

Dances of Universal Peace International

Minutes –Board of Directors Skype Call – December 1, 2015, 3 pm MST

Board Members Present: Darvesha Victoria MacDonald, Kabir Stuart McKinnon, Maris Warrior, Rashid Andrew Hall, Zarifah Spain. (Regrets from Arjun Jorge Calero).

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, including notes of the Administrative Committee meeting of October 21, 2015, had been circulated in advance.

1. Approval of Minutes

Zarifah moved, seconded by Maris, that the Minutes of the Board meeting of April 28, 2015, be approved. Carried unanimously.

Maris moved, seconded by Zarifah, that the Minutes of the Board meeting of September 8, 2015, be approved. Carried unanimously.

2. Financial Reports January 1 – October 31, 2015

Dances of Universal Peace International
January 1 – October 31, 2015
Statement of Sources and Uses of Funds

	<u>Jan - Oct 15</u>	<u>Budget</u>	<u>% of Budget</u>
Sources and Uses of Funds			
Sources of Funds			
Investments			
Interest-Savings, Short-term CD	37.10	100.00	37.1%
Total Investments	37.10	100.00	37.1%
Revenue - Current Year			
Donations	5,552.65	3,000.00	185.09%
LG Fees - Regions	20,283.94	24,500.00	82.79%
LG Fees - World Wide Region	2,603.76	5,000.00	52.08%
Sales	1,170.43	600.00	195.07%
Total Revenue - Current Year	29,610.78	33,100.00	89.46%
Revenue Prior Yr Inc			
Fee Support Fund	1,640.00	1,800.00	91.11%

Programs	<u>0.00</u>	<u>1,955.00</u>	<u>0.0%</u>
Total Revenue Prior Yr Inc	<u>1,640.00</u>	<u>3,755.00</u>	<u>43.68%</u>
Total Income	31,287.88	36,955.00	84.67%
Cost of Goods Sold			
Cost of Goods Sold	<u>0.00</u>	<u>75.00</u>	<u>0.0%</u>
Total COGS	<u>0.00</u>	<u>75.00</u>	<u>0.0%</u>
Gross Sources of Funds	31,287.88	36,880.00	84.84%
Expense			
Accounting			
Financial advisor	0.00	50.00	0.0%
QuickBooks payroll service	382.16	375.00	101.91%
Tax preparer	<u>0.00</u>	<u>75.00</u>	<u>0.0%</u>
Total Accounting	382.16	500.00	76.43%
Contract Labor			
Community Coordinator	527.63	900.00	58.63%
Guidance Council Chair	<u>4,332.00</u>	<u>5,776.00</u>	<u>75.0%</u>
Total Contract Labor	4,859.63	6,676.00	72.79%
Employee wages			
Executive Director	10,000.00	12,000.00	83.33%
Office Assistant	<u>5,416.70</u>	<u>6,500.00</u>	<u>83.33%</u>
Total Employee wages	15,416.70	18,500.00	83.33%
IN Website Construction			
Technical Designer	1,147.50	1,000.00	114.75%
z-Misc & Contingency	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>
Total IN Website Construction	1,147.50	1,500.00	76.5%
Office Expenses			
Equipment	131.40	150.00	87.6%
Internet Services	1,161.00	1,500.00	77.4%
Office Supplies and fees	888.04	800.00	111.01%
Payroll Expenses	1,786.02	2,500.00	71.44%
Photocopying	24.44	75.00	32.59%
Postage	188.50	200.00	94.25%
Rent	225.00	378.00	59.52%
Telephone	<u>1,224.00</u>	<u>1,700.00</u>	<u>72.0%</u>

Total Office Expenses	5,628.40	7,303.00	77.07%
Project Budgets			
Guidance Council Initiatives	800.00	800.00	100.0%
Translation Projects	<u>685.00</u>	<u>1,000.00</u>	<u>68.5%</u>
Total Project Budgets	1,485.00	1,800.00	82.5%
Royalty Expense	101.00	101.00	100.0%
z-Contingency Fund	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>
Total Uses of Funds	<u>29,020.39</u>	<u>36,880.00</u>	<u>78.69%</u>
Net Sources and Uses of Funds	<u>2,267.49</u>	<u>0.00</u>	<u>100.0%</u>
Net Sources and Uses of Funds	<u><u>2,267.49</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Dances of Universal Peace International
Balance Sheet, September 1, 2015

