

# Seattle DUP Planning Group Policies Log - as of February 2017 v5

**1. Original Vision Team Guidelines and Planning Meeting Procedures,**  
adopted July 2003 (see separate pdf)

## **2. Quorum—6/14/2007**

Decision was made to adjust the quorum from 6 to 4 (i.e., 4 rather than 6 members who have attended at least 2 of the last 6 meetings, to include at least 2 dance leaders, in either case).

## **3. Interim Committee—refer to minutes of 3/4/2010, 6/3/2010, 9/2/2010 and 1/9/2014**

- 3/4/2010 Decision-making between meetings: Our group has become too large to efficiently deal with an urgent issue by email. We decided to form a rotating executive committee, consisting of the convener of the previous meeting, the convener of the coming meeting, and the voice for peace of the previous meeting, who will be entrusted to make decisions between meetings if necessary. We will attempt if at all possible to make decisions at the planning meeting itself. We will continue to use the same criteria, ie that the issue being decided must be too time-sensitive or too urgent to wait until the next meeting, or the concluding detail of an issue that was discussed and decided at the previous meeting.
- 6/3/2010 The executive committee assesses whether a decision can wait till the next business meeting, or if it has to be made right away. We agreed to stay with this policy as long as we believe it is still working.
- 9/2/2010 Currently, the previous Convener, the previous Voice of Peace and the upcoming Convener form this committee. In the case that one of those people cannot serve, we decided that the two remaining people can likely come to a consensus (as has been the case a few times).
- In that regard, it has been decided that anyone serving as Convener or Voice of Peace should have attended at least 3 previous meetings (not necessarily consecutively). That is to assure that those on the Interim Executive Committee have some familiarity with the issues that they may be deciding on.
- 1/9/2014 It was agreed that any action taken by the Interim Committee would be a standing item for each agenda of the Planning Committee.

## **4. Photography—6/9/2011**

1. There is no photography during the time we rent our dance space at Keystone: 6:30-10:00pm The only exception is our yearly photo taking on 4 Wednesdays, around the Summer Solstice Season.
2. These photos are taken by photographers approved of, and invited by, the Planning Committee
3. Photos are taken only during the first half of our Dance Meetings.
4. Cameras are not to be heard over anything happening during the Dances.
5. Photos are to be non-flash.

6. Photos become the resources of the Dance Circle, with credit given to the photographers (sans watermarks). Photos will never be sold.

### **5. Out of area leader honorarium—3/4/2011 and 10/6/2011**

1. Planning meeting will fund up to 5 invited visiting leaders per calendar year, no one leader more than once per year.
2. An invited visiting guest leader will be offered a \$75 honorarium. The honorarium is intended for leaders who live outside the Seattle area and who do not regularly lead in Seattle.
3. The Seattle Dance Leader Team will decide and schedule which leaders will be invited.

### **6. Timeframe at Keystone—1/5/2012**

Our arrival and departure times were discussed with the Keystone pastor. We have been asked to not come before 6:30pm as it may interrupt others who may have activities ending as we begin, and to depart by 10:00pm.

*During the last Planning meeting the question came up -- is it OK to come earlier to Keystone Church than the 6:30 pm start time that is part of our rental agreement? This question has come up before. Last year I asked the minister, Rich Gamble. He hesitated, considering whether this might be OK, then realized he did not want to worry about the possibility that they might have another renter there before us on occasion, that could be disturbed by someone from our group coming earlier than expected. So to answer the question above: The minister requests that we stay within the boundaries of our agreement---not coming earlier than 6:30 pm and leaving by 10:00 pm.*

*The planning group asked that I notify folks who might come earlier to prepare for an evening to wait until 6:30 pm before entering Keystone. It is, actually, a token of the sweet and deep dedication that so many of you have to supporting our dance evenings together that this reminder is even needed in the first place. So, thank you so very much for your dedication and service, AND PLEASE do not arrive earlier than 6:30 pm on Wednesday evenings at Keystone (or in general, please stay within the boundaries of our rental agreement).*

*Thank you, thank you thank you!*

*~Murad*

### **7. Service animals at Seattle DUP Residential Retreats—6/7/2012**

- Fully trained ADA-qualifying Service Animals are permitted at Seattle DUP residential retreats.
- Other animals, including pets, comfort, therapy, and emotional support animals, are not included in the definition of Service Animals and are not permitted.

