

PeaceWorks International Board of Directors Minutes for 20 April 2010

PeaceWorks International Center for the Dances of Universal Peace Annual Meeting and Board of Directors Telecon Meeting Minutes

20 April 2010

(Action Items in Italics)

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

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

BOARD MEETING

Welcome

Approve Minutes from 9 March telecon

Financial Reports - 2010 Year to Date and Balance Sheet

Possible Name Change

Websites Update

Communications, Dues, Draft Regions Policy (Regions Task Group Report)

MTG Guidelines

Close Board meeting

ANNUAL MEETING

Open Annual Meeting

Election of Directors

Determination of the Number of Directors

Determination of Officers

Executive Director Title

Financial Report - 2009 Year End P&L and Balance Sheet

Any Additional Agenda Items

Closing and Check Out

Next Telecon Date: Tuesday, 8 June, 5 p.m. Eastern time, 3 p.m. Mountain time and 2 p.m. Pacific time. There will be no Board meeting in May due to everyone's schedules.

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Out of Town Schedules:

Darvesha will be away from the telephone but working on email from April 26-May 25 for a retreat/vacation.

Sky Majida will be away 24 April - 5 May, 14 - 17 May and 10 - 16 June.

BOARD MEETING MINUTES

Welcome

Board agrees to dispense with the check-in.

Approve Minutes of the 9 March telecon

Halima moves, Allaudin seconds, that the minutes of the 9 March 2010 telecon be approved for distribution. Passes unanimously.

Financial Report: 2010 Year to Date and Balance Sheet

Munir and Kabir are making some adjustments to the first quarter report, and will present it at the next meeting. The finances look as expected for this point in the year.

Possible Name Change

Munir had asked Board members for suggestions for names for the corporation; subsequent conversations with regional representatives seem to indicate that a name change is timely. The Regions task group proposes a name change because the name issue is central to our communications strategy with Regions and others. They feel that the name "PeaceWorks" is confusing, is used by many other organizations, and does not reflect our mission. "Dances of Universal Peace" is too long for use in an organization name, so it tends to get abbreviated, and the resulting acronyms are not appealing.

The task group recommends that:

- 1) a decision on the new organizational name be made in the near future, and
- 2) the Board consider the names "Peace Dance International", "Peaceworks International," "Dances of Universal Peace International" and "Dancing Peace International".
- 3) begin by posting the names as proposals on our website and inviting comments and inspiration, and then review the input at our May Board meeting and decide next steps.

The post on the website will include an introductory paragraph explaining that this is only a change to the name of the organization, that we will always be international network for the Dances of Universal Peace, so that there is no confusion or consternation among members.

Allaudin moves, Darvesha seconds, that the Board approve this recommendation. Passes unanimously.

Web Sites Update

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Munir continues to update and develop the old web site. Work continues on the new website; Munir is hoping to have a conference call soon with Halima, Patsy Boyer and Bruce Heeter to move ahead.

Communications, Dues, Draft Regions Policy

Munir, Kabir and Allaudin (the Regions task group) have drafted a revised Regions Policy which is a description of what a region might be, rather than a prescriptive policy of a region has to be; their thinking is that regions develop organically and from a grass-roots level.

This is part of the process of determining what Leaders Guild dues and regional policies are about. Munir adds that we need to communicate immediately with the regions on this and some other key items, including dues and fiscal year accounting related to that.

Halima asks how this would be reviewed by people who are not in a region? An email to the Leaders Guild would take care of that, and Munir plans to send a quarterly email communication to the Leaders Guild soon. Board discussed the use of the In-the-Garden Yahoo group, which is for all mentored leaders, and the DancingPeace Yahoo group, which is for anyone in the Dances of Universal Peace Network worldwide, in addition to sending an email to all members of the Leaders Guild using our own database of contact information. Halima and Darvesha agreed that the email about the new regions policy should go to In-the-Garden, with an announcement to DancingPeace asking all leaders to join In-the-Garden, which is the appropriate forum for discussion of Leaders Guild announcements. Darvesha adds that posting it on the South American listserv in English will be fine; they will find their own translators for this, and the MTG guidelines are the main translation project right now.

Kabir asks if this really needs to be reviewed with people who are not in a region at this point, that the main input needs to come from already existing regions. Halima cautions against forming a closed loop and the need to include people who are not in regions.

Kabir moves, Allaudin seconds, that the Board approves the task group taking this to regional representatives for feedback, after a bit is added to the policy about local languages and cultures. Passes unanimously. (Revised draft attached.)

