

**Dances of Universal Peace International**

**draft MINUTES - Board of Directors**

**Tuesday, September 15, 2020**

**at 19.00 UTC**

**Board Members present:**

Darvesha Victoria MacDonald (chair), Arjun Calero, Nurana Naomi Wilansky, Rukmini Miller, Munira Reed, Dakini Warrior, Khabir Christian Mayer-Glauning.

**Staff present:** Edmund Aziz Dixon (Executive Director), Martha Bracken (Office Manager)

*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**

**1.1 Minutes of the Annual Meeting held April 7, 2020**

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

**1.2 Minutes of the Board Meeting held April 7, 2020**

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

Matters arising:

1.3 to update our bylaws in line with the update to our Mission and Goals agreed at our March meeting: to add *to receive and manage donations intended to benefit the Dances of Universal Peace internationally, both for dance leaders and dancers, so as to foster the stream of transmission and spiritual practice of the Dances and Walks Concentrations.*

This has been added to our [Mission and Goals](#), but we also need to update our [bylaws](#)

**II. OBJECTIVES AND PURPOSES** *[amended April 24, 1994; January 12, 2010]*

The objectives and purposes of this corporation shall be to support the work of the Guidance Council of the Dances of Universal Peace, to support members of the Leaders Guild, and to link the worldwide community of participants in the Dances.

Rukmini moved that we amend the bylaws thus, seconded by Khabir, approved unanimously.

1.4 An interim Board meeting was held on July 17.

We have now received all money gifted to us by Oneness Project, totaling \$613,812.

Discussion about opportunities and priorities in the current situation (July 17):

- we could invest more in the health sector - the current proposal has 14% invested in this sector: if we invested 100% in health, our likely returns might be quite different.
- it is not too early to set up a grant-awarding function
- there may be opportunities for mentors to foster a sense of community within the Leaders Guild regionally
- we are open to new initiatives, and younger voices
- DUP IN is not set up to run international events, but - as we have seen with the Beyond program - we can support suitable initiatives from Leaders Guild members
- the Board could meet in person one day, if we want to re-vision the organization - maybe after the pandemic

### **Board decisions on the proposed investment**

1. A motion proposed by Munira, seconded by Khabir - to invest 75% in fixed return funds, 12.5% in higher risk investments and to keep in the bank 12.5% for later investment, was approved, subject to further discussion with CLA on July 21.

In the meeting with CLA on July 21, it was clarified that the fixed income model is not a guaranteed return, but a low risk investment. Our criteria for investment in environmental and social governance were restated, and this includes health care; the proposed investment model reflects our original criteria.

In response to the concerns raised by the Board we are now able to invest using the initially proposed proportions (75% in fixed income, 25% in the stock market), but we would need to invest in equal amounts over each of 6 months, hence a new vote was tabled.

2. In subsequent voting the Board approved a motion tabled by Munira, seconded by Dakini, to adopt the investment strategy proposed by CLA on July 21.

Rukmini moved acceptance of the minutes, seconded by Khabir, approved unanimously.

### **2. 2020 Financial Reports: to end of August 2020**

Comments:

- there is no problem from investments in relation to our tax status: Aziz will keep updated with CLA on this.
- revenue (if we include accounts receivables) is likely to be in surplus at year-end by \$3500.
- fee support donations are already above budget and we have not yet done an annual mailing asking for more donations. It was agreed that we will take a break this year from our annual request for donations, and will advertise in the newsletter that funds are available for fee support.

- our costs are below budget, mainly because we are not spending on travel (including the Beyond initiative).
- apparently the pandemic is not impacting on revenues so far
- because of lower costs and higher revenue than budgeted, we may have a surplus of around \$10,000 at year-end. This will enable us to fund start-up costs for the grants program before we receive any investment income: if we do this, It was agreed that we will repay to core funds any money loaned to the grants program for start-up costs.

