

# Dances of Universal Peace International

## Minutes - Board of Directors

Tuesday, September 26, 2017

18.45 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 Annual Meeting held May 2, 2017

Munir moved acceptance of the minutes, seconded by Zarifah, agreed unanimously.

### 2. Minutes of the BoD meeting held May 2, 2017

Munir moved acceptance of the minutes, seconded by Zarifah, agreed unanimously.

### 3. 2017 Financial Reports: to end of August 2017

ED comments: the outcome compared to budget for the year to date remains satisfactory.

- In addition to the \$17,100 legacy, donations for the year to August are ca \$2,600; we also have, in September donations from NA = \$742, Germany and Australia = \$60, so the total is above \$3,400 against a budget of \$3,500.
- LG fees: Regions – funds from UK and NdL (Germany) are shown on the balance sheet; there has been some reduction in leader numbers from the Netherlands, but a good increase in UK numbers arising from a new dance leader training course; we still have 4 months of NA fees to collect, so we are still on target.
- we have not drawn on prior year revenue, as we agreed after setting the budget.
- we have spent the allocated budget on IT support from Bruce, and may need to spend another \$1000 by December. In addition to the work reported earlier, we have needed to invest in new software and extra support, to maintain suitable access to audio files.
- Initiatives Committee re the legacy: Initiatives Committee has met to consider a proposal from Arjun for collaboration with the [Global Ecovillage Network](#) which is seen as a way to bring youth into our movement. There are currently strong links between GEN and DUP in Latin America, and there is potential for outreach with the Dances to new

geographic areas and the next generation of dancers, particularly in parts of Asia and Africa. Discussion is continuing with Arjun about how best to achieve this.

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

|  | <b>Aug 31, 17</b> |
|--|-------------------|
| <b>ASSETS</b>                          |                   |
| <b>Current Assets</b>                  |                   |
| <b>Checking/Savings</b>                |                   |
| Key Bank checking                      | 14,548.60         |
| Key Bank Money Market                  |                   |
| Funds Initiative                       | 17,100.00         |
| Key Bank Money Market - Other          | 555.35            |
| <b>Total Key Bank Money Market</b>     | 17,655.35         |
| UrbanPartnershipBank MoneyMarkt        | 22,437.63         |
| <b>Total Checking/Savings</b>          | 54,641.58         |
| <b>Accounts Receivable</b>             |                   |
| Accounts Receivable                    | 8,178.00          |
| <b>Total Accounts Receivable</b>       | 8,178.00          |
| <b>Total Current Assets</b>            | 62,819.58         |
| <b>TOTAL ASSETS</b>                    | <b>62,819.58</b>  |
| <b>LIABILITIES &amp; EQUITY</b>        |                   |
| <b>Liabilities</b>                     |                   |
| <b>Current Liabilities</b>             |                   |
| <b>Other Current Liabilities</b>       |                   |
| *Sales Tax Payable                     | 1.82              |
| Payroll Liabilities                    | 209.06            |
| Sales Tax Payable                      | -29.41            |
| <b>Total Other Current Liabilities</b> | 181.47            |
| <b>Total Current Liabilities</b>       | 181.47            |
| <b>Total Liabilities</b>               | 181.47            |
| <b>Equity</b>                          |                   |
| <b>Fund Balances</b>                   |                   |
| Prior Years Unrestricted Funds         | 41,028.81         |
| <b>Total Fund Balances</b>             | 41,028.81         |
| Unrestricted Net Assets                | 4,982.46          |
| Net Income                             | 16,626.84         |
| <b>Total Equity</b>                    | 62,638.11         |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>62,819.58</b>  |

