

**2024 - 2025**

**HIS Executive Board Meeting**

**June 25, 2025 (Wednesday) 18:00 (Via Zoom)**

**Members present:**

Phred Kaufman (**Chair**)

Tim Schlosser (**Head of School**)

Akiko Mega

Matthew Hafner

Jeffery Strong

Sherrie Oda

Nick Holywell

**Guests present:**

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

Suzanne Yonesaka (Auditor)

Miterai sensei (Auditor)

**Absent:**

Paul Nickel (**Treasurer**)

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

Kaufman calls to order at **18:01**

2. Approve the agenda

The agenda approved by all

3. Approve minutes

The 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 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

Board direction to remedy how the money was transferred to Niseko to cover payroll for 2024-25

Tim and Eri to follow up

**Discussion items:**

**9. EB Membership Committee Update**

Nomination of Kaz Tsumo, current BOC member from Niseko, to the HIS Executive Board for 25-26

Summary of background

Creation of a Board Candidate Scorecard Questionnaire

Confirmation vote: Approved by all

**10. JCIS update re: compulsory education**

Schlosser summarizes the response to increasing discussion of tightening restrictions on international school enrollment for Japanese citizens; the JCIS position is summarized in the latter few pages of the position paper  
Concern was expressed about the isolation that would result

Also, the policy would really affect the school. A bit less than half of the students across both schools are Japanese (only) nationals

#### **11. End-of-year wrap-up**

Graduations/end of year ceremonies

Late hiring: MP2 Niseko, TA Sapporo, Japanese Sapporo, potential Niseko contract for marketing (below)

Summer programs launched

Admissions / projected enrollment

#### **12. Niseko MP2 hiring / Marketing update**

Connie's visa/onboarding proceeding

In conversation with a candidate for a special Niseko marketing role (Note: to consider the branding) between the two schools should remain consistent.

Question: Do we go ahead with the plan?

Question: How do we vet?

Consider it school-wide, not just Niseko. Must define goals

**Motion:** Approval for HIS administration to move forward on proposal to hire a marketing specialist in Niseko on a special short-term contract (external contract / unofficial hire). Not our official long-term strategy person at this point; initial 500,000Y contract with potential to double if concrete results justify it; need to report those results to EB; initial plan approved by marketing committee of EB)

**Approved by all**

#### **13. US State Department policy change**

Communication received June 16, 2025, indicating the State Department has reversed its previous policy

Dialogue re-started with State Dept. officials in Tokyo re: potential security grant eligibility for HIS

#### **14. CB update**

Final CB scheduled for this Friday

Proposal for feedback - communications

A good discussion about the content of a letter to all staff

#### **15. HoS Search Update**

Update from HoS Search Committee

#### **16. CIDF Transfer / Renovation update**

#### **17. Bare Bear Beer September 13-15, 2025**

Confirming availability

Seeking volunteers for ticketing, etc.

Tickets, brochures, and posters on the way

#### **Closing:**

#### **18. Review of meeting** ✓

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

Proposed:

6-8pm September 3 2025

6-8pm November 12 2025

6-8pm January 21 2026

6-8pm March 25 2026

6-8pm April 22 2026

6-8pm June 24 2026

#### **20. Adjourned meeting** ✓

**The meeting adjourned at 20:15**