

## **Minutes of TIFI Board Meeting, April 17, 2020**

**Present.** Paula Nowick, Nelle Moffett, Peter Afford, Nancy Falls, Leslie Ellis, Hanspeter Mühlethaler, Catherine Torpey.

### **New Coordinators.**

The board welcomed 3 new coordinators, Donatella Morelli and Laura Pappada from Italy, and Tom Larkin from Ireland.

**Minutes** from the previous meeting were approved unanimously

**To-Do List.** Hanspeter has taken on the responsibility for keeping the Board To Do list up to date. The document will be made available in Dropbox so all have access to the most current version.

### **Reporting Calendar.**

The Board unanimously approved the proposed format for ED reports to the board as follows:

- Quarterly financial reports in April (1<sup>st</sup> quarter), July (2<sup>nd</sup> quarter), October (3<sup>rd</sup> quarter) and January (4<sup>th</sup> quarter).
- Budget approval in February
- Annual report in June

Catherine will continue to produce updates for the board prior to each board meeting which will include brief, high-level summaries of:

- Achievements
- issues of concern
- any other outstanding issues
- a dashboard of quantitative information such as membership, income, etc

**Executive Director's Report.** Catherine noted the appreciative response from the membership for the COVID-19 support activities she initiated on behalf of TIFI and the excellent response to the membership renewal process. She noted that although overall numbers have been reduced because the non-responsive members are being removed from the roster, overall membership income is up. Also, many upcoming TIFI events are being moved from in-person to online and this may affect profits, but it's too early to tell.

**Board Letter to Membership.** The Board agreed to send the letter proposed by Catherine as a support for members during the pandemic. It will include the board members' names and will be sent in the next newsletter.

**Annual report.** The board commended Catherine for the quality of this document. It will remain on record as the board's annual report. Leslie and Peter will edit it to create a less detailed version for the public and membership.

**Web Site status report.** In lieu of hiring a dedicated project manager, a steering committee composed of Peter Afford, Catherine Torpey, Renee La Roi and Francois Roussel will begin

meeting in May to oversee the web site. By June 1, it will have reached 'good enough' status in terms of what is visible to the public, but there are many issues still to be worked through, including the possibility of needing to change platforms.

**Process for Replacing the President.** Leslie proposed a co-presidency with Jan Winhall, whom she proposed as a new Board member. The board expressed concern with bringing a new member and elevating her to President so quickly. The board agreed to follow due process with respect to Jan's nomination (with a concern noted that the board will now have 3 Canadians). The board also decided to follow due process with respect to succession of the President. As Vice President, Leslie becomes President if she agrees to do so. She accepted this responsibility, with the support of Nelle. This is a temporary role that will be reviewed, in August when all Board positions come up for review. The idea of co-presidency was discussed; opinions were divided. Nelle was commended for her effectiveness in stepping in as Interim President.

**Proposed New ILC members.** Ifat Erickson of Israel and Laura Bavalics of Hungary.

The next board meeting is scheduled for May 8, 2020.

**Business carried over:**

Proposal to review the process of evaluating the ED.

Clarification of the Mission Statement.

Finance report by Hanspeter.