

Dances of Universal Peace International

Minutes – Annual Meeting and Board of Directors Telecon – April 23, 2013, 3 pm MDT

Board Members Present: Darvesha Victoria MacDonald, DiAnahita Kanoy, Kabir Stuart McKinnon, Maitreya Jon Stevens (for Annual Meeting), Maris Warrior (for Board Meeting)

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.*

Munir offered an opening focus. Darvesha called the **Annual Meeting** to order and welcomed all. The agenda and background information had been circulated.

1. Thanks to Outgoing Board Member – Maitreya Jon Stevens

Board members and staff expressed appreciation to Maitreya Jon Stevens for his service over the past three-and-a-half years as a founding member of the reconstituted Board. Maitreya responded with his own thanks for the opportunity to serve and the friendships that have developed.

2. Nominating Committee Report (DiAnahita Kanoy, Munir Reynolds, Darvesha Victoria, Shabda Kahn).

The nominating committee's report recommended to the Board of Directors the following:

a. Nominations to the Board of Directors to serve 3-year terms ending in April, 2016:

Maris Warrior – (Scotland, United Kingdom home@mariswarrior.com) is a dance leader and mentor in training, having led dances for 18 years. Born in Estonia, she lived in Findhorn, Scotland for 10 years, where she led spiritual journeys to Nepal, India and Tibet, co-founded a Buddhist retreat centre and gave birth to two daughters. She initiated the Estonian Dance Camp (2001) and Dervish Days Family Sufi camp in Scotland (in 2012) and leads dances at various events across Europe. Maris is currently in the management committee of DUP UK. She also serves as a Sufi guide in the SRI, drawing additional inspiration and spiritual nourishment from her experiences with Tibetan Buddhism.

Jorge Arjun Calero - Jorge Arjun Calero (lacarretadelapaz@yahoo.com) has served one year on the DUP International board. He is an activist and teacher from Colombia. He was born in 1978 and raised in close contact with nature and spiritual seeking. He finished his biology studies in 2001 with a special degree in ethno-ecology. He has worked extensively with local native communities and environmental groups in schools in environmental awareness and native spirituality. He was part of the Rainbow Peace Caravan, a nomad ecovillage, school and artistic company, that traveled throughout Latin America. In 2003 he co-founded Atlantida Ecovillage where he still resides and hosts 2 major DUP events every year. A mentor in the Dances since 2009, Arjun works actively with the ecovillage networks (national and continental) and the revival of the ancient wisdom of the Americas.

Kabir moved, seconded by Maitreya, that the Board of Directors appoint Maris Warrior and re-appoint Jorge Arjun Calero to the Board of Directors for a three-year term (to April, 2016). Carried unanimously.

The continuing Board members, and their terms, are:

Darvesha MacDonald (Term ends April, 2014)

Kabir Stuart McKinnon (Term ends April, 2014)

DiAnahita Kanoy (Term ends April, 2015)

b. Officers

Continuation of the current officers (no action required):

President - Darvesha MacDonald

Vice President - Dianahita Kanoy

Treasurer/Secretary - Kabir Stuart McKinnon

3. Report on 2012 Operations and Finances.

Dances of Universal Peace International
Sources and Uses of Funds Statement
January 1 – December 31, 2012

	<u>Jan - Dec 12</u>	<u>Budget</u>	<u>% of Budget</u>
Sources of Funds			
Income			
Investments	230.30		
Revenue - Current Year	37,147.12	35,020.00	106.07%
Revenue Prior Yr Restricted Inc	10,923.00	20,000.00	54.62%
Total Income	<u>48,300.42</u>	<u>55,020.00</u>	<u>87.79%</u>
Cost of Goods Sold			
Cost of Goods Sold	508.80	335.00	151.88%
Total COGS	<u>508.80</u>	<u>335.00</u>	<u>151.88%</u>
Total Sources of Funds	47,791.62	54,685.00	87.39%
Uses of Funds			
Accounting	848.03	845.00	100.36%
Contract Labor	11,153.59	11,856.00	94.08%
Employee wages	24,780.00	24,780.00	100.0%
IN Website Construction	2,151.25	2,600.00	82.74%
Office Expenses	5,965.73	6,125.00	97.4%
Project Budgets	2,297.02	5,516.00	41.64%
Royalty Expense	101.00	101.00	100.0%
z-Contingency Fund	495.00	2,852.00	17.36%
Total Uses of Funds	<u>47,791.62</u>	<u>54,675.00</u>	<u>87.41%</u>
Net Ordinary Income	<u>0.00</u>	<u>10.00</u>	<u>0.0%</u>

Note: For further detail see the expanded report in our Meeting Minutes from February 12, 2013.

