

**SDI ANNUAL GENERAL MEETING
MEETING MINUTES
Ascot, England
August 25, 2007**

Attendance:

SDIA Members:

SD Britain – Laura Leslie, Hamid Kennedy, Robert Coker

SD Canada – Rosanna Hille

SD Colombia – Marcela Moreno

SD DR Congo –Charlotte Ndonga Muini

SD France – Arnaud Delune

SD Germany – Romina Viadent-Prudent, Valentin Willecke

SD Indonesia – Ariana Susanti

SD India – Valli Krishnaswamy

SD Ireland – Morfinn Clarcken

SD Netherlands – Sabariah van Beek, Lawrence Leetz, Sabrina Castillo, Rene Fonck, Erica Visman,

SD New Zealand – Judy Gibb (*part time*)

SD Norway – Peter Thorsen, Raymond Hemsén

SD Portugal – Muchtar Martins

SD Spain – Andrea Munoz

SD Ukraine – Stefan Solat

SD USA – Haris Wolfgang, Azaria Kent

Proxy votes from SD Australia and SD Chile were received.

SDIA Board & staff: Sharifin Gardiner, Mardijah Simpson, Paloma de la Vina, Arnaud Delune, Laura Leslie, Lusana Blond, Virginia Thomas, Rosanna Hille

Observers: Alicia Thom, Heloise Jackson, Mark McElroy, Howard Ray, Sarah Dang, Michael Wisnom, Liliane Tavakician, Hannah de Roo, Stephen Gonzales, Rohana Darlington and others.

Meeting was chaired by Sharifin Gardiner and Virginia Thomas, minutes taken by Rosanna Hille.

The meeting began with a moment of quiet at 10:00.

1. APPROVAL OF AGENDA

Three resolutions from USA that were sent around were added to the initial agenda.

SD USA moved SD Britain seconded the approval of the agenda. Approved.

2. 2006 ANNUAL GENERAL MEETING MINUTES

The minutes from the last Annual General Meeting were circulated to members by email in the fall of 2006 and again prior to this meeting.

Resolution No. 1 ~ Approval of Minutes Of 2006 Meeting

Be it resolved that the minutes of the Annual General Meeting on August 5 & 6, 2006 in Bangalore, India be approved.

Moved by SD India seconded by SD Netherlands.

Resolution approved with one abstention from SD Colombia.

3. 2006 FINANCIAL REPORT

The financial report is published in the 2006 Annual Report and was presented as a graphic of revenue and expenditure at the meeting. Rosanna presented the financial report and answered members questions. It was suggested that earmarked donations be treated as income only in the year in which they are received. In the future we should carefully note in our financial statements what funds are carried over from one year to the next to ensure that they are not counted as revenue twice.

Resolution No. 2 ~ Approval of 2006 Financial Statements

Be it resolved that SDIA's financial statements for the year ended December 31, 2006, as presented in the 2006 Annual Report be approved.

SD France moved and SD Netherlands seconded.

Resolution approved with one abstention.

4. APPOINTMENT OF DIRECTORS

Information about the 5 candidates was circulated to members by email prior to the meeting:

Lawrence Leetz nominated by SD Netherlands; Arnaud Delune nominated by SD France;

Purnama Widjajakusumah nominated by SD Indonesia; Maulithawati Mustafa nominated by SD Indonesia; and Haris Wolfgang nominated by SD USA.

Sharifin thanked the outgoing directors – Bardolf Paul, Ariana Susanti and Arnaud Delune and introduced the candidates who are here.

Members completed a secret ballot which was counted by Mardijah Simpson.

Resolution No. 3 ~ Appointment of Directors

Be it resolved that the following 3 candidates be elected to the Board of Directors of SD International, with a 3 year term of office beginning August 25, 2007 -

Lawrence Leetz; Haris Wolfgang; Arnaud Delune

Sharifin asked Ariana Susanti to take back thanks to Purnama and Litha for their willingness to serve on the Board of SDIA.

5. APPROVAL OF MISSION STATEMENT

Virginia introduced the Mission Statement and the need for it.

This resolution is put forward by the Board after consultation with a working group that was activated at the Lewes members meeting in January 2007. The current mission statement for SDIA (approved by members in Brazil 2003) pertains primarily to the role of the international office and the members of SDIA have requested a Mission Statement that describes the work of members of the Association. It was agreed in a workshop prior to the AGM that a separate explanation about the meaning of 'Susila' and 'Dharma' would be prepared and circulated by the Office.

