

Dances of Universal Peace International

Minutes - Board of Directors Telecon – Tuesday, November 18, 2014, 3 pm MDT

Board Members Present: DiAnahita Diana Kanoy, Kabir Stuart McKinnon, Maris Warrior

Staff Present: Munir Peter Reynolds (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.*

The agenda and background information had been circulated. Munir welcomed everyone and began by inviting us to take a few breaths together, remembering our connection in wholeness.

1. Minutes from September 16, 2014

DiAnahita moved, seconded by Maris, approval of the Minutes of the Board Meeting of September 16, 2014. Carried unanimously.

2. Financial Reports January 1 – October 31, 2014

| Statement of Sources and Uses of Funds | Jan - Oct 14 | Budget | % of Budget |
|--|-----------------|-----------|----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Investments | | | |
| Interest-Savings, Short-term CD | 53.01 | 100.00 | 53.01% |
| Total Investments | 53.01 | 100.00 | 53.01% |
| Revenue - Current Year | | | |
| Donations | 10,870.24 | 4,400.00 | 247.05% |
| Grants | 0.00 | 0.00 | 0.0% |
| LG Fees - Regions | 16,202.94 | 24,000.00 | 67.51% |
| LG Fees - World Wide Region | 2,911.24 | 5,000.00 | 58.23% |
| Royalty Income | 0.00 | 30.00 | 0.0% |
| Sales | 1,216.98 | 500.00 | 243.4% |
| Total Revenue - Current Year | 31,201.40 | 33,930.00 | 91.96% |
| Revenue Prior Yr Inc | | | |
| Fee Support Fund | 1,875.00 | 2,500.00 | 75.0% |
| Programs | 9,000.00 | 12,000.00 | 75.0% |
| Total Revenue Prior Yr Inc | 10,875.00 | 14,500.00 | 75.0% |
| Total Income | 42,129.41 | 48,530.00 | 86.81% |

| | | | |
|--------------------------------------|---------------|---------------|---------------|
| Cost of Goods Sold | | | |
| Cost of Goods Sold | 121.84 | 203.00 | 60.02% |
| Total COGS | <u>121.84</u> | <u>203.00</u> | <u>60.02%</u> |
| Gross Profit | 42,007.57 | 48,327.00 | 86.92% |
| Expense | | | |
| Accounting | | | |
| Financial advisor | 50.00 | | |
| QuickBooks payroll service | 382.16 | 350.00 | 109.19% |
| Tax preparer | 75.00 | 100.00 | 75.0% |
| Total Accounting | 507.16 | 450.00 | 112.7% |
| Contract Labor | | | |
| Community Coordinator | 787.52 | 600.00 | 131.25% |
| Guidance Council Chair | 4,332.00 | 5,776.00 | 75.0% |
| Total Contract Labor | 5,119.52 | 6,376.00 | 80.29% |
| Employee wages | | | |
| Executive Director | 17,500.00 | 21,000.00 | 83.33% |
| Office Assistant | 5,416.70 | 6,500.00 | 83.33% |
| Total Employee wages | 22,916.70 | 27,500.00 | 83.33% |
| IN Website Construction | | | |
| Technical Designer | 0.00 | 1,500.00 | 0.0% |
| z-Misc & Contingency | 0.00 | 100.00 | 0.0% |
| Total IN Website Construction | 0.00 | 1,600.00 | 0.0% |
| Office Expenses | | | |
| Equipment | 0.00 | 300.00 | 0.0% |
| Internet Services | 1,194.00 | 1,800.00 | 66.33% |
| Office Supplies and fees | 423.25 | 740.00 | 57.2% |
| Payroll Expenses | 2,571.71 | 3,000.00 | 85.72% |
| Photocopying | 3.70 | 0.00 | 100.0% |
| Postage | 323.31 | 200.00 | 161.66% |
| Rent | 303.00 | 700.00 | 43.29% |
| Telephone | 1,494.00 | 2,060.00 | 72.52% |
| Total Office Expenses | 6,312.97 | 8,800.00 | 71.74% |
| Project Budgets | | | |
| Fundraising Development | 0.00 | 500.00 | 0.0% |

| | | | |
|------------------------------|------------------------|--------------------|----------------------|
| Guidance Council Initiatives | 1,000.00 | 1,000.00 | 100.0% |
| Translation Projects | <u>670.00</u> | <u>1,000.00</u> | <u>67.0%</u> |
| Total Project Budgets | 1,670.00 | 2,500.00 | 66.8% |
| Royalty Expense | 101.00 | 101.00 | 100.0% |
| z-Contingency Fund | <u>0.00</u> | <u>1,000.00</u> | <u>0.0%</u> |
| Total Expense | <u>36,627.35</u> | <u>48,327.00</u> | <u>75.79%</u> |
| Net Ordinary Income | <u>5,380.22</u> | <u>0.00</u> | <u>100.0%</u> |
| Net Income | <u><u>5,380.22</u></u> | <u><u>0.00</u></u> | <u><u>100.0%</u></u> |

