

Minutes of the 2012–2013 HIS Executive Board Meeting #8
2013 March 30 (Saturday) 15:30 at HIS

Members present: Bob Johnson, Yukiko Kanai, Karen Katayama, Paul Nickel, Barry Ratzliff, John Ries, Mark Rubiner.

Members absent: Bruce Lee, Phred Kaufman

Guests present: Suzanne Yonesaka and Shoji Mitarai (auditors)

1. Call meeting to order

Johnson called the meeting to order at 15:30.

2. Approve agenda (2013-03-30_1_Agenda.pdf)

The agenda was approved.

3. Approve and sign minutes of 2013 January 26 meeting (2013-03-30_2_ExB_2013-02-23_minutes.pdf)

Minutes were approved and signed.

4. Matters/discussion arising out of the minutes

We will keep a running summary of the meetings on the website admin. page.

The auditors will sign the minutes if they are in attendance.

**The updated proposed Facebook Terms of Use will be added to this board pack, hard copy was given out.

The official Facebook group/page will start up in March and keep the other open until the end of the year.

5. Chairperson's Report (2013-03-30_3_Chair.pdf) Johnson

Executive Board Chair Report for March 30, 2013

I would like to remind everyone that John Ritter will be coming to HIS in April (13–14) for the annual board retreat. You have a sample agenda from last month and so should have had the time to review it. Please be sure to let me know if there is anything you would like to include in the retreat that is not already in place. At the retreat, I expect we will have a chance to assess the extent to which we have accomplished our goals for this year and to set new ones.

One of the most important tasks before us this month is to choose the new members of the two boards—this is especially important for the Executive Board because next year's Board has the potential to serve for the next three years without any changes taking place. Wise selections will lead to a stable Board.

Thanks,
Bob Johnson

6. Head of School's Report (2013-03-30_4_Head.pdf) Ratzliff

Head of School Report to the Executive Board March 30, 2013

Enrollment: HIS current enrollment: 196 // Niseko Enrollment 9

Enrollment at the main school continues to grow with many inquiries and several new students coming in over the March/April period.

The girls' floor of the dorm is full and currently wait-listed for 2013–14.

Finances/Marketing:

•For long-range (Master Resource) planning purposes, I have been working on several interconnected aspects of school:

- Contracts were presented to staff last week and all have been rewritten to reflect labour law changes.
- February 26 -- Parent Info Night on "Why Tuition Increases" -- I felt it was well received.

•Eri and I continue to create budgets for the next three years and build in specific needs/ goals that will make long-range planning possible. (continuing)

Personnel:

- Mrs. Jeon resigned her custodial position at HIS and we now welcome Mr. Kadoya who was brought in to support Mr. Swarn in custodial work. He is doing an amazing job!
- I will be meeting with a Ms. Kelly Goodman at the start of April in Niseko. Ms. Goodman is interested in enrolling her two sons in the school and in potentially working at HIS Nisko. I am considering restarting the preschool program in Niseko with her as the main teacher.
- Ms. Megan Roe accepted the role of IMYC Coordinator for 2013 - 14 & beyond. She also joins the Curriculum Committee. I welcome her commitment to HIS and its educational program.
- Ms. Shannon Koga will join the Curriculum Committee, bringing with her expertise in ELL and student achievement data (Ms. Koga analyzed all HIS student achievement data, a job that puts HIS far forward and addresses a historic weakness at HIS during accreditation visits.)
- Mrs. Itani (school lunch cook) covered the dorm cook role while Mr. Yonesaska was away. Ms. Itani is being considered for the dorm cook role.

Curriculum:

- Thanks to all teachers who put together the annual Takino days. Special thanks goes to David Piazza.
- The Curriculum Committee has mapped out Wednesday collaborative & curricular planning time for the rest of the school year.
- Ms. Yui Kashiwabara (Early Years) paid out of pocket to attend the annual IPC conference/ training in Singapore. IPC redeveloped the Early Years units and Ms. K wanted to better understand them before bringing them in to HIS.
- Ms. Shibuya will participate in IPC Coordinators training in San Francisco this summer.
- The Curriculum Committee decided to commit two PD days to bringing Ms. Dara Feldman (Virtues Project) to HIS work with staff on making better use of the Virtues to support school outcomes.

