



THE FOCUSING INSTITUTE  
*carrying life and thought forward*

MINUTES - The Focusing Institute Board of Directors  
October 1, 2014 via Zoom

Documents submitted prior to the meeting via email on September 28 from Catherine Torpey:

- Agenda
- Revised proposed revision of the by-laws
- Proposed Conflict of Interest policy
- Minutes of September board meeting
- Minutes of the September executive session

PRESENT: David Rome, Susan Lennox, Jane Quayle, Jim Iberg, Mary Jennings, Kevin Krycka, Catherine Torpey, Elizabeth Cantor (for minute taking)

MEETING FACILITATOR: Jim Iberg

I. OPENING SILENCE AND SHARING

II. MINUTES

Minutes of the September 3 meeting and executive session were approved as corrected.

III. EXECUTIVE DIRECTOR'S REPORT

Catherine Torpey reported on:

1. The Weeklong which was in progress (she was in attendance and calling in from the Garrison Institute). There are 33 attendees. Going very well.
2. Income generation and reaching out to donors
3. Social media task force, second meeting of this group to take place October 9.
4. The ILC -- at their request, each month, she will report to the Board on the last ILC meeting and report to them on what has happened at the Board meeting.
5. Concern about having herself as the Secretary of the Board. As Secretary, she can now open and close accounts, remove others from the account, etc., and so it seems unwise from a checks-and-balances standpoint to invest the Executive Director with total control over the bank accounts.
6. Meeting planned with Pete Campbell
7. The board went into executive session for one item
8. Plan for connecting with the Coordinators
9. Desire for a volunteer to put together the newsletter
10. Received board's approval to report verbally during meetings rather than submitting a written report in advance.

IV. COMMITTEE REPORTS:

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

B. TREASURER'S REPORT

Kevin Krycka reported that he plans to get a quarterly Profit and Loss report to the board. Steven Tanner is assisting with this and awaiting necessary information from Elizabeth Cantor.

Indicated his intention to check with the Board before he releases information to anyone outside the Board.

Working on a way to standardize our agreements with other groups, other persons that we are sponsoring through TFI. Kevin asked how much detail the Board wants in terms of what the arrangements are for those programs and the Board indicated that they would like to see figures about what kinds of financial arrangements TFI has with people leading programs.

The board went briefly into executive session to discuss a legal agreement.

#### C. STRATEGIC PLANNING UPDATE

Jim Iberg reported that the Strategic Planning committee met this morning with Joe Colletti who laid out his methodology. The committee is not yet ready to invite proposals from prospective consultants, but is moving in that direction.

#### D. VIRTUAL BOARD RETREAT

Jane Quayle recapped what will happen at the board retreat, set for Saturday. There was also a discussion of the focusing with one another. Consensus was to continue indefinitely focusing with one another, but within any given session to allow for whatever the focuser wants to do, not specifying that the sessions are directly in relation to any board content.

#### VIII. CONFLICT OF INTEREST POLICY

Members had not had time to read through the Conflict of Interest policy, so discussion was tabled and members are asked to read it over and send possible changes to Catherine Torpey.

#### IX. REVISION OF BY-LAWS

The by-laws need a bigger revision than is offered here, and they need to be in conformity with applicable law. We do need to revise them at some point so that the way we are operating is in conformity with them. Next step: Susan will get a sense from our attorney about what might be involved in revising them and she will let us know by e-mail what he says.

#### X. SELECTION OF NEXT MONTH'S PRIME MOVER

Jane Quayle

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

- Susan will get a sense from our attorney about what might be involved in revising the by-laws and she will let us know by e-mail what he says.
- Catherine Torpey will
  - e-mail to the board the Strategic Planning Power Point that Joe Colletti had sent the Strategic Planning committee
  - post the videos of board meetings such that board members can watch them
  - give Kevin Krycka information about what money we receive for the programs we co-sponsor
  - put together a schedule for which month each board member will write for the newsletter and a schedule for which month each board member will be prime mover
  - collect any changes suggested by board members for the Conflict of Interest policy
  - ask TFI membership if they know of Strategic Planning consultants to recommend
- Each Board member will make suggestions for changes in the Conflict of Interest policy via e-mail

Submitted by Catherine Torpey

Approved by Board of Directors on November 5