



**Board of Directors
Minutes**
Friday 9th October 2020

Documents sent out in advance of this meeting:

From Catherine:

- TIFI board document CT suggestions
- TIFI ED report to BoD 2020.10

From Hanspeter:

- Link to To Do list in Dropbox
- Link to Document Repository in Dropbox
- 2020-09 TIFI Income & Expense charts

From Nelle:

- Board minutes 2020.09.11
- Rotation for Taking Board Minutes
- Proposed By-laws

From Paula:

- ED Evaluation&Governance

Present: Nelle Moffett, Catherine Torpey, Paula Nowick, Evelyn Fendler-Lee, Peter Afford

Apologies: Leslie Ellis, Hanspeter Mühlethaler

Attunement led by Evelyn.

Minutes

The September meeting minutes were approved. We discussed the procedure for finalizing minutes.

Agreed: the person taking the minutes should send them to Catherine and Nelle for editing, and they send their draft to all board members immediately. Board members will suggest edits at the next meeting before the minutes are approved.

Conflict of interest forms

Catherine confirmed that Sherrie has received them all.

Changes to the By-laws

Paula has circulated the revised By-laws with changes to bring them up to date with how TIFI works now. We discussed the process for appointing new directors, including whether or not in special circumstances a director can be appointed without their having first been vetted by the nominating committee.

Agreed: to approve the revised By-laws adding in the words "In special circumstances" to the beginning of the last sentence in Article 3, Section 3, to read "In special circumstances, additional

directors of The International Focusing Institute may be appointed by the current directors at any meeting of the board of directors.”

Use of Dropbox

Hanspeter has proposed a system for documents, but in his absence we agreed to continue circulating them via email for now.

Strategic Planning Session

Catherine and Nelle have spoken to Leah Boyd who has offered to facilitate a process of strategic thinking for a modest fee. Leah wants to start with a 3 hour meeting for everyone, and has proposed Friday 30th October. However, this may not be convenient for everyone.

To do: Nelle will email a poll to everyone to vote for possible days and times for the meeting with Leah.

‘About the Board’ document

Catherine has proposed some changes to the document that Peter circulated in July. The change to the section on reports to the board was accepted, but a lengthy discussion ensued around which matters require board approval.

To do: Peter will circulate the document along with proposed changes to it so that all board members can consider the points before we revisit this at the next board meeting.

Re-naming of “Diversity” Statement

The proposal is to change the title so that it is clear that the statement concerns diversity of approaches to teaching. Evelyn asked that TAE be included.

Agreed: to change the title so that it refers to diversity of teaching approaches and to include both Focusing and TAE in the statement itself.

To do: Evelyn and Catherine will suggest to the board a revision of the statement to include TAE.

Measures for Executive Director evaluation

The “ED Responsibilities and Measures” document will be revised to group the measures of ED performance under board portfolio headings.

To do: Nelle will write up the document to reflect portfolio measures and circulate it to board members.

Third quarter financial report

Catherine explained the figures in the document Hanspeter had circulated. She then shared a more detailed document:

- we are behind on membership income (probably because of members’ coronavirus difficulties, possibly also the online payment system)
- the deficit figure is not as bad as the anticipated figure
- anticipated big income in the fourth quarter will be from the FOT conference (Catherine hopes registrations will double) and individual donations
- we are ahead of projections in certification fees
- she was unable to do the funding outreach planned for this past spring because of the coronavirus

- The Garrison Institute has assigned TIFI a random week in August 2021 that is of no use to us. Their policy is not to refund our \$9k 2020 deposit unless they are able to re-assign the week to another organization.

To do: Nelle suggested that the Board examine during its strategic planning how TIFI is currently funded and alternate possibilities in the future.

Executive Director Report

Catherine submitted a written report and briefly highlighted:

“So What’s Alive in You, Gene?”

Dana Ganihar had been given a special assignment by the Board to receive the transcripts of Dave Young’s dialogues with Gene. She is now offering a course using those dialogues.

Website

Catherine reported some concerns about the company we have hired, because their onboarding is taking quite a bit longer than anticipated. This will be further discussed at the Website Portfolio meeting with Peter, Catherine, Renee and François.

minutes taken by Peter Afford