

Dances of Universal Peace International

Minutes – Annual Meeting and Board of Directors Telecon – April 28, 2015, 3 pm MDT

Board Members Present: Arjun Jorge Calero, Darvesha Victoria MacDonald, DiAnahita Diana Kanoy, Kabir Stuart McKinnon, Maris Warrior, Rashid Andrew Hall, Zarifah Spain

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.*

Annual Meeting

Munir recited the Sufi invocation as an opening focus. Darvesha called the Annual Meeting to order and welcomed all. The agenda and background information had been circulated.

1. Nominating Committee Report (Darvesha, Kabir, Munir and Pir Shabda Kahn).

DiAnahita Kanoy's term on the Board of Directors expires at this Annual Meeting. She declined to accept a further three-year term, creating a vacancy. Further, because of the Board's decision (as recommended in the Planning Committee Report) to add a sixth member, the Nominating Committee was charged with the task of recommending two new members.

Munir presented the recommendations of the Nominating Committee:

The committee nominates Rashid Andrew Hall and Zarifah Spain to serve 3-year terms on the Dances of Universal Peace International Board of Directors commencing at the Annual Meeting on April 28, 2015.

The committee further nominates the slate of officers for 2015-16 as: Darvesha Victoria, President; Maris Warrior, Vice President; and Kabir McKinnon, Secretary/Treasurer.

Kabir moved, seconded by DiAnahita, that the Board of Directors approved the recommendations of the Nominating Committee. Carried unanimously.

These Board members continue to serve for the terms indicated:

Arjun Jorge Calero (first term ends April, 2016)
Maris Warrior (first term ends April, 2016)
Darvesha Victoria MacDonald (second term ends April, 2017)
Kabir Stuart McKinnon (second term ends April, 2017)

There is one authorized Board member position that the Board has determined will remain unfilled for the time being.

2. Report on 2014 Operations and Finances

The following reports were received for information:

Dances of Universal Peace International

Sources and Uses of Funds January 1 - December 31, 2014

Ordinary Income/Expense

	<u>Jan - Dec 14</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Investments			
Interest-Savings, Short-term CD	60.46	100.00	60.46%
Total Investments	<u>60.46</u>	<u>100.00</u>	<u>60.46%</u>
Revenue - Current Year			
Donations	17,587.37	4,400.00	399.71%
LG Fees - Regions	23,699.96	24,000.00	98.75%
LG Fees - World Wide Region	3,286.72	5,000.00	65.73%
Royalty Income	0.00	30.00	0.0%
Sales	1,836.00	500.00	367.2%
Total Revenue - Current Year	<u>46,410.05</u>	<u>33,930.00</u>	<u>136.78%</u>
Revenue Prior Yr Inc			
Fee Support Fund	2,500.00	2,500.00	100.0%
Programs	12,000.00	12,000.00	100.0%
Total Revenue Prior Yr Inc	<u>14,500.00</u>	<u>14,500.00</u>	<u>100.0%</u>
Total Income	60,970.51	48,530.00	125.64%
Cost of Goods Sold			
Cost of Goods Sold	208.39	203.00	102.66%
Total COGS	<u>208.39</u>	<u>203.00</u>	<u>102.66%</u>
Gross Profit	60,762.12	48,327.00	125.73%
Expense			
Accounting			
Financial advisor	50.00		
QuickBooks payroll service	382.16	350.00	109.19%
Tax preparer	75.00	100.00	75.0%
Total Accounting	<u>507.16</u>	<u>450.00</u>	<u>112.7%</u>
Contract Labor			
Community Coordinator	882.02	600.00	147.0%
Guidance Council Chair	5,776.00	5,776.00	100.0%
Total Contract Labor	<u>6,658.02</u>	<u>6,376.00</u>	<u>104.42%</u>

