

Dances of Universal Peace International

Agenda - Board of Directors

Tuesday, February 6, 2018

19.45 UTC

Board Members Present: Darvesha Victoria MacDonald (chair), Arjun Jorge Calero, Munira Elizabeth Reed; Munir Peter Reynolds; Zarifah Spain, Dakini Maris Warrior; Nurana Naomi Wilansky

Staff Present: Edmund Aziz Dixon (Executive Director), Martha Bracken (Office Assistant)

*Toward the One,
the Perfection of Love, Harmony and Beauty, the Only Being;
United with all the Illuminated Souls who form the Embodiment of the Master,
the Spirit of Guidance.*

1. Minutes of the Board Meeting held November 21, 2017

Zarifah moved acceptance of the minutes, seconded by Munira, approved unanimously.

2. **to note: since the last BoD meeting the Board have approved** the outreach initiative with Global Ecovillage Network, and allocated up to \$6,150 in year one (2018) and up to \$5,280 in year two (2019) in expenditures from the DUP IN initiatives fund, with the provision that the BoD to receive a progress report by December 2018. Proposed by Munir, seconded by Munira, agreed unanimously.

3. 2017 Financial Reports: to end of December 2017 – see balance sheet and statement of sources and uses of funds

ED comments:

The draft annual LG statistics indicate a 5% fall in LG numbers, to 2013 levels. Lower numbers are seen in NA, Russia, Australian and the Netherlands (VDN). There has been a lower take-up of fee support in Russia since last year, despite considerable contacts. The reduction in numbers in the Netherlands is understood. There has been an increase in UK numbers, arising in part from a new dance leader training program.

For the financial year ending December 2017, excluding legacy and initiatives transactions, overall, results were very close to budget.

Donations revenue was considerably higher than budgeted; LG fee revenue reflected a 5% drop in LG numbers (although fee collection rates were high). Not all the planned GC travel was

undertaken. Costs for IT support (technical designer) were higher than budgeted (see previous minutes).

Fee support was provided to 63 leaders, totaling \$1,143; the amount spent on fee support is more than covered by donations for that purpose.

**Dances of Universal Peace International
Balance Sheet
as of December 31, 2017**

		Dec 31, 17
ASSETS		
Current Assets		
Checking/Savings		
	Key Bank checking	21,686.72
	Key Bank Money Market	
	Initiative Funds	17,100.00
	Key Bank Money Market - Other	558.30
	Total Key Bank Money Market	17,658.30
	UrbanPartnershipBank MoneyMarkt	22,452.87
	Total Checking/Savings	61,797.89
	Total Current Assets	61,797.89
TOTAL ASSETS		61,797.89
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
	*Sales Tax Payable	1.82
	Payroll Liabilities	299.08
	Sales Tax Payable	-29.41
	Total Other Current Liabilities	271.49
	Total Current Liabilities	271.49
	Total Liabilities	271.49
Equity		
Fund Balances		
	Prior Years Unrestricted Funds	41,028.81
	Total Fund Balances	41,028.81
	Unrestricted Net Assets	3,284.46
	Net Income	17,213.13
	Total Equity	61,526.40
TOTAL LIABILITIES & EQUITY		61,797.89

Dances of Universal Peace International
 January to December 2017
 Statement of Sources and Uses of Funds

	<u>Jan - Dec 2017</u>	<u>Budget 2017</u>	% budget ytd	<u>Budget 2018</u> <u>budget 2018</u>
Sources of Funds				
Investments				
Interest-Savings, Short-term CD	53.03	50.00		50.00
Total Investments	<u>53.03</u>	<u>50.00</u>	106%	<u>50.00</u>
Revenue - Current Year				
Donations	6,036.63	3500.00	172.48%	6,000.00
Legacy Bequests	17,800.00	0.00		0.00
LG Fees - Regions	27,054.61	29,000	93.29%	27,000.00
LG Fees - World Wide Region	3,827.78	4000.00	95.69%	3,800.00
LG fee support				
Royalty	76.41			
Sales	210.18	300.00		100.00
Total Revenue - Current Year	<u>55,005.61</u>	<u>36,800.00</u>	149.47%	<u>36,900.00</u>
Revenue Prior Yr				
Fee support		3,000.00		3,000.00
Guidance Council	1,870.00	2,000.00		
Initiatives project				6,150.00
Total Revenue Prior Year	<u>1,870.00</u>	<u>5,000.00</u>		<u>9,150.00</u>
Total Sources of Funds	<u>56,928.64</u>	<u>41,850.00</u>	136.03%	<u>46,100.00</u>

