

Minutes of the 2021-2022 HIS Executive Board Meeting #2

October 12, 2021 (Tuesday) 18:30 via Zoom

Members present: Rodney J Fisher, Karen Katayama, Beau Miller, Tim Schlosser, Kathleen Riggins, Jeffery Strong, Mitarai-Sensei (auditor), Paul Nickel (auditor)

Members absent: Phred Kaufman—meeting will be run by Paul Nickel (auditor) at the request of the Chair.

Nick Holywell

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

Nickel called the meeting to order at 18:36. We have a quorum for this meeting.

2. Approve agenda:

The agenda was approved.

3. Approve minutes of August 24, 2021.

Approved by all EB members by a show of hands via Zoom.

Reports:

4. EB Chair's Report: October 12, 2021

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

5. Head of School Report: October 12, 2021

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

6. Sapporo Principal Report: October 12, 2021

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

7. Niseko Administrator's Report: October 12, 2021

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

8. Treasurer's Report: October 12, 2021

- Treasurer's report included in the EB packet (Paul Nickel, next month Kathleen Riggins)

9. Auditors Report: October 12, 2021

- Signed by the Auditors: the financial report concluded that the school finances are in order.

Discussion Items:

10. Committee protocols, leaders and reporting

Committees: policy and protocols for each committee on shared Google Doc.

Finance Committee: Kathleen Riggins, Rod Fisher, Phred Kaufman, Tim Schlosser (Paul Nickel—consultant)

Staff contracts & working rules: Tim Schlosser, Nick Holywell, Phred Kaufman

Building & Grounds (including Niseko future planning): Phred Kaufman, Rod Fisher, Tim Schlosser, Paul Nickel, Barry advising.

Husky Legacy Association committee: Mitarai-sensei, Phred Kaufman, Beau Miller, Tim Schlosser

Marketing & Fundraising: Phred Kaufman, Mitarai-sensei, Beau Miller, Tim Schlosser, Jeff Strong

EB / BOC Nomination Committee: Phred Kaufman, Karen Katayama, Paul Nickel, Kathleen Riggins

Financial Aid Committee: US Consul representative—Beau Miller, HoS—Tim Schlosser, Board Chair—Phred Kaufman.

11. Unpaid tuition audit issue

- **Finance committee will set up policy for unpaid tuition**

*** Tim Schlosser motions and Kathleen Riggins seconds that the Executive Board approves a motion to clear the two outstanding payments referenced above from our accounts receivable.**

all in favor

- The motion is passed.

12. Building and Grounds committee update: pipe replacement, AC units for dorms, boiler replacement

*** Based on Building Committee review and recommendation, Schlosser moves that the HIS Executive Board accept the quote and proposal from Nakayama Boiler to replace the boiler in the East wing of the HIS dormitory this coming Winter Break (December 2021), at a total cost of ¥4,394,500.**

all in favor

- The motion is passed by email vote.

13. Pandemic response / Vaccine update: 28 students vaccinated: high school and middle school.

Sapporo University has vaccinated staff members.

14. Format for future EB meetings: Board continue Zoom meeting and / or in person for the December meeting.

15. Student disciplinary update

16. Quick iPads and Digital Open House update

17. HLA leadership update: Ian Grose President, Masayori Hasegawa Vice President

18. Discussing weekend board training: Strategic Plan Destination

Closing:

18. Review of meeting: good meeting, much was accomplished

19. Time and Place of next meeting:

- December 14, 2021 at 18:30, Tuesday.

20. The meeting was adjourned at 29:40.

Minutes by Karen Katayama EB Secretary: October 12, 2021