

Minutes of the 2022-2023 HIS Executive Board Meeting #6

June 21, 2023 (Wednesday) 18:30 via Zoom

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

Members absent: Jeffery Strong

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 18:35. 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 the April 25, 2023 meeting:

Revision of minutes item 16 typo error

Revised minutes approved by all EB members by a show of hands via Zoom.

Reports:

4. EB Chair's Report: June 21, 2023

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

5. Head of School Report: June 21, 2023

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

6. HIS Sapporo Principal Report: June 21, 2023

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

7. Niseko Principal Report: June 21, 2023

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

8. Treasurer's Report: June 21, 2023

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

Discussion Items:

9. BBB Festival: All hands on deck

10. Final Budgets

11. EB training schedule

- in October, dates to be decided

12. Audit recommendations (CIDF purchase of yen)

- Kaufman moves and Schlosser seconds
- The HIS Executive Board supports the Financial Committee in moving forward with the auditor's recommendations purchase yen and pay off the school's outstanding loan using CIDF funds, with exact amounts and details to be left to the discretion of that committee, providing any new Japanese bank accounts fall under the same guidelines and restrictions as the current US-based CIDF account. Amount moved should not exceed 20% of the current CIDF balance. This is a one-time resolution based on specific circumstances, and any further action would need to be reviewed by the full Executive Board.
- the motion is passed

13. Renovations timeline review

14. School discipline issue

15. Dormitory catering 23-24

16. Nomination committee updates, new EB members:

- Ms. Sherrie Oda
- Ms. Akiko Mega
- Kaufman motions and Miller, seconds that the Executive Board accepts the nominations of Ms. Akiko Mega and Ms. Sherrie Oda to join the EB beginning in August of 2023.

17. Departing EB members

- Karen Cline-Katayama
- Kathleen Riggins

Closing:

18. Review of meeting: sad to be losing members, happy to have to new ones coming on board, otherwise a very productive meeting and much was discussed.

19. Time and Place of next meeting:

- **August 23rd at 3:00pm in person**

20. The meeting was adjourned at 8:01.

Minutes by Karen Katayama EB Secretary: June 21, 2023