

**Dances of Universal Peace International
Board of Directors Telecon Meeting Minutes**

7 February 2012

(Action Items in Italics)

BOD Members Present: Kabir Stuart McKinnon, Darvesha Victoria MacDonald, Maitreya Jon Stevens, Halima Sussman

Also present: Munir Peter Reynolds (Executive Director); Sky Majida Roshay (Administrative Assistant); Martha Bracken (Office Manager)

Absent: Allaudin Sandy Hill (BOD)

*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.*

AGENDA

- I. Approval of Minutes from December 13, 2011.
- II. Financial Reports
 - a. Year 2011 Final Report
 - b. December 31, 2011 Balance Sheet
 - c. Year 2012 Sources and Uses of Funds Budget
 - d. Goals and Activities for 2012
- III. Fund Drive Update
- IV. Nominating Committee
- V. Guidance Council Report
- VI. Executive Director's Report
 - a. Leaders Guild Rejuvenation Project (see attached plan)
 - b. Leaders Guild Statistics (Bruce Heeter and I have extracted data from our data base to prepare the following report on activity in 2011:
- VII. 2012 Board Meeting Schedule

Next Telecon Date: Thursday, April 26 (including Annual Meeting), 2 pm Pacific, 3 pm Mountain, 5 pm Eastern

BOARD MEETING MINUTES

Welcome

Munir welcomes everyone and asks for a moment of silence for Pir Shabda and Tamam Kahn and their families after the death of their son Solomon and the serious injuries of his fiancé Nicole in an accident in Thailand last week.

I. Approve Minutes

Kabir moves, Maitreya seconds, that the minutes from the 13 December 2011 telecon be approved for distribution. Passes unanimously.

II. Financial Reports

The year-end financial report is below in Appendix 1. Munir points out that we hit our target for regional income, which is going up. The fund drive has been very successful, and year 2001 Income and Expense ended \$12,000 to the good.

The December balance sheet is also in Appendix 1.

The 2012 budget is in Appendix 2; it is called "Sources and Uses of Funds and Budget" instead of income and expenses because some of the funds to be used in 2012 was raised in 2011. Munir reviewed it with the Board; the scope is identical to what has been done in the past, except for a 5% raise to staff. A limited amount of fundraising will be necessary. Kabir adds these details:

- Similar overall level of "uses of funds" to what we provided in 2011 (i.e., we're not planning any changes up or down in the scope of our operations).
- Donations from the 2012 fund drive are a major funding source (previously we had to draw on accumulated reserves).
- Continuing to challenge ourselves to generate more Leaders Guild fee revenue as we complete the LG rejuvenation project.
- Implementing the LG fee support fund (note new name), and in the first year are simply guessing about the dollar amount and how this will affect overall revenues (e.g. will we it significantly undermine our LG fee revenues or will the effect be net additions to the LG, people who formerly couldn't afford the fees?).
- Providing for \$5,000 in donation revenue and a \$5,000 grant, both of which will need to be raised; the most likely source for the grant would be OP once again, but this will require identifying the right project and enlisting their support.

- Providing salary increases (5%) for the first time since we started up as DUP International in October of 2009.
- Phasing out the LG rejuvenation project by the end of June.
- Funding translation of key resources.
- Reducing contingency fund significantly -- with experience gained over the past two years, we have greater confidence in our operating environment, as well as the comfort of the recent generosity of friends of the Dances of Universal Peace.

Kabir moves, Halima seconds, that this budget be approved. Passes unanimously.

The Goals and Activities for 2012 are included here. Halima appreciates the clarity in the presentation of the work of the Board. Munir said that this is a pivotal year for determining the size of the Leaders Guild and how much administration can be afforded going forward. Much work is planned to expand the translations on the website and the scope of resources and support to the Leaders Guild. Halima moves, Darvesha seconds that these goals and activities be adopted; passes unanimously.

2012 Goals and Activities

Supporting the work of the Guidance Council

1. Engaging the Mentors Guild in ongoing communication about ways and means of cultivating excellence and spiritual depth in leading the Dances of Universal Peace and Walking Concentrations.