Employee wages			
Executive Director	21,000.00	21,000.00	100.0%
Office Assistant	<u>6,500.04</u>	<u>6,500.00</u>	<u>100.0%</u>
Total Employee wages	<u>27,500.04</u>	<u>27,500.00</u>	<u>100.0%</u>
IN Website Construction			
Technical Designer	348.75	1,500.00	23.25%
z-Misc & Contingency	<u>0.00</u>	<u>100.00</u>	<u>0.0%</u>
Total IN Website Construction	<u>348.75</u>	<u>1,600.00</u>	<u>21.8%</u>
Office Expenses			
Equipment	0.00	300.00	0.0%
Internet Services	1,632.00	1,800.00	90.67%
Office Supplies and fees	808.74	740.00	109.29%
Payroll Expenses	3,000.95	3,000.00	100.03%
Photocopying	59.79	0.00	100.0%
Postage	329.06	200.00	164.53%
Rent	378.00	700.00	54.0%
Telephone	1,992.00	2,060.00	96.7%
Office Expenses - Other	<u>-64.13</u>		
Total Office Expenses	<u>8,136.41</u>	<u>8,800.00</u>	<u>92.46%</u>
Project Budgets			
Fundraising Development	0.00	500.00	0.0%
Guidance Council Initiatives	1,000.00	1,000.00	100.0%
Translation Projects	<u>730.00</u>	<u>1,000.00</u>	<u>73.0%</u>
Total Project Budgets	<u>1,730.00</u>	<u>2,500.00</u>	<u>69.2%</u>
Royalty Expense	101.00	101.00	100.0%
z-Contingency Fund	<u>0.00</u>	<u>1,000.00</u>	<u>0.0%</u>
Total Expense	<u>44,981.38</u>	<u>48,327.00</u>	<u>93.08%</u>
Net Ordinary Income	<u>15,780.74</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u><u>15,780.74</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

**Dances of Universal Peace International
Balance Sheet, January 1, 2015**

Jan 1, 15

ASSETS

Current Assets

Checking/Savings	
Key Bank checking	20,058.05
Key Bank Money Market	549.86
UrbanPartnershipBank MoneyMarkt	<u>22,180.84</u>
Total Checking/Savings	42,788.75
Other Current Assets	
Inventory	<u>2,715.25</u>
Total Other Current Assets	<u>2,715.25</u>
Total Current Assets	<u>45,504.00</u>
TOTAL ASSETS	<u>45,504.00</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,870.73
Sales Tax Payable	<u>-11.31</u>
Total Other Current Liabilities	<u>1,859.42</u>
Total Current Liabilities	<u>1,859.42</u>
Total Liabilities	1,859.42
Equity	
Fund Balances	
Prior Years Unrestricted Funds	35,113.84
Temporarily Restricted Funds	<u>-7,250.00</u>
Total Fund Balances	27,863.84
Unrestricted Net Assets	<u>15,780.74</u>
Total Equity	<u>43,644.58</u>
TOTAL LIABILITIES & EQUITY	<u>45,504.00</u>

3. Farewell to DiAnahita

Board members and staff expressed their appreciation to DiAnahita Kanoy for her three years of creative work and insightful service. DiAnahita spoke of her gratitude for the opportunity to

serve the Dances in this way, and for the deepening friendships that have also resulted from our work together.

DiAnahita moved, seconded by Maris, that the Annual Meeting be adjourned. (3:15 pm MDT)
Carried unanimously.

Board of Directors Meeting

The agenda and background information had been circulated in advance.

1. Minutes from November 18, 2014, and February 3, 2015

Kabir moved, seconded by Zarifah, approval of the Minutes of the Board meetings of November 18, 2014, and February 3, 2015, subject to the following corrections which Zarifah had brought forward:

In the Minutes of November 18, 2014, on page 6, Item 6.1, the sentence “Since Halima Sussman has stepped down from the Guidance Council, no other member of that body has been available to serve as well on the Board of Directors.” is struck out and replaced by the following: “Since April 2012, when Halima Sussman completed her initial term on the Board of Directors and declined reappointment, no other Guidance Council member has been available to serve on both bodies.”

In the Minutes of February 3, 2015, on page 6, Item 1, the sentence “There were some other minor adjustments, but the 2014 budget is essentially the same scope as in 2014.” is revised to read: “There were some other minor adjustments, but the 2015 budget is essentially the same scope as in 2014.”

