

# Dances of Universal Peace International

## Minutes - Board of Directors

Tuesday, February 7, 2017, 20.00 UTC

**Board Members Present:** Arjun Jorge Calero, Andrew Rashid Hall, Darvesha Victoria MacDonald (chair), Munir Peter Reynolds, Zarifah Spain, Maris Warrior;

Apologies: Kabir Stuart McKinnon

**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 November 22, 2016

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

### 2. 2016 Financial Reports

- noted that income (including a number of generous donations) was slightly above budget, expenses slightly below budget, resulting in a modest surplus; with the increase in Leaders Guild fees to USD\$36, DUP IN is now sustainable from current revenues; 2016 expenses included just over \$2,500 in fee support extended to 78 leaders, ensuring that Leaders Guild membership remains accessible to all regardless of financial circumstances.
- fee support summary:

	2015 fee support		2016 fee support	
	leaders	amount (dollars)	leaders	amount (dollars)
NA	21	\$ 530.00	18	\$547.00
Latin America	5	\$ 150.00	5	\$168.00
E Europe	11	\$ 330.00	15	\$540.00
Russia	18	\$ 540.00	37	\$1,202.00
UK	2	\$ 60.00		
VDN	1	\$ 30.00		
Europe			3	\$102.00
<b>totals</b>	<b>58</b>	<b>\$ 1,640.00</b>	<b>78</b>	<b>\$2,559.00</b>

3:33 PM	<b>Dances of Universal Peace International</b>			
01/11/17	<b>Statement of Financial Position</b>			
Accrual Basis	As of December 31, 2016			
	Dec 31, 2016	Dec 31, 2015	\$ change	% change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>Key Bank checking</b>	23,439.05	19,791.51	3,647.54	18.4%
<b>Key Bank Money Market</b>	550.41	550.14	0.27	0.0%
<b>UrbanPartnershipBank MoneyMarket</b>	22,269.73	22,225.23	44.50	0.2%
<b>Total Checking/Savings</b>	46,259.19	42,566.88	3,692.31	8.7%
<b>Other Current Assets: Inventory</b>	971.24	971.24	971.24	0.0%
<b>Total Current Assets</b>	47,230.43	43,538.12	3,692.31	8.5%
<b>TOTAL ASSETS</b>	47,230.43	43,538.12	3,692.31	8.5%
<b>LIABILITIES &amp; EQUITY</b>				
<b>Current Liabilities</b>				
<b>Payroll Liabilities</b>	279.77	2,055.96	-1,776.19	-86.4%
<b>Sales Tax Payable</b>	-29.41	-12.41	-17.00	137.0%
<b>Total Current Liabilities</b>	250.36	2,043.55	-1,793.19	-87.7%
<b>Total Liabilities</b>	250.36	2,043.55	-1,793.19	-87.7%
<b>Equity</b>				
<b>Fund Balances</b>				
<b>Prior Years Unrestricted Funds</b>	41,028.81	41,028.81	0.00	0.0%
<b>Total Fund Balances</b>	41,028.81	41,028.81	0.00	0.0%
<b>Unrestricted Net Assets</b>	465.76	500.00	-34.24	-6.8%
<b>Net Income</b>	5,485.50	-34.24	5,519.74	-16120.7%
<b>Total Equity</b>	46,980.07	41,494.57	5,485.50	13.2%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>47,230.43</b>	<b>43,538.12</b>	<b>3,692.31</b>	<b>8.5%</b>