- a) By March 1, create a Mentors Forum page where mentors can share ideas and concerns about working with mentees
- b) By April 1, encourage forum participating by seeding questions and topics in newsletters and on the MTG yahoo group.

2. Encourage and inspire Leaders Guild members to embody and lead from their spiritual depth.

- a) Continue to build the on-line library/resource center of published Dances and Walks in various media, as well as articles, esoteric papers, and other materials. Add Creation Dances booklet dances by June 20. Evaluate and add materials as appropriate from past published DUP booklets.
- b) Continue to make available for sale ongoing the recordings on CDs that remain in inventory.

Providing resources and support for members of the Leaders Guild

3. Build cohesion and awareness of common purpose among Leaders Guild members worldwide.

- a) Create quarterly newsletters for Leaders Guild members in English, Spanish, German, and Russian languages.
- b) Encourage the use of the In-The-Garden Yahoo group as a Leaders Guild forum for discussions in English.
- e) Continue to maintain DUP International's Facebook page and explore the potential of social networking sites in supporting the Leaders Guild.

4. Encourage all active leaders of the Dances of Universal Peace to be members of the Leaders Guild.

- a) Continue to advocate with SRI initiates to join their DUP Region or pay Leaders Guild fees directly to DUP International.
- b) Create a plan and needed policies to implement a June 30, 2012 due date for all mentored Leaders to be paid up members of the Leaders Guild, including:

- 1) Work through the Community Coordinator and Seattle office to contact all lapsed members via telephone, email or regular mail as needed and appropriate to gather input and inform all of the need for fee payment;
- 2) Promulgate information about the new due date to all leaders through newsletters;
- 3) Develop print information to be mailed to those Leaders we cannot contact any other way.
- 4) Create an fee remission form on the IN website
- 5) Work toward on-line display of leader guild fees status in the My Info area of the IN site
- d) Compile and report Leaders Guild membership summary information at year beginning and year end.
- e) Establish and implement policy on restricting access to enhanced content of website (log-in) to contributing Leaders Guild members.

Linking the worldwide community of participants in the Dances of Universal Peace

5. Maintain and continue to develop a nexus, referral website that provides general information about the Dances of Universal Peace and Walking Meditations and links to all regional websites and other resources world wide.

- a) Work with German, Russian and Spanish speaking networks to translate key leader resource materials into those languages in a systematic and timely manner.
- c) Add a major Spanish language component to the website, including a searchable resource library.
- d) Create a German language section of the website, post the Leader and Mentor Guidelines in German, and explore the feasibility/need for further portions of the IN site to be translated into German.

6. Facilitate close communication and cooperation with the leadership of the DUP Regions.

- a) Create a region leaders forum on the IN site and seed participation in this resource by emails to region leaders
- b) In the region forum explore the feasibility of creating an on-line “We Circle Around” page, with links to photos and articles on the region/network web sites, and/or other projects that would enhance regions’ viability and service to their members.

Administering and developing the organization

7. Develop a plan for organizing the work of the Board of Directors and engaging the leadership of Board members and other Leaders Guild volunteers.

- a) Determine the need for additional Board members and the particular skills and abilities required.
- b) Expand the network of advisors.
- c) Identify and involve volunteers in specific projects.
- d) Work with the Executive Director in continuing to develop and refine protocols to ensure effective operation and coordination of efforts.

8. Develop a comprehensive funding strategy.

- a) Identify any deficiencies in the collection of Leaders Guild fees and develop strategies for addressing them.
- b) Implement a program of contributing support to underwrite the LG fees of leaders with financial hardship.
- c) Develop a medium-term financial plan for DUP International that identifies funding needs, both ongoing and project-related.
- d) Research and develop a strategy for solicit financial support in the form of donations or grants for specific project initiatives.

9. Continue to improve the quality of information systems and work toward improved website functionality.

- a) Evaluate information management and functionality needs and determine whether an overhaul of the data base is warranted and feasible.
- b) Develop protocols and personnel job descriptions for capturing and tracking data accurately and following up where needed.

d) Implement protocols on Leaders Guild data base management so that new leaders' fees are paid before given website log in access.

