



THE FOCUSING INSTITUTE  
*carrying life and thought forward*

MINUTES - The Focusing Institute Board of Directors  
March 4, 2015 via Zoom

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

- Agenda
- Executive Director's report
- Minutes of February meeting
- SWOT analysis from Susan Lennox
- Board self-evaluation from David Rome

PRESENT: David Rome, Susan Lennox, Jim Iberg, Mary Jennings, Catherine Torpey, Jane Quayle

ABSENT: Kevin Krycka

MEETING FACILITATOR: David Rome

I. OPENING SILENCE AND SHARING

II. AGENDA DISCUSSION

III. MINUTES February minutes were to be edited by Susan Lennox and approved by e-mail

IV. EXECUTIVE DIRECTOR'S REPORT

Catherine updated the board on the following items:

- Proposed Board rotation
- Fundraising plan: Catherine will have conversations with board members to ask them to do outreach
- Coordinators calls: most recent call was with Italians; Swiss call coming up in March
- Trip to Mexico: lots of good connections were made
- Update on Gene and Mary
- Update on ILC: made two official requests of board: that the name of TFI be changed to the International Focusing Institute and that there be a liaison to the board. They are beginning to look at the issues of certification.
- Strategic Planning Committee: The committee has met with 4 strategic planners and has asked 2 to write up proposals for us. The procedure from here will be that the Strategic Planning Committee will review the two proposals and make a recommendation to the board as to how to proceed. The board (not the SPC) will make the decision as to whether to contract with a consultant.

V. EXECUTIVE SESSION

There were two items in executive session. Separate confidential minutes were taken.

VI. TREASURER'S REPORT

Kevin Krycka was absent, so Catherine Torpey gave a short overview of the budget as revised. If we can return to the level of donations we had in 2013, and if we have very good turn-outs at programs, it is not impossible to have a balanced budget in 2015, but it will be a challenge.

VII. BOARD SELF-EVALUATION

David Rome briefly reviewed the Items in which the board rated itself as low, which mainly have to do with strategic planning and execution which are still in process. It was remarked that it may be time to create a separate fundraising committee and to perform a first annual evaluation of the Executive Director.

Discussion yielded a desire for greater focus on what are our short-term objectives and execution. The possibility of meeting twice a month was discussed, possibly both shorter or one longer and another shorter. One of the two could either be focused on only one issue, or a chance for the board to felt-sense what to discuss. David will start the conversation via e-mail.

VIII. Quick Updates on tasks in process:

SWOT analysis (Susan Lennox): Susan sent consolidated sense of impressions of shorter term priorities and longer term priorities

By-laws (Susan Lennox):

These are almost in draft form and should be ready for April meeting

Conflict of interest policy (Susan Lennox):

These are almost in draft form and should be ready for April meeting

IX. SELECTION OF NEXT MONTH'S PRIME MOVER: Susan Lennox; Jane Quayle as backup.

X. Final silence

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

Catherine Torpey will

- Have conversations with board members about reaching out to donors
- Do a Doodle poll for April board meeting
- Send out Board communication regarding SWOT analysis to ILC
- Publish Jim's letter in newsletter

David Rome will

- lead discussion via e-mail about whether to have two board meetings each month and what formats and lengths they would be

Susan Lennox will

- continue to work on by-laws and conflict of interest policy and send them to Jim

Jim Iberg will

- Send along information about boards that he found useful from the "On Board" conference he attended at the University of Chicago in February.
- Review by-laws and conflict of interest policy when received from Susan

Next meeting: April 8, 2015

Submitted by Catherine Torpey

Approved by the Board at its April meeting