Accrual Basis

**Dances of Universal Peace International  
Sources and Uses of Funding**

January through December 2016

	Jan - Dec 16	Budget 2016	\$ Over Budget	% of Budget	2017 BUDGET	
<b>Sources of Funds</b>						
<b>Investments</b>						
Interest-Savings, Short-term CD	44.77	-			50.00	
<b>Total Investments</b>	<b>44.77</b>				<b>50.00</b>	
<b>Revenue - Current Year</b>						
Donations	6,396.95	1,500.00	4,896.95	426.46%	3,500.00	
LG Fees - Regions	28,318.54	28,000.00	318.54	101.14%	29,000.00	
LG Fees - World Wide Region	3,626.42	4,670.00	-	1,043.58	77.65%	4,000.00
Fees sub-total	31,944.96	32,670.00	-	725.04	97.78%	36,500.00
Sales	687.55	500.00	187.55	137.51%	300.00	
<b>Total Revenue - Current Year</b>	<b>39,074.23</b>	<b>34,670.00</b>	<b>4,404.23</b>	<b>112.70%</b>	<b>36,800.00</b>	
<b>Revenue Prior Yr</b>						
Fee Support Fund	-	2,300.00		0.00%	3,000.00	
GC Initiatives					2,000.00	
<b>Total Revenue Prior Year</b>		<b>2,300.00</b>			<b>5,000.00</b>	
<b>Total Sources of Funds</b>	<b>39,074.23</b>	<b>36,970.00</b>	<b>2,104.23</b>	<b>105.69%</b>	<b>41,850.00</b>	
<b>Uses of Funds</b>						
<b>Accounting</b>						
QuickBooks payroll service	437.30				475.00	
<b>Total Accounting</b>	<b>437.30</b>	<b>500.00</b>	<b>-</b>	<b>62.70</b>	<b>87.46%</b>	<b>475.00</b>
<b>Contract Labor</b>						
Community Coordinator	952.88	600.00	108.76	158.81%	700.00	
Executive Director	12,000.00	12,000.00	-	100.00%	12,000.00	
Guidance Council Chair	5,776.00	6,000.00	-	224.00	96.27%	6,500.00
IN Website Construction (Tech. Design)	1,113.75	1,000.00	113.75	111.38%	-	
<b>Total Contract Labor</b>	<b>19,842.63</b>	<b>19,600.00</b>	<b>242.63</b>	<b>101.24%</b>	<b>19,200.00</b>	
<b>Employee wages</b>						
Office Assistant	6,500.04	6,500.00	0.04	100.00%	7,000.00	
<b>Total Employee wages</b>	<b>6,500.04</b>	<b>6,500.00</b>	<b>0.04</b>	<b>100.00%</b>	<b>7,000.00</b>	
<b>IN Website Construction</b>						
Technical Designer					2,900.00	
<b>Total IN Website Design</b>					<b>2,900.00</b>	
<b>Office Expenses</b>						
Equipment	-	140.00	-	140.00	-	100.00
Internet Services	1,848.00	1,500.00	348.00	123.20%	1,900.00	
Office Supplies and fees	883.54	700.00	183.54	126.22%	900.00	
Payroll Expenses	481.06	2,500.00	-	2,018.94	19.24%	500.00
Photocopying	-	20.00			0.00%	-
Office expenses - other	25.00				-	
Postage	104.80	150.00	-	45.20	69.87%	100.00
Telephone	1,992.00	1,700.00	292.00	117.18%	2,000.00	
<b>Total Office Expenses</b>	<b>5,334.40</b>	<b>6,710.00</b>	<b>-</b>	<b>1,375.60</b>	<b>79.50%</b>	<b>5,500.00</b>
<b>Project Budgets</b>						
Guidance Council initiatives	1,200.00				3,200.00	
Translation Projects	173.36				500.00	
z-Contingency Fund	-	1,660.00			-	2,974.00
<b>Total Project Budgets</b>	<b>1,373.36</b>	<b>3,660.00</b>	<b>-</b>	<b>2,286.64</b>	<b>37.52%</b>	<b>6,674.00</b>
Royalty Expense	101.00	-	101.00	0.00%	101.00	
<b>Total Uses of Funds</b>	<b>33,588.73</b>	<b>36,970.00</b>	<b>-</b>	<b>3,381.27</b>	<b>90.85%</b>	<b>41,850.00</b>
<b>Net Sources and Uses of Funds</b>	<b>5,485.50</b>	<b>-</b>	<b>5,485.50</b>			

### **3. Executive Director's report since the November 2016 meeting:**

- The total number of current leaders is about 100 fewer than last year, but this may reflect a fairly stable core of active leaders
- Following our most recent meeting, I have set up a page of guidance for dance write-ups, <http://www.dancesofuniversalpeace.org/igdancesupload.asp>. This will be linked to the main dance library page, to encourage the adding of new dances, and corrections to the dance library.
- The all-language newsletter suggested for January has been overtaken by letters to all Russian leaders and their mentors from DUP IN and Guidance Council.
- I continue to work with Bruce to get a prompt on My Info for mobile phone numbers and an opt-out if people do not wish to give their mobile phone numbers. A text-me app for international texting may be useful for connecting with dance leaders in Russia, Latin America and elsewhere.
- The total for donations at year-end (Dec 31) was: \$6396.95
- I prepared the budget for 2017 for this meeting, in consultation with Martha, Kabir, Zarifah and Admin Committee
- I have completed a performance review with Darvesha and Kabir
- working from analysis of LG statistics for 2016, I am focusing and planning to improve dialogue and engagement with leaders in Latin America
- I have prepared a communication to Board members to set up conversations at camps and retreats giving information and seeking feedback on our activities, plans and priorities.
- On the website, I am working to update the contact list for each country, complete some missing colorization, and extend Dutch and Portuguese translations.
- Asherah Boyer has begun translating into French for us, starting with the website home page, the introduction to the LG Directory page and the leader guidelines. Her work is really appreciated.