In accordance with Federal Regulations, owners and their service animals are subject to the following requirements:

1. Service animals must be individually trained to perform tasks that mitigate the effects of the owner's disability. Owners must not be capable of doing the task which the animal performs for them.
2. Service animals must be housebroken. Owners are responsible for picking up and properly disposing of their animal's waste.
3. Service animals must be kept in a harness or on a leash unless it would interfere with the animal's performance of the task it was trained to do.
4. Threatening behavior on the part of the animal, jumping on others, running away from the owner, and behavior which adversely affects the health and safety of others is not permitted.
5. Owners who do not keep their service animal under strict control and supervision may be required to remove them from site.

This policy statement complies with federal and state regulations.

### **8a. Selling items during Wednesday Dance—11/11/2010 and 6/7/2012**

- Selling of items at dance meetings should not distract from the dances themselves.
- Selling of items must:
  - (1) Cease just before the walk starts
  - (2) Not happen during dance
  - (3) Cease after break, just before dances start up again.
  - (4) Can start up again after the dances & closing prayer are finished for the evening, **remembering that everyone must exit the building by 10pm sharp.**
- “Active” Sales (interaction between buyer & seller) is not permitted during the dances.
- ”Passive” Sales (people looking at items, putting money in an envelope) is OK if done very quietly, and with the understanding that the light in the selling area might be turned off.

### **8b. Donations for other causes at Wednesday Night Dance**

(e.g. the Japanese earthquake, Syrian refugees)

- Donations jars for other causes, at Wednesday Dance Meetings, are to be approved by DUPP, with more urgent matters being approved by the interim committee.
- Once approved ahead of time, by DUPP or the interim committee, notice can be (1) sent out via DUPNW --and/or-- (2) via other email --and/or-- (3) be announced during announcement time at the Wednesday Dance Meeting.
- The collection jar on the main-table (the one with dance fliers on it) is for the support of the Seattle Dance Circle or specific DUP activities
- Jars for other causes should be on the side-table (the one with non-dance fliers on it)

### **9. Beautification suitcase stays at Keystone—3/1/2012**

1. The suitcase stays at Keystone.
2. Only selected items should be taken for outreach (and **NOT** the multi-faith centerpiece).

3. The exceptions are for Camp Burton, and when Sundari, Helen G. or John B. wish to do maintenance with the suitcase and assorted items.
4. Sandra, Helen G. and John B. do not need to ask for permission to take the suitcase home. We only request that they inform us (i.e. a whole bunch of folks) so that we don't think the suitcase was lost or stolen.
5. Sandra was asked if she wishes to set up a check-out system for items in the suitcase, but she does not.

## **10. Use of fall retreat mailing list for other events 1/7/2010**

We agreed not to give out the list to promoters of other events. The registrar can forward event notifications and use the bcc function so the mailing list will not be captured or misused.

## **11. Posting of Planning Meeting minutes -**

1/12/2009, 1/7/2010, 11/11/2010 and 4/10/14, 1/7/2010

1. First draft of minutes goes out to people in attendance
2. Attendees may ask for:
  - A correction of what they said
  - For something that was left out of the minutes to be added (something that was actually discussed at the meeting, not additional commentary)
  - For something they said to be deleted or limited to that which is essential to the record
3. If there is a significant disagreement about the content of the minutes, the item will come to the next meeting for further discussion.
4. When those present agree that the minutes are accurate, they will be posted to dupnw

Minutes are now also located on the [www.seattledup.org](http://www.seattledup.org) website:

Go to [www.seattledup.org](http://www.seattledup.org)

On the TOP of every page: *About | Dancing in Seattle | Business Meeting Minutes*

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