Munir has been having Skype conversations with regional and geographic representatives in Russia, Switzerland, Germany and Australia, to clarify relationships, address issues and determine next steps. He has also contacted representatives in France and has not received a reply yet. A communication with representatives from the Netherlands is planned.

Some of the comments and questions from the Russian conversation were about the scarcity of Dance mentors in Russia; Halima would like the Guidance Council to take that on.

MTG Guidelines

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Since the last meeting Kabir has updated the .pdf version by comparing it for accuracy with the on-line version, adding a cover page, numbering and formatting for two sided, bound printing.

He and Munir feel it would be appropriate for an MTG member to be asked to be the “keeper of the guidelines”. This person could receive all updates or changes to the guidelines and produce a version that can be used to update periodically (annually?) future editions of the guidelines for the website and .pdf. This is especially important since changes to the guidelines will also need to be translated. *Action item: Darvesha will take this on; Kabir will work with her on this.*

ANNUAL MEETING MINUTES

Election of Directors

Allaudin moves, Halima seconds, that the following slate of directors be accepted for Peaceworks International. Passes unanimously.

	<u>Term Ends</u>
Halima Sussman	April 2012
Allaudin Sandy Hill	April 2013
Maitreya Jon Stevens	April 2013
Darvesha MacDonald	April 2014
Kabir Stuart McKinnon	April 2014

Munir adds that he has spoken with Pir Shabda Kahn who is unable to be at the annual meeting but is very supportive of the work of the Board. Shabda, a member of the former Advisory Committee, said he supports both the slate and the new procedure for electing the officers and board.

Determination of the number of Directors

The board discussed the possibility of expanding the number of directors to seven sometime over the next year, and consider the addition of international representation.

Halima moves, Maitreya seconds, that Board increase the number of directors to seven with the understanding that vacancies will remain unfilled until suitable opportunities arise. Passes unanimously.

Determination of Officers

Halima moves, Maitreya seconds, that the interim officers be elected as officers. Passes unanimously. The officers for Peaceworks International are:

Darvesha MacDonald, President
Allaudin Sandy Hill, Vice President
Kabir Stuart McKinnon, Treasurer/Secretary

Executive Director Title

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Kabir moves, Allaudin seconds, that Munir's title as "Director", as listed in the Unity Council recommendations, be changed to "Executive Director". Passes unanimously.

Financial Reports: 2009 Year End P&L and Balance Sheet

Kabir presented the financial reports for Peaceworks International. The "gross profit" of \$44,000 in 2008 reduces to \$11,000 in 2009 because of the sale and inventory reduction of Peaceworks Pubs items through which we incurred substantial cost of goods sold expenses.

Kabir noted that we have approximately \$69,000 in cash reserves, which is a healthy position to be in for the upcoming years. However, some funds included in this total were designated as restricted in prior years and research is needed on these items to see whether there are any items for which the restrictions cannot be changed by the board.

Although the finances are a little tight right now, there is much support for the work of the Board and the organization, and as leaders begin paying their guild fees, the income will go up.

These reports are included as Appendix 2.

Next Meeting

Tuesday, 8 June, 5 p.m. Eastern time, 3 p.m. Mountain time and 2 p.m. Pacific time.

There will be no Board meeting in May due to everyone's schedules.

There being no further business, the meeting was adjourned.

APPENDIX 1: DRAFT REGION POLICY

PeaceWorks International Center for the Dances of Universal Peace Dance Regions

The Mission of PeaceWorks (PW) is:

To cultivate excellence and spiritual depth in leading the Dances of Universal Peace and Walking Meditations by supporting the work of the Mentor Teachers Guild in guiding the Leaders Guild. PW also links the worldwide community of participants in the Dances.

As the administrative and fiscal arm of the Mentor Teachers Guild (MTG), PW extends support to mentors and leaders throughout the world wherever the Dances of Universal Peace are organized. PW also maintains an interactive website in several languages, which is its principal vehicle for linking the worldwide community of participants in the Dances.

Regions

In many parts of the world, regional dance organizations (Regions) have emerged over the years through which leaders and dancers in a particular area can create a more active local network, pooling resources to foster the growth and expression of the Dances their communities. Regions can link people and provide information and ideas in their local

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language, using communication tools like web sites, email, journals, and periodic regional meetings and teleconferences. They can also facilitate co-operative ventures such as regional dance retreats, trainings and camps, and provide resources to assist those who organize and publicize individual dance circles. All of this can be accomplished in ways best suited to applicable cultural factors.

