



## MINUTES - The International Focusing Institute Board of Directors

Date: August 3, 2016 via Zoom

### Documents submitted prior to the meeting via email

- Agenda (from Catherine Torpey)
- P&L 2nd Qtr 2016 Accrual (from Kevin Krycka)
- P&L June 2016 Accrual (from Kevin Krycka)
- Balance Sheet June 2016 Accrual (from Kevin Krycka)
- Roles and responsibilities of the ILC (from Catherine Torpey)
- Board ILC orientation (from Catherine Torpey)
- TFI board timetable (from Catherine Torpey)

PRESENT: Dana Ganihar, Mary Jennings, Kevin Krycka (treasurer), Paula Nowick, David Rome (president), Susan Rudnick (secretary), Catherine Torpey, Henry Chen (for minute-taking)

MEETING FACILITATOR: Mary Jennings

### I. OPENING SILENCE AND SHARING

### II. SHARING PART OF BOARD VIDEO TO PUBLIC

- The board supported the idea to share parts of board meeting video recordings to the community.
- At the next board meeting, board to find a segment of this meeting to share with the public.

### III. BOARD MINUTES

- **Action:** Henry to amend July minutes according to David's suggestions, and the board will approve within 48 hours.
- **Decision:** Susan to act as the board Secretary. This role includes clarifying when decisions are being made, so that these can be noted clearly in the minutes.

### IV. REGULAR BUSINESS TOPICS

Financial update:

- General agreement to produce a cash flow statement to compensate for weaknesses with the accrual method of accounting.
- **Action:** Kevin and David to decide on a date for the next finance committee meeting.
  - Committee to discuss: Shift to a more conservative investment portfolio?
  - Committee to discuss: Hire an accountant who specializes in nonprofits?
- Catherine presented the 990 nonprofit tax form for 2015
  - Deficit reduced by over 100K in 2015
  - **Action:** Board to approve the 990 form by August 15

Meeting in Cambridge regarding the ILC Roles and Responsibilities document:

- Paula recounted a warm and receptive meeting.
- **Action:** Paula to draft a positive response to this document, to be approved by email.
- **Decision:** Both the ILC document and the board's response will be transparent to the community (through a subsequent board minutes).

Website committee consisting of Mary, Catherine, and Renee La Roi has been meeting weekly:

- Currently receiving bids from project managers to redevelop the website.
- Plan to select a project manager for the board to approve at the October board meeting.



## V. ORIENTATION TOPICS

Vote on officers for this year:

- **Decision:** Kevin to continue as Treasurer, with a request for assistance and possible reassessment later on.
  - **Action:** Finance committee to discuss finding an accountant and possibly staff to help Kevin with the nuts and bolts of the treasurer role.
- **Decision:** David to continue as President; Mary to act as Vice-President.

Conflict of interest policy:

- **Action:** All board members and the ED need to read and sign the conflict of interest policy and form and return to Catherine or Elizabeth by September 15.

Portfolios

- Catherine works with individual board members on specific issue-based “portfolios.”
- **Decisions** – Assigning board members to portfolios:
  - Philosophy: Dana
  - **Action:** Dana and Catherine to meet with Donata Schoeller and Neil Dunaetz to discuss the latter two’s plans and ideas.
  - Programming: Susan
    - **Action:** Susan and Catherine to have a meeting.
  - Intellectual property: David
  - Personnel: Susan
  - Membership: Mary
  - Website and Marketing: Mary
  - Folio: Paula
  - Research: Kevin
    - **Action:** Kevin to provide a report on the activities of the research group.
- David requested that the issue of fundraising be discussed at the next board meeting.

Board timetable

- **Action:** Henry to do a doodle poll for the next joint meeting
- **Action:** Board members to let Catherine know if anything is missing in the timetable

Pair off old and new board members for felt-sense conversations

- **Decision:** David/Susan, Mary/Paula, Kevin/Dana

## VI. MORE REGULAR BUSINESS TOPICS

Confidential rebranding of TIFI and possible PR help:

- **Action:** Catherine to continue conversation by email.
- Dana suggested to revisit this topic also at the board felt sensing meeting.

## VII. HOUSEKEEPING:

- Kevin will be the September prime mover.



*To do's arising from this meeting:*

All board members including the ED:

- To approve the 990 form by August 15
- To read and sign the conflict of interest policy and form by September 15
- To review the timetable

Finance committee:

- To decide on a meeting date
- To discuss finding a nonprofit accountant and possibly staff to help Kevin
- To discuss TIFI's investment portfolio

Paula:

- To draft a positive response to the ILC document, to be approved by email

Dana & Catherine

- To meet with Donata and Neil regarding their philosophy proposal

Susan & Catherine

- To meet regarding the programming portfolio

Kevin

- To prepare a report on the activities of the research group

Catherine

- To write to board members regarding the rebranding question

Henry

- To amend the July minutes for the board to approve
- To conduct a doodle poll for the next strategic planning meeting with the ILC.