

Dances of Universal Peace International

Minutes - Board of Directors

Tuesday, February 9, 2021

at 20.00 UTC

Board Members present:

Dakini Warrior, Arjun Calero, NurAna Naomi Wilansky, Khabir Christian Mayer-Glauningner.

Apologies: Darvesha Victoria MacDonald, Ginny Rukmini Miller, Munira Elizabeth Reed.

Staff present: Edmund Aziz Dixon (Executive Director), Martha Bracken (Office Manager).

*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 Board Meeting held November 17, 2020

Matters arising:

1.1 At a virtual meeting on January 24, 2021 the Board

(1) mandated the current Office Manager Martha Bracken to open and manage bank accounts and other financial instruments and documents for Dances of Universal Peace International and to deposit and transfer funds in furtherance of Board decisions and policies;

(2) agreed the following addition to the Bylaws:

Mission: September 15, 2020

To receive and manage donations intended to benefit the Dances of Universal Peace internationally

SECTION IV

10. Financial transactions

The Grants Manager, appointed under heading 4, section 1, shall be a signatory to bank accounts for the DUP International Grants Program.

The Treasurer, an Officer of the corporation and the Office Manager, employed by the corporation, shall be signatories (either to sign) to bank accounts for the DUP International Grants Program and are mandated to open and manage bank accounts and other financial instruments and documents for Dances of Universal Peace International and to deposit and transfer funds in furtherance of Board decisions and policies.

NurAna moved acceptance of the minutes, including matters arising, seconded by Arjun, approved unanimously.

2. 2020 Financial Reports: to end of January 2021

Comments:

- Excluding the money from OP, the actual figures for 2020 were very close to the budgeted total. Within this, variances included: a small loss on our investment with CLA; donations and fees above budget; an agreed bonus for ED; some expenses due to timing.
- There appears to be no economic impact as yet from the pandemic, in terms of reduced fees.
- We have now invested the OP funds in CDs and money market accounts.

Dec 31, 20

ASSETS	
Current Assets	
Checking/Savings	
Key Bank checking	27,230.31
Key Bank Money Market	
Initiative Funds	7,031.33
Key Bank Money Market - Other	624,574.98
Total Key Bank Money Market	631,606.31
Providence Bank Money Market	22,874.40
Total Checking/Savings	681,711.02
Total Current Assets	681,711.02
TOTAL ASSETS	681,711.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	284.62
Total Other Current Liabilities	284.62
Total Current Liabilities	284.62
Total Liabilities	284.62
Equity	
Fund Balances	
Prior Years Unrestricted Funds	40,999.40
Total Fund Balances	40,999.40
Unrestricted Net Assets	26,482.34
Net Income	613,944.66
Total Equity	681,426.40
TOTAL LIABILITIES & EQUITY	681,711.02

Dances of Universal Peace International
January to December 2020
Profit & Loss

Ordinary Income/Expense	Jan - Dec 2020	Budget 2020	% budget ytd	BUDGET 2021
Income				
Investments				
C. Schwab Investment Account (Loss)	-1413.70			
OP fund investment income				2148.34
Interest-Savings, Short-term CD	38.94	50.00		50.00
Total Investments	-1,374.76	50.00	-2750%	2198.34
Oneness Project Grant	613,812.12			0.00
Revenue - Current Year				
Donations - fee support	3,681.91	2500.00	147.28%	3000.00
Donations - Beyond Initiative	893.20	500.00	178.64%	500.00
Legacy Bequests	0.00	0.00		
LG Fees - Regions	29,805.07	29,000.00	102.78%	29500.00
LG Fees - World Wide Region	6,753.29	6000.00	112.55%	6600.00
Royalty	40.60	0.00		
Sales	171.52	100.00		100.00
Total Revenue - Current Year	41,345.59	38,100.00	108.52%	39700.00
Revenue Prior Yr				
Fee support				500.00
Guidance Council				
Initiatives project	0.00	5,000.00	0.00%	0.00
Total Revenue Prior Year	0.00	5,000.00		500.00
Total Income	653,782.95	43,150.00	1515.14%	42398.34

		Profit and Loss			
		Jan - Dec 2020	Budget 2020	% budget ytd	BUDGET 2021
Expenses					
Accounting					
	Financial advisor	140.00			500.00
	QuickBooks payroll service	550.50	550.00		600.00
	Total Accounting	690.50	550.00	100.09%	1100.00
Contract Labor					
	Community Coordinator				
	Executive Director	15,240.00	13,440.00		13440.00
	Guidance Council Chair	6,500.00	6,500.00		6500.00
	Outside Contract Services	270.00	0.00		250.00
	Total Contract Labor	22,010.00	19,940.00	110.38%	20190.00
Employee wages					
	Office Manager	7,500.00	7,500.00		8000.00
	Total Employee wages	7,500.00	7,500.00	100.00%	8000.00
IN Website Construction					
	Technical Designer	2,272.50	2,300.00	98.80%	2500.00
	Total IN Website Construction	2,272.50	2,300.00		2500.00
Office Expenses					
	Equipment	266.41	300.00		300.00
	Internet Services	1,977.20	2,140.00		2000.00
	Office Supplies and fees	1,605.87	1000.00		1500.00
	Payroll Expenses	643.13	700.00		700.00
	Postage	292.25	150.00		200.00
	Telephone	2,441.43	2,060.00		2500.00
	Total Office Expenses	7,226.29	6,350.00	113.80%	7200.00
Project Budgets					
	Guidance Council	0.00	600.00	0.00%	600.00
	Initiative Expenses	38.00	5,000.00	0.76%	
	Oneness Project Expenses	0.00			500.00
	Grants Program awards				1648.34
	Translation Projects	0.00	200.00		100.00
	z-Contingency Fund	0.00	609.00		459.00
	Total Project Budgets	38.00	6,409.00	0.59%	3307.34
	Royalty Expenses	101.00	101.00		101.00
	Total Expenses	39,838.29	43,150.00	92.33%	42398.34
Net Income		613,944.66	-		0.00

