



THE FOCUSING INSTITUTE  
*carrying life and thought forward*

MINUTES - The Focusing Institute Board of Directors  
September 3, 2014 via Zoom

Documents submitted prior to the meeting via email on September 2 from Catherine Torpey:

1. The agenda
2. Minutes of the August 6 meeting
3. Minutes of the executive session of the August 6 meeting
4. A document with suggested changes to the by-laws

PRESENT: David Rome, Susan Lennox, Jane Quayle, Jim Iberg, Catherine Torpey, Mary Jennings (second half)

ABSENT: Kevin Krycka

MEETING FACILITATOR: Susan Lennox

#### I. OPENING SILENCE AND SHARING

#### II. MINUTES

Minutes of the August 6 meeting were approved.  
Executive Session minutes were approved as corrected.

#### III. EXECUTIVE DIRECTOR'S REPORT

Catherine Torpey reported on:

1. The first meeting of International Leadership Council
2. The Focusing Institute Summer School which took place August 15-21. Attendance was 70, which is down from 75 the previous year. Gross income was the same, but net was lower due to higher costs. All teachers have agreed to return in 2015; the program was extremely successful in terms of student and teacher experience.
3. The prominence of spirituality as something that Focusers are approaching Catherine Torpey to discuss.
4. The importance of international connections and plans for Catherine to travel
5. The many initiatives that Focusers (both seasoned and new) have approached her about wanting to do in partnership with TFI
6. A request to allow the Executive Director to take initiative without pre-judging the direction in which the Strategic Planning process might take TFI. Fruitful discussion followed with a general consensus that unless a major change in direction or major expenditure is involved, Catherine Torpey will proceed based on her judgment and come to the Board as needed for guidance and feedback. This led to a conversation about the relationship of TFI to international Focusing events and difficulty for some in knowing how and when to connect with the Institute.

#### IV. STRATEGIC PLANNING

David Rome recapped the first meeting of the Strategic Planning committee (which is Ruth Hirsch, Barbara McGavin, David Rome, Jim Iberg, Jane Quayle, Catherine Torpey). He reported that the committee agreed that it is important to move forward with the process and that it plans to send a statement to the Board and ILC. Mary Jennings mentioned the early documents of TFI being important to look at and that she would send around those that she has gathered.

## V. VIRTUAL BOARD RETREAT

Jane Quayle discussed the intention of the retreat as primarily an opportunity to get to know one another, a sense of our collective ground, what kind of environment we want to create together as a board. A Saturday in October will be found through Doodle.

## VI. EXECUTIVE SESSION

The Board went into executive session to continue discussion of the personnel issue from the August meeting.

## VI. DISCUSSION OF POSSIBLE BY-LAWS CHANGES

Catherine Torpey explained that the changes she suggests are into four categories

1. Separate out the Secretary and Treasurer offices
2. Change all references to "Board of Directors" to "Board of Trustees"
3. Stipulate that the Executive Director can be Secretary but not hold any other office
4. Delete language that puts functions in the Board's hands that seem better in the hands of the staff (record keeping was given as an example).

Discussion was that there had not been time to consider the changes and that many of them are not high priority at this moment. Catherine Torpey recommended that at minimum the language of Secretary/Treasurer be changed to separate out those functions.

## VII. SELECTION OF PRIME MOVER FOR NEXT MEETING

Jim Iberg

### **TO DO'S arising from the meeting:**

- Notes on the Strategic Planning meeting will be sent to Board members [Barbara McGavin sent a link to a Google doc of these on September 9 or earlier]
- Notes on ILC's first meeting will be sent to the Board [Barbara McGavin sent a link to these]
- Mary Jennings will send around core pieces that she found.
- Catherine Torpey will
  - will write a letter for the Strat Plan committee to approve that would be given to ILC and BoD. [NB: David Rome later took on this task and sent it out as the "Planning to Plan" document on September 18 via e-mail.]
  - create a Doodle poll and send around the questions Jane Quayle and she had [This was done and the date of October 4 was selected at 4pm EDT]
  - send out revised by-laws revision
  - send two articles about Strategic Planning that had been shared with the Strategic Planning Committee
- Each Board member will send suggestions (if any) to Catherine Torpey and Jane Quayle as to questions to ask or emphasis wanted for retreat in addition to what has already been established