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

The in-person Guidance Council meeting in November continues to foster the transmission of the dances.

### **5. Goals and activities**

#### **Key accomplishments in 2016 included:**

- Continued implementation of multi-year [organization development plan](#) developed in 2014.
- Completed orientation with support for the new Executive Director

- Implemented the Leaders Guild Fee increase to \$36; this included special billing to those with recurring fee payments to have them cancel existing payment of \$30 and create a new payment of \$36
- Set up and began a Portuguese language version of the website <http://dancesofuniversalpeace.org>. The website is now online in English, Spanish, German, Russian, Dutch and Portuguese.
- Added 24 Dance write-ups to the English Dance Library, and 13 to the German library.
- Provided fee support to 78 leaders who had financial hardship in paying their Leaders Guild fees.
- Prepared letters of contact to all Russian dance leaders and mentors of Russian leaders, reworded the Russian welcome letter and added one from the Guidance Council and updated fee support information available in Russian, with the aim of improving dialogue with this part of our family
- Produced, translated and distributed the revised Leader Guidelines in each language (including in Portuguese for the first time), and two e-newsletters in five of six languages.
- Held four telecom meetings of the DUP International Board of Directors, and seven meetings of the administrative committee.
- Partially funded and held one in-body meeting of the Guidance Council in conjunction with the Jamiat Khas gathering.
- Made the Dances of Universal Peace International Facebook Group consistent in design with the website and developed posts to the group.
- Added a column to display mobile phone numbers where provided, in the My Info section of the website, and made plans for invoicing fees by mobile phone.

**draft Goals and Activities for 2017** were adopted as follows:

- increase the number of dance write-ups in more of the languages supported by DUP International
- continue to expand the resources available to support the transmission of the dances in languages other than English
- Set up conversations facilitated by BOD and staff members at camps and retreats giving information and receiving feedback on our activities, priorities and plans.
- continue to review how we can best communicate across our dance leader family
- anticipate and apply technological developments for the benefit of our community
- develop a more in-depth understanding of the context and profile of dance-leading in each part of the world, to build on our multi-national strengths
- update the photo gallery on the website
- continue to collect leaders' mobile phone numbers.

## **6. Budget for 2017**

Our closing balance of \$3692 (balance sheet) above budget reflects in part the increase in LG fees, in part the additional donations received.

We hope that in due course the donations will cover the amount paid out in fee support.

It felt appropriate to recommend a budget which draws on the surplus generated in 2016, to be invested in an exceptional travel item, and to cover contingencies.

Admin Committee recommended a \$500 per annum increase for the Office Assistant, and an increase in fees for the Guidance Council Chair to \$6500 per annum.

Munir moved acceptance of the budget, seconded by Zarifah, approved unanimously.

The legacy from Rosina Horeth has not yet been received: a separate committee meeting was set up, involving Darvesha, Kabir, Munir and Aziz, to make recommendations to the Board.

## **7. Nominations Committee for Board vacancy**

Kabir will be retiring from the Board and from his role as Treasurer at the next Board meeting. The meeting thanked him for all his support and guidance in his work over the years for DUP IN.

A Nominations Committee (Pir Shabda, Darvesha and Maris, with Aziz as secretary) was set up, for the one vacancy arising.

## **8. Dates of future BoD meetings (2017):**

The following dates for Board meetings and the Annual meeting were agreed, with the Admin Committee meeting scheduled before the relevant Board meeting.

ADCOM April 21 for **BOD and Annual meeting May 2**

ADCOM June 6 for **BoD June 13**

ADCOM Sept 19 for **BoD Sept 26**

ADCOM Nov 14 for **BoD Nov 21**

The meetings will start at 20.00 UTC November 5 to March 12, and 19.00 UTC March to November ie at noon Seattle time throughout.

## **7. Any other business**

We confirmed that we should increase the interactions on the Facebook group, and this could include deeper dance items seeded each month (Aziz to action).

The meeting closed at 21.10 UTC.