	<u>Aug 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Key Bank checking	27,907.53
<b>Key Bank Money Market</b>	
Initiative Funds	17,746.39
Key Bank Money Market - Other	591.61
<b>Total Key Bank Money Market</b>	<u>18,338.00</u>
Providence Bank Money Markt	<u>22,883.64</u>
<b>Total Checking/Savings</b>	<u>69,129.17</u>
<b>Accounts Receivable</b>	
Accounts Receivable	8,727.00
<b>Total Accounts Receivable</b>	<u>8,727.00</u>
<b>Other Current Assets</b>	
Charles Schwab Investment Acct	613,812.12
<b>Total Other Current Assets</b>	<u>613,812.12</u>
<b>Total Current Assets</b>	<u>691,668.29</u>
<b>TOTAL ASSETS</b>	<u><u>691,668.29</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Payroll Liabilities	188.17
<b>Total Other Current Liabilities</b>	<u>188.17</u>
<b>Total Current Liabilities</b>	<u>188.17</u>
<b>Total Liabilities</b>	188.17
<b>Equity</b>	
<b>Fund Balances</b>	
Prior Years Unrestricted Funds	40,999.40
<b>Total Fund Balances</b>	<u>40,999.40</u>
Unrestricted Net Assets	26,478.84
Net Income	624,001.88
<b>Total Equity</b>	<u>691,480.12</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>691,668.29</u></u>

**Dances of Universal Peace International**  
**January to August 2020**  
**Statement of Sources and Uses of Funds**

	<u>Jan - Aug 2020</u>	<u>Budget 2020</u>	% budget ytd
<b>Sources of Funds</b>			
<b>Investments</b>			
Interest-Savings, Short-term CD	23.49	50.00	
<b>Total Investments</b>	<u>23.49</u>	<u>50.00</u>	47%
<b>Oneness Project Grant</b>	613,812.12		
<b>Revenue - Current Year</b>			
Donations - fee support	2,864.50	2500.00	114.58%
Donations - Beyond Initiative	814.20	500.00	162.84%
Legacy Bequests	0.00	0.00	
LG Fees - Regions	24,415.98	29,000.00	84.19%
LG Fees - World Wide Region	5,399.41	6000.00	89.99%
LG fee support			
Royalty	40.60	0.00	
Sales	171.52	100.00	
<b>Total Revenue - Current Year</b>	<u>33,706.21</u>	<u>38,100.00</u>	88.47%
<b>Revenue Prior Yr</b>			
Fee support			
Guidance Council			
Initiatives project	0.00	5,000.00	0.00%
<b>Total Revenue Prior Year</b>	<u>0.00</u>	<u>5,000.00</u>	
<b>Total Sources of Funds</b>	<u>647,541.82</u>	<u>43,150.00</u>	1500.68%

**Statement of Sources and Uses of Funds**

	<u>Jan - Aug 2020</u>	<u>Budget 2020</u>	% budget ytd
<b>Uses of Funds</b>			
<b>Accounting</b>			
QuickBooks payroll service	550.50	550.00	
<b>Total Accounting</b>	<u>550.50</u>	<u>550.00</u>	100.09%
<b>Contract Labor</b>			
Community Coordinator			
Executive Director	8,960.00	13,440.00	
Guidance Council Chair	3,250.00	6,500.00	
Outside Contract Services	0.00	0.00	
<b>Total Contract Labor</b>	<u>12,210.00</u>	<u>19,940.00</u>	61.23%
<b>Employee wages</b>			
Office Manager	5,000.00	7,500.00	
<b>Total Employee wages</b>	<u>5,000.00</u>	<u>7,500.00</u>	66.67%
<b>IN Website Construction</b>			
Technical Designer	1,530.00	2,300.00	66.52%
<b>Total IN Website Construction</b>	<u>1,530.00</u>	<u>2,300.00</u>	
<b>Office Expenses</b>			
Equipment	266.41	300.00	
Internet Services	1,074.00	2,140.00	
Office Supplies and fees	833.28	1000.00	
Payroll Expenses	437.07	700.00	
Postage	174.25	150.00	
Telephone	1,325.43	2,060.00	
<b>Total Office Expenses</b>	<u>4,110.44</u>	<u>6,350.00</u>	64.73%
<b>LG fee support</b>			
<b>Project Budgets</b>			
Guidance Council	0.00	600.00	0.00%
Initiative Expenses	38.00	5,000.00	0.76%
Oneness Project Expenses	0.00		
Translation Projects	0.00	200.00	
z-Contingency Fund	0.00	558.50	
<b>Total Project Budgets</b>	<u>38.00</u>	<u>6,358.50</u>	0.60%
<b>Royalty Expenses</b>	<u>101.00</u>	<u>101.00</u>	
<b>Total Uses of Funds</b>	<u><b>23,539.94</b></u>	<u>43,099.50</u>	54.62%
<b>Net Sources and Uses of Funds</b>	<u><b>624,001.88</b></u>	<u><b>0</b></u>	

