



MINUTES - The International Focusing Institute Board of Directors

Date: October 5, 2016 via Zoom

Documents submitted prior to the meeting via email

- Agenda (from Catherine Torpey)
- P&L 2016 second quarter accrual (from Kevin Krycka)
- P&L 2016 YTD accrual (from Kevin Krycka)
- Balance Sheet as of September 30 (from Kevin Krycka)
- Memo on certification from the ILC (from Catherine Torpey)

PRESENT: Dana Ganihar, Mary Jennings (vice-president), Paula Nowick, David Rome (president, half-hour late), Catherine Torpey, Henry Chen (for minute-taking)

MEETING FACILITATOR: Catherine Torpey

I. OPENING SILENCE AND SHARING

II. MINUTES

- The board approved the September board minutes.

III. FINANCIAL UPDATE

Catherine discussed the financials for 2016 second quarter:

- On the accrual basis, there is a loss of 75K, partly due to large bills to be paid to Garrison and Joshua Tree;
 - The calculation does not yet account for expected income from donations and Focusing Highlights;
- Savings are still healthy;
- General agreement to allow memberships to automatically renew as well as to have membership benefits be more visible.

IV. EXECUTIVE DIRECTOR UPDATE

Goodwill calls from board members:

- Catherine shared a script for board members to use in their goodwill calls;
 - **Action:** Each board member to call 6 or 7 people; David to call 12 people
 - The call focuses on connecting with contributors and discussing with them TIFI's biggest project: the website redesign. The script offers a gentle way to let contributors start thinking about giving.
 - General agreement to also frame the website redesign as an investment that will not only benefit the community but also bring a financial return.

Plan for Coordinators' Forums:

- **Decision:** Three board/ILC groups to host Coordinator Forums, depending on geography.
 - Europe: Mary & Dana with Sergio & Donata
 - Americas: Kevin & Susan with Roberto & Hejo
 - Asia: Paula & David with Ruth & Akira
- The board discussed how to invite the coordinators and which languages to have the forums, which would be one hour each.
- **Action:** Each person to invite three coordinators that they hope to see participate in these forums.



V. PROJECT MANAGER FOR WEBSITE REDESIGN

Mary recommended Ann Yoders to be the project manager for the website redesign:

- The website committee undertook a systematic review of applicants and found that Ann fit with what TIFI needed in a project manager.
- **Decision:** Board authorizes the website committee to hire Ann for a contract of up to \$11K. If the committee needs more work, it would return to board for further approval.

VII. ILC CERTIFICATION ISSUE

The ILC's work on certification began with the question of how to appoint coordinators. They are working on instances of this question of appointment.

- Catherine presented the ILC's memo to the board regarding one such instance;
- The board agreed on a response to their memo;
- **Action:** Catherine to draft the board's response to the ILC's memo.
- **Action:** Catherine to communicate to one of the members involved in this case.

VIII. HOUSEKEEPING

Prime mover for next month: Dana

To do's arising from this meeting:

Catherine:

- To communicate with one of the members involved in the case presented by the ILC
- To draft the board's response to the ILC's memo

All board members:

- To make 6-7 goodwill calls (12 for David)
- To invite 3 coordinators each to the Coordinator Forums