



THE FOCUSING INSTITUTE  
*carrying life and thought forward*

MINUTES - The Focusing Institute Board of Directors

Date: May 5, 2016 via Zoom

Documents submitted prior to the meeting via email

- Agenda (from Catherine Torpey)
- Website and history campaign (from Catherine Torpey)
- 2016 first quarter financial report (from Kevin Krycka)
- March 2016 balance sheet (from Kevin Krycka)
- First quarter Profit and Loss statement (from Kevin Krycka)

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

MEETING FACILITATOR: David Rome

I. OPENING SILENCE AND SHARING

II. AGENDA DISCUSSION

- Addition of the question of the role of ILC

III. FINANCIAL UPDATE Treasurer Kevin Krycka gave a report :

- First quarter appears healthier than last year
  1. Higher income from donations, membership, and earned income from programs
  2. Payroll expenses reduced
- The accrual method of accounting makes membership income appear inflated.
- **Action:** Susan Lennox agreed to look into whether membership dues should be entered as accounts receivable. David Rome will also investigate this question.
- Kevin asked if the P & L as he drafted it is as the board would like to see it. General response to this question was affirmative.
- A finance committee (members to be determined) should re-evaluate the budget after the second quarter.

IV. WEBSITE PLANS AND PROGRESS

Catherine Torpey presented a document which outlined the argument and possible costs for overhauling the website.

- There was general agreement that it is appropriate to look into hiring a project manager.
- There was general agreement that building a wireframe of the portion of the website is not appropriate at this time.
- There was general agreement that needs assessment would be useful. This could be included in the work of the Project Manager.
- The prospective Project Manager might be asked to make a presentation to the board before being hired.

- **Action:** Mary will send examples of wireframes from other organizations that she has worked with; they must not be shared past the board as they are proprietary.
- **Decision:**
  - Create a committee to include David and Mary, for the purpose of discussing the question of hiring a project manager for the website transition process. If yes, the committee will propose the process for hiring this person. A request was made for milestones and timelines, including when wireframes might be made.
- **Action:** Catherine agreed to send a proposal regarding one confidential item having to do with honoring the Institute's history.

#### V. BOARD NOMINATION

- Shortlist of nominees for Board and ILC presented
- **Action:** Catherine will present an updated shortlist on May 12 at the joint Board/ILC meeting

#### VI. BOARD FUNCTIONING

Tabled

#### VII. ROLE OF THE ILC

Conversation about what factors have made it difficult to discern the best role of the ILC

- **Action:** Jane to communicate to ILC (via Ruth) regarding the Board's suggestion that they discuss and communicate to the Board what they believe is the proper role of the ILC.

#### VIII. BOARD FUNCTIONING

Tabled

#### IX. CAMBRIDGE

Tabled

*To do's arising from this meeting:*

Catherine:

- Write to the Board regarding confidential proposal on honoring the Institute's history
- Present an updated shortlist of nominees at the May 12 joint meeting
- Convene a meeting about the website with Mary Jennings and David Rome included

Susan

- Investigate whether membership dues should be entered as accounts receivable

Jane

- Communicate to ILC (via Ruth) regarding the Board's suggestion that they work toward a consensus about what they believe is the proper role of the ILC