

Minutes of the 2022-2023 HIS Executive Board Meeting #1

August 24, 2022 (Wednesday) 18:30 via Zoom

Members present: Karen Katayama, Phred Kaufman, Tim Schlosser, Beau Miller, Mitarai-Sensei (auditor)

Members absent: Jeffery Strong, Nick Holywell, Kathleen Riggins, Paul Nickel (auditor)

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

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.

We do not have a quorum for this meeting

Opening:

1. Call the meeting to order

Kaufman called the meeting to order at 18:39. We do not have a quorum for this meeting.

2. Approve agenda:

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

3. Approve minutes of the June 14, 2022 meeting:

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

Reports:

4. EB Chair's Report: August 24, 2022

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

5. Head of School Report: August 24, 2022

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

6. HIS Sapporo Principal Report: August 24, 2022

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

7. Niseko Principal Report: August 24, 2022

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

8. Treasurer's Report: August 24, 2022

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

Discussion Items:

9. Catching up and confirming EB members

- *Due to losses on the EB and BOC members, the Nominating Committee will meet ASAP.*

- *Needed: EB 2 or 3 members and need to check about BoC membership*

10. Confirming committee members and leader of said groups

- **Finance Committee:** Kathleen Riggins, Phred Kaufman, Tim Schloser, Paul Nickel
- **Building & Grounds:** Tim Schlosser, Phred Kaufman, Barry M advising for Niseko
- **Husky Legacy Association:** Mitarai-sensei, Phred Kaufman, Beau Miller, Tim Schlosser [Note: current president Masayori Hasegawa, '21]
- **Marketing, Fundraising, & Endowment Fund:** Phred Kaufman, Mitarai-sensei, Beau Miller, Tim Schlosser, Jeff Strong
- **EB / BOC Nomination Committee:** Phred Kaufman, Karen Katayama, Paul Nickel, Kathleen Riggins, Barry M (advising for Niseko)
- **Financial Aid Committee:** US Consul Representative Beau Miller, HoS Tim Schlosser, Board Chair Phred Kaufman (set membership by role)
- **HoS Evaluation Committee:** Phred Kaufman, Paul Nickel, Jeff Strong, Karen Katayama ...
- **Sustainability & Compensation:** Tim Schlosser, Phred Kaufman, (Principals consultants) (Continuing contractual / COLA conversations looking toward 23-24 SY)
- **Fundraising Letter sample included in the EB Google Doc**

11. Overview of Orientation and First Days of school

12. Update on Rules of Employment and Compensation adjustments

13. Review of the Strategic Plan

14. Late Tuition policy distribution method

15. EB Website check: *update photo and upload minutes and message from the EB*

16. SU / HIS 10 Year Anniversary: March 31st to April 3rd 2023—partnership school

Closing:

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

18. Time and Place of next meetings:

October 26th

December 14th

February 15th

April 26th

June 21st

19. The meeting was adjourned at 20:25.

Minutes by Karen Katayama EB Secretary: August 24, 2022