



TIFI Board minutes

February 14th, 2020

Documents sent via email prior to meeting

- Budget 2019 actuals FINAL.pdf
- Budget 2020 2020.02.10.pdf
- 2020.02 Strategic Plan color coded.pdf
- ED job description.pdf
- Looking back on 2019.pdf
- ED Performance Review 2020 SELF.pdf
- Priorities 2020.pdf

PRESENT: Paula Nowick (President), Leslie Ellis (Vice President), Hanspeter Muehlethaler (Treasurer, Minutes), Peter Afford, Nelle Moffett, Catherine Torpey

ABSENT: Nancy Falls,

PRIME MOVER: Paula Nowick

I. Attunement/ Check in

II. Approval of minutes from previous month

The minutes of January 13 were approved by e-mail. Thanks to Nelle.

III. Exploration of clarifying roles of Board and ED

Nelle explained her proposal for clarifying the relation between the Board and the ED: Acknowledging the expectation of a high deficit in September, some anxiety came up in the board that led to requests for many reports from Catherine in a short time. The role of the board was confused, the distinction between governance and management was lost.

A longer discussion on issues like the Board's fiscal responsibility (what does it mean exactly) and how to proceed to get more clarity about the information the board needs to fulfil its role.

Decision:

Hanspeter will draft for a plan regarding needed reports from the ED:

- Needed high level documents, their structure and due dates (Calendar of Reports)
- Peter sends his proposals he made before
- Leslie sends templates for the documents
- He will discuss the plan with Paula before presenting it to the board.

IV. Review of 2019 Budget

Catherine presented the final P&L Report 2019, resulting with a Net income of \$ 10.390.

- Due to an end of year campaign, the raised money exceeded the budget value.
- Due to problems with the new website fees for membership and certification were

under budget. Catherine expects that more money will come in 2020, since many bills for 2019 dues were only sent out last December.

- The Weeklong 2020 brought in more money in 2019 than expected.

Discussion:

Nelle suggested to start collecting an endowment for high donations.

Credit card fees could be reduced by encouraging payment by debit cards. Catherine will check the possibility with the new website

Hanspeter presented the result as bar charts. He will use the form for future reporting (Attachment 2).

Note:

The board did not formally accept the P&L. This is to be done at the meeting in March, including the balance.

V. Review of 2020 Budget

Catherine presented the Budget 2020, expecting a Net income of \$ 141.

The budget is based on 2019 result and conservative. For example the value for fundraising is reduced. Expected new sources like Website listings/advertising for members are entered with rather symbolic numbers.

Hanspeter mentioned that the form of budget may be changed for the reporting. The net values will be kept the same.

Decision:

The budget 2020 is approved by the board by voting.

VI. Review of 2019 Accomplishments

Catherine proposed not to continue with the old strategic plan; she said that the actions are completed or not taken for good reasons.

For the board the old plan is too complicated and too detailed, not appropriate for taking high level decisions. A short list of the important goals and actions is needed.

Decision:

The board agreed with Catherine's proposal to design a process for developing a new plan. The will present the proposal at the next meeting.

These items are postponed for lack of time:

- VII. Review of 2020 Priorities
- VIII. Portfolios
- IX. Closing Felt sense of the 'whole' of TIFI

The next meeting will be on Friday 13th March 2020.

Documents attached

1. ToDo-List
2. Review 2019 Budget as bar chards