

**2025 - 2026**

**HIS Executive Board Meeting**

**November 12, 2025 (Wednesday) 18:00 (Via Zoom)**

**Members present:**

Phred Kaufman (**Chair**)

Tim Schlosser (**Head of School**)

Paul Nickel (**Treasurer**)

Matthew Hafner

Sherrie Oda

Akiko Mega

Nick Holywell

Jeffery Strong

**Guests present:**

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

Victoria Spagnoli (Niseko Principal)

Suzanne Yonesaka (Auditor)

**Absent:**

Kaz Tsumo

Miterai sensei (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 **18:05**

**2. Approve the agenda**

The agenda was approved by all

- Discussion again to reaffirm that the board would avoid, when possible, the use of the CIDF in the future in order to fund Niseko.

**3. Approve minutes**

The minutes were 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 received

**6. Sapporo Principal report**

(Neil Cooke) Sapporo Principal's Report received

**7. Niseko Principal report**

(Victoria Spagnoli) Niseko Principal's Report received

**8. Treasurer's report**

(Paul Nickel) Treasurer Report received

- Detailed review of the current financial situation
- Recommendation made by the finance committee to put money back into the reserve funds for long-term stability and financial health.

**Motion:** Allocate existing surplus to the Emergency Reserve Account as per the accountant's recommendation

**Motion:** Add listing of four reserve funds and recommended minimums to board policy documents and specify that minimums must be maintained as the first choice for allocating any school surplus.

**Moved** by Schlosser  
**Seconded** by Mega  
Both motions passed (unanimous)

**Discussion items:**

**9. CB Update: retirement benefits presentation from union members**

**10. Annual report**

**11. Kitara volunteers**

- Members, please see the EB Packet

**12. GIS Update**

- Members, please see the EB Packet

**13. JCIS statement / HS Tuition Subsidies**

- Members, please see the EB Packet

**14. BBB 2025 review**

- Members, please see the EB Packet

**15. Staff Council**

- Members, please see the EB Packet

**16. Arts / Expression pillar proposal**

- Members, please see the EB Packet

**17. HoS Transition**

- Members, please see the EB Packet

**18. EARCOS report**

- Members, please see the EB Packet

**19. Legal issue note; tech support staffing note**

- Schlosser informs the board of a current legal matter.
- Schlosser will table the tech staffing note for future

**20. PTA volunteer structures**

- A topic for the next meeting, perhaps.

**Closing:**

**21. Review of meeting** ✓

**22. Time and place of next meeting(s)** ✓

6-8 pm September 3, 2025  
6-8 pm November 12, 2025  
**6-8 pm January 21, 2026**  
6-8 pm March 25, 2026  
6-8 pm April 22, 2026  
6-8 pm June 24, 2026

**21. Adjourned meeting** ✓

**The meeting adjourned at 20:05**