

**Dances of Universal Peace International
Board of Directors Telecon Meeting Minutes**

14 December 2010

(Action Items in Italics)

BOD Members Present: Kabir Stuart McKinnon, Darvesha Victoria MacDonald, Halima Sussman, Maitreya Jon Stevens, Allaudin Sandy Hill

Also present: Munir Peter Reynolds (Executive Director); Martha Bracken (Office Manager); Sky Majida Roshay (Administrative 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.*

AGENDA

Welcome

1. Approval of [Minutes from October 12, 2010](#) (attached)
2. Financial Report
 - P&L Year to November 30, 2010
 - Balance Sheet November 30, 2010
3. Approval of 2011 Goals and Activities
4. Approval of 2011 Budget
5. NA/IN Lapsed Member Calls report (information only)
6. Website Updates and Additions.
7. Misc Items
8. Next meeting and meeting schedule in 2011

Check Out

Next Telecon Date: 11 January, 5 p.m. Eastern time, 3 p.m. Mountain time and 2 p.m. Pacific time.

Out of Town Schedules

Halima will be out of town for the next month, at the Mana Retreat in New Zealand in January.

Sky Majida will be in Mexico 31 January - 18 February, staffing at Bernie Heideman's Dance retreat.

BOARD MEETING MINUTES

Welcome

Munir asks everyone to check in, since it has been a while since we met together. Board members reflected on the productive year we have had and the many successes of which we can be proud.

1. Approve Minutes of the 12 October Telecon

Darvesha moves, Kabir seconds, that the minutes of the 12 October BOD telecon be approved for distribution. Passes unanimously.

2. Financial Report

Munir presents the financial statements (see Appendix 1) below.

P&L Year to November 30, 2010

Some Leaders Guild fees from regions are still due before the end of the year. Fees income is close to our projections.

Expenses include some unexpected items from the end of 2009. The website came in right on budget, thanks to Bruce Heeter donating some of his time. Recent upgrades to the website will cost an additional \$400 in 2010.

Kabir comments that it is gratifying to see how close we came to our budget this year, especially considering that at the beginning of the year we had no idea how things would turn out.

Balance Sheet November 30, 2010

Munir presented the balance sheet report to the board.

3. Approval of 2011 Goals and Activities

Munir presents the draft goals and activities for 2011, which were created with input from the Guidance Council. He comments that this year has been largely about wrapping up many activities and programs from the previous organization and creating new ways forward, including the new website. In 2011, his time will be freed up to consider other areas: consolidating the Leaders Guild, adding functionality to the website, and building the DUP International organization, including the possibility of new directors, etc.

Allaudin moves, Halima seconds that this draft Goals and Activities be adopted.

Martha suggested a change in language from “members” of the Leaders Guild, because people around the world are confused about regional membership and Leaders Guild membership: many leaders pay membership dues to their region, and then the region pays their guild fees.

The MTG Guidelines say that any leader with a mentor is a member of the guild, whether or not they are current with fees. Kabir suggests spending some time pondering this point, but thinks it’s going to take some time to resolve it; Darvesha is soon to do an update on the guidelines, so feels that any new wording needs to be considered soon. Halima points out that new Leaders Guild members must pay their fees before getting a password to the website, underscoring how unclear this is.

Munir asks if Board can vote on these goals, with the amendment that the language be clarified. Passes unanimously. See Appendix 2, below.

4. Approval of 2011 Budget

Kabir introduces the budget by saying it is intentionally general, providing an overall plan for revenues and expenditures, and hence a basic agreement about the commitment of the organization's resources. A certain amount of specific detail, particularly as to revenue and expenditure categories is included, as well as a contingency fund, but not necessarily as much detail as contained in our financial reports.

Kabir and Munir recommend these principles for going forward:

1. Within the budget approved by the Board the Executive Director has full expenditure authority. If it's in the budget, it can be spent.
2. Additionally the Treasurer must approve any expenditure item beyond the established budget but still within the overall budget. Included in this authority would be spending the contingency fund as needed. So, the Executive Director and Treasurer would effectively have the authority to rearrange the budget, but not to exceed the overall commitment of the organization's resources involved in the budget approved by the Board.
3. **Periodic** reports to the Board will be made from time to time as to what's happening. If it becomes apparent that the initial budget is going to be exceeded by some combination of revenue shortfall or expenditure excess

(i.e. there will be an additional draw on reserves) the Board will be aware in a timely fashion. The Board could, if it felt necessary, direct that plans be curtailed so as not to exceed established financial limitations. Or it could approve a revised budget.

