

Summary Minutes from The Focusing Institute Board Meeting 24 February 2011

The Focusing Institute Board met via a telephone conference call on 24 February 2011 from 9:00 to 10:30 AM Eastern Standard Time (USA). Those present were: Reva Bernstein, Melinda Darer, Mary Hendricks, Akira Ikemi, Joan Klagsbrun, Pat Omidian, Harbert Rice, Astrid Schillings, and Rosa Zubizarreta.

1. TFI's Participation in the International. The Board began by reviewing TFI's upcoming participation at the International. Akira Ikemi, Elena Frezza, Joan Klagsbrun, Melinda Darer, Pat Omidian, Reva Bernstein, and Rosa Zubizarreta plan to attend. We will form a subcommittee to make more specific plans. A request was made that whatever planning we do now, we leave some space for material that may newly emerge during our upcoming Board Retreat in May. A clarification was made that for the Board Retreat we intend to start by 10 am on the 28 May and end by 3 pm on 29 May.

2. Financial Reports. We then proceeded to review financial reports. In 2010, TFI had income of 628,251 USD and expenses of 605,619 USD. TFI retained 22,632 USD in income. The income and expense reports were shown in a pie chart format to display the breakdowns of income and expenses. After review, a request was made that we wait to publish the income and expense charts until we create an accompanying results or outcomes chart. The purpose of this new chart will be to show the relative percentage of staff time and energy spent on various membership services and projects, so people are able to see "where the money goes". There was agreement to follow through on this request to collect the data. There also was a clarification that the translation of the pie charts into Spanish and Japanese can be postponed until we have the third chart. We also discussed donations. TFI's income chart shows only direct donations. A substantial portion of TFI's income comes from in-kind donations, especially donated teaching time for workshops and conferences. There was a further request to look into developing income information to show in-kind donations, acknowledging the financial value of such contributions. Again, there was agreement to follow through on this request.

Looking at financial projections for 2011, we expect to see some increase in both income and expenses. The major variable going forward likely will be the level of donations we receive during the balance of the year. Our discussion indicated that we seem to be in good financial shape at this point of the year, and this puts us in a position to seek grants from both private and public sources.

3. Grants. We then began exploring the subject of grant funding and shifting more emphasis on seeking grant funding relative to donations. We explored how we might seek grants given how stretched the current staff is. Melinda agreed to ask Maggie Herrick, our current volunteer consultant, if she might refer us to someone who would be willing to do some grant writing. Pat Omidian offered to make a template to assist us in describing current projects for which we would like to seek funding. The template will include the name of the project, the amount we are seeking, and a basic outline of how that money would be spent. We explored a

few different projects that we would like to see funded: translation of materials to support the International work of TFI; aid to Beatrice Blake's work in Central America; aid to the Gaza project; aid to the Nepal project; and a larger umbrella project that would help "seed" projects like Beatrice's and Gaza in various parts of the world where we want to help support the initial sparks of Focusing. There was a reminder that we already have a commitment to a one-third matching grants from William Hernandez for supporting the growth of Focusing in Spanish-speaking projects. This can be a powerful asset to include in any relevant grant proposal. Another resource that we have is the letter of understanding that we have signed with the Pakistani government that clears the way for applying for grants in Pakistan. Finally, there was also a reminder of the importance of starting all of this now given the time involved in preparation, review cycles, and even in receiving funding from grants after they have been approved. While timelines vary, for many grants the dates for submitting grants are Jan 15 and Aug 15.

4. Corporate Officers. The Board then turned to the approval of the corporate officers for the current year. Our initial slate was Gene Gendlin for President, Mary Gendlin for Vice President, Harbert Rice for Treasurer, and Rosa Zubizarreta for Secretary. Harbert declined the nomination for Treasurer. The Board approved the three remaining positions as the corporate officers. A clarification was made that officers can be changed during the course of the year as needed, for example if we choose to add a Treasurer, by making an amended corporate filing.

5. Strategic Planning. The Board briefly discussed the proposed next level of detail for the strategic planning process. A request was made that the data-gathering process proceed in stages, beginning with initial interviews with Board members, and including a meeting with the Board as a whole during one of our phone conferences, before moving to a next stage of interviewing Coordinators. There was a general agreement to follow through on this request.

6. Items Carried Over. The Board then looked at what to do regarding two of the remaining items on the agenda: the proposals for increased staff compensation included in the Compensation Report, and the proposal for corporate signing authority for Melinda Darer. We agreed to defer both items to our next meeting with the understanding that if staff compensation was increased we could make it retroactive. Other items carried over were:

- A. Update on Tec-Web Functional Committee.
- B. Report-back from Crossing Support Group (CSG).
- C. Next steps regarding the Focusing Partnership Pool.
- D. Updating Corporate By-Laws.

7. Next Board Meeting. We clarified our agreement for monthly meetings by agreeing to hold our Board Meetings on the last Thursday of each month. The next Board meeting will be via phone at 9:00 am Eastern Standard Time (EST) on 31 March 2011.

Respectfully,

Harbert Rice