

# Dances of Universal Peace International

Meeting of the Board of Directors – Tuesday, April 12, 2016, 15.00 MST

## Minutes

**Board Members Present:** Rashid Andrew Hall, Darvesha Victoria MacDonald (chair), Kabir Stuart McKinnon, Munir Peter Reynolds, Zarifah Spain, Maris Warrior.

Apologies: Arjun Jorge Calero

**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 BoD meeting held February 9, 2016

Munir moved acceptance of the minutes, seconded by Maris, approved unanimously.

**2. 2016 Financial Reports YTD to end of March** were presented for information, with the following commentary:

- We have already exceeded our budget for the year on donations – three big donations were basically year end donations – thank you’s sent to all:
  - \$500 Seattle DUP
  - \$435 Toronto DUP
  - \$250 NC DUP
- LG fees – fees from regions are on target: \$5075 is from 2015 NdL payment. Others come in thruout the year when we figure out payments and they send them.
- LG fees – WW: under budget for Q1 but we have discussed ways of boosting fee collection and/or donations to cover fees by regions.
- Office supplies and fees: includes \$200 of non-recurrent costs (set-up for new ED)
- The QuickBooks payroll service cost is for software; no financial advisor cost has yet been incurred this year – there is less work than last year for the financial advisor.

3:54 PM  
04/05/16  
Accrual Basis

**Dances of Universal Peace International**  
**Profit & Loss Budget vs. Actual**  
January through March 2016

	Jan - Mar 16	Budget	£ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Investments</b>				
Interest-Savings, Short-term CD	11.16			
<b>Total Investments</b>	11.16			
<b>Revenue - Current Year</b>				
Donations	1,723.74	1,500.00	223.74	114.92%
LG Fees - Regions	5,075.05	28,000.00	-22,924.95	18.13%
LG Fees - World Wide Region	684.82	4,670.00	-3,985.18	14.66%
Sales	0.00	500.00	-500.00	0.0%
<b>Total Revenue - Current Year</b>	7,483.61	34,670.00	-27,186.39	21.59%
<b>Revenue Prior Yr Inc</b>				
Fee Support Fund	0.00	2,300.00	-2,300.00	0.0%
<b>Total Revenue Prior Yr Inc</b>	0.00	2,300.00	-2,300.00	0.0%
<b>Total Income</b>	7,494.77	36,970.00	-29,475.23	20.27%
<b>Gross Profit</b>	7,494.77	36,970.00	-29,475.23	20.27%
<b>Expense</b>				
<b>Accounting</b>				
Financial advisor	0.00	500.00	-500.00	0.0%
QuickBooks payroll service	437.30			
<b>Total Accounting</b>	437.30	500.00	-62.70	87.46%
<b>Contract Labor</b>				
Community Coordinator	228.38	600.00	-371.62	38.06%
Guidance Council Chair	1,444.00	6,000.00	-4,556.00	24.07%

<b>Total Contract Labor</b>	<u>1,672.38</u>	<u>6,600.00</u>	<u>-4,927.62</u>	<u>25.34%</u>
<b>Employee wages</b>				
<b>Executive Director</b>	3,000.00	12,000.00	-9,000.00	25.0%
<b>Office Assistant</b>	1,625.01	6,500.00	-4,874.99	25.0%
<b>Total Employee wages</b>	<u>4,625.01</u>	<u>18,500.00</u>	<u>-13,874.99</u>	<u>25.0%</u>
<b>IN Website Construction</b>	0.00	1,000.00	-1,000.00	0.0%
<b>Office Expenses</b>				
<b>Equipment</b>	0.00	140.00	-140.00	0.0%
<b>Internet Services</b>	462.00	1,500.00	-1,038.00	30.8%
<b>Office Supplies and fees</b>	462.05	700.00	-237.95	66.01%
<b>Payroll Expenses</b>	136.56	2,500.00	-2,363.44	5.46%
<b>Photocopying</b>	0.00	20.00	-20.00	0.0%
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	<u>86.00</u>	<u>150.00</u>	<u>-64.00</u>	<u>57.33%</u>
<b>Postage</b>	86.00	150.00	-64.00	57.33%
<b>Telephone</b>	498.00	1,700.00	-1,202.00	29.29%
<b>Total Office Expenses</b>	<u>1,644.61</u>	<u>6,710.00</u>	<u>-5,065.39</u>	<u>24.51%</u>
<b>Project Budgets</b>	0.00	2,000.00	-2,000.00	0.0%
<b>z-Contingency Fund</b>	0.00	1,660.00	-1,660.00	0.0%
<b>Total Expense</b>	<u>8,379.30</u>	<u>36,970.00</u>	<u>-28,590.70</u>	<u>22.67%</u>
<b>Net Ordinary Income</b>	<u>-884.53</u>	<u>0.00</u>	<u>-884.53</u>	<u>100.0%</u>
<b>Net Income</b>	<u><b>-884.53</b></u>	<u><b>0.00</b></u>	<u><b>-884.53</b></u>	<u><b>100.0%</b></u>

2:54 PM  
04/05/16  
Accrual Basis

**Dances of Universal Peace International**  
**Summary Balance Sheet**  
As of March 31, 2016  
Mar 31, 16

**ASSETS**

**Current Assets**

<b>Checking/Savings</b>	39,909.19
<b>Other Current Assets</b>	971.24

<b>Total Current Assets</b>	<u>40,880.43</u>
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<b>TOTAL ASSETS</b>	<b>40,880.43</b>
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<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	250.39
<b>Total Current Liabilities</b>	<b>250.39</b>
<b>Total Liabilities</b>	250.39
<b>Equity</b>	40,630.04
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>40,880.43</b>

### 3. Executive Director's report

The updates to the Leader Guidelines have been translated into each language, and the process of updating these on the website in each language and sending the newsletter is nearing completion. In the process I have identified and resolved many broken hyperlinks in each language.