In this plan Kabir and Munir would correspond from time to time about increasing this category or decreasing that one (or adding a new category) and track those in such a way that Martha could always be satisfied that any payment she processed was appropriately funded, or she could raise questions.

2011 Budget Summary

Leaders Guild Fees	\$24,000
Grants	\$5,000
Donations	\$5,000
Sales	\$500
Royalty Income	\$200
Total Income	<u>\$34,700</u>
Accounting	\$1,023
Salaries & Wages	\$34,790
Website Technical	\$2,500
Project Budgets	\$5,000
Office Expenses	\$5,815
Sales Expenses	\$580
Contingency	\$5,000
Total Expense	<u>\$54,708</u>
Net Income (loss)	(\$20,008)

Halima comments that this broad stroke budget gives some “wiggle room”; she likes the format and the ideas, but is concerned that income is \$20,000 less than the expenses. Kabir says these simple numbers were derived from a more detailed budget, and walks the Board through that. Income assumes an increase in Leaders Guild fees, and in donations, and a plan will need to be implemented to manifest these increases. On the expense side, he noted that the \$5,000 Project Budgets and the \$5,000 contingency item *will not be spent* if the money is not there, a \$10,000 savings. The net loss of \$20,000 is part of a three year development plan, which can be sustained through 2012 if necessary. At some point in the future, the Leaders Guild fees may need to be reconsidered, and staff salaries need to be re-evaluated, but in the meantime focusing on fundraising and on bringing more leaders into the guild are our main priorities.

Kabir moves, Halima seconds, that this budget be approved. Munir calls for discussion. Allaudin asks how long we could go at this rate before the reserves are used up? Kabir says one to two years past 2012, but hopes that by then we will have an increase in the numbers of leaders that will ease things. Passes unanimously.

The detailed budget is included in Appendix 3, below.

5. NA/IN Lapsed Member Calls report (information only)

Kabir, Munir, Halima and several members of DUP North America have been contacting dance leaders whose membership in NA has been lapsed for two years or more. The callers are finding out useful information regarding how engaged leaders are and how informed they are about recent changes at DUP International. The group will finish up their calls/contacts by Christmas and will send their data to Munir, who will prepare a summary of the findings and a report for the Guidance Council and DUP International board. It is plain that we will need a concerted effort to complete this work in 2011, however, new ideas are emerging about how to go about it in an effective manner.

6. Website Updates and Additions

Munir and Bruce Heeter have built a new web page for DLT announcements. A notice has gone to the MTG listserv announcing the new webpage and asking mentors to upload their own events information to the page. It's located at: <http://dancesofuniversalpeace.org/wwtrnevents.asp> and is accessed under the Worldwide Network drop down menu.

The transfer of the North American region dances to the IN website is complete. Bruce and Munir redesigned the page display to include much more information. Visitors may now search by originator and region of origin. Also, categories were added to delineate dances written in languages other than English and special designations such as children's dances. Total Dances in the library are now nearing 250.

7. Misc Items

a) The German network leaders met since the last meeting and we received a wonderful report from Alima of how the new website is received. Alima was so taken with their response that she has translated the entire October Leaders Guild e-newsletter into German to go out to NdL members.

b) Munir met with the NA board on their Nov. telecom. He answered questions, and out of that meeting came the recent efforts to contact lapsed NA

members.

c) Munir drafted a “welcome letter” to new Leaders Guild members that will now be sent to all new leaders; as soon as it is confirmed that the new leader has paid their region dues or Leaders Guild fees, Munir will send them a user name and password for the website

d) Feedback on the new website continues to come in, posted here:

<http://dancesofuniversalpeace.org/international/dupdiscussionsnewweb.shtm>

e) We have begun the formal process of changing the organization name to Dances of Universal Peace International by filing papers with the California Secretary of State. We will need to follow through with the IRS and additional agencies, etc. in early 2011 to complete the process.

f) Allaudin asked to make note in the record of the care and diplomacy that both Munir and Kabir used in arranging to include Saadi’s Dance write ups in the IN resource library. Halima seconds that. Munir comments that we are fortunate that things have worked out.

g) Munir reports that the UK Network leaders contacted him about reprinting the NA dance booklets. He says that it makes more sense for them to reprint them and pay a royalty, rather than shipping them. The board discussed the benefits and potential drawbacks of this plan. Halima wonders about making pdf files of the booklet and asking people to make donations when they download it. Munir feels that this idea may be a subject for a committee meeting rather than a full Board meeting, because there are complicating details. In general, there was feeling that the UK network could go ahead with their plan.