Uses of Funds			
Accounting			
QuickBooks payroll service	475.66	475.00	520.00
Total Accounting	475.66	475.00	100.14% 512.00
Contract Labor			
Community Coordinator	547.31	700.00	0.00
Executive Director	12,000.00	12,000.00	12,000.00
Guidance Council Chair	6,500.00	6,500.00	6,500.00
Outside Contract Services	0.00	0.00	
Total Contract Labor	19,047.31	19,200.00	99.20% 18,500.00
Employee wages			
Office Assistant	6,999.96	7,000.00	7,000.00
Total Employee wages	6,999.96	7,000.00	100.00% 7,000.00
IN Website Construction			
Technical Designer	4,286.25	2,900.00	4,887.00
Total IN Website Construction	4,286.25	2,900.00	147.80% 4,887.00
Office Expenses			
Equipment	82.13	100.00	100.00
Internet Services	1,898.00	1,900.00	1,900.00
Office Supplies and fees	1,370.98	900.00	1,400.00
Payroll Expenses	513.32	500.00	520.00
Postage	90.00	100.00	100.00
Telephone	2,141.90	2,000.00	2,180.00
Total Office Expenses	6,096.33	5,500.00	110.84% 6,200.00
LG fee support			
Project Budgets			
Guidance Council	1,870.00	3,200.00	1,200.00
Initiative Expenses	700.00		6,150.00
Translation Projects	135.00	500.00	200.00
z-Contingency Fund	0.00	2,974.00	1,350.00
Total Project Budgets	2,705.00	6,674.00	40.53% 8,900.00
Royalty Expenses	101.00	101.00	101.00
Total Uses of Funds	39,711.51	41,850.00	94.89% 46,100.00
Net Sources and Uses of Funds	17,217.13	0	0.00

4. Budget for 2018

The draft budget for 2018 is included in the statement of sources and uses of funds attached. LG fee income is adjusted in light of 2017 figures. For IT – technical designer, the server work in January will already have cost ca \$1800, so I have increased this category for the year. There is now no allocation for the Community Co-ordinator.

Other items are in line with 2017 figures, and I have assumed a call on prior year revenues of \$3,000 to produce a balanced operating budget.

Munir moved acceptance of the budget, seconded by Munira, approved unanimously.

5. Executive Director's report since the November 2017 meeting:

Global Ecovillage Network: initial travel arrangements have been made as part of phase 1 approved by the Board in December. A separate accounting mechanism has been put in place to track Initiatives income and expenditure. The Board is grateful to Arjun for leading this initiative.

50th anniversary of the Dances:

Arjun is leading on synchronizing the anniversary celebrations around June 24, and a global teleconference is arranged with Murshid Wali Ali for March 18th.

LG fees

The main task since the November meeting has been to contact all overdue leaders and end-date where necessary. This has been a particularly busy time for Martha and me. We are resolving several instances of mentors who are no longer active but who have active mentees. As ever I appreciate Martha's work in collecting and chasing fees, maintaining and developing the book-keeping and much else.

Bosnia:

Good communications have been developed with the expanding circle of dance leaders in Bosnia. Aziz hopes to visit in the fall.

Six further dance write-ups have been added (39 in total in 2017, with over 100 in the 'pipeline'. Noor and Akbar Helweg in the Netherlands have developed a resource of dance write-ups over many years. I am working to give this wider recognition.

New server

A new server has been required, and the website was moved to the new server end of last week.

6. Nominations Committee

The Board confirmed one vacancy arising from the forthcoming resignation of Zarifah, and it was agreed Darvesha and Dakini would join the Nominations Committee.

7. Goals and Activities for 2018

DUP International Board of Directors adopted the following goals for 2018:

- celebrate in June 2018 the 50th anniversary of the first Dances
- work with Global Ecovillage Network to seed the Dances in new parts of the world
- foster the best possible communication with dance leaders and mentors who are no longer active, and learn from their feedback
- increase the number of dance write-ups in more of the languages supported by DUP International. *This is continuing slowly.*
- continue to expand the resources available to support the transmission of the dances in languages other than English. *Discussions are continuing about provision in French.*
- Set up conversations facilitated by BOD and staff members at camps and retreats giving information and receiving feedback on our activities, priorities and plans. *This is ongoing.*
- continue to review how we can best communicate across our dance leader family. *We have made greater use of Facebook, but further use of social media could be developed with appropriate skills and resources.*
- anticipate and apply technological developments for the benefit of our community. *We will be investigating whether it is feasible to use automated translation in parts of the website.*
- develop a more in-depth understanding of the context and profile of dance-leading in each part of the world, to build on our multi-national strengths. *We have developed a better understanding of the growth of the dances in Bosnia.*
- update the photo gallery on the website. *Ongoing.*
- continue to collect leaders' mobile phone numbers. *Ongoing.*

8. **Guidance Council:** no report at this meeting.

9. Dates of future BoD meetings (2018):

Dates for Board meetings and the Annual meeting are to follow.

- **April 10: Annual meeting followed by BoD meeting**
- **September 18**
- **November 20.**

(Admin Committee meetings will be at the same time one week before the Board meetings.)

Meetings will be at **20.00** UTC November 5 to March 12, and **19.00** UTC March to November ie noon Seattle time throughout.

There being no other business, the meeting closed at 20.36 UTC.