

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

10 May 2011

(Action Items in Italics)

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

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

Absent: Darvesha Victoria MacDonald (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 FOR BOARD MEETING

Welcome

- I. Approval of Minutes
- II. Approve By-laws Changes
- III. Executive Director's report
- IV. Financial Reports
- V. Community Coordinator Position
- VI. Establish Fundraising Committee
- VII. Next meeting date

Appendix 1: Financial Reports

Next Telecon Date: 14 June 2011, 5 p.m. Eastern time, 3 p.m. Mountain time and 2 p.m. Pacific time. Tentative.

BOARD MEETING MINUTES

Welcome

Munir welcomes everyone and reviews the format for the Board meeting and the annual meeting.

I. Approve Minutes

8 February Telecon

Kabir moves, Halima seconds, that the revised minutes of the 8 February BOD telecon be approved for distribution. Passes unanimously.

Addition on name change to Sept 2010 minutes

A decision to move forward with changing the name of the organization was made at the September meeting but was inadvertently omitted from the meeting minutes. Approving the addition of this language to the September 2010 minutes corrects this error:

Name Change to DUP International

Given the positive feedback to board members and staff on the proposed organization name change to Dances of Universal Peace International, the board discussed and decided to undertake formally changing the organization name with the California Secretary of State and other appropriate agencies. Kabir moved and Darvesha seconded to proceed with this change. Passed by consensus.

Halima moves, Kabir seconds, that this change be accepted. Passes unanimously. Sky Majida asks if those minutes should be redistributed; Munir thinks not. *However, the file copy should be corrected and sent to Munir so the website can be updated.*

II. Approve by-laws changes

Kabir reports that the change of name to Dances of Universal Peace International has been approved by the California Secretary of State, and he has made the necessary revisions to the bylaws to reflect that name change. A few other changes have been made as well, for example, the deletion of the name Mentor Teachers Guild and other changes that the Guidance Council has brought into effect. The revised bylaws have been sent to Board for review.

Maitreya moves, Allaudin seconds, that these changes to the bylaws be accepted. Passes unanimously.

III. Executive Director's Report

Munir reports that many changes have been made to the website. The new Leaders Guild and Mentoring Path guidelines have been uploaded and modifications made to the structure of the site to accommodate this. Portions of the website are now available in Russian. The Foundation Dance Manual has

been added as three single .pdf files, and Dance booklet IV has been added to the resource library.

Much correspondence has been going out via email. The February newsletter went to all leaders in English, Spanish and German. A mailing went to all mentors and mentors-in-training. An announcement has gone out about the leaders directory being on line. A May newsletter has been sent, as well as emails to the regional leadership of each region.

As of March 1, Sky Majida is in the role of Community Coordinator (replacing the MTG Secretariat role). Her report is below. She and Munir will be working on refining the database information, including email addresses and queries.

Conversations have been ongoing about royalty issues and fundraising ideas. Many things have been set into place, and now it's time to consider ways to move forward.

Munir asks for questions. Halima asks for a clarification about royalties; it concerns two dances that have royalty agreements attached to them, and since DUP IN does not charge for downloading Dance write ups, the music notation in the Dance write-ups and the recordings of the melodies have been taken off the website for now.

IV. Financial Reports

Munir presents the financial reports for the first quarter of 2011 and reports that on the income side the Leaders Guild fees from the regions are flowing in at a level about the same as last year. Many of the regions' fiscal years end in March, so some of that money has not been seen yet. The worldwide region guild fees are behind what we would like to see. DUP IN has applied for a grant through Oneness Project; the outcome will be known by the end of next week. We will be developing the donations category the rest of this year. Sales are, of course, down.

On the expense side, everything is pretty much on budget. Munir and Kabir modified to the budget to fund the Community Coordinator position. To do so, the database project item of \$2,500 was eliminated and \$625 was allocated from the contingency fund.

In general, things are looking about what we expected them to look like at this point.

Kabir adds that the leaders guild fees are budgeted at a higher amount than we have gathered in the past. Our efforts to subscribe the Leaders not now supporting us must continue apace.

V. Community Coordinator Position

Munir reviews the job description and the rationale that led to creation of the new position. This job was created to help close the gap between the total number of leaders worldwide and the number who are paying guild fees. At the end of 2010, we estimated that only about half were current. Martha presents a table showing the numbers as of the end of March 2011; the number may have risen slightly. Munir and Kabir feel these numbers are reliable, so the good news is that we know where we are on this.

