



THE FOCUSING INSTITUTE
carrying life and thought forward

MINUTES - The Focusing Institute Board of Directors
December 3, 2014 via Zoom

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

- Agenda
- Executive Director's report
- Resume of intern
- Proposal from Wall Consulting Services
- Minutes of November meeting
- Executive Session minutes of November meeting

PRESENT: David Rome, Susan Lennox, Jim Iberg, Mary Jennings, Kevin Krycka, Catherine Torpey, Elizabeth Cantor (for minute taking)

ABSENT: Jane Quayle

MEETING FACILITATOR: Mary Jennings

I. OPENING SILENCE AND SHARING

II. AGENDA DISCUSSION

A request that there be some re-arrangement and additions, which were agreed to.

III. MINUTES Minutes of the November 5 meeting and executive session were approved.

IV. EXECUTIVE DIRECTOR'S REPORT (written report distributed in advance)

There was conversation about the ED's report.

-There was discussion around these items in her report:

- Wall Consulting proposal: Mary and David will interview Donna Wall
- The relationship with Genesis retreat center
- Certification issues which have come forward as a result of conversations about the training of CF companions in Ireland by Rene Veugelers
- CSG and choosing of Weeklong teachers

V. TREASURER'S REPORT

- We have a preliminary budget, which was detailed and then e-mailed out to board members during the meeting.
- Discussion of transferring budget items into new categories - discussion of whether to have the accountant do this or Elizabeth and Rita, maybe with a volunteer that Elizabeth has identified.
- Discussion of online courses as possibility for revenue
- Catherine said that the fundraising letter for December is just about done and will send it to David for review by December 4.

VI. COMMITTEE REPORTS:

A. Follow up to joint ILC and Board meeting. Feelings about it were discussed. Sense that ILC and Board are not yet on the same page about the relationship between the two and respective roles. Discussion resulted in a desire to invite the ILC to take on the mapping that is needed for the Strategic Planning process. David Rome will draft a message that the Board is making a formal request of the ILC that they map the worldwide Focusing community, to

describe who is doing what where. The possibility was raised of hiring a Strategic Planning consultant to help guide this piece.

B. Children Focusing Task Force

Mary Jennings reported on this task force. There had previously been a "CF Board" which was doing some work on the CF website and organizing the conference, but the title "board" gave the impression that they had some kind of power. There were many questions by participants at the CF conference in Ireland, there was confusion and some irritation around what the requirements are for certification in Children Focusing. Mary was asked to join the group and reconfigure it as the Children Focusing Task Force. Its role is to be a short term (perhaps a year), to gather information and listen to find out what the questions are that are alive in people -- facilitating conversations and not making decisions but putting systems in place for decisions to be made. The four members of the CFTF will each be speaking with four people who are selected for having been very active in CF, for a total of 16 conversations. Mary will collate that research. This is under the aegis of TFI.

It was noted that this could be a pilot for reaching out to other groups which exist in the Focusing world.

Mary requested that Catherine ask a member of the ILC to join the CFTF.

C. The Board went into executive session to discuss the impending conclusion of the confidential matter which has been discussed at each meeting over the last several months. The significance of concluding this matter so well was noted. (No special minutes were taken for this session.)

D. There is a need for a subcommittee which would include non-board members for the Legacy Project to compile and archive Gene's legacy items. Susan Lennox was drafted to head up that committee and several names were suggested. Mary Hendricks Gendlin has been very helpful in compiling these items. We should add the expense category to the budget for managing the archiving.

E. By-laws (Susan Lennox): Under Illinois law, we have the right to change our by-laws freely. She will flag what issues she thinks we should look at and will send that around by e-mail. Jim Iberg will help.

F. Conflict of Interest policy (Susan Lennox): the IRS has a recommended policy. Jim Iberg will help Susan to create one for TFI.

G. Social Media/ Marketing committee (Catherine Torpey): working to do more marketing mostly (but not only) through social media. Members of the committee are Mary DuQuaine, Larry Letich, Catherine Torpey, Elizabeth Cantor, Mary Jane Wilkie, Bill Silverman, Ronnie Simmons and Barbara McGavin.

H. Strategic Planning (Jim Iberg and Catherine Torpey): other than the decision which the board has just made to ask the ILC to take the lead in mapping, there is nothing new to report. Catherine said she will schedule a meeting for this group.

OTHER BUSINESS

A. Board self review -- David will make suggestions about how the board might conduct a self-review

B. Review of Executive Director -- David and Catherine will have a conversation one-on-one and then David will make a recommendation to the board on how to conduct such a review and on making an operating plan.

C. FACE TO FACE BOARD MEETING

Discussion of how to help members pay for airfare and accommodations and where to stay. Mary and David will strategize for making it happen as affordably as possible.

D. BOARD RETREAT

Catherine and Jane will schedule another board retreat on Zoom

VI. SELECTION OF NEXT MONTH'S PRIME MOVER

Kevin Krycka

JANUARY MEETING WAS CHANGED TO JANUARY 14th AT 3PM EST

TO DO'S arising from the meeting:

Catherine Torpey will

- Get fundraising letter to David Rome for approval by December 4
- Catherine will ask someone from ILC to join the CF Task Force
- Schedule a board retreat with Jane
- Schedule a Strategic Planning meeting
- Add expense line to budget for Legacy Project
- Work with Elizabeth Cantor and Kevin Krycka to consult our accountant about the restructuring the chart of accounts in Quick Books
- Meet with David Rome about performance review and operating plan

Susan Lennox will

- lead the Legacy Project and contact people at her discretion to help. A number of names were suggested to her.
- Send around by e-mail suggestions about changes to the by-laws
- Work with Jim Iberg to create a Conflict of Interest policy

Jim Iberg will work with Susan on the Conflict of Interest policy and the by-laws.

Jane Quayle will work with Catherine to find a new board retreat date

David Rome will

- Draft a formal request to the ILC to engage in mapping as a first step in Strategic Planning
- Work with Mary on making a face-to-face board meeting happen
- Have a conversation with Catherine about a performance review and operating plan and then make suggestions to board on how to conduct it
- Make suggestions to the board on how to conduct a self review
- Interview Donna Wall of Wall Consulting Services (with Mary)

Mary Jennings will

- Interview Donna Wall of Wall Consulting Services (with David)
- Work with David on making a face-to-face board meeting happen

Idea which arose with no specific action decided upon:

Hiring a consultant to help with mapping

Submitted by Catherine Torpey

Approved by Board of Directors via e-mail on January 15