

**2023-2024**

**HIS Executive Board Meeting #2**

**October 12 2023 (Thursday) 13:00 (In Person)**

**Members present:**

Phred Kaufman - **Chair**

Paul Nikel - **Treasurer**

Tim Schlosser

Sherrie Oda

Akiko Mega

Beau Miller

**Members absent:**

Jeffery Strong

Nick Holywell

**Guests present:**

Neil Cooke (Sapporo Principal) - **Secretary**

Victoria Spagnoli (Niseko Principal).

**Quorum:**

A quorum consists of 2/3 or 6 members.

*\*We have a quorum for this meeting*

**Opening:**

1. Call to order & roll call

Nikel calls to order at 13:07

(Kaufman is delayed / arrived 13:35)

2. Approve the agenda

Agenda approved by all

3. Approve minutes

Minutes approved by all

**Reports:**

4. Board chair's report

(Phred Kaufman) Chair's Report received

Will be included in the EB Google Doc. packet

5. Head of School report

(Tim Schlosser) HoS's Report received and discussed.

Will be included in the EB Google Doc. packet

6. Sapporo Principal report

(Neil Cooke) Sapporo Principal's Report received and discussed.

Will be included in the EB Google Doc. packet

7. Niseko Principal report

(Victoria Spagnoli) Niseko Principal's Report received and discussed

Will be included in the EB Google Doc. packet

8. Treasurer report

(Paul Nikel) Treasurer Report received and discussed

Will be included in the EB Google Doc. packet

**Discussion items:**

9. Welcoming Len & Linda Duevel

10. Confirming Auditor Appointment (Suzanne Yonesaka)

11. BBB Festival data & follow up message to community

A review of the success of the festival - financially and community building (alumni, current parents and community wide),

Lots of money to scholarships

Proposal to send out a general message to the community to come from the board. (Approved by all board members).

12. Sapporo Renovations update: meeting with staff from Endo-Atelier  
Suggestion to reframe some aspects of school upgrades that might be just seen as “beautification” (priority 3) as also health and safety issues (priority 1) - considering mental health and well-being, for example.  
Clarified that the building is in good “seismic health”  
Question about the size that we see our school as being - maxing out at 200 or looking towards 250? Very much changes proposed plans depending on our school enrollment goals  
Question about interaction with surrounding neighborhood - offering services such as hoikuen, for example  
Consideration of prioritizing priority 1 in first year (summer 2024)  
Suggestion to start from the top down (summer 2024)  
Also suggestion of building the new early years annex first (to provide space to move to while other renovations are taking place / good for marketing too) (summer 2024)  
Need to consider demographic change - secondary heavy or more evenly spread - need flexibility to adjust to demographic changes  
Prioritizing the additional floor to the early years building  
Prioritizing the building of flexible rooms for multi purpose (including teachers room)

13. Confirming 23-24 EB committees

- How do we consolidate and have a smaller number of committees?  
How do we stop so much overlap between members on multiple committees?  
Four proposed for 23-24
1. Finance and Financial Aid – Tim, Paul, Phred, Jeff (Beau)
  2. Building and grounds / Renovations (Ad Hoc: neighboring land) – Paul, Phred, Tim, Sherrie
  3. “External Relations” (Outreach / Marketing / Husky Legacy) – Akiko, (Tim), (Sherrie), (TBD)
  4. Nomination Committee – Phred, Sherrie (TBD),
  5. HoS Evaluation Committee

14. Notes from JCIS meeting in Tokyo

- Presented by Tim
- *Table conversations about child safety for next EB meeting*

15. Rapidus & Chitose–update

- Presented by Schlosser / Miller
- Potential interest in HIS role (students coming to HIS or HIS opening a satellite campus)

16. WASC Governance criteria work

- Overview given by Cooke of the Governance section of the WASC report
- return to this at next EB meeting for more extensive conversation

17. Dormitory 24-25

- Schlosser presenting some thoughts about how to fill the dorm (perhaps use of agents)
- What is the optimal number of students for the dorm?
- Possibility of a full time bilingual boarding parent

18. Gym LEDs (*Decision Item*)

- Gym is getting too dark, lights need to be changed, but it could be affected by ongoing renovation plans
- Costly because of the extent of the work needed
- Question about what other bids were taken for the light replacement

Motion: (Schlosser) Motion to approve quote for bulb replacement but recommend request for reduction (and request background on vendor selection process for future reference).

Seconded (Miller)

Approved by all

19: Reminder about upcoming Fall Festival / “Go Green, Go Huskies” plan

**Closing:**

20. Review of meeting ✓

21. Time and place of next meeting ✓

22. Adjourning meeting ✓

Meeting adjourned at **16:54**