### **3. Oneness Project: grant awarding fund and processes**

3.1 Investment strategy: see matters arising, above

3.2 Implementation plan for grants awarding process

Background: Investment

So far, the Board has taken the following steps:

- determined our investment criteria and an investment strategy to reflect this
- appointed CLA as our professional advisors
- assigned the dedicated funds for investment over 6 months starting August 5, 2020.

The Executive Director, working with the Office Manager, will keep under review both our actual income relative to budget and our investment returns, and will alert the board to any variances that would affect our current tax status or prompt a change in investment decisions.

The Board, with help from the Treasurer, will oversee investment strategy and returns at scheduled Board meetings and in between meetings as necessary.

3.3 Focus of grants awarded

If we assume that the first money available for disbursement will be no sooner than six months from initial investment (August 2020), a fund of \$3,000 may be available for an initial grants cycle in the new year, or up to \$15,000 net of costs by December 2021.

In discussion, it was suggested that grants could be made available for equipment and zoom accounts to support online dance family connections; and small scale support might be considered for retreat centers associated with the dances, to contribute to costs associated with reopening safely in the pandemic (sanitation materials etc). The criteria for grants will be reviewed by the Board before the grants program is launched.

3.4 Decisions taken at September Board meeting

3.4.1 The Board agreed to set up a committee (Grants Committee), and (in principle) to appoint a Grants Manager.

Proposed by Dakini, seconded by Nur Ana, agreed unanimously.

Committee remit

Within a budget approved by the Board, the international committee shall be authorized to determine the allocation of grants in accordance with procedures approved by the Board. The Grants Manager will present grant applications to the committee for their joint decision.

Grants Manager

The Grants Manager will be a salaried post; this person will manage the recurrent work of running a grants program, with awards up to three times a year. The Grants Manager will recommend to the Board a budget for each grants cycle, based on the interest generated by the account. This person will be part of the Grants Committee.

### Committee members

The Board agreed to appoint for the initial committee: Rukmini (NA), Khabir (Germany), Roxina Campos (Chile), and Samra Sadikovic (Bosnia), and wish to reflect the diversity of our international community. Lynda and Patsy (from Oneness Project) are available as advisors, and will serve on the committee initially. Darvesha and Aziz envisage working with the committee as advisors.

Committee members will be assigned a proportional number of the grant applications each cycle. It will be their responsibility to work with the applicant until the application is ready to be presented to the joint committee for a joint decision on the application.

Committee members can be party to bids for funding, and in such cases will not be involved in assessment of the bid or voting on the bid in committee.

### **3.4.2 Set-up task: grant awarding criteria and processes**

The first task of the Grants Manager will be to draft, finalize for Board approval, and publish guidelines and criteria which describe the procedure applicants would follow for applying for grants from DUP IN and the process DUP IN will use to review and award them.

The Board may wish to review proposed criteria and processes at its meeting in January 2021.