Carried unanimously.

2. 2015 First Quarter Financial Reports January 1 – March 31, 2015

Dances of Universal Peace International

Sources and Uses of Funds January 1 - March 31, 2015

Ordinary Income/Expense

Income

Investments

Interest-Savings, Short-term CD

Total Investments

Revenue - Current Year

Donations

LG Fees - Regions

LG Fees - World Wide Region

Sales

Total Revenue - Current Year

Revenue Prior Yr Inc

Fee Support Fund

Programs

Total Revenue Prior Yr Inc

	Jan - Mar 15	Budget	% of Budget
Interest-Savings, Short-term CD	11.01	100.00	11.01%
Total Investments	11.01	100.00	11.01%
Donations	1,348.01	3,000.00	44.93%
LG Fees - Regions	4,006.10 *	24,500.00	16.35%
LG Fees - World Wide Region	460.44	5,000.00	9.21%
Sales	311.43	600.00	51.91%
Total Revenue - Current Year	6,125.98	33,100.00	18.51%
Fee Support Fund	450.00	1,800.00	25.0%
Programs	500.00	1,955.00	25.58%
Total Revenue Prior Yr Inc	950.00	3,755.00	25.3%

*\$9,760
receivable

Total Income	7,086.99	36,955.00	19.18%
Cost of Goods Sold			
Cost of Goods Sold	<u>0.00</u>	<u>75.00</u>	<u>0.0%</u>
Total COGS	<u>0.00</u>	<u>75.00</u>	<u>0.0%</u>
Gross Profit	7,086.99	36,880.00	19.22%
Expense			
Accounting			
Financial advisor	0.00	50.00	0.0%
QuickBooks payroll service	382.16	375.00	101.91%
Tax preparer	<u>0.00</u>	<u>75.00</u>	<u>0.0%</u>
Total Accounting	382.16	500.00	76.43%
Contract Labor			
Community Coordinator	90.56	900.00	10.06%
Guidance Council Chair	<u>0.00</u>	<u>5,776.00</u>	<u>0.0%</u>
Total Contract Labor	90.56	6,676.00	1.36%
Employee wages			
Executive Director	3,000.00	12,000.00	25.0%
Office Assistant	<u>1,625.01</u>	<u>6,500.00</u>	<u>25.0%</u>
Total Employee wages	4,625.01	18,500.00	25.0%
IN Website Construction			
Technical Designer	0.00	1,000.00	0.0%
z-Misc & Contingency	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>
Total IN Website Construction	0.00	1,500.00	0.0%
Office Expenses			
Equipment	131.40	150.00	87.6%
Internet Services	319.50	1,500.00	21.3%
Office Supplies and fees	206.84	800.00	25.86%
Payroll Expenses	797.62	2,500.00	31.91%
Photocopying	24.44	75.00	32.59%
Postage	125.76	200.00	62.88%
Rent	75.00	378.00	19.84%
Telephone	<u>408.00</u>	<u>1,700.00</u>	<u>24.0%</u>
Total Office Expenses	2,088.56	7,303.00	28.6%

Project Budgets			
Fundraising Development	0.00	0.00	0.0%
Guidance Council Initiatives	0.00	800.00	0.0%
Translation Projects	150.00	1,000.00	15.0%
Total Project Budgets	150.00	1,800.00	8.33%
Royalty Expense	0.00	101.00	0.0%
z-Contingency Fund			
z-Contingency Fund - Other	0.00	500.00	0.0%
Total z-Contingency Fund	0.00	500.00	0.0%
Total Expense	7,336.29	36,880.00	19.89%
Net Ordinary Income	-249.30	0.00	100.0%
Net Income	-249.30	0.00	100.0%

