



THE INTERNATIONAL FOCUSING INSTITUTE

Building on the work of Eugene T. Gendlin since 1979

Board of Trustees

MINUTES

July

Online

Documents sent via email prior to meeting

From Nelle:

- Agenda
- Template for Board Minutes
- TIFI about the board draft 5.23.21
- Annual meeting with members
- Process for Evaluating the Executive Director – 2021
- Conflict of Interest policy BoD 2015.07.01 ADOPTED
- Minutes from previous month TIFI Board DRAFT Minutes 2021.06 (with CT edits)
- Process for selection of officers

From Evelyn:

- Diversity Report (portfolio)

From Catherine:

- 2021 TIFI Q2 YTD chart for board
- 2021 TIFI Q2 YTD numbers for board
- TIFI ED report to BoD 2021.07
- Website update for board 2021.07

PRESENT: Nelle Moffett, Florentina Sassoli, Darryl Commings, Peter Afford, Paula Nowick, Catherine Torpey

ABSENT: Evelyn

PRIME MOVER:

I. ATTUNEMENT Paula

II. APPROVAL OF THE MINUTES

Minutes from previous meeting are approved as amended.

III. NOMINATION TO THE ILC

Massimo Zarghetta from Italy was nominated by the Nominating Committee to the International Leadership Council. **This nomination is approved.**

IV. SELECTION OF BOARD OFFICERS

The Board's standing policy is to select officers for one-year terms at its August meeting for the year to come. Nelle had emailed this proposed process in advance:

Elections for board officers (president, vice president, and treasurer) are held in August each year. In preparation for this process, I invite any Board member to send email to the entire Board indicating your interest in one (or more) of these positions, thus nominating yourself. We can have as many people running for a specific office as are interested in the position. In other words, more than one person can nominate themselves for a position either before or at the August meeting. We will then have an official vote at the meeting.

Members expressed appreciation for the clarity of the process.

V. "ABOUT THE BOARD" DOCUMENT

A written document with suggested edits was submitted in advance.

This had been tabled from the June meeting. Nelle had proposed some changes to the "About the Board" document, to clarify the relationship between Executive Director and individual Board members, to avoid misunderstandings. There was discussion. One member expressed concern that the document was OK the way it was, and the additions added confusion. Conversation in particular centered around the question of "speaking with one voice." Although most seemed disposed to accept the change, it was decided to table the question again, to allow all to reflect and sense whether to approve the changes. Board members are welcome to have conversation over email between meetings.

Outcome: **Tabled to August meeting.**

VI. EXECUTIVE DIRECTOR EVALUATION

A document was submitted in advance laying out a process for the evaluation of the Executive Director. This item had been tabled from the June meeting. **No action was needed; the process outlined stands and can be revised in future as needed.** Peter expressed a preference for prose rather than bullet points, and might suggest edits to that effect for the August meeting.

VII. BOARD ANNUAL MEETING WITH MEMBERS

Nelle sent in advance a proposed schedule for these two hour-long meetings.

A suggestion was made that a recording could be made of board members who cannot attend both meetings due to time zones. The proposed week for the two meetings is September 27 to October 3, with the times being 9am Eastern and 7pm Eastern. Nelle requests that each Board member send any comments or suggestions as desired about the content of the meeting.

V. EXECUTIVE DIRECTOR REPORT

4 written reports were submitted in advance: a general report, a website report, and two documents showing second quarter (Q2) profit and loss (P&L).

Catherine recapped the major points. Board members expressed that the way the financial information was laid out was more helpful than in the past. The narrative was helpful, especially the way it was broken down by categories and compared to last year.

It was discussed that since we have money in the bank, it might be wise to use some of that money to invest in the website.

Darryl reported that as the new Treasurer, he can already see how we could change the way we capture and code financial transactions to give us the reports we want more easily. He reminded the Board that we have budgeted for someone to help re-vamp how information is entered and organized in QuickBooks.

Catherine's report indicates a projection that we will spend about \$11,000 over budget on the website at our current level of work on it. Nelle asked if a specific authorization is needed to approve that extra

expenditure, and discussion ensued. While no formal vote was taken, there was a consensus that the board approves this overage for the website.

The board gave kudos to our video editor, Sandra, for an excellent video capturing the highlights of the annual report.

VI. STRATEGIC CONVERSATION

Catherine continued to lead the Board in a SWOT analysis, with the emphasis this time on Threats. She took notes and will send them to the Board. The analysis will continue in August.

VII. ENDING REFLECTION

MEETING CLOSED

The next Board Meeting will be Friday, August 13 at 12noon (U.S. Eastern time)