

Dances of Universal Peace International

Minutes – Board of Directors Telecon – September 24, 2013, 3 pm MDT

Board Members Present: Darvesha Victoria MacDonald, DiAnahita Diana Kanoy, Kabir Stuart McKinnon, Arjun Jorge Calero, Maris Warrior

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 welcomed everyone, offered an opening focus and called the meeting to order. The agenda and background information had been circulated.

1. Minutes from April 23, 2013

Maris moved, seconded by Darvesha, approval of the Minutes of the Board meeting of April 23, 2013. Carried unanimously.

2. Financial Reports

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

a) Income and Expense Jan 1 – August 31, 2013

Note: See also Appendix to these minutes for further detail.

	<u>Jan - Aug 13</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Investments	107.78	500.00	21.56%
Revenue - Current Year	18,767.52	34,280.00	54.75%
Revenue Prior Yr Restricted Inc	<u>8,910.00</u>	<u>13,500.00</u>	<u>66.0%</u>
Total Income	27,785.30	48,280.00	57.55%
Cost of Goods Sold			
Cost of Goods Sold	<u>308.52</u>	<u>204.00</u>	<u>151.24%</u>
Total COGS	<u>308.52</u>	<u>204.00</u>	<u>151.24%</u>
Gross Profit	27,476.78	48,076.00	57.15%
Expense			
Accounting	460.26	925.00	49.76%
Contract Labor	5,819.44	9,875.00	58.93%
Employee wages	17,333.36	26,000.00	66.67%
IN Website Construction	1,646.44	1,600.00	102.9%
Office Expenses	4,255.21	6,075.00	70.05%

Project Budgets	1,519.18	2,500.00	60.77%
Royalty Expense	101.00	101.00	100.0%
z-Contingency Fund	0.00	1,000.00	0.0%
Total Expense	<u>31,134.89</u>	<u>48,076.00</u>	<u>64.76%</u>
Net Ordinary Income	<u>-3,658.11</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u><u>-3,658.11</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

b) Balance Sheet September 1, 2013

	<u>Sep 1, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Key Bank checking	8,329.12
Key Bank Money Market	549.50
Urban Partnership Bank Money Markt	<u>32,082.79</u>
Total Checking/Savings	40,961.41
Accounts Receivable	
Accounts Receivable	<u>638.89</u>
Total Accounts Receivable	638.89
Other Current Assets	
Inventory	<u>3,896.05</u>
Total Other Current Assets	<u>3,896.05</u>
Total Current Assets	<u>45,496.35</u>
TOTAL ASSETS	<u><u>45,496.35</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,202.35
Sales Tax Payable	<u>-6.20</u>
Total Other Current Liabilities	<u>1,196.15</u>
Total Current Liabilities	<u>1,196.15</u>
Total Liabilities	1,196.15
Equity	
Fund Balances	
Prior Years Unrestricted Funds	27,455.23
Temporarily Restricted Funds	<u>21,628.12</u>

Total Fund Balances	49,083.35
Unrestricted Net Assets	-1,125.04
Net Income	<u>-3,658.11</u>
Total Equity	<u>44,300.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>45,496.35</u></u>

Munir commented that we are pretty much on target, taking into consideration the Leaders Guild fees receivable (see Appendix 1). The website budget has been fully spent already owing to some re-programming that was needed because of changes made by our website host. The Shalem Center commitment has now been fully discharged. We have been spending down our accumulated reserves as part of our three-year plan, and still have about \$41,000 in cash in the bank. There will need to be adjustments in future years (see also Item 7 below).

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

a) Sufi Youth Jam 2014

Munir reported on discussions with Diana Lyon from the SRI Youth Committee, who had requested support and assistance toward the success of this event. With his assistance, she had contacted Oneness Project requesting substantial assistance so that leaders from South America and Europe could travel to North America for the event. Oneness Project had apparently responded with \$1,200 keyed to the travel of several specific leaders to the event.

Kabir noted that, in our present financial circumstances, it appears to him unwise for DUP IN to attempt to provide funds directly to this or other similar events, even though we would endorse and encourage them. He supported the direction taken by Munir, and wondered whether further funds were still required.

Arjun noted that DUP IN could assist further by encouraging Leaders Guild members to support the event. This could be done in our e-Newsletter or in special communications. In particular, Dance Circles could be encouraged to encourage sponsoring the new generation of Dance leaders, either by sending someone from their own Circle to attend the event or by donating in support of young leaders from other parts of the world. There was much appreciation for these suggestions.