| Dances of Universal Peace International |                                      |                   |                  |              |
|---|--------------------------------------|-------------------|------------------|--------------|
| January to August 2017                  |                                      |                   |                  |              |
| Statement of Sources and Uses of Funds  |                                      |                   |                  |              |
|   |                                      | Jan - August 2017 | Budget 2017      | % budget ytd |
| <b>Sources of Funds</b>                 |                                      |                   |                  |              |
| <b>Investments</b>                      |                                      |                   |                  |              |
|   | Interest-Savings, Short-term CD      | 34.84             | 50.00            |              |
|   | <b>Total Investments</b>             | <b>34.84</b>      | <b>50.00</b>     | 70%          |
| <b>Revenue - Current Year</b>           |                                      |                   |                  |              |
|   | Donations                            | 2,621.39          | 3500.00          | 74.90%       |
|   | Legacy Bequests                      | 17,100.00         |                  |              |
|   | LG Fees - Regions                    | 14,554.22         | 29,000.00        | 50.19%       |
|   | LG Fees - World Wide Region          | 2,720.16          | 4000.00          | 68.00%       |
|   | Sales                                | 170.18            | 300.00           |              |
|   | <b>Total Revenue - Current Year</b>  | <b>37,165.95</b>  | <b>36,800.00</b> | 100.99%      |
| <b>Revenue Prior Yr</b>                 |                                      |                   |                  |              |
|   | Fee support                          |                   | 3,000.00         |              |
|   | GC Initiatives                       |                   | 2,000.00         |              |
|   | <b>Total Revenue Prior Year</b>      |                   | <b>5,000.00</b>  |              |
|   | <b>Total Sources of Funds</b>        | <b>37,200.79</b>  | <b>41,850.00</b> | 88.89%       |
| <b>Uses of Funds</b>                    |                                      |                   |                  |              |
| <b>Accounting</b>                       |                                      |                   |                  |              |
|   | QuickBooks payroll service           | 475.66            | 475.00           |              |
|   | <b>Total Accounting</b>              | <b>475.66</b>     | <b>475.00</b>    | 100.14%      |
| <b>Contract Labor</b>                   |                                      |                   |                  |              |
|   | Community Coordinator                | 547.31            | 700.00           |              |
|   | Executive Director                   | 8,000.00          | 12,000.00        |              |
|   | Guidance Council Chair               | 3,250.00          | 6,500.00         |              |
|   | Outside Contract Services            | 0.00              | 0.00             |              |
|   | <b>Total Contract Labor</b>          | <b>11,797.31</b>  | <b>19,200.00</b> | 61.44%       |
| <b>Employee wages</b>                   |                                      |                   |                  |              |
|   | Office Assistant                     | 4,666.64          | 7,000.00         |              |
|   | <b>Total Employee wages</b>          | <b>4,666.64</b>   | <b>7,000.00</b>  | 66.67%       |
| <b>IN Website Construction</b>          |                                      |                   |                  |              |
|   | Technical Designer                   | 3,015.00          | 2,900.00         | 103.97%      |
|   | <b>Total IN Website Construction</b> | <b>3,015.00</b>   | <b>2,900.00</b>  |              |

|  |  |   |                  |                  |               |
|--|--|---|------------------|------------------|---------------|
|  |  | <b>Office Expenses</b>                                |                  |                  |               |
|  |  | Equipment   | 82.13            | 100.00           |               |
|  |  | Internet Services                                     | 1,034.00         | 1,900.00         |               |
|  |  | Office Supplies and fees                              | 1,144.85         | 900.00           |               |
|  |  | Payroll Expenses                                      | 394.46           | 500.00           |               |
|  |  | Postage   | 90.00            | 100.00           |               |
|  |  | Telephone   | 1,145.90         | 2,000.00         |               |
|  |  | <b>Total Office Expenses</b>                          | <b>3,891.34</b>  | <b>5,500.00</b>  | <b>70.75%</b> |
|  |  |   |                  |                  |               |
|  |  | <b>Project Budgets</b>                                |                  |                  |               |
|  |  | Guidance Council Initiatives                          | 3,170.00         | 3,200.00         | 99.06%        |
|  |  | Translation Projects                                  | 135.00           | 500.00           |               |
|  |  | z-Contingency Fund                                    | 0.00             | 2,974.00         |               |
|  |  | <b>Total Project Budgets</b>                          | <b>3,305.00</b>  | <b>6,674.00</b>  | <b>49.52%</b> |
|  |  | <b>Royalty Expenses</b>                               | <b>101.00</b>    | <b>101.00</b>    |               |
|  |  |   |                  |                  |               |
|  |  | <b>Total Uses of Funds</b>                            | <b>27,251.95</b> | <b>41,850.00</b> | <b>65.12%</b> |
|  |  | <b>Net Sources and Uses of Funds including legacy</b> | <b>9,948.84</b>  | <b>0</b>         |               |
|  |  |   |                  |                  |               |
|  |  | <b>Net Sources and Uses of Funds excluding legacy</b> | <b>-7,151.16</b> |                  |               |

#### 4. Executive Director's report since the May 2017 meeting:

Russia report: Darvesha visited Russia at summer solstice in June this year; she found there is a deep love for the tradition, and the visit fostered better understanding of the resources available to support dance leading in Russian.

