



THE FOCUSING INSTITUTE
carrying life and thought forward

MINUTES - The Focusing Institute Board of Directors

Date: April 6, 2016 via Zoom

Documents submitted prior to the meeting via email

- Agenda (from Catherine Torpey)
- Evaluation of Executive Director (confidential)
- Self-evaluation of Executive Director (confidential)

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

MEETING FACILITATOR: David Rome

I. OPENING SILENCE AND SHARING

II. AGENDA DISCUSSION

III. ANNUAL PERFORMANCE REVIEW OF EXECUTIVE DIRECTOR

IV. FINANCIAL UPDATE AND BUDGET

Catherine and Kevin presented the budget

- Three main columns for income and expenses
 - 2016 Projected
 - 2015 Actual
 - 2016 YTD
- 2016 Projected
 - Income minus expenses is zero (balanced budget)
- 2016 YTD showing a surplus
- Suggestion: Minor adjustments related to categorizing of items
- Catherine to check workers' compensation item
- **Decision: Due to the tight budget and the recommendation that the Board/ILC actively contribute to TFI, non-mandatory travel for Board/ILC members will not be subsidized.**
- Decision: Kevin will officially be representing TFI to receive Gene's life-time achievement award at the 2016 Person-Centered in NYC.
- Pause for Peace funding and expenses:
 - A committee is working on grant proposals
 - In communication with a woman who is Palestinian and experienced in non-profits and fundraising. We need someone experienced and connected within this world, and she is a good candidate. She is also willing to work for a reasonable rate. We may direct some contributions to invest in her time.
- Concern: 2016 Projected may depend on high hopes for income in certain categories.
 - *Response: The expense of many such categories depend on its income, i.e.: if no income for this category, it will not have an expense either.*
- **The budget was unanimously approved**

V. RECOMMENDATIONS ON BOARD NOMINATION QUALITIES

Many suggestions complemented nominating committee's criteria:

- David had sent the Nominating Committee some criteria which were met with general agreement
- Since Susan is stepping down, someone with legal expertise would be helpful
- Someone with business management experience

- Open to Focusers who are less well known in the community, those working in the nonprofit world, younger members of community.
- Need for members who have felt sensing "in their bones"
- Should be made clear to new recruits that TFI Board is not solely advisory; it is a working Board and thus entails a substantial time commitment; trustees are expected to give of their time, talent and/or treasure. They are expected to donate annually in keeping with their means and to join in fund-raising from others.

VI. WEBSITE UPDATE

- **Catherine will write up a report**

VII. STRATEGIC CONVERSATIONS WITH ROSA

Rosa to meet with whole Board and ILC

- April 13 @ 12 pm EDT
- April 19 @ 8:30 am EDT
- These are in lieu of the monthly felt sensing board meeting

VIII. CAMBRIDGE CONFERENCE

Tabled; Catherine will communicate via email to board about preparations for Cambridge

[IX. BOARD FUNCTIONING

Tabled

X. CLOSING APPRECIATION

To do's arising from this meeting:

Catherine:

- Will send written report to Board on plans for website
- Budget:
 - Catherine to check workers' compensation item
 - Minor adjustments to the categorization of items
- Re: Cambridge conference, will poll time-sensitive questions by email:
 - Meeting the final Sunday afternoon
 - Plans for communications
 - Possibility of joining ILC in asking Coordinators to consider the certification process

David:

- Will consult CPA friend regarding generating management reports off of QuickBooks.