

2023-2024
HIS Executive Board Meeting #5
June 26, 2024 (Wednesday) 16:00 (Via Zoom)

Members present:

Tim Schlosser (**Head of School**)
Paul Nikel (**Treasurer, vice chair**)
Jeffery Strong
Nick Holywell

Members absent:

Akiko Mega
Beau Miller
Sherrie Oda
Phred Kaufman (**Chair**)

Guests present:

Neil Cooke (Sapporo Principal) - **Secretary**
Victoria Spagnoli (Niseko Principal)
Suzanne Yonesaka (Auditor)
Miterai sensei (Auditor)
Mathew Hafner (Auditing this time, joining board officially in August)

Guests absent:

Quorum:

A quorum consists of 2/3 or 6 members.
**We do not have a quorum for this meeting*

Opening:

1. Call to order & roll call
Nikel calls to order at **4:13**

2. Approve the agenda
To be approved electronically

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

- Review of recent events in Sapporo
- Kitara, sports day, Community Garden, author's visit, social events, graduation
- Record enrollment / busiest year ever for Tim @ HIS

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

Notes

- Review of recent events in Sapporo
- Graduation
- Next year's schedule

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

Notes

- Review of recent events in Niseko
- Included the last newsletter of the school year in the report
- Lots of progress this year on community culture building

8. Treasurer report
(Paul Nikel) Treasurer Report received and discussed

Notes

- Received end of year accounting report. No red flags except that expense will go up (revenue will go up as well with more students)
- Niseko will be in the red for the next year
- Healthy CDIF (though did not grow as much as before, with low yen there has been a significant gain)
- Tim gave an update on the extent of the social responsibility of the Harris fund

Discussion items:

9. AP Research report to Executive Board

- Capstone class did research on alumni engagement
- Provided recommendations for the future for alumni affairs and organization

10. PTA Protocols & 24-25 Plans

- Presentation of the concerns brought forward - parents wanting more

11. BBB 2025

- Tabled to next time

12. Request from staff re: ongoing comp / bens discussion

- Schlosser presented takeaways, requests, concerns from staff
- Request to meet board about money concerns
- Request that the retirement fund contribution be formalized in the contract, assuage the fear of it being taken away at a future date

13. Renovations update

- Quick review of current renovations
- New idea of parking structure / new classroom space where parking lot is
- Access to land next door could change everything as well

14. Husky Achievement scholarship

- Financial Aid Committee is proposing a new special scholarship offering (with greater flexibility)
- Tabled to August

15. Waiting list update / protocol

- Presenting the language based on the one from Yokohama
- Send out digitally for a vote, or wait until August
- Decided to table to August

16. Cezars update

- Looking for dorm cook

17. Exit interviews report

- Report on some trends seen in these interviews

18. Staffing 25-26

- Schlosser presents some ideas of proposed changes to address the needs of increased enrollment

19. EB meetings & work next year; scheduling

- September 4 (4:00 - 6:00)
- Setting sequence for the year at this meeting

Closing:

20. Review of meeting ✓

- Request for clarification on the protocols for when there is no quorum (proxy voting)

21. Time and place of next meeting ✓

22. Adjourning meeting ✓

The meeting adjourned at **17:30**