



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

Date: September 13, 2017 via Zoom

### Documents submitted prior to the meeting via email

- Agenda (from Catherine Torpey)
- Financial Documents
  - July P & L
  - August P & L
  - YTD P & L
  - ED Report
  - Hanspeter and Claude documents for election

PRESENT: Kevin Krycka (treasurer), David Rome (president), Paula Nowick, Catherine Torpey, Sherrie Lynne (for minute taking, present during first hour). Susan Rudnick was traveling and only able to attend last ten minutes.

*NOTE: THERE WAS NO BOARD MEETING IN AUGUST (neither an agenda meeting nor a Felt Sensing meeting).*

MEETING FACILITATOR: Paula Nowick

### I. OPENING SILENCE

- There was an informal discussion that followed the silence about welcoming in a new Board member and the Board's role in bringing in a new member.
- **Decision:** to bring in a consultant to provide training to board members about their roles and responsibilities as trustees, including the board's working relationship with the executive director.

### III. JULY MINUTES APPROVED

### ELECTION OF BOARD AND ILC MEMBERS

- Catherine gave a description about the process of how individuals are brought to the Nominating Committee and how the Committee arrives at their decisions.
- A discussion followed about the Board's involvement in the nominating process.
- **Decision:** The Nominating Committee will be asked to have a designated part of its process be a conversation with the Board about what skills and qualities are desired in new board members. Board voted in Hanspeter Muehlethaler as a new Board member and Claude Missiaen as a new ILC member.



#### REPORT ON GENDLIN CENTER AND MEMORIAL BY KEVIN AND CATHERINE

- Kevin reported that the first Gendlin Center Steering Committee met in August. Their discussion included: looking at the Gendlin prize; looking at events which the center might want to get involved with in the next few years; getting grounded into the mission and vision of the Center.
- Part of the vision is that the Center be a gateway or repository for the empirical articles that exist that validate the evidence base of FOT.
- Kevin announced the opening of the Gendlin Center at Gene's Memorial. Catherine commented that we raised almost \$6,000 for the Center the day of the memorial.
- The possibility of having a psychotherapy/philosophy conference at Seattle University summer 2018 was introduced and discussed.
- Kevin commented that the Center will propose a budget to the Board for funding in conjunction with the 2018 operating budget.
- The Board commends Catherine for having taken the lead along with Susan, Sherrie and the staff for creating such a successful event.
- Catherine is very pleased with how well the event went. She reported that 2400 people have looked at the memorial video and has received much feedback on how deeply meaningful it was for people all over the world to be there in real time.

#### FINANCIAL REPORT

- Catherine reported that she signed the contract with the financial consultant, as approved by the board in July.
- Catherine and Kevin presented the actuals against budget through the second quarter, as well as the year to date actuals through September 11.
  - Not included in the actuals are pending payments to the venues for the Summer School and the upcoming Weeklong and those expenses will be substantial.
  - Working with the consultant will include clarifying and possibly reorganizing some categories in QuickBooks and the budget.
  - Kevin noted that we are making good efforts to reduce our expenses by sunsetting programs as appropriate, changing venues, and being open to new thinking around events.
  - Revenues are on track, which seems to indicate confidence in the Institute. The Weeklong is oversold.
  - The work with the financial consultant is expected to be completed by year's end, though some transfer of data might carry over to the new year.

#### EXECUTIVE DIRECTOR UPDATE

Catherine submitted a written report and elaborated on a few of them. The topics in the report were:

- A confidential issue
- An update about the ILC's efforts to determine a procedure for working with Catherine to respond if someone brings a complaint to the Institute
- Website, including a timeline
- Update on the Focusing Institute Summer School, the FOT Conference and the Weeklong
- Gene's Memorial and the Legacy campaign
- Her experience at the Asia Focusing International Conference in Japan
- The hiring of the financial advisor

#### VIII. MEETING CLOSED