	<u>Nov 1, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Key Bank checking	16,317.89
Key Bank Money Market	550.11
UrbanPartnershipBank MoneyMarkt	<u>22,217.69</u>
Total Checking/Savings	39,085.69
Accounts Receivable	
Accounts Receivable (German network)	<u>4,050.00</u>
Total Accounts Receivable	4,050.00
Other Current Assets	
Inventory	<u>1,739.48</u>
Total Other Current Assets	<u>1,739.48</u>
Total Current Assets	<u>44,875.17</u>
TOTAL ASSETS	<u><u>44,875.17</u></u>
LIABILITIES & EQUITY	
Liabilities	

Current Liabilities	
Accounts Payable	
Accounts Payable	<u>10.13</u>
Total Accounts Payable	10.13
Other Current Liabilities	
Payroll Liabilities	1,081.15
Sales Tax Payable	<u>-12.41</u>
Total Other Current Liabilities	<u>1,068.74</u>
Total Current Liabilities	<u>1,078.87</u>
Total Liabilities	1,078.87
Equity	
Fund Balances	
Prior Years Unrestricted Funds	<u>41,028.81</u>
Total Fund Balances	41,028.81
Unrestricted Net Assets	500.00
Net Income	<u>2,267.49</u>
Total Equity	<u>43,796.30</u>
TOTAL LIABILITIES & EQUITY	<u><u>44,875.17</u></u>

Munir led the Board through the figures, noting that expenditures and revenues are generally in line with the approved budget.

3. Budget and Goals for 2016

Dances of Universal Peace International

2016 Budget

Sources of Funds	Projected	Budget
	Actual	
	<u>2015</u>	<u>2016</u>
Revenue		
Donations	5,000	\$1,500
LG Fees - Regions	23,000	28,000
LG Fees - World Wide Region	4,000	4,670
Sales	<u>1,200</u>	<u>500</u>
Total Revenue - Current Year	<u>\$33,200</u>	<u>\$34,670</u>

Revenue Prior Yr Fee Support	1,800	2,300
Revenue Prior Yr Programs	2,000	0
Total Sources of Funds	\$37,000	\$36,970
Uses of Funds		
Accounting	390	500
Contract Labor		
Community Coordinator	500	600
Guidance Council Chair	5,776	6,000
Employee wages		
Executive Director	12,000	12,000
Office Assistant	6,500	6,500
Total Contract & Employee wages	\$24,776	\$25,100
IN Website Construction	1,000	1,000
Office Expenses		
Equipment	130	140
Internet Services	1,500	1,500
Office Supplies and fees	800	700
Payroll Expenses	2,500	2,500
Photocopying	40	20
Postage	175	150
Rent	378	0
Telephone	1,700	1,700
Total Office Expenses	\$7,223	\$6,710
Project Budgets	1,800	2,000
z-Contingency Fund	500	1,660
Total Uses of Funds	\$35,689	\$36,970
Net Ordinary Income	\$1,311	\$0

Munir outlined the proposed budget, noting that it was based on continuing at the same level as the current year's budget, with only minor adjustments. Kabir added that, in reviewing the figures with Munir and Zarifah prior to the meeting, he had noted a considerable gap between forecast fee revenues and the potential fee revenue from 1,200 Leaders Guild members @ USD\$36 per person. Taking into account the fee support program, the gap is approximately \$10,000. While supporting the budget, Kabir suggested that the Board look into the conditions that have led to this result. Munir commented that there are particular histories and factors that need to be understood. Kabir added his appreciation for Arjun's offer by email to take a look at the Latin American numbers to see if he can find clues and/or patterns. Rashid offered to do something similar for his part of the world, and Munir responded that the rate of payment is generally strong in Australasia.

The Board then turned attention to the proposed 2016 Goals and Activities:

1. Continue to implement the organization development plan put forward in 2014

2. Add one new member to the DUP International Board of Directors
3. Complete succession plan for Executive Director, including orientation and support for the new person.
4. Implement the Leaders Guild Fee increase to \$36 that begins in 2016; this includes special billing to those with recurring fee payments to have them cancel existing payment of \$30 and create a new payment of \$36
5. Continue to build leader resources on the website in all supported languages. This could include adding Dance write ups to the German and Dutch websites, completing the German Foundation Dances and Walks manual

Kabir moved, seconded by Rashid, that the Board of Directors approve the proposed 2016 Budget, Goals and Activities. Carried unanimously.