School Improvement:

- The Admin Team incorporated EB and parent input on the Mission Statement. The revised mission statement is as follows and was passed by the Admin Team. It should be considered for adoption today:

•HIS is a learning focused, internationally minded community that embraces a comprehensive approach to education by encouraging excellence and perseverance in all endeavors.¹

- Work continues on securing a bus to replace the large 45-seat bus.
- A thanks to Dan who is redeveloping the school's Student/Community Profile for the ongoing WASC process.
- We learned that (almost) all dorm students can now be covered by National Health Insurance for a monthly fee of ¥1,680. I am working to make this a requirement for the 2013 - 14 school year.
- The Admin Team created a set of Conflict Resolution Protocols that will be presented to staff. I appreciate the Admin T's foresight and level of concern for the school and interest in mitigating conflict.

•Conflict Resolution Protocols:

- (1) Time -- Take time away from the conflict.
- (2) Two sides meet and each side is given time to share their perspective without interruption before switching the role of "speaker" and "listener". Ahead of this, a mediator may be requested.
- (3) Reflection Time -- After voicing and hearing from one another, time would be taken to consider the problem and possible solutions.
- (4) Each side would meet again to propose solutions to the problem. (mediator present upon advance request)

Marketing

- Mr. Yamada (film maker) completed the first (focus on the Outdoor Ed Programs) of the three promotional videos he is contracted to make. Paul and I were quite pleased with the results and have provided our feedback. A link to the final version will be sent to all when it is complete.
- Media & Yearbook students, Isshin Midorikawa, selected several photos for the MC to use in a promotional calendar.
- This next month I will be exploring the level of interest for a preschool program in Niseko.
- Hiring a potential marketing person -- more from Paul and the Marketing Committee.
- Dan has arranged for the Spring program to run at Niseko. This is an essential piece of our presence there to get up and running.

Technology

¹ Green color words were specifically chosen as being reflective of our main endeavors and concepts that derive directly from other documents.

- Megan and Hajime replaced the old server. I thank them for the work on this critical piece of infrastructure.
- Hajime Katayama presented a contract to HIS for next school year. We welcome his experience and helpfulness for technology.
- Megan & Derek PD sessions of last month continue to positively impact the school. Google applications are of immense help in delivering education and helping our students prepare for their future.

Student Issues

- The previously mentioned student of concern withdrew from HIS after attending just 5 days of school in the Q3. His family returns him to California where they will seek specific support to meet his needs.

Personal

- The accreditation visit to Northbridge International School Cambodia was an important experience. My inexperienced team of 3 ended up being an incredibly skilled and dedicated group. We faced many challenges as a WASC Visiting Committee but left fully satisfied that we'd done the best for the school. Getting to know the WASC process even more deeply will be of immense help in two years time when we welcome our own mid-term VC. The opportunity to reflect throughout the work also allowed me to take away many ideas that we can bring into HIS.
- In April I will be away for a week to attend personal PD work. (Keynote speaker, Sir Ken Robinson)

Other

- Calendar for 2013 - 14 to be presented for passage today.
- Financial Assistance documents and information for HIS families.
- Catherine Li Lin and Alina Sitnik are benefitting from our relationship with Sapporo University through a work project in the school's language department. This will be an ongoing connection for our students.

Things to Attend to in April:

- Marketing person
- Professional reading discussions on The Flipped Classroom
- Budgeting
- Financial Assistance advertising & paperwork
- Formal learning observations
- Arts Performance Plan

Things Attended to:

- contract writing
- teacher & other personnel input into the budget (documents exist for this)
- actual budget development
- Niseko issues (bus, PreSchool, summer programs)
- Chairing WASC visit to Northbridge International School Cambodia (March 10 - 14)

Head Goals 2012 - 2013

- 1) Lead the curriculum committee and school in developing a clear development plan that will lead us towards a clearly articulated curriculum. *[Being Addressed through follow up on the WASC Action Plan. Curricular articulation being enhanced with the addition of two K-12 curricular maps/scope & sequence docs.]*
- 2) In cooperation with the principal, develop a clear method of communicating what curricular, instructional and community expectations exist for incoming teachers. *[Addressed -- I believe that while there is always room to grow and improve, that HIS' orientation process is among the most comprehensive of the schools I have encountered. I look forward to input from exit interviews to help us improve it even more.]*
- 3) Support the IMYC Coordinator in implementation of the IMYC as the curricular core of the middle school program, including reflection time to consider resulting curricular development needs. *[Addressed: IMYC training has helped significantly in this area. Teachers are increasingly able to implement units and include the core pieces of each unit.]*
- 4) Deepen the relationship between the Niseko and Sapporo schools by increasing the number of direct contacts between the two schools at administrative, instructional and learning levels. *[Dan and I have been able to visit Niseko every week except for one so far. The Jozankei Camp, joint Water Unit and field trip with Milepost 2, Jane*

Goodall visit -- which Niseko will attend, and continued visits of admin and ELL staff help to keep the schools connected. I would like to thank Justin for faithfully Skyping in to meetings and being a part of our Admin Team.]