	# Current with Fees	# Not Current with Fees	Totals
North America	354	333	687
All other	334	299	633
Totals	688	632	1320

Sky Majida has been in the position since March. She reports that she has been contacting mentors and leaders via email, and will move on to phone calls in June. The numbers of leaders' membership renewals for NA has been increasing slightly each month so this year, but the statistics aren't yet available for April to see if this trend is continuing. There are some leaders who have asked to be put on inactive status, but the Admin committee hasn't figured out how to deal with that yet.

Munir is grateful to Sky Majida for stepping into this role. He feels it is a good opportunity to improve our records, and bring their attention to this area. He believes we can see how well we are doing by the numbers of leaders paying guild fees and the statistics on how many people open the emails sent to the guild members. The Board also appreciates Martha for having held the MTG Secretariat job together over the past year during all the changes, and for beginning the database clean-up project.

Allaudin asks about the Admin Committee's thoughts on inactive leaders. Kabir says he drafted some comments that were intended to come forward for discussion today, but they were missed in compiling the backgrounder. He has concerns about establishing a new status within the leaders guild that would add to administrative requirements, especially if the proposal was that inactive leaders would cease paying fees. He questions how inactive status would be of benefit to the Dances. This hasn't been resolved yet. Halima comments that this is all database-driven, and it seems beneficial for people to be able to take a break

from leading when necessary. Sky Majida asks if there is a way to just label people “inactive” which would remove them from the leaders directory and not allow them to access the restricted part of the website; then the burden of being reactivated is on them, and there is no extra work for us. Halima likes this idea, and would be in favor of simply dropping people who aren’t paying the guild fees and still maintain an informal mentoring relationship. She feels it’s important not to define people by the limitations of the database.

The Admin Committee will continue to work this. Halima adds that the Guidance Council has also been looking at this. She suggests that the GC discuss this further and make a recommendation. The two bodies will work together on this.

VI. Establish Fundraising Committee

Munir introduces the proposal presented by Kabir in the backgrounder for a fundraising committee by pointing out that this is one of the goals for 2011. He has begun doing some groundwork on it, and wonders what others are thinking about it. He feels that it is time for the organization to shift its focus from website improvements, guidelines and bylaws and such, to this.

Bequests seem to be an important focus, given the average age of our constituency. Allaudin feels that focusing on grants and bequests is a larger return on the effort than chasing down leaders for \$30 a year. Munir has been researching this, and has added a page to the website for bequests, under contributions.

Munir feels we need to develop details around projects that need financial assistance, for example, helping dance leaders who can’t pay guild fees. Allaudin adds that we should also consider the salary of the Executive Director, otherwise, working for the organization is only for people who have another source of income. He feels it might be fruitful to take this to mentors and ask them to consider how bequests might further the work of the organization. Munir has been talking with Mariam Baker about setting up a webpage for making donations to the Dances in memory of Kamae Miller; it seems that this will be possible.

Kabir points out that about half of the Dance leaders are not paying their guild fees; getting that under control brings in over \$18,000 of income annually, the lack of which is a big hole. Getting that hole filled gives us legitimacy, because those who are most served by our work are supporting it. This lays the foundation from which for us to expand out.

Kabir says that he and Munir are looking for consensus from the Board to move ahead with this proposal. Munir said that Kabir brings a great deal of experience in this area from his work background, and Kabir is feeling ready to shift his attention in this direction. How does the Board feel? Halima feels this work is very important and is fully in favor of it.

Halima moves, Maitreya seconds, that a fundraising committee be formed, under Kabir's leadership, in the format presented in the backgrounder. Passes unanimously.

Halima suggests that the next email newsletter include a request for donations. "We are open to receiving donations beyond your Leaders Guild fees. You may also ask around in your Dance circles for that." Kabir points out that there is a distinction between supporting a regional organization (through tithing from events, eg) and the international organization, and that people are still confused about the distinction. Clarification involves some coordination with the regions. Munir adds that there is also a need to coordinate with SRI.

VII. Next Meeting Date

The next Board meeting is set for 14 June, 5 p.m. Eastern time, 3 p.m. Mountain time and 2 p.m. Pacific time. Munir notes that this meeting may be postponed depending on the flow of business requiring Board consideration.

ANNUAL MEETING MINUTES

In the absence of the President, Darvesha, Allaudin as vice president chairs the meeting. He calls the meeting to order and turns it over to Kabir to present the financial documents. This is the only topic, since the term for the current directors was set at the last annual meeting (20 April 2010).