Dances of Universal Peace International
Balance Sheet
December 31, 2012

	<u>Dec 31, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
Key Bank checking	697.66
Key Bank Money Market	7,548.80
UrbanPartnershipBank MoneyMarket	<u>51,975.71</u>
Total Checking/Savings	60,222.17
Accounts Receivable	
Accounts Receivable	<u>410.00</u>
Total Accounts Receivable	410.00
Other Current Assets	
Inventory	<u>5,021.09</u>
Total Other Current Assets	<u>5,021.09</u>
Total Current Assets	<u>65,653.26</u>
TOTAL ASSETS	<u><u>65,653.26</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,666.11
Sales Tax Payable	-6.20
z- Shalem Center Fund	<u>6,000.00</u>
Total Other Current Liabilities	<u>7,659.91</u>
Total Current Liabilities	<u>7,659.91</u>
Total Liabilities	7,659.91
Equity	
Fund Balances	
Prior Years Unrestricted Funds	27,455.23
Temporarily Restricted Funds	<u>30,538.12</u>
Total Fund Balances	<u>57,993.35</u>
Total Equity	<u>57,993.35</u>
TOTAL LIABILITIES & EQUITY	<u><u>65,653.26</u></u>

Kabir made mention of the key accomplishments for 2012, as reported on our website:

Key accomplishments in 2012 included:

- Translation of our website, log-in portal and enhanced content area into Spanish, Russian and German, enabling Dance Leaders to access key resources in their own languages. The DUP International website is now fully available in English, Spanish, German and Russian.
- Translation of key communications and resources for Leaders Guild members into Spanish, German, Russian and Portuguese.
- Creation of a Dance Leader Training calendar page where events worldwide may be posted.
- Addition of over 100 write-ups (most with audio clips) to the Dance Resource Library.
- Completion of a special project to track down all Dance leaders with whom we have lost communication and re-enroll them as fee-paying members of the Leaders Guild.
- Creation of a Fee Support Fund to help in cases where Dance Leaders are unable to pay the annual Leaders Guild fee because of local economic conditions in certain countries or cases of personal financial hardship. In 2012 more than 80 leaders received support from this fund.

The Board of Directors received the above reports for information.

(Conclusion of Annual Meeting; Maitreya Jon Stevens left the telecon.)

Board of Directors Meeting

The agenda and background information had been circulated in advance.

1. Approval of Minutes – Meeting of February 12, 2013

Kabir moved, seconded by Darvesha, approval of the minutes of the Board meeting of February 12, 2013. Carried unanimously.

2. 2013 First Quarter Financial Reports January 1 – March 31, 2013

The Executive Director had provided the following information in advance of the meeting:

Dances of Universal Peace International
January 1 – March 31, 2013
Statement of Sources and Uses of Funds

	<u>Jan - Mar 13</u>	<u>Budget</u>	<u>% of Budget</u>
Sources of Funds			
Income			
Investments			
Interest-Savings, Short-term CD	50.73	500.00	10.15%
Total Investments	50.73	500.00	10.15%
Revenue - Current Year			
Donations	941.77	5,580.00	16.88%

Grants	0.00	0.00	0.0%
LG Fees - Regions	4,727.82	23,500.00	20.12%
LG Fees - World Wide Region	865.14	4,000.00	21.63%
Royalty Income	0.00	200.00	0.0%
Sales	538.87	1,000.00	53.89%
Total Revenue - Current Year	7,073.60	34,280.00	20.64%
Revenue Prior Yr Restricted Inc			
Fee Support Fund	625.00	2,500.00	25.0%
Programs	2,750.00	11,000.00	25.0%
Total Revenue Prior Yr Restricted Inc	3,375.00	13,500.00	25.0%
Total Income	10,499.33	48,280.00	21.75%
Cost of Goods Sold			
Cost of Goods Sold	127.55	204.00	62.53%
Total COGS	127.55	204.00	62.53%
Total Sources of Funds	10,371.78	48,076.00	21.57%
Uses of Funds			
Accounting			
Financial advisor	0.00	150.00	0.0%
QuickBooks payroll service	360.26	325.00	110.85%
Tax preparer	0.00	450.00	0.0%
Total Accounting	360.26	925.00	38.95%
Contract Labor			
Admin Assist	0.00	0.00	0.0%
Community Coordinator	563.06	2,000.00	28.15%
MTG Guidance Council Chair	1,968.75	7,875.00	25.0%
Total Contract Labor	2,531.81	9,875.00	25.64%
Employee wages			
Executive Director	5,250.00	21,000.00	25.0%
Office Assistant	1,250.01	5,000.00	25.0%
Total Employee wages	6,500.01	26,000.00	25.0%
IN Website Construction			
Technical Designer	1,080.00	1,500.00	72.0%
z-Misc & Contingency	105.19	100.00	105.19%
Total IN Website Construction	1,185.19	1,600.00	74.07%
Office Expenses			
Equipment	0.00	300.00	0.0%
Internet Services	415.66	600.00	69.28%
Office Supplies and fees	57.32	500.00	11.46%
Payroll Expenses	1,021.83	3,000.00	34.06%
Photocopying	0.00	0.00	0.0%

