



MINUTES - The International Focusing Institute Board of Trustees

Date: July 26, 2017 via Zoom

Documents submitted prior to the meeting via email

- Agenda (from Catherine Torpey)
- Financial Documents
 - June 2017 Balance Sheet
 - June P & L
 - YTD P & L
 - Form 990 2016
 - Audit Report Dec 31, 2016

PRESENT: Dana Ganihar, Mary Jennings (vice-president), David Rome (president)(present for the first hour; had to leave for a flight), Susan Rudnick (secretary), Paula Nowick, Catherine Torpey, Sherrie Lynne (for minute taking, present during first hour), Kevin Krycka (treasurer) not present (away on vacation).

MEETING FACILITATOR: Paula Nowick

I. OPENING SILENCE AND BRIEF CHECK IN

- Informal expressions of appreciation for Mary, as this was her last board meeting.

II. JUNE MINUTES APPROVED

III. FINANCIAL REPORT GIVEN BY CATHERINE

- Catherine presented the June reports including the 990's, and quarterly reports including the YTD P & L comparison with last year. She reported that we are on track with our budget. Board reviewed and discussed the reports. There was a remarkable discrepancy between cost of workshops between 2016 and 2017 and Catherine said she would report back to the board at its next meeting as to why.
- Catherine updated the board on the financial consultant, Ben Rodriguez, and his proposal.
- The Board authorized Catherine to contract with Ben Rodriguez for the assessment and possible overhaul of Quickbooks and accounting methods for up to \$8,000.]
- Board discussed the possibility of a finance committee and the need for a new treasurer if Kevin leaves the board.

IV. NOMINATING COMMITTEE

- Dana reported that Nominating Committee sent an email to the Focusing community asking members to suggest names and they received several responses. The committee expects to make a formal nomination next month for a new board member and a new ILC member.
- The board discussed the desire to expand the function of the Nominating Committee to seek out members for other committees and that it would to meet regularly year round. This would allow the committee to find and nurture new worldwide leadership.



V. WEBSITE UPDATE

- Catherine updated the board on the website status. Mary DuQuaine has been hired to lead the Website Committee meetings and to assist with prioritizing.
- The committee is evaluating all the research materials it had gathered and is putting together a site requirements document. They are researching potential developers.
- Discussion about looking into staffing to increase community engagement.

VI. MEMORIAL UPDATE

- Catherine reported that the Memorial is shaping up. Susan Rudnick has been coordinating housing for people coming in from out of town and the catering. Rob Parker is leading the philosophy forum in the afternoon and Lynn Preston is leading the psychology forum.
- The venue, Hebrew Union College, has been very accommodating and a pleasure to work with.

VII. STRATEGIC PLAN

- Catherine shared what she and Paula had discussed regarding the Strategic Plan and spoke of the great role committees can play in building the capacity of the organization and our capacity to identify good people within the organization.
- The board discussed a Strategic Plan Implementation Committee. Catherine shared a document in which some of the purposes of the committee were stated:
 - to help Catherine create timelines and identify next steps
 - to build capacity in the organization by identifying new leaders and familiarizing them with what strategic planning is all about
 - to increase transparency by helping members be more aware of the plan and the work of the Board and ILC
 - to connect Focusers with one another and with the Institute
 - to provide Catherine with time each month which is set aside to check the Strategic Plan and whether activities are aligned with stated goals
 - to allow for members of the committee, as appropriate, to take on portions of the plan if resources are available, or to help garner those resources

VIII. GRATITUDE FOR MARY

- The board bid Mary adieu with more expressions of gratitude.

IX. MEETING CLOSED