

2023-2024

HIS Executive Board Meeting #4

February 21, 2024 (Wednesday) 18:30 (Via Zoom)

Members present:

Phred Kaufman (**Chair**)

Tim Schlosser (**Head of School**)

Sherrie Oda

Jeffery Strong

Akiko Mega

Paul Nikel (**Treasurer**) - **By Proxy**

Beau Miller

Members absent:

Nick Holywell

Guests present:

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

Victoria Spagnoli (Niseko Principal)

Miterai sensei (Auditor)

Suzanne Yonesaka (Auditor)

Quorum:

A quorum consists of 2/3 or 6 members.

**We have a quorum for this meeting*

Opening:

1. Call to order & roll call

Kaufman calls to order at 6:30

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

5. Head of School report

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

Notes

- Lots of interest in the school, and enrollment up
- Meetings with Tamokomai
- Instagram presence, website presence, marketing
- Things going very smoothly
- Review of the greatest hits from the last few years

6. Sapporo Principal report

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

Notes

- Review of the Action Plan
- Call for EB members to attend April 7 WASC visiting team meeting
- Will send meeting invite to board members to attend

7. Niseko Principal report

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

Notes

- Review of recent events in Niseko
- Recent course on writing assessments
- Meeting with the mayor and other community leaders
- Positions needed to be filled at Niseko
- Enrollment levels - staying steady

8. Treasurer report

(Paul Nikel) Treasurer Report received and discussed

Notes

- Sapporo campus: 189 (99 boys and 90 girls)
- Dormitory: 23 (12 boys and 11 girls)
- Niseko: 36
- Harris: approx. 22M under supervision (reminder: 4M moved to JPY)

Discussion items:

9. Winter Program proposal

- Seeking approval in principle - ie: an approval to move forward with planning, but still there is always a chance to make changes of reverse course later.
- Consider what would be needed to achieve “final approval” ie: the next steps
- Schlosser reviews the main points of the proposal
- Brainstorming questions and concerns

Approval in Principle ✓

10. Finance Committee recommendations review

- Looking for approval in principle
- Schlosser reviews all the main points from the recommendations

Approval in Principle ✓

11. HIS admissions update & waitlist policy

- Consideration of revision of admissions statement as our numbers continue to grow
- The next step revise the statement / use the YIS version as a model

12. Accreditation update & Action Plan

- See above in Principal’s Report

13. Renovation update

- Possible delays to replacement of basketball goals / athletic equipment
- Floor replacement & AC for the 4th floor on track
- Dormitory AC 1 year timeline
- Visit from PS / new AC system approach
- Two evening feedback meetings with families—input received & potential solution found for parking/car flow issues
- Dorm: plumbing, dining, and living room renewal
- AC MPR OK for now
- The bathroom and locker room are on track for now
- The gym floor is on track for now
- Considering plow rather than road heating for the new north side of campus exit road

14. Rapidus/Chitose conversations update

- Meeting with Sapporo city
- Meeting with METI
- Meeting with MA Platform / Tomakomai
- Meeting with Chitose mayor

15. School-wide T-shirt concept/marketing & comms update

- Seeking approval from the board
- Collection of questions to send back to the marketing team

Sent back to the comms committee to discuss (with a board member)

The final decision to be made there (unless there is something that needs to be rediscussed at the board level)

16. Kitara concert/volunteering

17. New small bus purchase

For FYI, already been approved by EB

Closing:

17. Review of meeting ✓

18. Time and place of next meeting ✓

19. Adjourning meeting ✓

The meeting adjourned at **20:30**