III. Fund Drive Plan

An anonymous gift at the end of 2011 boosted our total to nearly \$30,000. The current tally of number of donors is updated below:

Vision		Actual	
# of donors	\$	# of donors	\$
4 to 5	9,000	7	18,000
8 to 15	7,000	35	10,549
100+	4,000	24	1,359
	20,000		29,908

The December 2011 email appeal to the Leaders Guild for our Fee Support Fund produced 11 gifts totaling \$632.

Darvesha remarks how wonderful it is to be in the hands of two professional fundraisers. Thank you!

III. Nominating Committee

The Nominating Committee (Darvesha Victoria MacDonald, Kabir Stuart McKinnon and Pir Shabda Kahn) is at work making inquiries with potential members. One person has declined but others are being considered. If anyone has any suggestions, please speak to Darvesha, Kabir or Munir.

The January newsletter invited the Leaders Guild to submit nominations to the committee by February 22nd. The nominating committee will prepare a slate for election at the Annual Meeting on April 26th.

IV. Guidance Council Report

Discussion at the January 18, 2012 GC meeting focused on Munir's report on the fund drive, plans for 2012, and planning for implementing the June 30 due date for being current with dues. The GC okayed plans to move forward with implementing the mentor forum on the website. They also agreed to help with contacting mentors who have lapsed on or never have paid leaders guild fees.

VI. Executive Director's Report

Munir draws our attention here to two areas:

a. Leaders Guild Rejuvenation Project.

Munir, Darvesha and the staff are developing a document to guide the work to be done to inform Leaders Guild members of the need to pay Leaders Guild fees by June 30 to remain members in good standing. The draft plan lays out goals, steps and policies needed to achieve this.

b. Leaders Guild Statistics

Bruce Heeter and Munir have prepared the following summary of the current standing of the Leaders Guild. The report shows that some progress was made in 2011 to encourage payment of LG fees and also to end-date individuals who are no longer leading the Dances.

Darvesha says she is now fine with the possibility of end-dating mentors, without having to end-date their mentees, at the end of June. They have the information and can do as they choose with it. It takes a lot of time and energy to reach out to people who are not being responsive. Kabir concurs; it is time to focus our energy on the people who are interested and wish to be involved.

**Annual Report of Leaders Guild
Membership and Fees
Dances of Universal Peace
International**

	Totals	Totals											
	12/31/2010	12/31/2011	NA	WOW	Australia	Brazil	Eurasia	France	NdL	NdL Swiss	ND N	NZ	UK
Leaders Guild Members		1											
- mentored leaders (CT-004)	697	705	293	117	17	70	32	5	84	15	14	5	4
- certified leaders (CT-005)	398	397	231	23	18	6	7	5	40	3	26	4	4
- mentors-in-training (CT-006)	46	64	42	9	2	2			1		1	3	4
- mentors I (CT-007)	96	96	54	10	3	4	3	1	9	1	2	5	4
- senior mentor II (CT-008)	26	26	17	1	1	1			3	1	1	1	1
- senior mentor III (CT-009)	11	11	6								2		3
Total Leaders Year									13			3	7
End	1274	1299	643	160	41	83	42	11	7	20	46	7	9

	12/31/2010	12/31/2011
Fee analysis of above Yr-End totals:		1
- Current with LG-1	517	711
- financially assisted (LG-2)	0	0
- lifetime / complimentary	22	22
- in arrears LG-1	1	146
- no record in LG-1	756	442
Total Leaders Year		
End	1296	1321

Net Change Statistics Recap	In Year 2010 Net change	In Year 2011 Net change	2011 added	2011 end dated	2010 added	2010 end dated
Leaders Guild Members						
+ new leaders added	93	152				
- leaders end-dated	16	86				
+ or - mentored leaders (CT-004)	52	45	119	-74	68	-16
+ or - certified leaders (CT-005)	13	10	22	-12	13	
+ or - mentors-in-training (CT-006)	9	9	9		9	
+ or - mentors I (CT-007)	2	1	1		2	
+ or - senior mentor II (CT-008)	1	1	1		1	

+ or - senior mentor III (CT-009)	0	0
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VII. Next Meeting Date

Please note the following schedule of meetings for the remainder of 2012, all times at 2 pm Pacific, 3 pm Mountain, 5 pm Eastern. This schedule was approved at the December 13, 2011 meeting:

Thursday, April 26 (including Annual Meeting)

Tuesday, July 10

Tuesday, Sept 18

Tuesday, Nov 20

Munir feels that this schedule will work, with committee work going on between meetings.