5) Ensure that a clear protocol is developed by which student achievement data will be analyzed and reported upon for the direct benefit of instruction and learning. *[While completing coursework in data analysis, Shannon Koga collated and analyzed all MAP data and brought it together into a comprehensive set of binders that make the results easily accessible to teachers. Shannon presented to all teachers on how best to make use of the results. The Curriculum Committee will follow up follow up on needed discussions to isolate the 'Areas for Academic Emphasis'. Dr. Sylvia Thompson (reading specialist) reviewed all data and noted that the results were quite "normal" and reflective of a school with a multilingual student population and did not note any areas for deep concern. Having said that, reading comprehension remains our area of greatest attention.]*

6) Lead the development of systems for assessing and reporting of the Transdisciplinary Skills and Dispositions (TADS). *[Being Addressed through follow up on the Action Plan.]*

Executive Board Discussion:

Now with Google Drive we have a place to store all of our curriculum documents in one space. All course documents have been written and now just need to be keep up to date.

176 students are will return for the next school year. 183 students will be the number we base the budget on.

An advertisement for the Niseko region for HIS has been approved, to be placed in bus and train stations.

A potential teacher to do the preschool in Niseko has contacted HIS with interest. Cathay Pacific pilot family, wife is from Montana.

In the future Barry's report to the Board might be organized with the WASC categories: governance, curriculum, student support, and resources.

7. Principal's Report (2013-03-30_5_Principal.pdf) Reynolds

Principal Report to the Executive Board March 30, 2013

Niseko Spring School

Nathan Robinson will be the teacher for our two-week spring school and at the time of writing there are currently nine students signed up for week 1 and three students signed up for week 2. This should ensure that the venture at least breaks even during its first year.

Elementary Variety Show

Thank you to Francie Cutler for organizing the elementary variety show this year and for those who helped out live streaming the show. It was a great way to end just before going on spring break.

Takino

Takino was a huge success this year and a great time was had by all of the students. The chance for our students to do outdoor activities over two days is something they will never forget. A special thank you to David Piazza for organizing this event.

Bully Awareness Day

The school did a bully awareness day on February 27th and the students got a lot out of this. Most importantly we discussed what it is to be an "upstander" not a "bystander" when you see bullying take place. Thanks to Shannon Koga for organizing this event.

MS Girls' Basketball

The girls went to Kobe at the beginning of March and performed extremely well. After the first day of action there was a three-way tie for second and only by the bad luck of the draw did we not make it into the championship round. Thank you to Rod Kelly for coaching and Mrs. Fukui for going as the chaperone for the second year in a row.

8. Niseko Administrator report (2013-03-30_6_NAdmin.pdf) Gambino

HIS Niseko Report to the Executive Board March 27, 2013

Cultural Exchange:

On Monday, February 25, local Japanese Kindergartners came to participate with Mr. Sinclair's class.

Mr. Sinclair read aloud at Asobook on March 5th.

HIS Niseko, in partnership with town hall, has held two international "read-alouds". Guests from Austria, China, Canada, and Japan have shared stories and read picture books to the students in German, Mandarin, English, French, and Japanese.

Prospective Families:

HIS Niseko has been contacted by a few prospective families, but there have been no commitments to anything other than tours.

Seasonal School:

The HIS seasonal school's first class was held on March 26 and will continue, in two sessions, through Friday, April 5th. There are 11 students in the first session and 3 expected to attend the second session.

Summer School:

Some families have shown interest in enrolling their children in HIS summer school, one family has verbally committed.

Enrollment:

Sakura Amos has once again joined our school for the two weeks of her spring Japanese vacation. She has joined Mr. Sinclair's class.

Field Trips:

On Wednesday, February 20th, HIS Niseko went on our 2nd and final ski field trip. We were supported by parents and a local ski instructor.

