



Washington Japanese Heritage Center (Keisho Center)

ワシントン日本語継承センター

keisho.org / facebook.com/keishocenter / info@keisho.org

P.O. Box 142

Cabin John, MD 20818

## BOARD OF DIRECTORS

Keisho Center is incorporated in Virginia and designated a not-for-profit 501(c)(3) Corporation by the U.S. Internal Revenue Service.

The Board of Directors creates policies and conducts oversight that further Keisho Center's mission as a heritage language program. The Board approves the annual budget; makes major programmatic decisions; enforces enrollment and employment standards; conducts a yearly audit, and elects Officers of the Corporation. Members of the board are known as Board Directors. The Board is governed by its bylaws and Code of Ethics.

The current Keisho Center Board Directors are:

Tomomi Miyajima, President  
Margaret Ghobadi, Secretary  
Anne Crescini  
Peter Farrell  
Donald Harrison  
Marc Hitzig  
Ken Knight  
Saori Nagase  
Mitsue Steiner

In addition to its required annual meeting, Board meetings are held several times throughout the year as necessary. The General Manager will use Doodle to schedule the meetings and circulate a draft agenda beforehand.

Board meeting minutes and other documents are kept in Keisho Center's Dropbox account under "Board Documents," to which all Board members have access. Within one week after a Board meeting, the Secretary will circulate the minutes for approval and, when approved, will store the minutes in Dropbox. Meeting minutes are the official record of the Board's proceedings and should not be altered once approved and stored in Dropbox.