Postage	0.00	175.00	0.0%
Rent	114.00	700.00	16.29%
Telephone	180.00	800.00	22.5%
Total Office Expenses	1,788.81	6,075.00	29.45%
Project Budgets			
Fundraising Development	0.00	500.00	0.0%
Guidance Council Initiatives	0.00	1,000.00	0.0%
LG Rejuvenation Expenses	0.00	0.00	0.0%
Translation Projects	258.75	1,000.00	25.88%
Total Project Budgets	258.75	2,500.00	10.35%
Royalty Expense	0.00	101.00	0.0%
z-Contingency Fund	0.00	1,000.00	0.0%
Total Uses of Funds	12,624.83	48,076.00	26.26%
Net Ordinary Income	-2,253.05	0.00	100.0%
Net Income	-2,253.05	0.00	100.0%

Notes on highlighted items above: By journal entry 1/4 of the budgeted funds from prior year restricted income has been allocated to the 1st Quarter budget under **Revenue Prior Yr Restricted Inc.** The Technical Designer budget in the first quarter has been higher than expected due to work on the password protected area of the website that was needed to correct technical problems that were unforeseen when initially designed. Our technical designer absorbed a substantial amount of his time for this work.

Dances of Universal Peace International
Balance Sheet, March 31, 2013

	<u>Mar 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Key Bank checking	1,382.62
Key Bank Money Market	549.38
UrbanPartnershipBank MoneyMarket	<u>52,025.86</u>
Total Checking/Savings	53,957.86
Accounts Receivable	
Accounts Receivable	<u>738.89</u>
Total Accounts Receivable	738.89
Other Current Assets	
Inventory	<u>5,021.09</u>
Total Other Current Assets	<u>5,021.09</u>
Total Current Assets	<u>59,717.84</u>

TOTAL ASSETS	<u>59,717.84</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,358.74
Sales Tax Payable	-6.20
z- Shalem Center Fund	<u>6,000.00</u>
Total Other Current Liabilities	<u>7,352.54</u>
Total Current Liabilities	<u>7,352.54</u>
Total Liabilities	7,352.54
Equity	
Fund Balances	
Prior Years Unrestricted Funds	27,455.23
Temporarily Restricted Funds	<u>27,163.12</u>
Total Fund Balances	54,618.35
Net Income	<u>-2,253.05</u>
Total Equity	<u>52,365.30</u>
TOTAL LIABILITIES & EQUITY	<u>59,717.84</u>

The Board received the financial report for information.

3. Administrative Committee Report (Darvesha, DiAnahita, Kabir, Munir)

The Administrative Committee filed the following report from its meeting of April 9, 2013:

1. Review 2013 Goals and Activities

The Committee reviewed the [Goals and Activities for 2013](#) to learn together what progress has been made in the first quarter and to discuss what actions are needed in the near term.

Goals 3 and 4 are addressed in other meeting topics below.

In relation to Goal 5, Munir reported the he is about half-way through the process of loading sections of the FDWM in Russian. A feature is being added to the website so that users in one of the supported languages will be able to view Dance write-ups in that language. German language materials are expected later this year. French as well, possibly – a translator has been identified and offered a \$400 honorarium. Darvesha reported that Dance write-ups in the Spanish FDWM have a number of mistakes because the translator had not experienced the Dances. Sylvia Murillo will be requested to consult with Darvesha about these cases. Translation of periodic revisions to the FDWM and the LG Guidelines was also discussed, and Kabir offered to generate (using Adobe Acrobat) more detailed information for translators showing exactly what wordings have been revised.

In relation to Goal 6, it was reported that Kabir has accepted an appointment to the SRI Board of Directors beginning in the Fall. This arose from the Admin Committee's telecom with Pir Shabda last July in which he suggested overlapping Board appointments as a way of achieving our goal of strengthening the relationship between IN and SRI.