9. Treasurer report (verbal report by Barry)

Harris Fund as of 28 February 2013: \$13,126,321

Harris Fund as of 31 January 2013: \$13,237,351

Currently putting the last pieces of the budget together and the Finance Committee will report to the ExB at the April when we will vote on the budget.

10. Marketing Committee report (verbal Nikel)**Marketing Meeting March 28, 2013**

HIS videos by Yamada-san--one has been completed, featuring the AdHoc outdoor/leadership program. Video 2 will be Sapporo and 3 will highlight Niseko campus.

Marketing position--looking to bring someone on for this new position, to coordinate the future of Sapporo and especially Niseko programs for extra revenue streams, summer and corporate. John Barton has sent a proposal of his hopes for the job. Marketing committee has drafted a counter proposal and 3 month trial period.

HIS Calendar to be used for promotion and donation/fundraiser to be ready by June this year with advertising space sold to local businesses. Should have the photos ready for the ExB to view in April.

Executive Board Discussion:

Authorize Paul to conclude negotiations with John Barton to be our Niseko special programs marketing person for a 90 day trial period based on our counter proposal. Also perhaps have John come to the meeting of the ExBoard at the April Retreat

❖ Motion to Authorize

Ratzliff moved and Rubiner seconded the motion that the Executive Board authorize Paul Nikel to conclude negotiations with John Barton to be our Niseko special programs marketing person for a 90 day trial period based on our counter proposal.

The motion passed unanimously.

Marketing Committee Protocols *[tabled for April]***Membership**

1. At least two (2) Executive Board members, one of whom shall act as the coordinator.
2. Other members as may be appointed by the Executive Board in the event of illness or other indisposition of a regular member.

The Executive Board Chair, or other Executive Board member may attend any meeting of the Marketing Committee (MC), without any preliminary requirement, but should notify the MC coordinator at least one day beforehand in order for her/him to provide adequate notice to all those individuals attending.

Term

Members appointed by the Executive Board serve for one year. Reappointment to further terms is at the discretion of the Executive Board. The Executive Board has the right to dismiss and/or replace appointed members mid-term, for cause or without cause.

Marketing Committee Structure

1. The Executive Board member who is the acting coordinator shall have the following duties:

Call and convene meetings.

Set the agenda for said meetings while consulting with other MC members as needed.

Confirm the meeting time, place and agenda with all members in advance of each meeting.

Appoint a secretary.

2. The duties of the committee secretary are as follows:

Take accurate minutes during meetings.

Send the complete minutes of meetings to members for approval prior to reporting back to the Executive Board.

Redraft minutes in accordance with input from other MC members.

Marketing Committee Duties

1. All members of the committee shall work together to complete the duties, procedures, and protocols as established by the Executive Board and the MC in a timely fashion.

2. If a procedure or protocol is not covered in reference documents or in other HIS official documents, then the committee shall follow Executive Board procedures as may be defined in its minutes. In the alternative, the MC coordinator should seek guidance at the next regularly scheduled Executive Board meeting.

Procedures and Policies

Statement of Purpose:

The MC makes recommendations to the EB regarding marketing and fundraising and oversees projects that are approved by the EB.

- Develop a comprehensive marketing plan for the Niseko and Sapporo campuses.
- Designate, plan and conduct an annual fundraiser for the endowment fund.
- Track future trends and report to the ExB for use in strategic planning.
- Define and develop outreach programs.

Suggestions from Mark: **These need to reviewed by the MC before addition to the protocols.*

Design, develop and promote HIS events

Create vehicles for increasing student enrollment

Provide guidance to outside entities who wish to promote the school

Review current marketing schemes for relevancy

Monitor media coverage for accuracy

❖ Motion to Approve the Marketing Committee Protocols

___moved and ___seconded the motion that the Executive Board approve the Marketing Committee Protocols as written.

The motion passed (unanimously).

(The motion was tabled so that the recommendations could be reviewed by the Marketing Committee.)

11. Nominating Committee report (2013-03-30_7_Nominating.pdf) Katayama

Minutes of the Nominating Committee Meetings 2013 March 05 and 26 (Tuesday) 15:30 at HIS

Members present: Kathleen Riggins, Karen Katayama, Barry Ratzliff, Bob Johnson

Reminders:

(1) Barry will contact Chris Wood, Sheryl Oda, Hiroshi Tanaka, Toru Nakagawa (will continue), Andrew Roe (has been notified) and the US Consulate concerning their member status on the BoC.

