



MINUTES - The International Focusing Institute Board of Directors

Date: February 8, 2017 via Zoom

Documents submitted prior to the meeting via email

- Agenda (from Catherine Torpey)
- Strategic planning draft (from Catherine Torpey)
- 2017 Budget (from Catherine Torpey)

PRESENT: Dana Ganihar, Kevin Krycka (treasurer), Paula Nowick, David Rome (president), Susan Rudnick (secretary), Catherine Torpey, Henry Chen (for minute taking)

ABSENT: Mary Jennings (vice-president)

MEETING FACILITATOR: Paula Nowick

I. OPENING SILENCE

II. JANUARY MINUTES APPROVED

III. ILC DOCUMENT ON NAMING OF COORDINATORS

- Board wrote a response to the ILC on January 13, 2017
- Board received revised document from the ILC
- Board is pleased with the document as the ILC has revised it and will send a note to that effect to the ILC.

IV. 2017 BUDGET

Catherine presented the budget that she and Kevin worked on:

- 2017 budget projects a reduction in the deficit from 2016 actuals.
- **Decision:** Board unanimously approved the budget.

V. STRATEGIC PLAN

Catherine presented and the board discussed the strategic planning document:

- Major goals are elaborated by subsidiary strategies, which are elaborated by actions, timelines, responsible parties, and resources needed.
- Drawn from the above strategies and actions, priorities of 2017 are listed.
- **Action:** Catherine to send to the board her final draft of the document. After the board agrees, it will be sent to the ILC for final feedback before board approval.

V. NOMINATING COMMITTEE

- **Decision:** Dana will join the nominating committee, of which Catherine is also a part.



To do's arising from this meeting:

Catherine

- To draft wording from the Board to the ILC regarding the document on the naming of Coordinators.
- To send to the board her final draft of the strategic planning document.
- In the 2017 budget, to annotate salaries with full time equivalencies.