VIII. Closing Remarks

Munir asks if there are any issues or concerns to be brought up at this point. He thanks Martha and Sky for their work and patience as we sort out the intricacies of the Leaders Guild Rejuvenation project. Also, a meeting is set up for tomorrow with representatives from DUPNA to discuss fees and membership collection and rates.

Appendix 1: Financial Reports

Year 2011 Income and Expense Final Report

	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Revenue			
Donations	25,679.97	5,000.00	513.6%
Grants	5,000.00	5,000.00	100.0%
LG Fees - Regions	20,625.19	20,000.00	103.13%
LG Fees - World Wide Region	1,849.32	4,000.00	46.23%
On-line auction	0.00	0.00	0.0%
Royalty Income	273.60	200.00	136.8%
Sales	3,649.31	500.00	729.86%
Special gifts solicitation	0.00	0.00	0.0%
Total Revenue	<u>57,077.39</u>	<u>34,700.00</u>	<u>164.49%</u>
Total Income	57,077.39	34,700.00	164.49%
Cost of Goods Sold			
Cost of Goods Sold	<u>1,231.64</u>	<u>180.00</u>	<u>684.24%</u>

Total COGS	<u>1,231.64</u>	<u>180.00</u>	<u>684.24%</u>
Gross Profit	55,845.75	34,520.00	161.78%
Expense			
Accounting			
Financial advisor	67.50	0.00	100.0%
QuickBooks payroll service	300.03	273.00	109.9%
Tax preparer	<u>420.00</u>	<u>750.00</u>	<u>56.0%</u>
Total Accounting	<u>787.53</u>	<u>1,023.00</u>	<u>76.98%</u>
Contract Labor			
Admin Assist	348.75	1,440.00	24.22%
Community Coordinator	3,125.10	3,125.00	100.0%
MTG Guidance Council Chair	7,500.00	7,500.00	100.0%
Outside Contract Services	<u>200.00</u>		
Total Contract Labor	<u>11,173.85</u>	<u>12,065.00</u>	<u>92.61%</u>
Employee wages			
Executive Director	20,000.04	20,000.00	100.0%
Office Assistant	<u>4,516.56</u>	<u>5,850.00</u>	<u>77.21%</u>
Total Employee wages	<u>24,516.60</u>	<u>25,850.00</u>	<u>94.84%</u>
IN Website Construction			
Technical Designer	1,035.00	2,500.00	41.4%
z-Misc & Contingency	<u>75.00</u>		
Total IN Website Construction	<u>1,110.00</u>	<u>2,500.00</u>	<u>44.4%</u>
Office Expenses			
Equipment	0.00	300.00	0.0%
Internet Services	555.24	750.00	74.03%
Office Supplies and fees	433.53	600.00	72.26%
Payroll Expenses	2,603.60	2,647.00	98.36%
Photocopying	4.80	50.00	9.6%
Postage	167.41	100.00	167.41%
Rent	683.40	648.00	105.46%
Telephone	754.74	720.00	104.83%
Transport	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Office Expenses	<u>5,202.72</u>	<u>5,815.00</u>	<u>89.47%</u>
Project Budgets			
Data Base Project	0.00	0.00	0.0%
Fundraising Development	452.60	1,000.00	45.26%
Guidance Council Initiatives	<u>0.00</u>	<u>1,500.00</u>	<u>0.0%</u>
Total Project Budgets	<u>452.60</u>	<u>2,500.00</u>	<u>18.1%</u>
Royalty Expense			
z-Contingency Fund	<u>0.00</u>	<u>4,375.00</u>	<u>0.0%</u>
Total Expense	<u>43,344.30</u>	<u>54,528.00</u>	<u>79.49%</u>