Dances of Universal Peace International Balance Sheet, April 1, 2015

	<u>Apr 1, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Key Bank checking	17,975.90
Key Bank Money Market	549.93
UrbanPartnershipBank MoneyMarkt	<u>22,191.78</u>
Total Checking/Savings	40,717.61
Other Current Assets	
Inventory	<u>2,715.25</u>
Total Other Current Assets	<u>2,715.25</u>
Total Current Assets	<u>43,432.86</u>
TOTAL ASSETS	<u><u>43,432.86</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Other Current Liabilities	
Payroll Liabilities	999.99
Sales Tax Payable	<u>-12.41</u>
Total Other Current Liabilities	<u>987.58</u>
Total Current Liabilities	<u>987.58</u>
Total Liabilities	987.58
Equity	
Fund Balances	
Prior Years Unrestricted Funds	35,113.84
Temporarily Restricted Funds	<u>-8,200.00</u>
Total Fund Balances	26,913.84
Unrestricted Net Assets	15,780.74
Net Income	<u>-249.30</u>
Total Equity	<u>42,445.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>43,432.86</u></u>

Munir commented that the results for the first quarter are generally in line with expectations and with the budget established by the Board. The 2015 budget implements all of the Planning Committee recommendations except the 20% increase in Leaders Guild fees, which takes effect January 1, 2016.

Zarifah asked about the figure of \$9,760 shown in a note on the statement as “Receivable” Leaders Guild fees. Munir explained that some Regions collect Leaders Guild Fees on behalf of DUP International and then remit them periodically in lump sum payments. The figure is an estimate prepared by Martha of the amounts already collected by Regions but not yet transferred to DUP IN. The figure of \$13,766.10 includes the anticipated payment of \$9,760 that has not yet been received. In further discussion, Kabir commented that it is helpful to have some idea of receivable Leaders Guild fees in addition to fees already deposited, if staff have those estimates. It was suggested, however, that the financial statements include only amounts actually received.

3. Executive Director’s Report

Munir reported that the April 2015 Leaders Guild e-newsletter was distributed the week of April 20, 2015 in English, Spanish, German, Russian and Dutch. The e-newsletter included the revised [Mentoring Path](#) guidelines, updated by the Guidance Council earlier this year. He has also replaced the old mentoring guidelines on the website in English, Russian, German, Spanish and Dutch.

DUP International’s Fund for 2015 fund drive stands at \$18,724, which includes an anonymous gift of \$1,000 which we were just notified of. Munir is continuing to work with prospects who

offered to give in 2015 to complete the drive. An update will soon be sent to donors on the progress of the drive. Very recently a past donor offered to help make up some of the balance needed, so Munir is hopeful that we will complete this drive soon.

Work in progress includes an abbreviated version of <http://dancesofuniversalpeace.org> in Dutch. Malika Cieremans is doing the translation for us. The Dutch website will include a log-in for Dutch-speaking leaders. Munir hopes to have this on line and appearing in the language menu by the end of May. The Leaders Guidelines were translated into Dutch and distributed to the Dutch leaders in late 2014.

Munir is continuing to work with our tech consultant Bruce Heeter on an across-the-board banner and color scheme change to all of the websites. He hopes to have this completed by the end of the summer.

Many thanks to Munir and Martha for their dedication and skill that delivers such high quality services to Leaders Guild members worldwide!

4. Guidance Council Report

The Guidance Council was busy at work over the holidays and into 2015 revising the Mentoring Path Guidelines and adding some additional text to the Leaders Guidelines. The Mentoring Path was revised to combine Senior Mentors II and III into simply “senior mentor” category. The Senior Mentor III function is now covered by the Guidance Council.

Language was added clarifying that mentoring is a separate path from that of the dance leader. Consequently, additional language on Deepening in Dance Leadership is created for the Leaders Guidelines that clarifies expectations for the development of the Dance leader after certification. A copy of the new Deepening in Dance Leadership wording was shared with the Board for information. It will be published by the Guidance Council at a later date.

