



Board Meeting

July 16, 2014

Attendance:

Jim Iberg, Mary Jennings, Kevin Krycka, Susan Lennox, Jane Quayle, David Rome

TFI: Catherine Torpey (Exec Dir.), Elizabeth Cantor (for recording minutes only)

Meeting Facilitator: Catherine Torpey

I. Meeting opened with Quaker tradition of opening in silence followed by invitation for all members to share. All present shared a brief reflection.

II. Minutes from July 9 board meeting were approved. A suggestion was made to offer more detail in future minutes when significant topics were discussed.

ACTION TAKEN: A letter to Chase bank naming Catherine Torpey as Acting Secretary was approved. This allows Catherine to perform banking functions on behalf of the Institute.

III. A discussion took place about board members' role in the larger Focusing community. Included were practical matters of good practices on board response to community members as a group and individually.

Catherine introduced the concept of a formal board orientation through an outside board consultant who charges \$1500. As an alternative to save money, David Rome offered to research and distribute similar board orientation materials. The board agreed to this idea and can evaluate later whether a more formal board orientation is warranted.

IV. The board went into executive session to discuss a confidential personnel issue.

V. Visioning – Catherine invited an initial discussion on board members' visions for TFI.

Ideas discussed included:

- development of Focusing throughout the world
- supporting Coordinators and Teachers
- figuring out how to make Focusing more known
- developing ways of training

- revisiting mission statement
- soliciting concrete ideas from the community is a necessary step

VI. Budget – Catherine did a brief overview of the budget. Board members suggested that to really understand the budget, staff time used on programming should be ascertained. Profit and Loss statements are needed program by program and a determination of how much staff time is being dedicated to these. TFI has three (3) main sources of income: programs, membership and fundraising. Teacher-specific programs should be analyzed to assess how cost-effective they are.

VII. Agenda setting -- a discussion took place regarding the options of how to run board meetings and how to set the agenda. The idea of a "Prime Mover" and agenda-setting at the beginning of the meeting, as used by previous board, is attractive and may be used in the near future, but for the time being, the President and Catherine will set an agenda in advance.

ACTION TAKEN: The Board wants time to discern whom to choose as President. In the meantime, David Rome was elected Acting President with Susan Lennox elected Acting Vice President. Kevin Krycka was confirmed as Secretary/Treasurer.

The next meeting was set for July 23, 2014.

Documents submitted by Catherine prior to the meeting via email:

Agenda

Revised TFI Budget

Submitted by Elizabeth Cantor

Approved by Board of Directors on July 23, 2014