



THE FOCUSING INSTITUTE  
*carrying life and thought forward*

MINUTES - The Focusing Institute Board of Directors  
June 3, 2015 via Zoom

Documents submitted prior to the meeting via email

- Agenda (from Catherine Torpey)
- Minutes of May meeting (from Catherine Torpey)
- Draft Conflict of Interest Policy (from Susan Lennox)
- Draft letter to Focusing International (from Jane Quayle)
- Treasurer's report (from Kevin Krycka)
- Executive Director's report (from Catherine Torpey)

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

MEETING FACILITATOR: Jane Quayle

I. OPENING SILENCE AND SHARING

II. AGENDA DISCUSSION – Mary Jennings to report on ILC meeting in the finance section of today's meeting.

III. There was a reminder of the new process for taking minutes. The board is experimenting with the process used by the interim board of taking minutes during the meeting.

IV. MINUTES The May minutes were corrected and approved. David will create minutes for the interim meeting held on May 20<sup>th</sup>, from notes taken by Catherine Torpey and Susan Lennox.

V. EXECUTIVE DIRECTOR'S REPORT

Catherine gave us an update on Gene and the discussion she and David Rome had with him regarding his intellectual property.

BOARD ACTION: The board affirmed that it is committed to pursuing the acquisition of Gene's intellectual property and legacy items. David Rome will speak with his colleague about copyright issues and Catherine will ask Charles Weigell if he is willing to work with us on this pro bono.

Catherine raised the issue of the request by the Strategic planning committee that Joe Colletti be hired to continue the strategic planning process.

BOARD ACTION: In response to the suggestion of the strategic planning committee, the board authorizes Catherine to request from Joe Colletti a proposal for the rest of the strategic planning process. This proposal should define deliverables and define what the process will be in Seattle during the two-day Board and ILC meeting and for incorporating the community into the process during the week.

VI. TRANSPARENCY AND COMMITTEE FORMATION

BOARD ACTION: The board agreed to formalize a fundraising committee and David will chair that committee and seek non-trustee members.

The board agreed to make Transparency and additional committee formation a topic of the next interim meeting.

## VII. EXECUTIVE SESSION

There was one ongoing item regarding a confidential letter. Separate confidential minutes were taken.

## VIII. TREASURER'S REPORT

The board reviewed several financial reports presented by the treasurer. Kevin requested direction from the board regarding the style of financial reporting they found most useful. The board will email Kevin suggestions before June 15<sup>th</sup>. An executive summary to go with the reports was also requested.

The board discussed the request from the ILC liaison for financial information and agreed that transparency is desirable and welcome. There was some concern about the fact that any reports are unaudited figures and only a part of the whole of year context.

**BOARD ACTION:** The board decided to make quarterly profit and loss statement available to the ILC.

## IX. CONFLICT OF INTEREST POLICY and BY-LAWS REVISION

The board discussed the progress on the conflict of interest policy and agreed it was a high priority. The board agreed to send comments to Susan on her final conflict of Interest draft (which she will distribute shortly) before the June 17<sup>th</sup> interim meeting.

**X SELECTION OF NEXT MONTH'S PRIME MOVER:** Susan Lennox. The prime mover for the interim meeting on the 17<sup>th</sup> June is David Rome.

## XI. FINAL SILENCE

Felt Sensing meeting on the topic of transparency and committee formation June 17<sup>th</sup> at 6pm Eastern Daylight Time

The next regular board meeting: July 1st, 2015 at 5pm Eastern Daylight Time

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

Catherine Torpey will

- Speak with Charles Weigell about possibly working with the Institute pro bono on creating an agreement regarding Gene's intellectual property

David Rome will;

- create minutes for the interim meeting held on May 20<sup>th</sup>, from notes taken by Catherine Torpey and Susan Lennox.

Susan Lennox

- lead a conversation on e-mail regarding the Conflict of Interest policy

All board members will

- email Kevin by June 15 with suggestions regarding the style of financial reporting they found most useful
- send comments to Susan on the final conflict of Interest draft before the June 17<sup>th</sup> interim meeting.

Submitted by Jane Quayle