5. Communications Committee Report

The Communications Committee (Arjun, Chair; Rashid Andrew Hall, Aziz Edmund Dixon and Munir) provided notes from its first two meetings. In the first meeting members got acquainted and reviewed the purpose of the committee. Between the first and second meetings the members prepared and shared reports on the activities of the Dances of Universal Peace within the regions with which they were familiar. In the second meeting the committee discussed two questions:

1. What is my vision for our shared work? The best service we can offer? What can we actually achieve? and
2. On the practical level, how much time do I have?

The Committee is still defining its objectives and the project(s) it may wish to pursue. A third meeting took place a few days ago, following which Aziz advised that he has decided to withdraw.

Munir commented that the Committee’s task is complicated by the Board’s decision to combine the “communications committee” and “worldwide network committee” envisioned in the Planning Committee report. The potential scope is quite broad, and it is not yet clear where the group will determine is the most useful focus for its efforts.

Darvesha noted that there is some indication in the Committee's notes that DUP IN needs to improve its communications, leading her to wonder how we know that this is the case, what this assumption is based on.

Arjun commented that, in his experience, there is always room for improvement. He felt that a few more Committee meetings would help shed light on this and other matters.

Kabir recalled that the need to provide focus and leadership through what has become the communications committee was identified by the Planning Committee. In the formative years of DUP International, the Board and staff have not until now had the resources to give attention in depth to these matters. We have maintained and in some cases expanded programs and services that were in existence when we began five years ago, but we have also been aware that many conditions have changed during the life of the international Dance organization, notably the web and related technology. It seemed important to the Planning Committee to take a fresh look at communications and the worldwide network so that our future plans can be based on a better understanding of current and emerging needs. Kabir agreed that the mandate of the Communications Committee is broad and possibly vague, but this seems unavoidable until the Committee has had an opportunity to investigate and reflect.

Zarifah commented that the communications are at the core of the work of the Board. She welcomes what will come from people taking the time to study the issues and possibilities. Munir and Darvesha both agreed with this observation. Darvesha recalled previous inquiries of a similar nature, for example the work of the Dance Unity Council through which the international organization redefined itself as a web-based service provider rather than a physical office. She added that the topic of "regions" can be a quagmire.

Rashid agreed with Arjun's sense that communications can always be improved. There are multiple directions in which communication could occur, including from the Center to the Circle (of dancers and dance leaders), from the Circle to the Center, and between different points in the Circle (Circle to Circle). It may take some time to reach clarity.

Maris echoed Darvesha's comments about regions. She added that she imagines some developments through modern technology, for example making the Resource Library more friendly to mobile devices, which could provide a welcome new tool for Dance leaders.

Munir suggested that Communications Committee meetings be open to interested Board members, noting that the next scheduled date is May 14 at 3 pm Mountain Time.

Arjun wondered whether the Board was perhaps providing the Committee with an unclear mandate. If so, a lot of work might be done and then be rejected by the Board because it is not what was wanted. Darvesha clarified that the purpose of the Committee's work at this point is exploration: the Board is asking questions without any idea what the answers may be. Kabir expressed confidence in the Committee and the process, and offered to be available when called upon, should this be of service.

6. Welcome Rashid and Zarifah

Rashid and Zarifah were welcomed to the Board and invited to comment on their observations and aspirations as they enter into service in this way. Maris expressed gratitude to all those who have served as Board members over the years.

7. Next meeting: Tuesday, September 8, 3 pm MDT

US Pacific time Tuesday, September 8, 2015 at 2:00:00 PM PDT UTC-7 hours

US Mountain time Tuesday, September 8, 2015 at 3:00:00 PM MDT UTC-6 hours

US Eastern time Tuesday, September 8, 2015 at 5:00:00 PM MDT UTC-4 hours

Auckland (New Zealand) Wednesday, September 9, 2015 at 9:00:00 AM NZST
UTC+12 hours

Edinburgh (United Kingdom - Scotland) Tuesday, September 8, 2015 at 10:00:00 PM BST
UTC+1 hour

Bogota (Colombia) Tuesday, September 8, 2015 at 4:00:00 PM COT UTC-5 hours

Corresponding UTC (GMT) Tuesday, September 8, 2015 at 21:00:00

The meeting adjourned. (4:20 pm MDT)