

## Minutes of the 2022-2023 HIS Executive Board Meeting #4

February 16, 2023 (Thursday) 18:30 via Zoom

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

**Members absent:** 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 have a quorum for this meeting

### Opening:

#### 1. Call the meeting to order

Kaufman called the meeting to order at 18:34. 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 the January 18, 2023 meeting:

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

*Need to Upload: [October 26th (Paul took minutes)#2] and [January 18th (Paul took minutes)#3]*

### Reports:

#### 4. EB Chair's Report: February 16, 2023

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

#### 5. Head of School Report: February 16, 2023

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

#### 6. HIS Sapporo Principal Report: February 16, 2023

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

#### 7. Niseko Principal Report: February 16, 2023

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

#### 8. Treasurer's Report: February 16, 2023

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

## Confirming EB Committee members and leader of said groups

- Finance Committee: Kathleen Riggins, Phred Kaufman, Tim Schlosser, Paul Nike!
- 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 Nike!, 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 Nike!, 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

## Discussion Items:

### 9. Hiring Updates

10. Facilities Updates\*\*—Building and Grounds committee meeting before next EB meeting

11. Financial Planning\*\*—committee meeting before next EB meeting

12. School Events

13. Security cameras—gym addition for CIDF

14. Special benefits for dormitory / Niseko staff contracts

15. Brief masking policy update

## Closing:

16. Review of meeting: very productive meeting, much was discussed, great input, great turnout.

17. Time and Place of next meetings:

April 25th #5

June 21st #6

18. The meeting was adjourned at 19:58.

Minutes by Karen Katayama EB Secretary: February 16, 2023