Dances of Universal Peace International
Balance Sheet, September 1, 2014

| | <u>Nov 1, 14</u> |
|---------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Key Bank checking | 12,329.90 |
| Key Bank Money Market | 549.82 |
| UrbanPartnershipBank MoneyMarkt | <u>22,173.43</u> |
| Total Checking/Savings | 35,053.15 |
| Other Current Assets | |
| Inventory | <u>2,715.25</u> |
| Total Other Current Assets | <u>2,715.25</u> |
| Total Current Assets | <u>37,768.40</u> |
| TOTAL ASSETS | <u><u>37,768.40</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Payroll Liabilities | 910.65 |
| Sales Tax Payable | <u>-11.31</u> |
| Total Other Current Liabilities | <u>899.34</u> |
| Total Current Liabilities | <u>899.34</u> |

| | |
|---------------------------------------|-------------------------|
| Total Liabilities | 899.34 |
| Equity | |
| Fund Balances | |
| Prior Years Unrestricted Funds | 35,113.84 |
| Temporarily Restricted Funds | <u>-3,625.00</u> |
| Total Fund Balances | 31,488.84 |
| Net Income | <u>5,380.22</u> |
| Total Equity | <u>36,869.06</u> |
| TOTAL LIABILITIES & EQUITY | <u>37,768.40</u> |

Munir commented that Leaders Guild fees from the Regions (including NA) are just over \$21,000 when commitments expected from Germany are included, being approximately 87% of the year's budget with about six weeks remaining. Collection of Leaders Guild fees from the World Wide Region are somewhat behind expectations. More than 100 members are now in arrears, and although each one has already received an email notice, a postcard and a telephone call, he plans one more follow-up letter. Unfortunately, the group in arrears includes several mentors and mentors-in-training.

Kabir asked whether the Leaders Guild fee results were similar to previous years at the same time. Martha provided the following table which shows that through 2013 there is some modest increase in LG fee revenues:

| LG Fees | 2011 | 2012 | 2013 | 2014 to date |
|----------------|-------------|-------------|-------------|---------------------|
| Regions | 20,625.19 | 22,251.71 | 24,602.70 | 21,082.94 |
| WW | | | | |
| Region | 1,849.32 | 3,658.75 | 3,527.11 | 2,911.24 |
| Total | 22,474.51 | 25,910.46 | 28,129.81 | 23,994.18 |

Kabir commented that while he might otherwise be inclined to let Leaders Guild members take responsibility for whatever decisions they make about renewing, DUP IN has an interest in stimulating renewals because of the revenue involved. Munir mentioned that about 1/3 of those renewing have selected the automatic renewal option, which will significantly reduce the administrative effort needed in future years.

Sales income is well in excess of the budget, thanks to Martha's efforts to market CDs. Munir noted that there seems to be a market for Dance music in the wider community, and that he wonders whether making our materials available for purchase through iTunes might be of service as well as generating revenue. There was support for exploring this idea. Maris added that the UK Region, which has closed its publications service and given away much of its inventory, is now making plans to add UK-originated Dance music onto its website for sale track-by-track for a modest price. She added that the UK Region also made efforts to give away surplus CDs to

those Dance Leaders who travel and do outreach so that they could provide copies to interested dancers.

To close this item, Munir commented on the Balance Sheet, which is in a healthy position.

3. Guidance Council Report

The Guidance Council held an in-body meeting on Saturday, November 8, 2014 at the Jamiat Khas gathering in Kansas City. Pir Shabda and Murshid Saadi were in attendance. Munir made a report on current developments with DUP International. The Council agreed to combine the categories of Senior Mentor II and Senior Mentor III into “Senior Mentor”. The Senior Mentor III category was left from a previous period in which this group acted as a guidance council for the Dances. With the current Guidance Council in place, this distinction is no longer needed. Murshid Tansen asked to be able to leave the Guidance Council at this time. For the time being the Council will continue with four members (Darvesha, Halima, Farrunnissa and Munir.)

