

Minutes of the 2021-2022 HIS Executive Board Meeting #5

April 13, 2022 (Wednesday) 18:30 via Zoom

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

Members absent:

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

Quorum: We 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 18:35. We have a quorum for this meeting.

2. Approve agenda:

The agenda was approved by a show of hands via Zoom.

3. Approve minutes of February 23, 2022:

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

Reports:

4. EB Chair's Report: April 13, 2022

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

5. Head of School Report: April 13, 2022

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

6. HIS Principal Report: April 13, 2022

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

7. Niseko Administrator's Report: April 13, 2022

- Niseko Administer's report received, included in the EB Google Doc. packet (Barry Mernin)

8. Treasurer's Report: April 13, 2022

- Treasurer's report included in the included in the EB Google Doc. packet (Kathleen Riggins)

Discussion Items:

9. Board Directors Insurance proposal

- **Proposed resolution: Schlosser motions and Riggins seconds that the HIS Executive Board accepts this proposal and will delegate selection of funding source to the Finance Committee. One additional opportunity will be provided for review after obtaining information below.**
- **Approved by all.**

10. Support for Ukraine / financial aid

- **We are currently working on accepting a student from Ukraine, Anastasiia, under refugee status (currently in Poland after fleeing the war). Given the situation, we are considering an unusually high level of financial aid & other support. The Financial Aid committee will consider further, but as we consider fundraising and other efforts, we wanted to make the EB generally aware and solicit feedback and support.**

11. Finance Committees Updates

- **Proposed resolution: Schlosser motions and Kaufman seconds that the HIS Executive Board approves the recommendations of the Finance Committee as recorded in the notes, including a standard general tuition increase, late payment policies, and all budgets as written.**
- **Approved by all**

12. Hiring Updates

13. BOC nomination confirmation:

Nomination committee shared information about a new BOC nominee.

- **Proposed resolution: Kaufman motions Schlosser seconds that the Executive Board accepts the nomination committee's recommendation of Eric Johnston for the HIS Board of Councilors.**
- **Approved by all**

14. Retirement planning with The Investment Center (advisory item)

15. Invitation to HIS reads: The annual HIS Reads program is seeking judges and would love to involve Executive Board members.

16. Rules of Employment revision proposal:

- **Proposed resolution: Schlosser motions and Strong seconds that the Executive Board approves the concept of this Rules of Employment revision & staff salary increase and would like administration to proceed with a) Rules of Employment revision drafting and b) further legal, staff, & peer school consultation, then bring specific proposed changes to an upcoming board meeting. Salary increases may be budgeted for but will only become official and be announced after the entire package receives final EB approval.**
- **Approved by all**

Closing:

17. Review of meeting: very productive meeting, much was accomplished in a timely fashion.

18. Time and Place of next meeting: June 14th, 18:30

19. The meeting was adjourned at 20:07.

Minutes by Karen Katayama EB Secretary: April 13, 2022