



MINUTES - The International Focusing Institute Board of Directors

Date: December 7, 2016 via Zoom

Documents submitted prior to the meeting via email

- Agenda (from Catherine Torpey)

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

MEETING FACILITATOR: Paula Nowick

I. OPENING SILENCE

II. BUDGETS

Kevin and Catherine presented the draft budget of 2017 in relation to 2016 budget and actuals

- Budget priorities should relate to the strategic planning process
- Anticipated higher revenue in 2017 due largely to FOT Conference and website fundraising
- Projected deficit for both 2016 and 2017. The Board is continuing its commitment to strategically reducing the annual budget deficits through 2017.

III. STRATEGIC PLAN

- The board completed joint meetings with the ILC regarding TIFI's four strategic goals; a sense of enthusiasm by the last meeting.
- **Action:** Catherine to write up a more operational draft of the plan, including measurable outcomes for 2017. David and Mary will assist Catherine during their Monday meetings.

IV. EXECUTIVE DIRECTOR UPDATE

Catherine updated the board on how the ILC has worked to diffuse conflicts

- The board appreciates this work and how a structure is forming where conflicts within the community can be addressed.

V. CONFIDENTIAL ISSUE

- **Action:** Catherine, Susan, and Kevin will set up a meeting to discuss a potentially controversial issue.

VI. WEBSITE

Catherine updated the board on the website project

- The first step is to hire the project manager who can help TIFI understand the scope and cost of the website redesign project.
- **Decision:** The Board authorized an additional expenditure of \$7,380 to the initial contract of the website Project Manager.
- General agreement that TIFI's expenditure of resources (money and the ED's time) should continually reflect the strategic plan priorities.



VII. HOUSEKEEPING

- Next prime mover: Paula until further notice.
- Felt sensing meeting in two weeks, but for one hour only this time.

To do's arising from this meeting:

Catherine, David, and Mary:

- Catherine to write up an operational draft of the strategic plan, including measurable outcomes for 2017. David and Mary will assist Catherine during their Monday meetings.

Catherine, Susan, and Kevin:

- To meet to discuss to discuss a confidential issue.