



THE FOCUSING INSTITUTE
carrying life and thought forward

MINUTES - The Focusing Institute Board of Directors
February 4, 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 January meeting
- Executive session minutes

PRESENT: Susan Lennox, Jim Iberg, Mary Jennings, Kevin Krycka, Catherine Torpey, Jane Quayle

ABSENT: David Rome

MEETING FACILITATOR: Mary Jennings

I. OPENING SILENCE AND SHARING

II. DISCUSSION OF AGENDA

III. MINUTES

The January minutes were discussed and approved as previously distributed by Catherine Torpey.

IV. EXECUTIVE DIRECTOR'S REPORT Catherine Torpey presented a detailed written report of her activities. Highlights were discussed, including:

1. CSG/Weeklong – Catherine noted that the CSG and current Weeklong teachers are having conversations about finding a balance between the grassroots approach that the CSG was created to foster and having “star” teachers who attract participants.
2. Strategic Consultant – Catherine reported on her meeting with an organizational consultant who presented a number of ideas for organizational leadership. The Board asked Catherine to have the consultant submit a proposal for the next board meeting and also consult the Strategic Planning Committee.
3. Planning for the Board/ILC retreat in Seattle was raised.

V. EXECUTIVE SESSION

1. There was discussion following up on the previous meeting's decision regarding negotiations with Gene and Mary Gendlin.
2. A second, separate confidential legal issue was discussed. Catherine was given authorization to proceed with contracting with a pro bono attorney.

VI. TREASURER'S REPORT

1. Kevin Krycka reported that we met our January target for Summer School registration.
2. Elizabeth Cantor reported on re-organization of our Quick Books accounts. Elizabeth found a volunteer with financial consulting background who is doing pro bono consulting for us. It was noted that it is important for us to finish the QB reorganization soon, to avoid having too much of the year be re-keyed into QB.

There was a discussion of the types of financial reports we will need to effectively guide the organization. The following reports were requested:

1. Quarterly Profit and Loss statements
2. Program specific Profit and Loss statements – especially the big ones such as FISS
3. Who are our top donors and how much have they given? (This may be more an issue for the Filemaker database.)
4. Principal sources of income, including donors, products, programs and membership

Elizabeth invited board members to let her know if there is a need for other kind of reports so that she can analyze how information needs to be entered in order to be able to produce that type of report.

One board member asked whether reports of new and terminated memberships might be made available. Elizabeth said that that is more a database issue.

VII. BOARD SELF-EVALUATION

Tabled

VIII. SWOT (Strengths, Weaknesses, Opportunities, Threats) ANALYSIS David, Kevin, Jane and Susan put this together. Following a discussion on how to proceed from the original analysis, and it was decided that each Board member would use the SWOT analysis to submit their short list of strategic priorities. Since Board members felt that the analysis was very useful, it was decided to invite the ILC to also conduct their own SWOT analysis. Susan Lennox will prepare a message to the Board with a questionnaire to guide their thinking and will report on the Board's input at the next meeting.

VIII. BOARD TERM LIMITS

The board was originally (when formed last year) asked to designate by January 2015 which two of the members' terms are one year, which two are two years and which would have a three year term. All six members are eligible for another term, and since all terms after this initial board are three year terms, that would mean that each current member could serve a total of four, five or six years.

The decision was made to consider this first year as a year of getting settled in for the whole board, so that the scheme outlined by the transitional board would be implemented next year.

Catherine will create a proposed board rotation with names and term endings specified. This will be presented at the March board meeting for discussion and possible amendment.

IX. CHILDREN FOCUSING TASK FORCE

Mary Jennings reported briefly on this task force. A written report will be available by the end of February. She reflected that in her work with this committee, she has come to see that the role of Coordinators of all sorts (not just in CF) ought to be better defined.

X. SEATTLE FACE TO FACE RETREAT

Catherine Torpey and Jane Quayle will work on the agenda for the face to face retreat.

XI. BOARD MEETING TIMES AFTER CHANGE TO SUMMERTIME IN NORTHERN HEMISPHERE / WINTERTIME IN SOUTHERN HEMISPHERE

The decision was made to retain the board meetings as morning in Australia and late night in Ireland, mid-day in the USA; however it was noted that the time relationships change slightly because of clock changes happening in March/April. The time will be an hour later in the northern hemisphere and an hour later in the southern hemisphere.

XII. SELECTION OF NEXT MONTH'S PRIME MOVER

David Rome

XIII. SILENCE AND REFLECTION

The topic came up in ending remarks that the board isn't always clear about whether it's made a decision and, if so, how it is to be executed.

TO DO'S arising from the meeting:

Catherine Torpey will

- Discuss the possible new organizational consultant with the Strategic Planning Committee and ask the person to submit a formal proposal
- Work with Jane Quayle on an agenda for the Seattle board retreat
- Create a proposed board rotation with names and term endings specified. This will be presented at the March board meeting for discussion and possible amendment.

Susan Lennox will

- Send out an e-mail asking each board member to look at the SWOT analysis and say what are items the board should pay attention to. She is willing to report at the next Board meeting on our reflections.
- Follow up on the SWOT analysis

Submitted by Catherine Torpey

Approved by Board of Directors via e-mail