A Region can be created wherever the dance leaders in a locality decide that this would be advantageous. Experience has shown that for a Region to function successfully and sustain itself over the years a “critical mass” of mentors, dance leaders, dancers, and dance circles is required. Members of the leadership group of a Region need to learn and practice skills such as consensus-building, goal-setting, program planning and budgeting, as well as skillfully resolving conflicts that may arise.

Relations between Regions and PW

Prior to 2010, Regions were created under the auspices of PW. This is no longer the case. Regions are now completely autonomous entities created and governed locally.

Regions are free to finance themselves as they see fit. Many have adopted a membership basis in which leaders and dancers join the Region and contribute through annual membership dues. Another model is annual contributions from all dance circles in the Region.

While Regions are autonomous entities, they are encouraged to maintain an active relationship with PW to ensure coordination of programs and services and effective use of resources. It can be helpful in this regard for a Region's leadership group to designate one of its members as a PW contact person – a function carried out by Regional Networkers in the former structure. PW maintains an active communication program with the leadership of each Region, including e-newsletters as well as periodic conference telephone calls.

Collection of Leaders Guild Fees

One of the functions of PW, on behalf of the MTG, is supporting and maintaining the Leaders Guild. The Leaders Guild consists of the entire body of mentored leaders of the Dances of Universal Peace who been acknowledged by the MTG (at various levels, including mentors) and have agreed to uphold the MTG Guidelines. All dance leaders are expected to remain current with their annual Leaders Guild fees, which are collected by PW. Leaders Guild fees are the means through which the work of the MTG, and in particular the MTG Guidance Council, can be sustained.

Many Regions have agreed with PW to collect and remit the applicable annual Leaders Guild fees for all leaders in their Region. (Note: Dancers other than leaders do not pay Leaders Guild fees.) These fees are completely separate from any dues collected by Regions for local use. PW encourages and appreciates this assistance from Regions where mutually acceptable arrangements can be made. Otherwise, PW collects Leaders Guild fees directly from each dance leader.

APPENDIX 2:

PeaceWorks International Center for the Dances of Universal Peace

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Income and Expense Statement

	Jan-Dec 08	<u>Jan - Dec 09</u>
Ordinary Income/Expense		
Income		
4 · Contributed support		
4010 · General Donations	10,284.37	7,812.13
4124 · Restricted Funds Current Year	0.00	4,000.00
4125 · Restricted Funds from Prior Yrs	5,000.00	0.00
4250 · Nonprofit organization grants	412.00	0.00
Total 4 · Contributed support	<u>15,696.37</u>	<u>11,812.13</u>
5 · Earned revenues-1		
5210 · Membership dues - individuals	16,791.06	16,189.00
5320 · Dividends & interest-securities	1,751.58	1,165.53
5440 · Gross Sales - Inventory	26,726.05	29,323.84
5445 · Cost of Inventory Sold	-17,020.45	-47,105.53
Total 5 · Earned revenues-1	<u>28,248.24</u>	<u>-427.16</u>
Total Income	<u>43,944.61</u>	<u>11,384.97</u>
Gross Profit	43,944.61	11,384.97
Expense		
7000 · Grant Expenses		
7030 · Allocations to affiliates	6,000.00	6,000.00
7040 · Awards & grants - individuals	7,000.00	0.00
Total 7000 · Grant Expenses	<u>13,000.00</u>	<u>6,000.00</u>
7200 · Salaries & related expenses		
7220 · Salaries & Wages Non Officer	18,597.11	18,866.00
7250 · Payroll taxes	1,661.83	1,683.86
Total 7200 · Salaries & related expenses	<u>20,258.94</u>	<u>20,549.86</u>
7500 · Contract Service Expenses		
7520 · Accounting fees	2,651.50	1,237.50
7540 · Professional fees - other	0.00	
7541 · Prof Fees Vol Coord	0.00	2,013.75
7542 · Prof Fees MTG Services	2,400.00	2,400.00
7540 · Professional fees - other - Other	0.00	94.00
Total 7540 · Professional fees - other	<u>2,400.00</u>	<u>4,507.75</u>
7550 · Temporary help - contract	6,285.50	543.00
Total 7500 · Contract Service Expenses	<u>11,337.00</u>	<u>6,288.25</u>
8100 · Non-personnel expenses		
8110 · Supplies	750.22	161.49
8130 · Telephone & telecommunications	2,627.11	5,323.03
8140 · Postage, shipping, delivery	4,196.18	3,218.59
8160 · Equip rental & maintenance	685.47	757.00

