



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.