



*Building Excellence Through Global Education*  
Sheridan Japanese School Foundation Board

**Foundation Board -Regular Meeting  
SJS School, 430 SW Monroe, Sheridan, OR  
Monday, December 21, 2015- 6:30 PM**

*Meeting Minutes*

**I. Call to Order and Roll Call**

Meeting called to order at 6:33 pm

In attendance: Dick Paay, Gay Hall-Pentecost, Ann Meyer. Charles Broadwell to join by telephone.

The agenda was amended to add V.B.c Mac Hub under new business.

*Ann moves to approve the agenda as amended, Gay seconds. Motion carried unanimously.*

**II. Approve Minutes**

Approval of the meeting minutes from the regular meeting on November 16 is tabled until the January meeting.

**III. Treasurer Report**

No apparently incorrect items in the financial statements.

Purchase of an AED was discussed, as they are now required by law. There is not \$1000 remaining in the small equipment category, so the funds will need to be found elsewhere in the budget. Marguerite Alexander had said that Costco has them on sale every so often for under \$1000.00.

[At 6:38 Charles joined the meeting on speaker phone]

**IV. School Business**

No school report as Andy is on vacation

**V. Foundation Business**

- A. Old Business
  - a. Alternative Course Policy

Discussion about wording of the Alternative Course Policy, further review will be done.

B. New Business

a. Audit Approval

The leasehold improvement law has changed and SJSF will change the internal procedures accordingly. The audited Financial Statements were received electronically after the last board meeting and before today's meeting. Since it was late and the District needed it for their budgeting timelines, Dick and Ann reviewed it and then it was sent on to the District in early December.

Regarding the audit feedback: Ann receives the bank reconciliations electronically so there is no "paper" to sign, indicating her review. She will add a sentence to her monthly treasurer's report to the board, indicating she has reviewed the reconciliation report.

*Ann moves to approve the audit of December 2, 2015, Charles seconds. Motion carried unanimously.*

b. 2016 Rent Payment

This discussion on hold until later the in the meeting.

c. MacHub

MacHub is a non-profit, serving non-profits. Gay phoned the organization and received the following information. There are difference levels of involvement; Zero Level – non-partners; Level One – Entry level, partners are asked to reach out to their donor base; Level Two – partners need to help with presort/sorting of donated items, they have some warehouse space allotted to them. The contact person is Nick Peloquin, 503-476-2337, [npeloquin@machub.org](mailto:npeloquin@machub.org). He will e-mail more information to Gay who will give it ot the Board for their review.

[At 7:19 pm Dick Paay recused himself so the board could discuss V.B.b – 2016 rent payment]

b, 2016 Rent Payment

Discussion of paying the 2016 rent in full in January 2016, in return for Mr. Paay paying SJSF a monthly interest on the decreasing amount, at a better interest rate than available at the banking institutions.

*Ann moves to pay Theodorus W. Paay LLC 12 months payment for the 2016 rent in January 2016, Charles seconds. Motion carried unanimously.*

[At 7:22 pm Dick Paay rejoined the meeting]

The board set up a policy work session for Saturday, January 23 at 10:00 am.

Next board meeting Monday, January 18 at 6:30 pm

Meeting adjourned at 7:26 pm.