Net Ordinary Income	12,501.45	20,008.00	-62.48%
	<u>12,501.45</u>	<u>20,008.00</u>	<u>-62.48%</u>

December 31, 2011 Balance Sheet

	<u>Dec 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Key Bank checking	8,982.73
Key Bank Money Market	16,136.68
Shore Bank Money Market	<u>51,757.53</u>
Total Checking/Savings	76,876.94
Other Current Assets	
Inventory	<u>7,385.18</u>
Total Other Current Assets	<u>7,385.18</u>
Total Current Assets	<u>84,262.12</u>
TOTAL ASSETS	<u><u>84,262.12</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	981.68
z- Shalem Center Fund	<u>12,000.00</u>
Total Other Current Liabilities	<u>12,981.68</u>
Total Current Liabilities	<u>12,981.68</u>
Total Liabilities	12,981.68
Equity	
Fund Balances	
Prior Years Unrestricted Funds	88,635.03
Temporarily Restrcted Funds	<u>18,961.12</u>
Total Fund Balances	107,596.15
Opening Balance Equity	-24,000.00
Unrestricted Net Assets	-25,235.43
Net Income	<u>12,919.72</u>
Total Equity	<u>71,280.44</u>

TOTAL LIABILITIES & EQUITY

84,262.12

Appendix 2: Sources and Uses of Funds and Budget for 2012

Dances of Universal Peace International	<u>2011</u>	2012
	<u>Budget</u>	Budget
2012 Sources and Uses of Funds and Budget		
Sources of Funds		
Revenue		
Donations	5,000.00	3,000.00
Grants	5,000.00	5,000.00
LG Fees - Regions	20,000.00	23,000.00
LG Fees - World Wide Region	4,000.00	3,000.00
Royalty Income	200.00	20.00
Sales	500.00	1,000.00
Special gifts solicitation	0.00	
Total Revenue	<u>34,700.00</u>	<u>35,020.00</u>
Proceeds from Campaign for 2012		
Programs		14,000.00
Fee Remission Fund		<u>6,000.00</u>
Total Proceeds from Campaign for 2012		<u>20,000.00</u>
Total Sources of Funds	34,700.00	55,020.00
Cost of Goods Sold		
Cost of Goods Sold	180.00	<u>335.00</u>
Total COGS	<u>180.00</u>	<u>335.00</u>
Net Sources of Funds	34,520.00	54,685.00
Uses of Funds		
Accounting		
Financial advisor	0.00	100.00
QuickBooks payroll service	273.00	295.00
Tax preparer	750.00	<u>450.00</u>
Total Accounting	1,023.00	845.00
Contract Labor		
Admin Assist	1,440.00	500.00
Community Coordinator	3,125.00	3,281.00
MTG Guidance Council Chair	7,500.00	7,875.00
Outside Contract Services		<u>200.00</u>
Total Contract Labor	12,065.00	11,856.00

Employee wages		
Executive Director	20,000.00	21,000.00
Office Assistant	5,850.00	6,142.00
Total Employee wages	25,850.00	27,142.00
IN Website Construction		
Technical Designer	2,500.00	2,500.00
z-Misc & Contingency		100.00
Total IN Website Construction	2,500.00	2,600.00
Office Expenses		
Equipment	300.00	300.00
Internet Services	750.00	600.00
Office Supplies and fees	600.00	500.00
Payroll Expenses	2,647.00	3,000.00
Photocopying	50.00	50.00
Postage	100.00	175.00
Rent	648.00	700.00
Telephone	720.00	800.00
Fundraising Development	0.00	250.00
Total Office Expenses	5,815.00	6,375.00
Project Budgets		
Translation Projects	0.00	4,000.00
GC Miscellaneous Expenses	1,000.00	266.00
LG Rejuvenation Mailing Expense	1,500.00	1,000.00
Total Project Budgets	2,500.00	5,266.00
Royalty Expense	400.00	101.00
z-Contingency Fund	4,375.00	500.00
Total Uses of Funds	54,528.00	54,685.00
Net Sources/Uses of Funds	20,008.00	0.00