



THE FOCUSING INSTITUTE
carrying life and thought forward

MINUTES - The Focusing Institute Board of Directors
July 1st 2015 via Zoom

Documents submitted prior to the meeting via email

- Agenda (from Catherine Torpey)
- Minutes of June, 3rd meeting (from Catherine Torpey)
- Treasurer's report (from Kevin Krycka)

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

MEETING FACILITATOR: Susan Lennox

I. OPENING SILENCE AND SHARING

II. AGENDA DISCUSSION – The agenda was reviewed and approved with the addition of an item regarding fund raising requested by David.

III. MINUTES of the June 3rd meeting were approved conditioned on two changes: 1) moving one confidential matter into executive session portion of the meeting; 2) additional detail to be added to Executive Director report. Susan will help to make the changes to the minutes.

IV. EXECUTIVE DIRECTOR'S REPORT

Catherine updated the Board on a number of items, including FISS registrations, staffing needs and solutions, creating new programmes in Arabic based on the work of the Gaza project, a process for nominating future Board members, possible collaboration with the PCE group, a group forming to discuss research on Focusing, an ILC plan for CC appointments, and various ideas for improving the website and also making membership attractive to Spanish-speaking communities.

V. EXECUTIVE SESSION

The Board moved into executive session to discuss two confidential matters.

VI. PREPARATIONS FOR SEATTLE

Catherine presented Joe Coletti's updated proposal for his facilitation of the strategic planning process in Seattle. The need for adding opportunities for pausing and felt sensing during the facilitation was raised and Catherine will convey that need to Joe so that he can work it into his facilitation plan. After discussion and clarifications, the Board voted unanimously to approve the proposal. Catherine will share the revised proposal with the ILC.

Catherine reviewed the schedule of events for Seattle. Mary and Jane accepted the task of preparing the presentation on external factors affecting TFI to be presented at the beginning of the Board/ILC retreat. Mary asked for Board input on what should be included. It was decided that Mary and Jane will prepare a bullet list of ideas and send it to the Board for further ideas and comments. Susan will send the Board SWOT analysis to Mary and Jane to help.

The need to determine when strategic planning presentations will be made at the CC Assembly is not yet determined. It was decided that Catherine will contact Nina Joy to plan the timing.

VII. TREASURER'S REPORT.

Kevin highlighted the issue of declining revenues and, in particular, the steady decline in registrations for FISS from year to year. While revenues for FISS are expected to cover program expenses, the margin is

shrinking. Catherine and Kevin are investigating options for future years. Kevin will work with Catherine and Elizabeth to prepare a draft of his financial report to the CC Assembly and wider community at Seattle. It was decided that, rather than presenting financial sheets, Kevin will draft a report that makes meaning from the financial statements and will send it to the Board for comments.

VIII. CONFLICT OF INTEREST POLICY

The Board voted unanimously to approve the Conflict of Interest Policy version dated 6/30/15. Susan stated that the Board can amend the policy as needed after we have had experience working with it. She also suggested that the Board may wish to establish an Ethics Committee to handle administration of the policy.

IX. GROUPWARE:

Susan and Mary reported on their research into group collaborative tools that would facilitate the Board's working processes between meetings. The Board agreed to participate in a trial period using a Website Toolbox Forum tool. It has one shortcoming in that it does not have a group editing tool. Susan and Mary will also continue to investigate and test a group editing tools and will report back to the Board when they have completed their review.

X SELECTION OF NEXT MONTH'S PRIME MOVER:

Mary Jennings agreed to serve as Prime Mover for the July 15 felt sensing meeting. David will be prime mover for the August 5 Meeting. It was decided that minutes will not be needed for interim felt sensing meetings and that for regular meetings a person other than the Prime Mover will take on the role of recording Board actions.

XI. FINAL SILENCE

The next felt sensing meeting: July 15th, 2015 at 6pm Eastern Daylight time.

The next regular board meeting: August 5th, 2015 at 5pm Eastern Daylight time.

TO DO'S arising from the meeting:

Catherine Torpey will

- Approve the contract with Joe Colletti for him to lead the Strategic Planning process in Seattle
- Contact Nina Joy and discuss the time for the board walkabout at the Coordinators assembly.

David Rome will

- Put on the forum a proposal for fundraising and the role of the fundraising committee.

Susan Lennox

- Susan will help to make the changes to the June minutes.

Jane Quayle and Mary Jennings will

- Consider the format of the "external factors affecting TFI" presentation. This will include getting input from other board members.

Kevin Krycka will

- Draft a report that makes meaning from the financial statements and will send it to the Board for comments.

Submitted by Jane Quayle