



THE FOCUSING INSTITUTE  
*carrying life and thought forward*

MINUTES - The Focusing Institute Board of Directors  
April 8, 2015 via Zoom

Documents submitted prior to the meeting via email from Catherine Torpey:

- Agenda
- Minutes of March meeting
- Names for Board Calls
- Board Agenda Resource Page (for executive session)
- Letter from Strategic Planning Committee recommending the acceptance of Joe Colletti's proposal
- Proposal from Joe Colletti

PRESENT: David Rome, Susan Lennox, Jim Iberg, Mary Jennings, Catherine Torpey, Jane Quayle, Kevin Krycka

MEETING FACILITATOR: Susan Lennox

I. OPENING SILENCE AND SHARING

II. AGENDA DISCUSSION – Susan Lennox added an agenda item to discuss the request by Rob Foxcroft -- this will be added to conversation about board process

III. MINUTES The March minutes were approved as written

IV. MARY HENDRICKS GENDLIN'S PASSING

The Board expressed its sadness over the passing of Mary Hendricks Gendlin and held a minute of silence in her honor.

Catherine Torpey explained the steps that have happened so far after Mary's passing: Memorial Page on website, Announcement, committee formation for Mary's memorial service to be held May 30<sup>th</sup> at the Unitarian Universalist Congregation of Rockland County.

**ACTIONS:** The board decided to do the following in honor of Mary:

- Write a letter of condolence to post on the memorial page and send to Gene
- Send flowers for the memorial
- Create a Memorial Fund in Mary's honor

IV. EXECUTIVE SESSION

There were two items in executive session. Separate confidential minutes were taken. There were no actions needed on either item.

V. EXECUTIVE DIRECTOR'S REPORT

Catherine led discussions on the following items:

- Catherine shared her ideas about upcoming fund-raising activities that the Board will be asked to initiate in the near future. A list of prior donors and ideas for outreach to them were discussed.
- ILC is doing a SWOT analysis. Concept of a board liaison to International Leadership Council (ILC) and ILC liaison to board was discussed.

**ACTION:** Mary Jennings was chosen as the liaison to the ILC.

More discussion after taking this action led to the decision that Mary Jennings will elicit input from board members to help form what such a liaison relationship would look like and to help outline what parameters the liaison would work within.

#### VI. TREASURER'S REPORT

Kevin Krycka reported that end of year 2014 revenues were down by \$142,538 from the previous year and that contributing factors were across each income category but most significantly donations. Despite this, overall TFI remains on healthy financial grounds with capacity to support new and continuing projects, thanks to reserves which carried us through. Current reserves equal approximately six months of operating expenses. Further analysis of all income sources will continue. David Rome will join the committee of Kevin Krycka, Catherine Torpey and Elizabeth Cantor to review the overall financial picture.

#### VII. STRATEGIC PLANNING COMMITTEE REPORT

Jim Iberg reported that the committee recommends that Joe Colletti's proposal be accepted and that he be contracted to work with the Institute on phase one of the strategic planning process, which is to create a mission statement and increase leadership alignment among the Board, the ILC and the Executive Director.

Susan Lennox asked that the contract be amended to reflect that Joe's fee for this contract will be to attend one weeklong workshop of his choice, either the Summer School (FISS) or the Advanced and Certification Weeklong, free of charge.

**ACTION:** The Board approved Joe Colletti's proposal to lead The Focusing Institute in the first phase of the Strategic Planning process, with the minor clarification as stated above.

#### VIII. THE INTERNATIONAL FOCUSING CONFERENCE

Registering for the International and Board/ILC face to face meeting which will precede it: Kevin Krycka reported that each board member and ILC member should register "by hand" via a form he will send since they will be arriving prior to the regularly scheduled programming. There will not be a meeting fee for the Board/ILC meeting but members will be responsible for her/his room and board.

#### IX. BOARD PROCESS

Susan Lennox led a brief discussion on board process. The conversation focused on the concept (raised in previous meetings) of the need for a second monthly meeting which might be an hour or two and afford more focused in-depth discussion on a particular topic or two, and to give the board a chance for felt-sensing bigger issues.

The board agreed to start with two extra one hour meetings following the April (this) board meeting and the May board meeting. After a two month trial of the 2 meeting per month schedule, the board will decide whether the extra meeting is manageable and beneficial for all.

One hour felt-sensing board meeting: April 15, 2015

The next regular board meeting: May 6<sup>th</sup>, 2015

One hour felt-sensing board meeting: May 20<sup>th</sup>

All agreed to try to post our board minutes more promptly following each meeting.

All agreed that David Rome would respond on behalf of the board to Rob Foxcroft's e-mails to him via the listserves.

#### X. SELECTION OF NEXT MONTH'S PRIME MOVER: Jim Iberg

X. Final silence

**TO DO'S arising from the meeting:**

Catherine Torpey will

- begin the process of creating the Mary Hendricks Memorial Fund with Jim Iberg

David Rome will

- draft an expression of sympathy regarding Mary with Catherine for posting on the memorial page and possible inclusion in the memorial service

Mary Jennings will

- elicit input from board members to help form what such a liaison relationship would look like and to help outline what parameters the liaison would work within

Jim Iberg will

- work with Catherine on developing the Mary Hendricks Memorial Fund

All board members will

- Look over the donor list to see whom they know for possible contacting

Kevin Krycka will

- Send out hand registration forms for International Conference

Susan Lennox will:

- Send an email to Board members in advance of the May 20th felt-sensing board meeting to obtain input from Board members regarding Board process issues

Submitted by Catherine Torpey

Approved at meeting on May 6, 2015