Kabir presents the final versions of the financial reports for year end 2010. He moves that Board receive for information the financial statements for December 2010; Halima seconds. Passes unanimously.

There is no other business.

Halima moves, Kabir seconds, that the meeting be adjourned. Meeting adjourned.

APPENDIX 1: FINANCIAL REPORTS

Dances of Universal Peace International
Income and Expense Budget vs. Actual
 January through March 2011

	<u>Jan - Mar 11</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Revenue			
Donations	177.60	5,000.00	3.55%
Grants	0.00	5,000.00	0.0%
LG Fees - Regions	4,774.00	20,000.00	23.87%
LG Fees - World Wide Region	318.00	4,000.00	7.95%
On-line auction	0.00	0.00	0.0%
Royalty Income	0.00	200.00	0.0%
Sales	1,235.60	500.00	247.12%
Special gifts solicitation	0.00	0.00	0.0%
Total Revenue	<u>6,505.20</u>	<u>34,700.00</u>	<u>18.75%</u>
Total Income	6,505.20	34,700.00	18.75%
Cost of Goods Sold			
Cost of Goods Sold	<u>246.31</u>	<u>180.00</u>	<u>136.84%</u>
Total COGS	<u>246.31</u>	<u>180.00</u>	<u>136.84%</u>
Gross Profit	6,258.89	34,520.00	18.13%
Expense			
Accounting			
Financial advisor	67.50	0.00	100.0%
QuickBooks payroll service	300.03	273.00	109.9%
Tax preparer	0.00	750.00	0.0%
Total Accounting	<u>367.53</u>	<u>1,023.00</u>	<u>35.93%</u>
Contract Labor			
Admin Assist	105.00	1,440.00	7.29%
Community Coordinator	312.51	3,125.00	10.0%
MTG Guidance Council Chair	1,875.00	7,500.00	25.0%
Total Contract Labor	<u>2,292.51</u>	<u>12,065.00</u>	<u>19.0%</u>
Employee wages			
Executive Director	5,000.01	20,000.00	25.0%
Office Assistant	1,129.14	5,850.00	19.3%
Total Employee wages	<u>6,129.15</u>	<u>25,850.00</u>	<u>23.71%</u>
IN Website Construction			
Technical Designer	1,035.00	2,500.00	41.4%
z-Misc & Contingency	75.00		
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	381.91	750.00	50.92%
Office Supplies and fees	85.31	600.00	14.22%
Payroll Expenses	795.84	2,647.00	30.07%
Photocopying	0.00	50.00	0.0%
Postage	60.00	100.00	60.0%
Rent	170.85	648.00	26.37%
Telephone	180.00	720.00	25.0%
Transport	0.00	0.00	0.0%
Total Office Expenses	1,673.91	5,815.00	28.79%
Project Budgets			
Data Base Project	0.00	0.00	0.0%
Fundraising Development	0.00	1,000.00	0.0%
Guidance Council Initiatives	0.00	1,500.00	0.0%
Total Project Budgets	0.00	2,500.00	0.0%
Royalty Expense	0.00	400.00	0.0%
z-Contingency Fund	0.00	4,375.00	0.0%
Total Expense	11,573.10	54,528.00	21.22%
Net Ordinary Income	-5,314.21	20,008.00	26.56%
Net Income	-5,314.21	20,008.00	26.56%

Dances of Universal Peace International

Balance Sheet

As of March 31, 2011

	<u>Mar 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Key Bank checking	896.13
Key Bank Money Market	15,125.79
Shore Bank Money Market	<u>51,467.65</u>
Total Checking/Savings	67,489.57
Other Current Assets	
Inventory	<u>7,385.18</u>
Total Other Current Assets	7,385.18
Total Current Assets	<u>74,874.75</u>
TOTAL ASSETS	<u><u>74,874.75</u></u>

LIABILITIES & EQUITY**Liabilities****Current Liabilities****Other Current Liabilities****Payroll Liabilities**

1,079.69

z- Shalem Center Fund18,000.00**Total Other Current Liabilities**19,079.69**Total Current Liabilities**19,079.69**Total Liabilities**

19,079.69

Equity**Fund Balances****Prior Years Unrestricted Funds**

88,635.03

Temporarily Restricted Funds18,961.12**Total Fund Balances**

107,596.15

Opening Balance Equity

-24,000.00

Unrestricted Net Assets

-22,604.38

Net Income-5,196.71**Total Equity**55,795.06**TOTAL LIABILITIES & EQUITY**74,874.75