



## **MINUTES - The International Focusing Institute Board of Directors**

Date: January 4, 2017 via Zoom

### Documents submitted prior to the meeting via email

- ILC document on coordinator certification (from Catherine Torpey)
- Strategic planning document (from Catherine Torpey)

PRESENT: Dana Ganihar, Mary Jennings (vice-president), Paula Nowick, Susan Rudnick (secretary), Catherine Torpey, Henry Chen (for minute taking)

ABSENT: Kevin Krycka (treasurer), David Rom (president)

MEETING FACILITATOR: Paula Nowick

### I. OPENING SILENCE

### II. ED UPDATE

Catherine updated the board on the website:

- Hired Ann Yoders as the project manager for the website redesign
  - **Action:** Catherine to inform other applicants that they were not hired
- Ann meets with the website committee, which consists of Scott Will, Catherine Torpey, Mary Jennings, Jenna Chevalier, and Renee La Roi

Nominating committee:

- Need to form a nominating committee for the board and ILC for possible turnover in 2017. A standing committee was suggested.

### III. ILC CERTIFICATION DOCUMENT

- The board carefully discussed the document
  - **Action:** Catherine will draft a response to the ILC based on the board's discussion.

### IV. STRATEGIC PLAN

- Catherine presented the annotated strategic plan from the joint board/ILC meetings.
  - Main goals are correlated with sources for financing
  - Priority to strengthen our organization first before expanding
  - **Action:** Catherine to finish drafting the strategic plan to present in the next board meeting; the board can then revise and share with the community.

### V. HOUSEKEEPING

- The next board felt sensing meeting can be about what has worked with board meetings in the past so as to wisely approach future topics;
  - After strategic plan is finished, the ILC and board can also have a celebratory joint meeting where the process is also reflected upon



*To do's arising from this meeting:*

Catherine

- To communicate with website project managers who were not hired
- To draft a response to the ILC regarding the certification document
- To finish drafting the strategic plan