



THE FOCUSING INSTITUTE
carrying life and thought forward

MINUTES - The Focusing Institute Board of Directors
November 5, 2014 via Zoom

Documents submitted prior to the meeting via email from Catherine Torpey:

- Agenda
- Proposed Conflict of Interest policy
- Minutes of October board meeting
- Minutes of the October executive session

PRESENT: David Rome, Susan Lennox, Jane Quayle, Jim Iberg, Mary Jennings, Kevin Krycka, Catherine Torpey, Elizabeth Cantor (for minute taking)

MEETING FACILITATOR: Jane Quayle

I. OPENING SILENCE AND SHARING

II. AGENDA DISCUSSION

A request that there be time added to discuss communication of Board with Coordinators.

III. MINUTES Minutes of the October 1 meeting and executive session were approved.

III. EXECUTIVE DIRECTOR'S REPORT

Catherine Torpey reported:

1. We received a letter from Sarton Weinraub, Director of the New York Person Centered Resource Center (www.nypcrc.org) in New York City to say that Gene will be given a lifetime achievement award by the World Association for Person Centered and Experiential Psychotherapy and Counseling (WAPCEPC). They will be having a conference at Columbia University in July 2016 and would like to give Gene the award at that time and have him be the keynote speaker. Gene has said yes, though we will, of course, be making a plan for having someone else deliver his remarks should he be unable to attend.

2. She has begun advertising unpaid internships in fundraising and social media/marketing.

3. Ideas for phone courses to be offered

4. Trip to Ireland and Britain. Presence of TFI seemed to be much appreciated and good connections were made. Met with Rene Veugelers and Heidi Essler about the "Children Focusing Board;" plans were made to reconstitute this into a task force with Mary Jennings joining them. Mary and Catherine have corresponded about its exact portfolio. Mary Jennings also reported on the Children Focusing conference; had 52 people full-time from 11 different countries. There were questions by many about how certification for Children Focusing works currently and whether some alterations are in order. Focusers from Gaza presented via Skype during the conference.

5. Fundraising -- areas are: Major Gifts, Grants, Annual Campaigns/Membership, Planned Giving, Events Planning, Fee-for-Service. Board members are especially useful in Major Gifts. Catherine will have individual conversations with each Board member about how to help with this aspect of Fundraising. It is primarily about identifying potential donors and building relationships.

6. Small group meetings with Coordinators are being planned. There was discussion about the Board's role in this, or if the Board wants to have a separate communication with Coordinators.

IV. COMMITTEE REPORTS:

A. The Board went into executive session to continue discussion of the personnel issue from the October meeting. (Separate minutes exist for this session.)

B. TREASURER'S REPORT

Kevin Krycka reported on the finances, going over the reports as distributed. Catherine Torpey reported on recent significant payments to Stony Point and Garrison for housing for the Weeklong, the Wholebody Focusing program and the Summer School.

A request was made for operating statements for the past two years. Kevin said that reports could be generated from QuickBooks, but the operating statements distributed for this meeting had been calculated by Steve Tanner.

Kevin said that in his opinion, TFI should hire someone to go through QuickBooks to make the changes suggested by Steve Tanner. Steve is willing to speak with the accountant TFI has on retainer to see if the accountant might do it or if we should hire someone else. The Board indicated its support for this plan.

V. SPECIAL MEETING

It was agreed that a special meeting would be planned to allow for discussion of a confidential matter.

VI. SELECTION OF NEXT MONTH'S PRIME MOVER

Mary Jennings

TO DO'S arising from the meeting:

Catherine Torpey will

- have individual calls with Board members about fundraising
- have a call with David Rome about connecting with Coordinators
- have a call with Kevin Krycka about having Steven Tanner talk to our accountant and possibly hiring someone to help re-organize our QuickBooks
- create a Doodle poll for a special meeting
- advertise internships at other suggested sites

Submitted by Catherine Torpey

Approved by Board of Directors on December 3