4. Guidance Council Report

Munir provided a brief report on the items discussed at a Guidance Council meeting earlier today.

a) Dues Collection from Mentors

The Council encouraged Darvesha (who has been handling communications with mentors who have fallen behind in their LG fees) to continue with her blunt and truthful communications aimed at gathering in fees from all concerned.

b) Transmission of New Dances

The Council discussed a letter from Kabir, as a Dance notator, pointing out some challenges he has encountered in Dance transmission that can arise when originators offer new Dances that are

works in progress at a retreat or camp and then other leaders “capture” them using digital recorders and begin leading them elsewhere – multiple versions of a Dance can result, none of them what the originator may subsequently determine is the final product. Council will follow this up at the Jamiat Khas and with Pir Shabda toward the intention of supporting the depth of Dance transmission that we need to sustain our lineage. Darvesha commented that she doubts Council’s discussion will have much impact on the practice of Dance leaders “capturing” recordings during Dance retreats and camps, and that the focus needs to be on working with mentors and leaders to strengthen the understanding of and commitment to transmission of Dances. The Guidance Council plans to meet in body at the Jamiat Khas.

5. Executive Director’s Report

Munir reported on current projects, mentioning that because of needing to attend to a family situation recently, he is not as far along as he had planned. He feels he is behind on uploading the Spanish language materials, and is anticipating German language materials shortly. All these should be taken care of by the end of the year.

The recent developments within the North American Region (see also Item 6) have added a new challenge because there is a serious chance that NA will cease collecting membership dues, and hence no longer collect and remit Leaders Guild fees from the 580 members in that Region. Accordingly, Munir has begun researching subscription providers who could securely collect LG fees in North America. It appears from his inquiries that there are providers with sophisticated, up-to-date capabilities who could annually renew LG memberships using credit card authorizations as well as PayPal. The cost for this would be reasonable, and the in-house administrative requirements appear to be manageable.

6. Changes at DUP North America

Munir advised that Darvesha and Kabir are encouraging him to implement direct Leaders Guild fee collection in North America, terminating the historical agreement with DUPNA. It appears likely that NA will discontinue membership dues, as reported above, although their Board is divided on that topic. Because of the risk that a significant proportion of Leaders Guild members will no longer be covered in an annual renewal process, it seems important to act in our own interests.

Darvesha added that the challenges of LG fee collection in North America have been ongoing for several years now, requiring a great deal of effort on the part of officers and administrators. Kabir added that he has recently received a membership renewal notice from NA which, to his dismay, barely mentions the Leaders Guild even though the great majority of NA members are Dance leaders. He has encouraged efforts over the past few years to work collaboratively with NA so that the capabilities of the Region can be preserved and strengthened, along with the new direction of DUP IN. He has reluctantly come to the conclusion that these efforts are no longer fruitful, and is convinced that DUP IN needs now to build direct relationships with Leaders Guild members in North America, including the direct collection of LG fees. He pointed out that the NA Region will still be able to determine its own future, i.e. whether to abandon a membership base and rely on donations or whether to continue with annual collection of dues. However, the situation will be quite different for the Region when LG members can decide whether or not to join independent of paying their annual LG fees.

Maris commented that the UK Region is also discussing its future, including simplifying and downsizing its administration. She added that many people appear to be reluctant to be part of organizations when that means dealing with bureaucracy, unless there is a strong need to belong to it.

Arjun gave the example of Skype, where one logs in to one's account and, from that platform, has to deal directly with any questions about whether one has the necessary credits to fund the services required. He expressed hope that the service providers being considered by Munir would act similarly so that the administrative work of sending reminders and deleting passwords would no longer be necessary. If a LG member is not current with LG fees, they are not able to access the password-protected area of the website until they pay those fees, which they can do themselves from the website. Munir responded that there would be a similar effect, although the annual Leaders Guild fee is not in all ways the same as credits on Skype. Further, there are many Leaders Guild members who, apparently, do not use the website, so the situation is not completely the same. Nevertheless, the concerns about administrative simplicity are ones he shares.

7. Planning Committee for DUP IN

The Administrative Committee asks that we establish a Planning Committee to work with the staff to develop recommendations for DUP IN program, budget and administration over the next several years. The recommendations will include funding sources, scope of programs and collection of Leaders Guild fees.

Munir asked for expressions of interest in participating on this Committee. Kabir and Maris both volunteered, though Maris cautioned that her time will be constrained for the next two months due to some personal circumstances.