I also facilitated a GC teleconference of mentors, with a focus on the new guidelines.

Kabir has kindly provided an updated version of the Foundation Manual which I will be uploading shortly. This may be the last time the FM is updated as a separate publication, but a decision about this can be taken in a few years if/when a subsequent update is needed.

I also want to review the welcome letters sent to new leaders. I am also reviewing where there may be gaps in translations for the website which are practical to fill, bearing in mind the availability of translators and the salience of the information.

The German network has a new CD with dances to be uploaded to the resource database.

In June at the European Ruhaniat summer school I will explore getting a Foundation Manual produced in German.

Martha is busy with the Regional renewals, many of which occur at this time in the year, as well as chasing dues. The majority of NA leaders are easily complying and converting to the new \$36/yr rate. There are still quite a few that don't respond to emails so Martha is still working on them. We are co-ordinating an approach by country for WW dues, aiming to optimise renewals and dialogue in these areas. There is a suggestion, to be considered elsewhere in this meeting, of international donations for LG fees eg could we seek donations from Germany for Bosnia, from New Zealand for Latvia etc? Such an approach could build ties within the worldwide family and improve revenue and engagement across a variety of geographical areas.

I have just received several website pages translated into Dutch, for adding to the website, also music files for a dance CD from the German network, and a set of photos of Swiss DUP, which will be added to the website.

I still have more to do to get to know better over time contacts in the dance family worldwide – a process over many months, I think.

I continue to resolve technical challenges with help from Munir, Bruce in Chicago and local IT support: this is becoming less of an issue after 3 months, leaving me more free to focus on wider issues.

Noted in discussion - the possibility of a German language foundation Manual: I will follow this up in July at the European Ruhaniat Summer School with German and Swiss colleagues.

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

A mentor teleconference was held in February with a focus on the updated leader guidelines, and this was well received.

#### **5. Goals and activities, opportunities for volunteering**

Kabir introduced this item for discussion, referencing the most recent Board meeting:

At our meeting in February, we began considering together how we can best organize ourselves to advance our work toward the goals we have set. As background, reference was made to the Report of the Planning Committee (June 2014) which is available here:  
<http://www.dancesofuniversalpeace.org/planning2014.shtm>.

There was time during the meeting for each person to make brief comments. These covered a number of points, including:

- there may not be need for a committee structure as proposed by the Planning Committee
- if we do have committees, it is important to decide as a Board on their terms of reference and objectives, how they will relate to the Board as a whole
- there is a need for more attention to worldwide community
- communications is "core", including the diversity of communication requirements in various parts of the worldwide community
- two-way flow of information (center <==> periphery) is important
- important to support dancers in recording their work, especially as we age
- communications is key to Executive Director role, including encouraging leaders to deepen into spiritual transmission, path of awakening
- administrative issues are also important to success, e.g. how can we create invoicing and payment via cell phone as well as email/internet?
- Board members and other volunteers can help the ED, expand our capacity to serve members in various ways; not necessarily requiring committees for this to happen
- much of the "on-the-ground" shifts in dance activity is taking place locally without necessarily coming to wider attention -- the ED needs to have a good feel for what's

happening locally in various parts of the world, and may need support from Board members or other volunteers in extending his reach

- what are the needs of younger leaders and are we meeting those?

### **Administrative Committee Discussion - Meeting of March 15, 2016**

At its March meeting, the Admin Committee gave further consideration to this topic in the light of the Board's discussion and started a list of specific volunteer opportunities, including:

- Facebook Group - Rashid has volunteered to be the group administrator, with support from as small group
- newsletter – proof reading (in 5 languages), helping with commissioning content, e.g. Elements of Mastery article(s)
- scoping a possible new donation structure, e.g. one-to-one (e.g. German fee support for a Bosnian leader with financial need) or by country (e.g. UK donations for fee support for Latvian leaders); consider tax benefits of donations within US
- scoping texting invoices for fees due e.g. in LatAm – by country because of cost of international texting
- calling late payers in LatAm from within the region
- aspects of InTheGarden list maintenance when leaders drop off or are added to DUP IN database

This list is not complete but illustrates some of the ways in which volunteers -- including individual Board members -- could help extend the resources of DUP International by adding to the capacity of the Executive Director.

**In discussion,** the following points were noted:

- Zarifah supports the scoping of invoicing by cell phone. Such invoicing may not be expensive locally within Latin America; it might be appropriate to seek people's cell phone numbers via Facebook, or WhatsApp. Aziz will contact Bruce Heeter to get a new field in the names database for this information, and to modify the My Information screen so that people can add their mobile numbers themselves.
- Munir will be happy to continue to provide technical support to the ED.
- Zarifah would be happy to proof read the newsletter in English, and could help with ITG list maintenance.
- Rashid is happy to continue to manage a DUPI Facebook group. Facebook may be seen as superficial, and more work will be needed to optimise communication across our community, whether by newsletter, e-forum, blogs, or in other ways.

**6. Dates of future BoD meetings:**

- (Admin Committee June 7 for a) Board meeting on June 14
- (Admin Committee Sept 20 for a) Board meeting on Sept 27
- (Admin Committee November 15 for a) Board meeting on 22 November 22

There being no other business, the meeting closed at 16.00 MST.