In relation to Goal 7, Munir reported that Maris Warrior from Scotland has accepted the Nominating Committee's invitation to join the Board. He will send her contact information so that others can begin to be in touch with her.

In relation to Goal 8, Munir reported in response to a question that the fee support fund has been called upon by approximately 80 leaders. Kabir added that in developing the fund and asking for donations, the assumption had been that the need might be considerably higher, around 200.

In relation to Goal 9, Munir reported that there has been considerable work done on the website, especially around adding supported languages. The database remains an issue because of old technology and the cost of upgrading it. There has been some success, however, in developing a generalized query which can meet our current needs.

Much appreciation from the Committee to Munir for all the work that has been accomplished.

2. Leaders Guild Communications – Review?

Kabir invited discussion about how to approach Goal 3d) "Begin a process to evaluate Leaders Guild communications in terms of content, rhythm and effectiveness." Munir reported that there is about a 50% open rate on LG Newsletters (but of course a considerable fraction of the LG membership do not read English). Of those who open the Newsletters, only 10% are also opening the Elements of Mastery article, meaning that it is reaching only about 5% of the overall LG membership. He has started using Facebook to post portions of the Newsletter content, thinking that this might achieve greater readership. Munir wondered about conducting a survey of our members, using tools available from Constant Contact, to get a better idea of their needs. Kabir wondered whether quarterly is the right frequency for LG Newsletters, given the information overload people are generally reporting: should we consider three, or even two issues annually? DiAnahita added that her experience with electronic or paper surveys has not been positive. She reported on a recent project in relation to her invitation to serve the SRI youth in which she had written personally to a number of young people to ask for their comments and advice. Four of the eight responded, which was useful, but the result of her asking generated more interest in her Dance circle. Kabir added that his recent experience at the Mana Retreat in New Zealand, where he had asked for an opportunity to talk with LG members, was also very positive, suggesting to him that face-to-face gatherings such as camps and retreats are an important opportunity for LG communications. Darvesha and Kabir will form a task group to consider this further and come back with some recommendations.

3. Fee Notices in NA Region

Munir had indicated in Item 1 that Goal 4 remains a strong focus of activity for 2013. Renewal of LG memberships in the NA Region has been identified as an area needing attention. The Community Coordinator and Office Assistant are both involved from IN, along with the Administrator of NA. The process is complicated and not easy to automate. Darvesha has given some attention to how some of the difficulties could be resolved. A particular issue is the amount of effort that our staff seem to be expending in trying to collect the NA Region dues. A draft had been circulated with details. Kabir mentioned the consultations he and Munir had recently initiated with NA's President in the form of a very general discussion of the 2013 goals of each organization toward moving forward in a mutually supportive way. The initial discussion (March 14th) was cordial and had led to a suggestion of quarterly telecons. It is not clear who would participate in these from NA. Darvesha, Kabir and Munir will talk further about all these matters as the next step.

4. Region Developments

a) Kabir and Munir's meeting with Rahmana Sayre (noted above) – Kabir added that this meeting was intended to open up regular communications, largely as a means of preventing problems such as those encountered last year when NA increased its membership dues without any consultation with or notification to IN. The dues increase produced objections from LG members, because of the long-standing convention requiring NA leaders to be members of the Region and to pay their LG fees through NA. Resolving this problem required intervention from IN to achieve a more satisfactory schedule of NA membership dues. Kabir expressed hope that proactive efforts to work collaboratively with NA will lead to greater clarity in the Region's role and focus, a problem that seems unique to NA among all Regions.

b) Russia – Munir shared correspondence with Halima Sussman proposing an extension until March 2014 of Russian LG memberships so that they can all be renewed systematically thereafter. This would also provide

additional time to address some of the ongoing problems in relation to the participation of Russian leaders in the international network. Within the new timeline, more Russian resources will be added to our website, which will also support our objectives in relation to that Region.

5. Leaders Guild Membership Statistics

Munir shared a table presenting information on Leaders Guild memberships and fees in 2012, with comparative information for the two previous years. There was not time to discuss this information.

6. April Board and Annual Meeting (Tuesday, April 23, 2 pm Pacific / 3 pm Mountain / 5 pm Eastern / 10 pm British)

The Committee reviewed plans for these meetings.

7. Next Meeting – Tuesday, May 7 at 9 am Pacific / 10 am Mountain / Noon Eastern

Munir reported further to Item 3 that he and Darvesha and Kabir had determined from their further conversation to send a letter to the Board of DUP North America inviting joint discussions about the fee renewal process.