The following list of Key accomplishments in 2015 was received for information:

- Continued implementation of multi-year financial plan developed in 2014.
- Redesigned <http://dancesofuniversalpeace.org> in a new color format and banner with revised language menus.
- Translated and added a Dutch language version of the website. The website is now on line in English, Spanish, German, Russian and Dutch.
- Added 36 Dance write-ups to the English Dance Library.
- Provided fee support to 61 leaders who had financial hardship in paying their Leaders Guild fees.
- Produced, translated and distributed the revised Mentoring guidelines, two e-newsletters and one new Elements of Mastery article in English, Spanish, German, Russian and Dutch. All items were also published to the DUP International Facebook page.
- Completed editing and reformatting of the Spanish language Foundation Dances and Walks Manual and published it to the Spanish language library.
- Held three telecom meetings of the DUP International Board of Directors, four meetings of the communications committee and five meetings of the administrative committee.
- Partially funded and held one in-body meeting of the Guidance Council in conjunction with the Jamiat Khas with Pir Shabda Khan and Murshid Saadi Neil Douglas-Klotz also in attendance.
- Reprogramed the fee payment page to allow contributions to be made at the time Leaders Guild fees are paid.
- Added a form for name of leader and mentor to the fee payment page.
- Established a Dances of Universal Peace International Facebook Group and began building membership.
- Added a column to display the category level of mentees in the report which mentors access within the My Info section of the IN website.

4. Executive Director Search Committee Report

Darvesha reported that the search committee (Kabir, Maris, Munir and herself) has received eight applications for the position and determined a short list of two, both of whom have now been interviewed. The committee is coming close to concluding its work and recommending a candidate for appointment by the Board. The quality of applicants has been very strong.

The next step in the process will be to consult with the Guidance Council and Pir Shabda in order to be sure that they are comfortable with the search committee's recommendation. Assuming so, the search committee will write its report and recommendation to the Board. If Board members are prepared to act on this matter in a vote by email, that can happen, and alternatively if any Board member has a preference to convene a special meeting, that will be arranged.

Munir expressed his appreciation to Board members for the Pendleton blanket that was presented to him during the Jamiat Khas retreat.

5. Facebook Group Administration

Following the Board's discussion at its September meeting, Munir created a new Facebook Group for DUP International, which now has more than 600 members. Rashid, Munir, Kabir, Arjun and Darvesha have corresponded about issues in administering the group, including whether event postings are welcome (yes) and whether merchandise can be offered for sale (no). Initially, the group was open to member posts, but through discussion, it was decided to name a moderator to vet submissions. Rashid agreed to serve in that role, and created a private DUPI Group Admin group, also on Facebook, to facilitate discussions among the administrator group.

Rashid commented that the group has been going well, with the back-and-forth discussions generating useful guidelines and outcomes. He is happy to continue as moderator, if that is the wish of the Board. He expressed appreciation to Munir for the back-up service when Rashid was away recently, and pointed out that this need will be a continuing one.

Rashid also mentioned that participation seems quite strong from North America, Australasia and to some extent Latin America, but not as yet from Europe. He encouraged people with contacts in Europe to promote the sharing of events in that region as a means of stimulating awareness and participation.

There was brief discussion of the request to post information about the Murshid SAM Biography project, which is seeking funds, and a clear sense that this request is appropriate and quite different from personal requests to sell products.

Zarifah asked about whether the guidelines for the group have been published. Rashid pointed out the group description, pinned to the top of the page, but acknowledged that there are issues that have not yet been clarified to the extent of becoming written guidelines. The moderator's role is an active one, requiring discretion.

Darvesha suggested that Rashid be empowered to make all necessary decisions, and that he continue to be supported by a small administrative group that can be consulted as need be. There seemed to be agreement with this suggestion. Zarifah accepted Rashid's invitation to be added to the group of administrators.

6. Guidance Council Report

The Guidance Council held an in-body meeting on Saturday, November 8, 2015 at the Jamiat Khas gathering in Petaluma, California. Present were Darvesha, Munir, Saadi, Halima and Farrunnissa. Discussion largely centered on the work of the search committee to find Munir's replacement as Executive Director. Munir outlined several matters before the new director, including implementing the Leaders Guild fees increase to \$36 beginning in 2016, promulgating

the changes to the Leaders Guidelines now being completed, and completing the German language Foundation and Walks Manual and the German dance library.

7. Executive Director's Report

- a) The fall newsletter has been emailed in English, Spanish, German, Dutch and Russian.
- b) Martha and I are working with our first batch of leaders receiving billing for January 1, 2016, in which Leaders Guild fees increase to \$36. Those with existing recurring payments of \$30/year will receive a special invoice with instructions on how to cancel their existing PayPal recurring dues payment and create a new one for \$36 annually.
- c) I am working on a "handbook" for the new Executive Director containing my contacts and key information on software, procedures, etc.

8. Meeting Dates for 2016

The Board decided to await the appointment of the new Executive Director before setting its quarterly meeting dates for 2016.

The meeting adjourned. (4:20 pm MST)