



Board Meeting  
August 6, 2014

Documents submitted prior to the meeting via email:

- *Agenda, sent by Catherine Torpey*
- *Draft Minutes of July 30 meeting*
- *Minutes of Executive Session of July 30 meeting*

Attendance:

Jim Iberg, Mary Jennings, Kevin Krycka, Susan Lennox, Jane Quayle, David Rome  
TFI: Catherine Torpey (Exec Dir.), Elizabeth Cantor (for recording minutes only)

Prime Mover (Meeting Facilitator): David Rome

I. OPENING

Meeting opened with three minutes of silence followed by sharing of reflections.

II. MINUTES

The minutes were approved from the July 30 meeting. It was noted that there were also minutes of the executive session, which are available only to Board members (present and future).

III. EXECUTIVE DIRECTOR'S REPORT

A) The first item followed up on the previous meeting's executive session, and so the Board went into executive session to discuss the same personnel issue (see separate minutes).

B) Finances

One meeting occurred with Steven Tanner, (an expert in Quick Books), to go over Quick Books. The objective is to become better able to see profit/loss for programs. Staff has begun logging hours to contribute to this objective. Another meeting is being scheduled with Steven to go over our books in more detail with Catherine Torpey, Elizabeth Cantor and Kevin Krycka.

We discussed the current status of giving to the Institute and a next step to keep donations coming.

Income from the Summer School is expected to remain at last year's level, as attendance is similar.

We should begin a Planned Giving program in the future to bring in larger donations and bequests.

C) Ruth Hirsch has agreed to join the Strategic Planning committee

#### IV. BOARD BUSINESS/ORIENTATION

##### A. Appointment of Secretary

**Action Taken:** Catherine Torpey was designated Secretary of the Board. It was noted that the by-laws will have to be altered because they refer to a "Treasurer/Secretary".

It was confirmed that the officers are:

- David Rome, Acting President
- Susan Lennox, Acting Vice President
- Kevin Krycka, Treasurer
- Catherine Torpey, Secretary

B. The Board reviewed in detail the document "Ten Basic Responsibilities of Nonprofit Boards" which had been distributed by e-mail by David Rome on July 17.

##### C. Virtual board retreat

**Action Taken:** The Board will schedule a "virtual retreat" for a Saturday in September. Jane Quayle and Catherine Torpey will meet to schedule and plan it.

##### D. Meeting timing and facilitation

- Board meetings will now be monthly, though special meetings may be called as needed.
- In the spirit of shared leadership as practiced by the transitional Board, Susan Lennox was asked to be Prime Mover for the September meeting and agreed.

##### E. Focusing partnerships

It was agreed that members of the Board will focus in pairs. Catherine Torpey agreed to write up and distribute a schedule for this.

##### F. Communication to membership

It was agreed that the Board will compose a short item for the upcoming newsletter.

**TO DO'S arising from the meeting:**

- Susan Lennox and Catherine Torpey will develop agenda for September meeting
- Catherine Torpey will create a schedule of Board members focusing with one another.
- Members of the Board will send proposed copy to David Rome and Catherine Torpey for a brief item in the newsletter going out next week.

**TO DO'S carried over from previous meetings:**

- Catherine Torpey will schedule the Strategic Planning group's first meeting.

**TO BE CARRIED OVER TO FUTURE MEETING:**

- Separation of offices of Secretary and Treasurer in by-laws
- Exact date and location of in-person Board Retreat, also exploring the possibility of finding funding for this.

The next meeting was set for September 3, 2014

Submitted by Catherine Torpey

Approved by Board of Directors on September 1, 2014