(2) Bob has contacted Bruce Lee (will resign).

(3) Kathleen has contacted Toshiko Kwok (will continue).

(4) Karen has contacted Diane Brown (will continue) and Mary Hiroyama (thank you letter).

Executive Board: Two vacancies for the 2013–2016 term

Bob Johnson and Bruce Lee (2010–2013) will not continue on the Executive Board for another term. Consequently, two replacements must be found. Potential candidates will be presented to the Executive Board. The Board will indicate their first and subsequent choices, in the case that the first person we ask might not wish to serve.

Executive board members serve three-year terms (limited to two consecutive terms in the "HIS Bylaws"), and at the end of the first term, the member may be recommended by the Nominating Committee to serve another three-year term or the member may wish to step down. The committee submits a report to the Executive Board with recommendations regarding existing Board members and vacancies that need to be filled.

** Please keep in mind that Nomination Committee has not contacted any of the recommended people. The Committee will begin contacting people upon the approval of the Executive Board.

Board of Councilors: Three vacancies for the 2013–2016 term

Mary Hiroyama (2010–2013) has stepped down and Chris Wood (2010–2013), who has returned to Australia will not continue on the Board of Councilors for another term. Because his spouse will become a full time employee of HIS, Andrew Roe (2011-2014) will also step down. Consequently, three replacements must be found. Potential candidates will be presented to the Executive Board. The Board will indicate their first and subsequent choices, in the case that the first person we ask might not wish to serve.

Thank You Letters were sent to the following members to thank them for their service on the Board:

Mary Hiroyama

Chris Wood

Bruce Lee

Auditors: no vacancies to be filled at this time

Suzanne Yonesaka (2012-2015) is a current auditor, serving her second term. Her first term (2009–2012) completed the term of a resigned auditor. [Suzanne began as auditor August 2011.]

Dr. Shoji Mitarai (2011–2014) is a current auditor, serving his first term, completing the term of Akira Hasegawa, who submitted his resignation effective from the Board of Councilors' meeting May 2012. [Shoji began as auditor August 2012.]

Actions by the Nominating Committee:

An email was sent out to all teachers and parents March 05, asking for nominations to both boards. Replies were sent to Karen and she brought these proposed names to the meeting on March 26.

The committee drew up final lists to be presented to the ExB at the March 30 meeting.

Following their approval by the Board, contact will be made, resumes collected and presented to the Board for final decisions at the ExB April 13 meeting/retreat. Bob or Karen will be contacting in the order decided by the ExB, starting with nominees to fill the ExB vacancies.

Then the BoC will make the final approval for all new members to the BoC and the ExB at their May 23 meeting.

Additional notes for the next Board of Councilors meeting:

(1) In the next BoC packet request members to update their email address and relay approximately from what year they began their service on the board for the Nominating Committee records.

(2) The auditors should no longer be listed in the same group as members of the Board of Councilors on the Attendance Roll Sheet as they are non voting members, but rather should be listed at the bottom in a separate category of Guests Present.

- Suzanne Yonesaka (auditor)

- Shoji Mitarai (auditor)

In May of each year, the names of all current Executive Board and Board of Councilor members are registered with the Hokkaido government—membership is formally only changed at this time.

Executive Board Discussion:

Confidential

Rubiner moved and Katayama seconded the motion that the Executive Board approve the slates as proposed by the Nominating Committee.

The motion passed unanimously.

12. Approve protocols for hiring spouse of board member or head of school.

(2013-03-30_SpouseBoardProtocols.pdf) Rubiner

Proposed Protocol for Spouse of Board Member Employment

Hokkaido International School March 2, 2013

The Executive Board has had to address a variety of issues arising out of the proposed or actual employment of spouses of Board members in temporary or regular positions at HIS. The By-laws of the School (Section 6. Paragraph f) clearly address the question of whether a spouse of a School employee may become a Board member, stating that he/she may not. The following protocol shall guide the question of employment of a spouse of a Board member, or a first degree family member such as a child or parent.

