



MINUTES - The Focusing Institute Board of Directors  
September 2<sup>nd</sup>, 2015 via Zoom

Documents distributed in advance of meeting on the forum:

- 1. Agenda
- 2. Minutes from August meeting
- 3. Treasurer's report

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

**MEETING FACILITATOR:** Susan Lennox

## **I. OPENING SILENCE AND SHARING**

**II. AGENDA DISCUSSION** – Kevin asked for 5 minutes additional time.

**III. MINUTES** the August minutes were approved subject to the date being corrected and name of the facilitator being added.

## **IV EXECUTIVE DIRECTOR'S REPORT**

An intern grant writer for Pause for Peace program has been hired for a 3 month term for 5 hours per week.

Catherine has hired a virtual executive assistant to help her with prioritizing her inbox.

Catherine will develop a calendar of newsletter assignments for the board and ILC

Edgardo Riveros is launching a book in Chile and would like Catherine to be present for the launch. We discussed the value of her attending and how to balance that with the realities of budget constraints.

Catherine discussed the value of donor outreach calls and asked the board to send her our notes from our conversations.

It was proposed the idea that the board agenda be set by David, Susan and Catherine as executive team. At present the agenda is set by Catherine in collaboration with the prime mover of the meeting. There was agreement to trialing the new system which would involve the executive team sending out the proposed agenda ahead of time for comment.

Catherine will start sending out her 5:15 report each week. This idea came from David and he suggested that all staff do this. It is a way of the board having an update on what is happening each week and staying more connected.

#### **V. Treasurer's Report (Kevin)**

Kevin discussed that the new normal is a reduced income. TFI must now begin to create its budget for 2016 with a realistic eye on revenue sources for the coming year. It was suggested that the finance committee meet to work on the budgeting.

**VI. Executive session:** one item was discussed.

#### **VII Children Focusing Task Force (Mary Jennings)**

There is a report ready to be published however there is not 100% consensus on all areas of the report. They discussed various options for going forward. One suggestion was to publish it as majority report and inviting a minority report so that all voices are heard.

#### **VIII Strategic Planning Committee Report (Jim and Mary)**

In the meeting it was discussed that the role of the Strategic Planning Committee is to be responsible for the process of guiding the project through, this was differentiated from the responsibility to implement the plan which lies with the board. It was noted that we have not yet had a conversation with Elizabeth and Rita to get their perspective on the plan, this is yet to happen. A time line has been established for send the matrix out for community feedback and discussion. Catherine suggested having small group discussions with a mix of Board and ILC members to felt sense about where we are now with the Strategic plan.

#### **IX Review & update Master Project List (Susan)**

Susan requested that we all review and send updates to her on the progress of our projects before each board meeting.

#### **X Training on Forum (Susan)**

We were given a walk-through of the forum which we are trialing for more efficient dissemination of documents and group discussions.

#### **XI Housekeeping**

September 16 felt sensing meeting – prime mover Jane Quayle

The next regular board meeting: October 7, 2015 at 5pm Eastern Daylight Time - Prime Mover Kevin Krycka.

Closing Focusing—minute of silence & sharing

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

Catherine Torpey will

- Send out 5:15 report each week

Susan Lennox

- Update Master List

All board members will

- Take part in felt sensing small group meetings around the Strategic Plan.
- Update the Master projects list.

Submitted by Jane Quayle