Maris inquired whether it was expected that Regions would talk with IN before setting their own membership dues. Munir responded that, in general, Region dues are determined by each Region with no need to consult with IN. A situation occurred last year in North America, however, where that Region made a substantial increase in its membership dues which became known to IN only when Leaders Guild members raised objections to the extent of the increase. Maris asked as well about whether Leaders Guild members are required also to be members of their local Region. Kabir responded that IN does not require this. He explained that at one time in the past, Regions were to some extent controlled by the international organization and the normal expectation was that all Dance leaders would be members of the applicable Region (if any). At that time, the international organization was supported financially through a designated portion of fees from all members, not just Dance leaders. In 2010, IN approved a new [Regions Policy](#) that declared, essentially, that Regions were autonomous, local, self-governing, self-sustaining entities and that IN would no longer seek to exert any control over them. Nevertheless, for the convenience of Dance leaders and for overall administrative simplicity, IN did welcome and encourage Regions to collect Leaders Guild fees (equivalent in local currencies) from Dance leaders in their Region at the same time as they collected their Region membership dues. Each Region then worked out an arrangement with IN to remit periodic payments of the Leader Guild fees on behalf of their members. Kabir concluded his presentation of this history by noting that IN had taken care not to disrupt the traditional membership base of Regions and was encouraging LG members to be members of their applicable Region as in the past. Ultimately, however, the support of Regions depends on the ability of each one to serve and satisfy their constituents.

Darvesha asked whether the UK Region requires LG members to join the Region. Maris said that the UK does not have any particular guidelines outlined about that, even though dance leaders are encouraged to join DUP UK. She went on to outline some initiatives that are intended to simplify administration of the Region. She noted that DUP UK has initiated a process to look at the aims and vision of the organization, as well as to simplify the administration involved in running it. To Maris this indicates that some changes are needed to address the needs Dance leaders see now. Darvesha observed that the role of IN is now much more clearly defined than it was five or six years ago, and programs and services are being provided to Dance leaders and

mentors in accordance with this new mission. She proposed that it might now be timely for talking with Regions about their own directions in the light of the changes over the past three or four years. Munir agreed, adding that Region communications are planned very soon.

Maris asked whether IN might provide assistance in making available templates that Dance leaders could use for publicizing events. Comments in response suggested that this is a good example of an activity that Dance Regions could usefully undertake, as for example DUP North America already has.

Maris asked about communication with Regions, and with SRI, in relation to the planned review of the frequency and content of Leaders Guild e-newsletters. Munir responded that these three areas of communication were quite distinct and outlined the objectives and plans for each one.

4. Executive Director's Report

The March 2013 Leaders Guild newsletter has been distributed in English and Spanish. German and Russian versions are being translated. Presently I am working on preparing resource materials for the various language websites. I'm nearly finished breaking down the Russian Foundation manual into individual files for upload to the Russian website. Sylvia Murillo is checking the Spanish version of the Foundation manual, and a similar file break-down will be needed to prepare those files for upload. The Germans are at work on their own dance write-ups and materials which I hope to have in hand by the end of the year to add to the library. I am also working with Darvesha and staff to clarify the fee-notice protocol. Kabir and I determined to purchase the software Adobe Acrobat XI Pro and an upgrade package for \$213.98 in order to manipulate and add our banner to the pdf files of Dance write-ups, as well as other specialized tasks for which Acrobat is required. (See also the Administrative Committee report.)

5. Guidance Council Report

A revision of the Leaders Guild Guidelines to include mentoring of musicians has been put in place on the IN website and on the downloadable pdf file version. The following text has been added in the Elements of Mastery section on Musicians: "Dance musicians who are called to cultivate and participate in this concentration more deeply are invited to take a mentor for that purpose. This is a 'walking with path'. In this case the mentoring process focuses on deepening in dance musicianship and attunement rather than dance leadership, and does not necessarily lead to certification." The next Guidance Council telecom takes place Tuesday, April 30, 2013.

6. Welcome to New Board Member

The Board welcomed Maris Warrior, who thanked the Board for their trust in honouring her with an appointment and expressed eagerness to learn and contribute. Munir encouraged each member to be in touch with Maris, e.g. by Skype, to assist with her learning as well as to develop relationship and invite her new perspective and ideas.

7. Dates for 2013 Board Meetings

Munir reminded the Board of the following meeting dates for the remainder of 2013:

July 9 (Note: re-scheduled to July 16)

September 17

November 19

All meetings are at 3 pm Mountain Time.

Kabir expressed regret that Arjun had not been on today's call and undertook to contact him to express our good wishes as well as with the intention of ensuring that Arjun could be available for the upcoming Board meetings.

The meeting adjourned at 4 pm Mountain Time.