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Key Bank checking	26,439.24
Key Bank Money Market @.01%	
Initiative Funds	7,031.33
Key Bank Money Market @.01% - Other	12,180.28
Total Key Bank Money Market @.01%	<u>19,211.61</u>
Providence Bank Money Mkt@.01%	22,864.58
Total Checking/Savings	<u>68,515.43</u>
Other Current Assets	
Alaska Credit Union-12 moCD@.4	200,024.11
Alaska Credit Union-18 mo CD@.4	200,024.11
Sound Credit Union-12 mo CD@.35	110,006.33
Sound Credit Union MoneyMkt@.35	102,404.41
Total Other Current Assets	<u>612,458.96</u>
Total Current Assets	<u>680,974.39</u>
TOTAL ASSETS	<u>680,974.39</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	105.47
Total Other Current Liabilities	<u>105.47</u>
Total Current Liabilities	<u>105.47</u>
Total Liabilities	105.47
Equity	
Fund Balances	
Prior Years Unrestricted Funds	40,999.40
Total Fund Balances	<u>40,999.40</u>
Unrestricted Net Assets	640,377.30
Net Income	-507.78
Total Equity	<u>680,868.92</u>
TOTAL LIABILITIES & EQUITY	<u>680,974.39</u>

	<u>Jan 21</u>
Ordinary Income/Expense	
Income	
Investments	
Interest-Savings, Short-term CD	64.44
Total Investments	<u>64.44</u>
Revenue - Current Year	
Donations	241.04
Initiative Donations	25.00
LG Fees - Regions	1,231.80
LG Fees - World Wide Region	491.50
Total Revenue - Current Year	<u>1,989.34</u>
Total Income	<u>2,053.78</u>
Gross Profit	2,053.78
Expense	
Accounting	
QuickBooks payroll service	550.50
Total Accounting	<u>550.50</u>
Contract Labor	
Executive Director	1,120.00
Total Contract Labor	<u>1,120.00</u>
Employee wages	
Office Manager	666.67
Total Employee wages	<u>666.67</u>
Office Expenses	
Internet Services	49.64
Office Supplies and fees	99.22
Payroll Expenses	75.53
Total Office Expenses	<u>224.39</u>
Total Expense	<u>2,561.56</u>
Net Ordinary Income	<u>-507.78</u>
Net Income	<u><u>-507.78</u></u>

3. Budget for 2021

The budget is largely derived from the actual figures for this year. Some provision has been made for minor investment income and a possible start to the grants program, and this can be reviewed as we determine whether the risk of claw-back on the OP money has passed. It is not possible to guess when this might be the case.

It is not assumed that the Beyond program will be able to re-start in the next 12 months, but we have money for this, should the situation change.

Dakini moved acceptance of the budget, seconded by Khabir, approved unanimously.

4. Executive Director's report, January 2021

- annual report of statistics on the number of dance leaders
At the end of the year we have 8 fewer dance leaders than a year ago, and there has been a slight increase in fee support: there is thus no real indication of the pandemic in the figures. We can analyse data by region, by level of leader and by payment, but we cannot segment the data by age, which might be the most useful for our long-term future.
- business continuity
With an eye to best practice and in the context of the continuing pandemic, we have updated procedures so as to safeguard business continuity in the event that one of our small team were incapacitated. A second bank signatory will be put in place.
- dance resource library
Since the last meeting we have received further dance write-ups from the Czech Republic (our first one from there in the library), and Germany, including translation of Shabda's and Darvesha's dances. An updated version of the German Foundation manual is expected shortly.
- newsletters: The December newsletter featured connections in lockdown, and was translated into Portuguese. The February newsletter included an account of the development of the dances in Germany.
- Global youth events: the second of these is on February 12, and other youth events may follow. Thank you to Nur Ana for helping to publicize these on the list-serves.
- Facebook
Thank you to Nur Ana for continuing to moderate of our Facebook group, and to Rukmini for continuing help with this. Requests to join the group have increased by about 50% in recent months.
- LG fee collection
Martha continues to be busy keeping fee collection up to date, and has recently set up the investment accounts and updated book-keeping records accordingly.

5. BoD vacancies in April

Rukmini has kindly agreed to serve as Treasurer for another term, and it was decided that the Board will not need to recruit additional members, hence that we will not need a nominating committee for the April annual meeting.

6. Guidance Council

Darvesha confirmed that at a recent meeting, the Guidance Council affirmed the direction IN has taken of not creating their own events but instead supporting and encouraging folks around the world to create their own events.

7. Dates of future BoD meetings (2021):

Dates for Board meetings and the Annual meeting are as follows.

2021

- **April 6 (also Annual meeting)**
- **September 14**
- **November 16**

Meetings are usually at **20.00 UTC** November 5 to March 12, and **19.00 UTC** March to November ie at noon Seattle time throughout, unless arranged otherwise.

There being no other business, the meeting closed at 20.40 UTC.