8. Next meeting

Kabir would propose that we continue with the second Tuesday of the month in 2011. He would also ask that we be vigilant about asking whether a meeting is necessary, rather than just automatically scheduling one. Board agrees.

The next meeting will be 11 January, 5 p.m. Eastern time, 3 p.m. Mountain time and 2 p.m. Pacific time.

Closing

Munir wishes everyone happy holidays and happy new year. See you next year, and we will get a lot done!

Appendix 1: Financial Statements through November 2010

P&L Year to November 30, 2010

	<u>Jan - Nov 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Revenue			
Donations	1,467.44		
LG Fees - Regions	14,059.72	15,000.00	-940.28
LG Fees - World Wide Region	440.64	2,500.00	-2,059.36
On-line auction	0.00	4,000.00	-4,000.00
Oneness Project Grant	5,200.00	5,200.00	0.00
Royalty Income	206.06		
Sales	5,626.70		
Special gifts solicitation	0.00	4,000.00	-4,000.00
Total Revenue	<u>27,000.56</u>	<u>30,700.00</u>	<u>-3,699.44</u>
Total Income	27,000.56	30,700.00	-3,699.44
Cost of Goods Sold			
Cost of Goods Sold	<u>1,886.92</u>		
Total COGS	<u>1,886.92</u>		
Gross Profit	25,113.64	30,700.00	-5,586.36
Expense			
Accounting			
Financial advisor	212.50	300.00	-87.50
QuickBooks payroll service	272.66	260.00	12.66
Tax preparer	750.00	700.00	50.00
Total Accounting	<u>1,235.16</u>	<u>1,260.00</u>	<u>-24.84</u>
Contract Labor			
Admin Assist	840.00	1,440.00	-600.00
MTG Guidance Council Chair	5,625.00	7,500.00	-1,875.00
Outside Contract Services	200.00		
Total Contract Labor	<u>6,665.00</u>	<u>8,940.00</u>	<u>-2,275.00</u>
Employee wages			
Executive Director	15,733.37	17,400.00	-1,666.63
Office Assistant	5,473.55	5,850.00	-376.45
Total Employee wages	<u>21,206.92</u>	<u>23,250.00</u>	<u>-2,043.08</u>
IN Website Construction			
Site Builder	1,500.00	1,500.00	0.00
Technical Designer	4,000.00	4,000.00	0.00
z-Misc & Contingency	2,702.93	2,500.00	202.93
Total IN Website Construction	<u>8,202.93</u>	<u>8,000.00</u>	<u>202.93</u>
Office Expenses			
Equipment	385.46		

Internet Services	759.42	180.00	579.42
Office Supplies and fees	989.31	660.00	329.31
Payroll Expenses	3,067.04	1,805.00	1,262.04
Photocopying	4.10	200.00	-195.90
Postage	271.20		
Rent	1,029.25	600.00	429.25
Telephone	1,014.40	720.00	294.40
Transport	0.00	200.00	-200.00
Total Office Expenses	<u>7,520.18</u>	<u>4,365.00</u>	<u>3,155.18</u>
Royalty Expense	399.34		
z-Contingency Fund			
Pubs Closure	809.50		
z-Contingency Fund - Other	0.00	5,000.00	-5,000.00
Total z-Contingency Fund	<u>809.50</u>	<u>5,000.00</u>	<u>-4,190.50</u>
Total Expense	<u>46,039.03</u>	<u>50,815.00</u>	<u>-4,775.97</u>
Net Ordinary Income	<u>-20,925.39</u>	<u>20,115.00</u>	<u>-810.39</u>
	<u><u>-20,925.39</u></u>	<u><u>20,115.00</u></u>	<u><u>-810.39</u></u>

Balance Sheet November 30, 2010

	<u>Nov 30, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
Key Bank checking	1,393.82
Key Bank Money Market	15,106.55
Shore Bank Money Market	<u>51,209.45</u>
Total Checking/Savings	67,709.82
Accounts Receivable	
Accounts Receivable	<u>1,697.58</u>
Total Accounts Receivable	1,697.58
Other Current Assets	
Deposits	38.19
Inventory	9,955.63
Leaders Guild Fees Receivable	<u>3,900.00</u>
Total Other Current Assets	<u>13,893.82</u>
Total Current Assets	<u>83,301.22</u>
TOTAL ASSETS	<u><u>83,301.22</u></u>

LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	818.70
Payroll Taxes Payable	935.11
Sales Tax Payable	241.45
z- Shalem Center Fund	<u>18,000.00</u>
Total Other Current Liabilities	<u>19,995.26</u>
Total Current Liabilities	<u>19,995.26</u>
Total Liabilities	19,995.26
Equity	
Fund Balances	
Prior Years Unrestricted Funds	88,702.02
Temporarily Restsricted Funds	<u>18,961.12</u>
Total Fund Balances	107,663.14
Opening Balance Equity	-24,000.00
Net Income	<u>-20,357.18</u>
Total Equity	<u>63,305.96</u>
TOTAL LIABILITIES & EQUITY	<u><u>83,301.22</u></u>

Appendix 2:

DUP International Draft Goals and Strategies for 2011

Supporting the work of the Mentor Teachers Guild (Goals of the GC)

1. Develop a plan for engaging the MTG in ongoing communication about ways and means of cultivating excellence and spiritual depth in leading the Dances of Universal Peace and Walking Meditations in the various geographic and cultural settings in which Leaders Guild members are functioning.

Guiding and developing the Leaders Guild (Goals of the GC)

2. Encourage and inspire Leaders Guild members to embody and lead from their spiritual depth.

a) Encourage dance leader training and inspiration at regional or sub-regional gatherings.

i) Offer support for region initiated gatherings.

ii) Begin planning for a NA Leaders Guild gathering possibly at Lama Foundation for 2012.

iii) Create a dance leader training events page on the IN website and seek submissions through Yahoo group and e-newsletter correspondence.

b) Continue to build the on-line library/resource center of published Dances and Walks in various media, as well as articles, esoteric papers, and other materials. Evaluate and add materials as appropriate from past published DUP booklets.

c) Continue to make available to Leaders Guild members the DUP booklets and CDs during the development phase of the on-line resources.

3. Build cohesion and awareness of common purpose among Leaders Guild members worldwide.

a) Continue quarterly direct email communication with Leaders Guild members.

b) Encourage the use of the In The Garden Yahoo group as a Leaders Guild forum for discussion.

c) Continue website discussion pages and post audio and transcripts from relevant telecons.

d) Explore the potential of social networking sites in supporting the Leaders Guild.

e) Contact Leaders Guild members as needed and appropriate to learn about attitudes and issues and encourage participation in the Leaders Guild.

f) Develop a process for sending a letter to all new Leaders Guild members welcoming them to the path of dance leading and introducing them to the available resources.

4. Encourage all active leaders of the Dances of Universal Peace to be members of the Leaders Guild.

a) Continue to advocate with SRI initiates to join their DUP Region or pay Leaders Guild fees directly to DUP International.

b) Add a link to the website log-in for direct Leaders Guild fees payment.

c) Work toward on-line display of member dues status in the My Info area of the IN site.

d) Compile and report Leaders Guild membership summary information.

e) Establish and implement policy on restricting access to enhanced content of website (log-in) to contributing Leaders Guild members.

Linking the worldwide community of participants in the Dances of Universal Peace

5. Maintain and continue to develop a nexus, referral website that provides general information about the Dances of Universal Peace and

Walking Meditations and links to all regional websites and other resources world wide.

a) Work with German, Russian and Spanish speaking networks to translate key leader resource materials into those languages. Build German and Russian home pages on the IN website.

b) Add resources and pages and improve functionality as is appropriate and feasible.

6. Facilitate close communication and cooperation with the leadership of the DUP Regions.

a) Regular periodic communications with DUP region and network leadership.

b) Complete the development and implementation of protocols for Regions to collect Leaders Guild fees and submit the appropriate payments to DUP International in a timely and orderly way.

c) Explore the feasibility of creating an on-line "We Circle Around" page, with links to photos and articles on the region/network web sites.

d) Develop other web content which enhances the international perspective of the web site.

Administering and developing the organization

7. Develop a plan for organizing the work of the Board of Directors and engaging the leadership of Board members.

a) Determine the need for additional Board members and the particular skills and abilities required.

b) Expand the network of advisors.

c) Identify and involve volunteers in specific projects.

d) Work with the Executive Director in continuing to develop and refine protocols to ensure effective operation and coordination of efforts.

