meeting, treasurer will amend typo made about year, 2020 instead of 2021, the revised report is accepted by the EB.

Discussion Items:

9. Housing policy: approve revisions

10. Discussion of the format to change Executive Board minutes:

The Executive minutes will from now on follow "Roberts Rules of Order." Motions will be recorded in the minutes, as well notice of reports received by the EB members and auditors in the Executive Board meeting packet. The detailed reports will be stored by the Head of School in the EB document vault.

11. New HIS Website:

- EB members and Auditors please submit a photo for the web site to Tim by Jan.15th

12. Return to Goal setting process: discussions by email within our different groups

13. PMAC—national health insurance / salaries

14. Yearbook ideas: The proposal of the cost of yearbook to become part of tuition so that everyone gets a book. The idea is still under discussion, feedback from PTA and idea to get year book public before the end of the school year.

15. Committee updates

16. Our EB Calendar: sent out by email and also committee meetings

17. Review of meeting: Very productive meeting, much was discussed.

18. Time and Place of next meeting:

Feb. 24th at 18:30 and April 27 and June 29

19. The meeting was adjourned at 19:47.

Minutes by Karen Katayama EB Secretary: December 15, 2020