### **3.4.3 Grants Manager**

Further work is needed to identify remuneration options for a Grants Manager and to propose this and a candidate for the Board's approval: for our next meeting in November.

## **4. Executive Director's report – other items since the April 2020 meeting**

- **SRI**

In light of developments affecting Sufi Ruhaniat International, it was clarified that it is not necessary to be on a particular spiritual path in order to be a dance leader. To be a member of the Leaders Guild it is necessary to have a mentor and to be current with fees or fee support.

To complement this, a forthcoming newsletter will summarize how the spiritual lineage of Murshid SAM is embodied in dance leading: this is maintained through the Spiritual Director of SRI appointing mentors to the Guidance Council which guides and approves the appointment of mentors, sets the criteria for certification as a dance leader and oversees the Leader Guidelines.

In addition, we have taken this opportunity to update the welcome letter for new and returning leaders, to highlight the [Leader Guidelines](#) and [Leader Agreements](#)

- dance resource library Since the beginning of the year over 200 dance write-ups have been added to the resource library (compared to around 35 the previous year). In Latin America a mentor team co-ordinated a search for the top ten dances which need to be added, so now the spiritual traditions of this whole region are better represented in Spanish, and soon we will be able to add more dances from Brazil, in Portuguese. The complete German foundation manual of dances is being added; other dances have come from Latvia, France and the Czech Republic.

This has been a major investment of time and energy, involving mentors and originators all around the world. now our library has more to offer across many languages and geographic areas, supporting our rich diversity in unity. It also accounts for some backlogs in other areas of work.

It is possible that we will receive a few hundred dances in Dutch to add to the library, over time. It would be very good to be able to reflect the richness of resources in this branch of the family.

- ED workload  
There has been a sustained increase in the Exec Director's workload since the start of the pandemic. In large part this may be due to leaders' creativity and available time to work on dance write-ups. It is assumed this is an exceptional situation and that we should not be planning for a long-term increase in work and funding. The Board offered the Exec Director an additional payment for this workload, and it was agreed that future expansion of activities eg including non-European languages on the website, would need prior assessment of costs and benefits.
- website and correspondence in French  
Our team of French translators have been working for about a year on translations of key parts of the website, and welcome letters, as well as a significant number of translations of dance write-ups. This means we will be operating to some extent in 7 languages, in addition to other languages used in correspondence on fees.
- future of dances in pandemic?  
So far there is little indication that leaders are any less committed to the Leaders Guild or to paying their fees at a time when dancing hand to hand is interrupted. While for most of us the form of the dances (meeting in person) is not available, the connections in community which can be sustained online are very valuable. It is also true that meetings for dancing are resuming in parts of Europe and Oceania.
- IT issues

Our Constant Contact mailing software is being updated, and all templates for invoices and newsletters (about 20 documents) need to be updated in the next few weeks; we will need to change the software we use for updating the website in order to add a French version of the website (a few pages and many dances have been translated so far).

- website development

In April we identified some simple enhancements to the website which can be undertaken shortly as time allows. A more comprehensive redesign of the website (in 6 languages) was also discussed, and we plan revisit this when current priorities such as the grants awarding function are set up. It might require an incremental budget of up to \$4,000. A proposal would be put to the Board before committing to a development on this scale. Indexing of all materials on the website has been proposed, and this can be reviewed in light of other priorities at a future meeting.

- LG fee collection

Martha continues to be busy keeping fee collection up to date. This simple statement summarizes much hard work!

- The next newsletter is now planned for mid-September.

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

**6. Dates of future BoD meetings (2020):**

Dates for Board meetings and the Annual meeting are as follows.

- November 17

2021

- February 9
- April 6 (also Annual meeting)
- September 14
- November 16

Meetings are **usually** at **20.00 UTC** November 5 to March 12, and **19.00 UTC** March to November ie at noon Seattle time throughout, unless arranged otherwise.

There being no other business, the meeting closed at 20.15 UTC.