8. Develop a fund raising strategy.

a) Identify any deficiencies in the collection of Leaders Guild fees and develop strategies for addressing them.

b) Create a program of contributing support to underwrite the LG fees of leaders with financial hardship.

c) Develop a medium-term financial plan for DUP International that identifies funding needs, both ongoing and project-related.

d) Research and develop a strategy for soliciting financial support in the form of donations or grants for specific project initiatives.

e) Research and develop information about leaving bequests to DUP International.

- 9. Continue to improve the quality of information systems and work toward improved website functionality.**
- a) Evaluate information management and functionality needs and determine whether an overhaul of the data base is warranted and feasible.
 - b) Develop protocols and personnel job descriptions for capturing and tracking data accurately and following up where needed.
 - c) Work toward on-line display member dues status in the My Info area of the IN site.
 - d) Implement protocols on Leaders Guild data base management so that new leaders dues are paid before given website log in access.

Appendix 3: Detailed 2011 Budget

Budget Worksheet

	2011 Budget Draft	2010 Actual to Nov 30	2010 Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
Revenue				
Donations	5000	1,467.44		
LG Fees - Regions	20000	14,059.72	15,000.00	-940.28
LG Fees - World Wide Region	4000	440.64	2,500.00	-2,059.36
On-line auction	0	0.00	4,000.00	-4,000.00
Grants	5000	5,200.00	5,200.00	0.00
Royalty Income	200	206.06		
Sales	500	5,626.70		
Special gifts solicitation	0	0.00	4,000.00	-4,000.00
Total Revenue	<u>34700</u>	<u>27,000.56</u>	<u>30,700.00</u>	<u>-3,699.44</u>
Total Income	34700	27,000.56	30,700.00	-3,699.44
Cost of Goods Sold				
Cost of Goods Sold	<u>180</u>	<u>1,886.92</u>		
Total COGS	<u>180</u>	<u>1,886.92</u>		
Gross Profit	34520	25,113.64	30,700.00	-5,586.36
Expense				
Accounting				
Financial advisor	0	212.50	300.00	-87.50
QuickBooks payroll service	273	272.66	260.00	12.66
Tax preparer	750	750.00	700.00	50.00
Total Accounting	<u>1023</u>	<u>1,235.16</u>	<u>1,260.00</u>	<u>-24.84</u>
Contract Labor				
Admin Assist	1440	840.00	1,440.00	-600.00
MTG Guidance Council Chair	7500	5,625.00	7,500.00	-1,875.00
Outside Contract Services	0	200.00		

Total Contract Labor	8940	6,665.00	8,940.00	-2,275.00
Employee wages				
Executive Director	20000	15,733.37	17,400.00	-1,666.63
Office Assistant	5850	5,473.55	5,850.00	-376.45
Total Employee wages	25850	21,206.92	23,250.00	-2,043.08
IN Website				
Site Builder		1,500.00	1,500.00	0.00
Technical Designer	2500	4,000.00	4,000.00	0.00
z-Misc & Contingency		2,702.93	2,500.00	202.93
Total IN Website Construction	2500	8,202.93	8,000.00	202.93
Project Budgets				
Data Base Project	2500	0.00	0.00	
Fundraising Development	1000	0.00	0.00	
Guidance Council Initiatives	1500	0.00	0.00	
Total Project Budgets	5000	0.00	0.00	
Office Expenses				
Equipment	300	385.46		
Internet Services	750	759.42	180.00	579.42
Office Supplies and fees	600	989.31	660.00	329.31
Payroll Expenses	2647	3,067.04	1,805.00	1,262.04
Photocopying	50	4.10	200.00	-195.90
Postage	100	271.20		
Rent	648	1,029.25	600.00	429.25
Telephone	720	1,014.40	720.00	294.40
Transport	0	0.00	200.00	-200.00
Total Office Expenses	5815	7,520.18	4,365.00	3,155.18
Royalty Expense	400	399.34		
z-Contingency Fund				
Pubs Closure		809.50		
z-Contingency Fund - Other	5000	0.00	5,000.00	-5,000.00
Total z-Contingency Fund	5000	809.50	5,000.00	-4,190.50
Total Expense	54528	46,039.03	50,815.00	-4,775.97
Net Ordinary Income	-20008	-20,925.39	20,115.00	-810.39
Net Income	-20008	-20,925.39	20,115.00	-810.39