8. Leader Meetings Summer 2013.

Darvesha reported on what has been learned in our Leaders Guild meetings at various camps this summer:

- not as many concerns as were anticipated about dues
- website-related concerns were clarified by the handouts provided
- some questions about Dance write-ups, including how to get more of them on the web
- no major questions that we hadn't anticipated, or novel suggestions for our consideration
- the personal meeting approach was very helpful in providing encouragement and a sense of community among Dance leaders

Darvesha considers this project successful and is recommending that the meetings be continued over the coming year.

9. Next Board Meeting Date: Tuesday, November 19, 2013 at 2 pm Pacific / 3 pm Mountain / 5 pm Eastern / 10 pm British)

APPENDIX 1
Dances of Universal Peace International
Income and Expense Statement (Detail)
January 1 – August 31, 2013

	<u>Jan - Aug 13</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Investments			
Interest-Savings, Short-term CD	107.78	500.00	21.56%
Total Investments	107.78	500.00	21.56%
Revenue - Current Year			
Donations	1,284.17	5,580.00	23.01%
Grants	0.00	0.00	0.0%
LG Fees - Regions	13,303.99	23,500.00	56.61%
LG Fees - World Wide Region	2,688.13	4,000.00	67.2%
Royalty Income	26.23	200.00	13.12%
Sales	1,465.00	1,000.00	146.5%
Total Revenue - Current Year	18,767.52	34,280.00	54.75%
Revenue Prior Yr Restricted Inc			
Fee Support Fund	1,650.00	2,500.00	66.0%
Programs	7,260.00	11,000.00	66.0%
Total Revenue Prior Yr Restricted Inc	8,910.00	13,500.00	66.0%
Total Income	27,785.30	48,280.00	57.55%
Cost of Goods Sold			
Cost of Goods Sold	308.52	204.00	151.24%
Total COGS	308.52	204.00	151.24%
Gross Profit	27,476.78	48,076.00	57.15%
Expense			
Accounting			
Financial advisor	100.00	150.00	66.67%
QuickBooks payroll service	360.26	325.00	110.85%
Tax preparer	0.00	450.00	0.0%
Total Accounting	460.26	925.00	49.76%
Contract Labor			
Admin Assist	0.00	0.00	0.0%
Community Coordinator	1,405.69	2,000.00	70.29%
MTG Guidance Council Chair	3,937.50	7,875.00	50.0%
Outside Contract Services	476.25		
Total Contract Labor	5,819.44	9,875.00	58.93%

Employee wages			
Executive Director	14,000.00	21,000.00	66.67%
Office Assistant	<u>3,333.36</u>	<u>5,000.00</u>	<u>66.67%</u>
Total Employee wages	17,333.36	26,000.00	66.67%
IN Website Construction			
Technical Designer	1,541.25	1,500.00	102.75%
z-Misc & Contingency	<u>105.19</u>	<u>100.00</u>	<u>105.19%</u>
Total IN Website Construction	1,646.44	1,600.00	102.9%
Office Expenses			
Equipment	361.39	300.00	120.46%
Internet Services	460.66	600.00	76.78%
Office Supplies and fees	335.54	500.00	67.11%
Payroll Expenses	2,066.14	3,000.00	68.87%
Photocopying	301.92	0.00	100.0%
Postage	33.36	175.00	19.06%
Rent	228.00	700.00	32.57%
Telephone	360.00	800.00	45.0%
Office Expenses - Other	<u>108.20</u>		
Total Office Expenses	4,255.21	6,075.00	70.05%
Project Budgets			
Fundraising Development	0.00	500.00	0.0%
Guidance Council Initiatives	1,000.00	1,000.00	100.0%
LG Rejuvenation Expenses	0.00	0.00	0.0%
Translation Projects	<u>519.18</u>	<u>1,000.00</u>	<u>51.92%</u>
Total Project Budgets	1,519.18	2,500.00	60.77%
Royalty Expense	101.00	101.00	100.0%
z-Contingency Fund			
z-Contingency Fund - Other	<u>0.00</u>	<u>1,000.00</u>	<u>0.0%</u>
Total z-Contingency Fund	0.00	1,000.00	0.0%
Total Expense	<u>31,134.89</u>	<u>48,076.00</u>	<u>64.76%</u>
Net Ordinary Income	<u>-3,658.11</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u>-3,658.11</u>	<u>0.00</u>	<u>100.0%</u>

* An additional \$3,158 from DUP NA and \$1,800 (\$4,958) in LG fees from DUP UK are receivable to be paid to us from the period to August 31.