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8170 · Printing & copying	2,197.11	904.09
8180 · Books, subscriptions, reference	469.00	624.41
Total 8100 · Non-personnel expenses	10,925.09	10,988.61
8200 · Occupancy expenses		
8210 · Rent, parking, other occupancy	3,799.00	3,748.20
Total 8200 · Occupancy expenses	3,799.00	3,748.20
8300 · Travel & meetings expenses		
8310 · Travel	2,152.47	342.24
8320 · Conference, convention, meeting	1,168.72	395.00
Total 8300 · Travel & meetings expenses	3,321.19	737.24
8500 · Misc expenses		
8520 · Insurance - non-employee	505.00	506.00
8530 · Membership dues - organization	45.00	0.00
8590 · Other expenses		
8591 · Bank Charges	2,144.17	1,727.54
8592 · PayPal Charges	0.00	222.43
8590 · Other expenses - Other	0.00	0.00
Total 8590 · Other expenses	2,144.17	1,949.97
Total 8500 · Misc expenses	2,694.17	2,455.97
8600 · Business expenses		
8670 · Organizational (corp) expenses	160.98	190.00
Total 8600 · Business expenses	160.98	190.00
Total Expense	65,496.37	50,958.13
Net Ordinary Income	-21,551.76	-39,573.16
Net Income	-21,551.76	-39,573.16

PeaceWorks International Center for the Dances of Universal Peace Balance Sheet

	Dec 31, 08	Dec 31, 09
ASSETS		
Current Assets		
Checking/Savings		
1120 · IN Key Bank Checking	14,305.78	0.00
1121 · PUBS Key Bank Checking Acct.	706.46	11,704.39
1125 · Key Bank Money Market		
1126 · IN Funds Key Bank Money Market	45,036.43	28,063.46
1127 · Sales Funds Key Bank Money Mkt	31,640.05	4,328.59
Total 1125 · Key Bank Money Market	76,676.48	32,392.05

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1135 · Shore Bank Money Market		
1136 · IN Funds Shore Bank Money Mkt	0.00	408.07
1137 · Sales Funds Shore Bank MoneyMkt	0.00	347.67
1135 · Shore Bank Money Market - Other	0.00	50,000.00
Total 1135 · Shore Bank Money Market	0.00	50,755.74
Total Checking/Savings	91,688.72	94,852.18
Accounts Receivable		
1200 · PUBS Accounts Receivable	3,116.39	4,132.29
1201 · Memberships Receivable	2,744.00	0.00
1204 · SRI Receivable	1,509.17	0.00
Total Accounts Receivable	7,369.56	4,132.29
Other Current Assets		
1400 · Inventory	49,079.75	9,978.26
1450 · Prepaid Inventory	1,568.16	0.00
1460 · Deposits	93.11	38.19
1640 · Furniture & Fix. Orig. Cost	950.00	950.00
1745 · Furn & Fix Accum Depr	-950.00	-950.00
1750 · Computer Equipment Orig Cost	7,892.27	7,892.27
1755 · Computer Equip Accum Depr	-7,892.27	-7,892.27
Total Other Current Assets	50,741.02	10,016.45
Total Current Assets	149,799.30	109,000.92
TOTAL ASSETS	149,799.30	109,000.92
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · Accounts payable	1,521.20	49.57
Total Accounts Payable	1,521.20	49.57
Other Current Liabilities		
2130 · Payroll Taxes Payable	710.09	935.11
2140 · Sales Tax Payable	220.06	241.45
Total Other Current Liabilities	930.15	1,176.56
Total Current Liabilities	2,451.35	1,226.13
Total Liabilities	2,451.35	1,226.13
Equity		
3001 · IN Unrestricted Funds	37,733.11	28,387.36
3002 · FDM Unrestricted Funds	18,161.40	19,800.82
3003 · Pubs Unrestricted Funds	94,044.08	80,198.65

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3100 · Temporarily Restricted Funds		
3110 · Sami Mahal Project Fund	1,500.00	1,500.00
3111 · IOF/Middle East Restricted Fund	1,278.00	1,278.00
3112 · Fundraising Seed Money-EKM	1,060.00	1,060.00
3113 · Pubs Development	1,747.91	1,747.91
3114 · IN 2009 Conference	12,894.49	12,894.49
3115 · WCD Advertising	225.00	225.00
3116 · FDM Donation from Oneness	255.72	255.72
Total 3100 · Temporarily Restricted Funds	<u>18,961.12</u>	<u>18,961.12</u>
Net Income	<u>-21,551.76</u>	<u>-39,573.16</u>
Total Equity	<u>147,347.95</u>	<u>107,774.79</u>
TOTAL LIABILITIES & EQUITY	<u><u>149,799.30</u></u>	<u><u>109,000.92</u></u>