4. Fundraising Report – “Campaign for 2015”

Munir reported that the fund drive has secured a total of \$12,120 toward our goal of \$20,000. He encouraged all board members to make pledges, noting that the amount is not as important as achieving full participation and support.

5. Executive Director’s Report

DUP Logo Dispute with Compassion Games – Munir contacted Jon Ramer of the Compassion Games and let him know that we still have a problem with their use of the logo that reads as our own. He told Mr. Ramer that several dance leaders have asked about this conflict and that our founder Neil Douglas-Klotz has expressed strong concern about this issue. He said that he was just informing Mr. Ramer of our problem and wanted him to think about next steps. Munir plans to contact Compassion Games again next week to see if they have made any allowance for our request to “cease and desist” use of our logo.

Billing Assistant – The individual that we had hoped would take on our monthly billing found too many technical problems with her equipment and software to continue training for this position. Munir and Martha have worked out a plan to continue to handle this work with a minimum of effort required. This may prove more satisfactory than adding another part-time staff member.

Website Redesign – The Administrative Committee met with Nuria Sabato at the Jamiat Khas retreat and reviewed some initial design ideas for our website facelift. Further action on this will involve the new Communications Committee.

Newsletters – The November 2014 newsletter sent out last week was published on the same day in all four languages. This was a first!

Dutch Guidelines – Malika Cieremans’ translation of the Leaders Guild Guidelines into Dutch was completed in October and copies were sent to the Dutch leaders with a Dutch language cover letter signed by Darvesha and Munir.

Looking Ahead – The remainder of 2014 Munir will be concentrating on completing the Fund Drive, budgeting for 2015 and beginning recruitment for the **Communications** and **Worldwide Networking** committees. Kabir added that he and Munir had reported on DUP International

accomplishments – and especially the recommendations from the Planning Committee report – at the recent in-person meeting of the Board of Trustees of the Sufi Ruhaniat, who offered their congratulations for all that our organization is achieving.

6. Other Business

6.1 Revision to Bylaws – Qualification of Directors

Kabir reported that the Bylaws of DUP International specify that all Directors of the corporation must be members in good standing of the Leaders Guild, with at least two of them also to be members of the Guidance Council. For the first year, two Guidance Council members were available to serve, including Darvesha. Since April 2012, when Halima Sussman completed her initial term on the Board of Directors and declined reappointment, no other Guidance Council member has been available to serve on both bodies.

The vision for extensive overlap of membership between the two bodies was the vision of the Dance Unity Council that recommended much of our current structure. Seeing that this particular provision does not seem workable, Kabir asked the Guidance Council whether that body would feel comfortable with a single member on the Board. The Council responded with a unanimous “yes”. Based on that, Kabir drafted a revision to the relevant section of the Bylaws and sent it out to members with the agenda for the meeting.

Kabir moved, seconded by Maris, that the Board of Directors approve the following revision to the Bylaws in the first paragraph of SECTION 2: NUMBER AND QUALIFICATION OF DIRECTORS:

The Board of Directors shall consist of not less than five nor more than seven Directors. The exact number of Directors may be changed, within the limits specified, by majority vote at each annual meeting. Only leaders of the Dances of Universal Peace who have been acknowledged by the Guidance Council and who remain in good standing by fulfilling those conditions as may be established from time to time by the Board of Directors may be elected to serve as Directors. ~~In addition, a~~At least ~~two~~one of the Directors shall be a ~~members~~ of the Guidance Council. Directors need not be residents of the State of California.

The motion was carried unanimously.

6.2 Review of Goals and Objectives

Munir invited personal comments, which led to a quick review of progress toward the 8 goals and activities that were adopted for 2014. There was much appreciation for all that has been accomplished, and for the efforts and support of Board members and staff toward those results.

7. Next Meeting and Meeting Schedule for 2015

The Board set the following meeting dates for 2015:

February 3
April 28*
September 8*
December 1

All dates are Tuesdays, with the meetings to commence at 3 pm Mountain time (2 pm Pacific, 5 pm Eastern, 5 pm Colombia*, 10 pm UTC). [*April and September meetings are summer time. Colombia does not have summer time, so these meetings will be at 4 pm Colombia time.]

The meeting adjourned at 2:50 pm Mountain time.