1. Whenever the Head of School is asked to consider the hiring of an Executive Board member's spouse, child or parent, or sibling, he or she shall notify each member of the Board by the most efficient means, including e-mail, telephone, or letter at the earliest possible opportunity. This provision includes the potential hiring of a spouse or family member of the Head of School.
2. In said notification the Head of School shall state the following:
 - a) What the nature of the position in question is, and all details of the attendant duties of the position;
 - b) The nature of the compensation requested and all other benefits under consideration, whether monetary or otherwise;
 - c) Why this individual is considered well-suited to the position and what other people have applied for the position, together with their relative merits;
 - d) What the Head of School sees as any potential conflicts of interest in the proposed hiring;
 - e) The opinion of the Head of School as to the appropriateness of this person for the position in question.
3. Unless exigent circumstances exist, the Board Chair will place the proposal on the agenda of the next regularly scheduled Board meeting for discussion and submit any documents pertaining to the individual to the Board members as part of the normal packet. At the time of discussion the related Board member will recuse himself/herself from the discussion and any subsequent vote.
4. If extraordinary circumstances exist which require a more rapid response from the Board, then the Chair shall distribute the necessary documentation promptly to each Board member and conduct a time-limited discussion by e-mail or Skype with each Board member.
5. Regardless of the time and place of discussion as referred to in (3) and (4) above, and assuming a quorum exists absent the concerned Board member, the Board shall by a majority vote determine if the family member in question should be hired by the School, and also determine whether the details of employment including compensation, term of employment, benefits etc. are appropriate. The Board's vote shall be binding on the Head of School and he/she shall implement the Board's decision immediately thereafter by executing the necessary hiring documents, or letter of decline.
6. In the event the Board rejects the recommended individual, the Head of School may reapply to the Board at any subsequent meeting for the person's hiring citing any change in circumstances or qualifications which should in his or her opinion affect the Board's reconsideration.

Executive Board Discussion:

Barry and Bob will work on this and bring back to the board. Conflict resolution, compensation only known by Head and Chair and Eri, etc.

❖ Motion to approve the Protocols for hiring spouse of board member or head of school.

___moved and ___seconded the motion that the Executive Board approve the protocols for hiring spouse of board member or head of school.

Tabled until next time.

13. Approval of the 2013-2014 school calendar for HIS Sapporo and HIS Niseko

Executive Board Discussion:

180-day target fulfilled.

❖ **Motion to approve the 2013-2014 school calendar for HIS Sapporo and HIS Niseko**

Ries moved and Nikel seconded the motion that the Executive Board approve the 2013-2014 school calendar for HIS Sapporo and HIS Niseko.

The motion passed unanimously.

14. Adoption of the revised HIS Mission Statement

HIS is a learning focused, internationally minded community that embraces a comprehensive approach to education by encouraging excellence and perseverance in all endeavors.

❖ **Motion for the approval of the newly revised HIS Mission Statement.**

Johnson moved and Katayama seconded the motion that the Executive Board approve the revised HIS Mission Statement.

The motion passed unanimously.

15. Annual tuition increase for next year and new budget for 2013–2014 school year

Electricity increase costs and rise in consumption taxes might cause an increase in the tuition.

Once the budget is decided there will be a clearer picture of how much tuition maybe necessary to raise.

Working on a three year budget plan with teachers.

16. Items for Consideration

☀ **Need a new ExB photo for the Web site**

☀ **Items for consideration in the future**

(1) ELL Fees @ Sapporo vs. Niseko: We don't provide ELL support in Niseko to the degree that we have in Sapporo, therefore the question is raised if we should charge the same fees in the future at both campuses. Currently no fees are being charged at Niseko. Since ELL teachers are going out once a week, it be considered as a free service provided to Niseko students, so then there is more flexibility on the ELL teachers on how often they must go to Niseko.

(2) Another possibility is to phase out the ELL fees. Since the ELL teachers are a benefit to all the students, and all of the teachers are trained in ELL and now the program is a push in situation, where before it was a pull out situation.

☀ **Items and reports for the agenda need to be sent to the Chair at least 10 days before the meeting.**

17. Review of meeting and items for next meeting

The meeting was very good, we were able to cover much ground within in two hours.

18. Time and Place of next Board meetings:

All meetings will be held on Saturday afternoon from 15:30 to 17:30 unless otherwise noted

Board Retreat April 13 Sat from 10 a.m. lunch provided, will go until around 2 p.m. or so.

(9) 2013 April 27

(10) 2013 May 25 [BoC meeting on May 23 19:00]

(11) 2013 June 08

22. Adjourn meeting

❖ Johnson moved to adjourn the meeting at 17: 43. The motion was approved.