

Minutes of the 2021-2022 HIS Executive Board Meeting #4

February 23, 2022 (Wednesday) 18:30 via Zoom

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

Members absent: Nick Holywell,

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 18:33. We have a quorum for this meeting.

2. Approve agenda:

The agenda was approved.

3. Approve minutes of December 15, 2021:

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

Reports:

4. EB Chair's Report: February 23, 2022

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

5. Head of School Report: February 23, 2022

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

6. HIS Principal Report: December February 23, 2022

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

7. Niseko Administrator's Report: February 23, 2022

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

8. Treasurer's Report: December 15, 2021

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

Discussion Items:

9. Marketing Update

Ads this year more domestically targeted— marketing ahead of the end of the Japanese school year and celebrating parts of our strategic plan. Sapporo subway later this month, along with Eurobiz magazine (Tokyo business magazine). Eurobiz proof was included in late additions to the board packet.

10. AP students seeking research collaboration

11. Pandemic response and immigration update

Many promising signs—6th wave starting to wind down, quarantines ended for most beginning in March
<https://www.japantimes.co.jp/news/2022/02/16/national/japan-entry-ban-cap/>

3/1 can apply for entry for remaining 3 students abroad. Have not yet seen application.

As referred to in the HoS report, February was a challenging month. Successful response but deep impact.

Extension of hybrid through next week.

12. Summer/ seasonal school at both campuses:

Proposing an official hiatus year (losses past two years, instability and uncertainty are a challenge; a year to regroup and launch a strong, intentional program summer of 2023)Also considering an April entry program for local students.

13. Strategic plan final review and approval (in EB packet)

<https://hisacjp.finalsite.com/strategic-plan-2022-2027>

Walkthrough connection to WASC action plan: https://docs.google.com/spreadsheets/d/1tiri8hgdxOV1SSF_mp00mnk3SV5brFE-3GxyTtLx7bQ/edit#gid=0

Proposed resolution: Riggins motions and Kaufman seconds that the HIS Executive Board accepts and endorses the 2022-2027 Strategic Plan as outlined here, with further adjustments to be made, as needed, on an ongoing basis.

All in favor

14. Buildings and Grounds committee updates

In support of section IV of the HIS Strategic Plan, the Building and Grounds committee recommends undertaking a careful cost study of necessary initiatives for the school's growth and development, funded primarily via the CIDF. This includes but is not limited to:

- 1) Remodeling interior of city-provided building for expansion of HIS Niseko Middle School space (if confirmed)
- 2) Replacing the Sapporo campus field
- 3) Adding air conditioning capacity to the dormitory and campus spaces used for summer / seasonal school
- 4) Continuing pipes replacement at Sapporo campus

5) Replacing play structure at Sapporo campus

6) Interior “facelift” (paint, wallpaper) for aging

Building & Grounds committee updates

In support of section IV of the HIS Strategic Plan, the Building and Grounds committee recommends undertaking a careful cost study of necessary initiatives for the school’s growth and development, funded primarily via the CIDE. This includes but is not limited to:

All projects above will be subject to individual review and approval, including seeking out quotes from multiple vendors / firms, but we would like to signal general EB support for moving these initiatives forward.

Proposed resolution: Schlosser motions Fisher seconds that the HIS Executive Board endorses the recommendations of the Building & Grounds Committee as outlined above.

15. Top up and Board directors insurance status update

Closing:

16. Review of meeting: great meeting, much was accomplished

17. Time and Place of next meeting: April 13th, 18:30

18. The meeting was adjourned at 19:37.

Minutes by Karen Katayama EB Secretary: February 23, 2022