It became clear that not all our dances are translated into all languages on our website, and we wish to rectify this over time. The visit also helped to improve communication around LG dues and payment options. The Board thanked Darvesha for making this considerable journey.

Germany report: I (Aziz) held a meeting with NdL committee and Advisors in July at the European Ruhaniat Summer School. Discussions are continuing on making available more dance write-ups in German.

I also consolidated links with the dance family in Bosnia and we are finding new ways of communicating on dance activity and fees. I hope to visit Bosnia in the spring.

France: Maris reported enthusiastically from the French dance camp this summer. She is exploring additional support for translations into French.

Netherlands: nearly half the LG leaders in the Netherlands have not renewed this year. Discussions are continuing.

### Dance Write-ups

From feedback from various countries over the summer, we were reminded how important it is to have mother-tongue resources where possible. While we have a web presence in 6 languages, this is of varying depth depending on historic patterns of translation and recent availability and enthusiasm of translators. Thus we have some detail in Dutch on web pages, but no dance write-ups in Dutch; we have less detail in German, but 13 dance write-ups. In Russian we have 112 write-ups, in Portuguese 3, in Spanish 94, in English 544. Forty new English language write-ups have been added this year.

Although I have not yet sent out an email requesting dance write-ups and volunteer notators, I have several months' worth of work to

- correct 26 write-ups already added
- and to add
- a core list of currently popular dances (to be translated into each language),
  - 36 Brazilian dances,
  - 17 from New Zealand, and 30 from Russia and
  - to review more than 50 additional dances in English, and
  - add several of Tansen's recent dances are also being notated.

I also want to add to the database write-ups in Dutch which I believe to be available.

Martha continues to collect LG fees, maintain the book-keeping and has also been supporting me as I take on the Community Co-ordinator role. I appreciate all of this very much.

### Community Co-ordinator

Sky has now passed on the role of Community Co-ordinator to me. I am keen to pay tribute to Sky for her support for DUP IN over the years. Her dedication and background were invaluable in helping DUPIN make the transition to the new structure of our organization. Thank you Sky!

July/August newsletters were circulated in English, Spanish, Portuguese, and Russian; the German one should be translated soon.

The annual letter requesting funds for fee support was sent earlier this month, resulting in over \$800 so far, outlined in my Finance report above.

A new flyer has been prepared, drawing (with permission) on the excellent one produced by DUP UK a few years ago. This will be made available to leaders or organizers of events involving LG members, as an introduction to or information on local events in English-speaking countries.

### Website

Work earlier this year includes:

- added several pages to Dutch website, updated pages in all languages
- updated contacts in 6 languages on contact listings and on maps for 22 of 28 countries

- arranged SSL certificates for DUP IN and DUPNA to improve security of website and databases; masked some addresses in response to security sensitivities: the new security arrangements add complexity to videos on website, to website pages which are password protected and to word documents such as the enhanced content guides which reference password protected areas.
- updated some of the enhanced content guides, and provided translations for some of the letters detailing passwords: work is in progress on the remaining translations
- updated video access on the website as Flash is no longer a stable means of accessing these
- worked with Bruce to get a prompt on My Info for mobile phone numbers and an opt-out if people do not wish to give their mobile phone numbers.

A new website banner has been prepared and has been introduced on the website, the Facebook group and will be introduced on the emailed letters and fees invoices. Photos have been added from Brazil and the Czech Republic to the photo gallery.

New software has been put in place to ensure the optimum access to mp3 files. This has taken extra work and software licensing, and I am grateful to Bruce for his work on this. We will need to go over budget on IT support by maybe \$1000 by the end of the year, because of this and the security updates reported to the last meeting.

There is no update yet on the French translations proposed by Dominique Asherah Boyer. In the short term, this is probably a good thing in terms of the added complexity and IT work which will be involved.

I still need to resolve the display of diacritics on the website. This has been a long conversation with Bruce, but more work is required.

#### **4. Guidance Council report**

Wali Ali has raised the topic of the 50<sup>th</sup> anniversary of the origination of the Dances being 2018. The Ruhaniat will take the lead in making plans, and IN has let it be known that it will support in any way we can.

#### **5. Dates of future BoD meetings (2017):**

The following dates for Board meetings and the Annual meeting are proposed, with the Admin Committee meeting the week before the Board meeting.

ADCOM Nov 16<sup>th</sup> Thursday for **BoD Nov 21**

Meetings start at **19.45** UTC November 5 to March 12, and **18.45** UTC March to November ie at quarter before noon Seattle time throughout.

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 There being no other business, the meeting concluded at 20.00 UTC.