



THE FOCUSING INSTITUTE  
*carrying life and thought forward*

MINUTES - The Focusing Institute Board of Directors  
January 14, 2015 via Zoom

(Note that separate minutes exist for the Executive Session.)

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

- Agenda
- Executive Director's report
- Minutes of December meeting
- Two confidential documents sent by Susan Lennox on January 13 regarding a continuing legal matter

PRESENT: David Rome, Susan Lennox, Jim Iberg, Mary Jennings, Kevin Krycka, Catherine Torpey, Jane Quayle (partial)

MEETING FACILITATOR: Kevin Krycka

#### I. OPENING SILENCE AND SHARING

#### II. AGENDA DISCUSSION

A request that there be some re-arrangement of items, which was agreed to.

III. MINUTES Minutes of the December 3 meeting were discussed; however an amended document will be approved via e-mail. A procedure was agreed upon for future minutes; that after the initial version is sent out and corrections are suggested, then Catherine will send out the corrected minutes so that they can be approved by e-mail prior to the next meeting.

#### IV. EXECUTIVE DIRECTOR'S REPORT (written report distributed in advance)

- Catherine discussed a feeling that she is at the end of the beginning of her time with TFI. She has been at TFI long enough now to have a good sense of it and feels that she has gained clarity.
- She highlighted the hiring of two new part-time people, Scott Will and Becky River. Kevin Krycka requested that Catherine create job descriptions for the two new hires that outlines responsibilities and reporting structure and what kind of evaluation process will be in place for them.
- There was a question about the Strategic Planning Committee's thinking that they would want to bring in a Strategic Planning professional for the mapping process. There was discussion of a need for a short-term strategic plan for the next 6 months or so as we prepare for a longer, broader Strategic Planning so that Catherine and the Board are being focused in their energies

#### V. EXECUTIVE SESSION

The board voted to rescind the proposed legal agreement it has been negotiating for the last several months.

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

David Rome

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

Catherine Torpey will

- Create job descriptions for the two new hires that outlines responsibilities and reporting structure and what kind of evaluation process will be in place for them
- Send the corrected December minutes for board members to approve

- In future, each month after the initial version of minutes is sent out and corrections are suggested, then Catherine will send out the corrected minutes so that they can be approved by e-mail prior to the next meeting.
- Work with Susan Lennox on a letter in reference to the decision made in executive session
- Work with Elizabeth Cantor and Kevin Krycka to consult our accountant about the restructuring the chart of accounts in Quick Books

Susan Lennox will

- draft a letter regarding the decision made in executive session

Submitted by Catherine Torpey

Approved by Board of Directors via e-mail