Resolution No. 4 ~ Approval of Mission Statement

Be it resolved to approve the following Mission Statement for the SD Association:

The mission of the SDIA is to relieve human suffering and promote just and sustainable development through:*

- *partnerships and support for grassroots, participatory development and humanitarian initiatives;*
- *empowering individuals and communities to engage in positive human, social and economic change;*
- *raising awareness of global issues and inter-dependence*

**SDIA is an affiliate of the World Subud Association.*

Moved SD USA, second SD Netherlands

Resolution was approved with one abstention from SD Ukraine.

6. APPROVAL OF GUIDING PRINCIPLES

Virginia introduced the Guiding Principles.

This resolution is proposed by the Board after consultation with a working group created at the Lewes members meeting in January 2007. At international meetings, members of SDIA have requested clearer information about the network to present to others. Members of the network also seek a common approach in their development work and have requested SD office to develop Susila Dharma Guiding Principles.

At the Resolutions Working Group meeting August 24, one amendment to the Guiding Principles is proposed, which is to include under Vision of Development the following point
"We work to advance the UN Millennium Development Goals."

Resolution No. 5 ~ Approval of Guiding Principles

Be it resolved that to accomplish our mission, members of the SD Association approve the following Guiding Principles:

A Vision of Development

- *We give priority to the needs, aspirations and participation of the individuals and communities on whose behalf we are working.*
- *We recognise the importance of fundamental human rights, and environmental sustainability*
- *We work to advance the UN Millennium Development Goals.*
- *We understand development as a positive process of human, social, cultural, environmental, economic and political transformation.*

Community Participation and Knowledge Sharing

- *We are committed to participatory and inclusive approaches to development.*
- *As a network we freely share our information and knowledge, continuously learning from each other and from the communities we are trying to assist.*
- *We base our decisions on mutual understanding and respect.*
- *We aim to learn from our mistakes and value our success, no matter how small.*
- *We are committed to monitoring and evaluating our activities in order to continually improve our development practices.*

Partnerships

- *Partnerships form the basis for trust and sound development practice.*
- *Our partnerships respect one another's autonomy and constraints and are built on honesty, accountability and transparency.*
- *All partners strive for better understanding and appreciation of one another.*
- *We reach out to and work in collaboration with institutions that share our aims and objectives.*

Transparent and Accountable Management and Reporting

- *We are committed to transparent and accountable reporting, both between members of the network, and towards beneficiaries, donors and the general public.*
- *We seek to identify the appropriate scale and terms of financial support on a case by case basis.*

Personal Responsibility

- *In addition to being well-informed and learning from others, we strive to trust our own perceptions and follow our inner feelings as development practitioners.*

Moved by SD Germany and seconded by SD Spain.

Resolution approved unanimously.

7. APPROVAL OF DONOR BILL OF RIGHTS

Ariana Susanti, chair of SD Indonesia explained the intention behind the resolution. SD Indonesia proposed that the SD International Association adopt a Donor Bill of Rights. This Donor Bill of Rights was created by the American Association of Fund Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), the Association of Fundraising

Professionals (AFP), and the Council for Advancement and Support of Education (CASE). It has been endorsed by numerous organizations, and was adapted here for the SD Indonesia network.

At the Resolutions Working Group meeting August 24, two amendments to the Donor Bill of rights were proposed and agreed: to change in the introduction the phrase “we declare that all donors have these rights” to “we are committed to providing all donors with these rights” and in article IV to change the words ‘gifts will be used for’ to “gifts will be directed for”.

Resolution No. 6: Approval of Donor Bill Of Rights

Be it resolved that members of the SD International Association accept the following Donor Bill of Rights as ethical guidelines:

To ensure that the actions of our SD International Association merit the respect and trust of the general public, and that donors and prospective donors can have full confidence in our nonprofit organizations and the projects they are asked to support, we are committed to providing all donors with these rights:

I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

III. To have access to the organization's most recent financial statements.

IV. To be assured their gifts will be directed for the purposes for which they were given.

V. To receive appropriate acknowledgement and recognition (or alternatively, respect for their confidentiality and wish to remain anonymous).

VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Introduced by Virginia; two changes introduced from the working group (see above). Ethical standard we aspire to as members of the network.

Questions about how to ensure that we reach these goals. Most SD nationals already are required to do this by their laws.

Moved by SD Indonesia, seconded by SD Britain.

Resolution passed with one abstention from SD USA.

8. DISTRIBUTION OF SDIA MONTHLY FINANCIAL REPORTS

This resolution is proposed by SD USA with the intention to help provide greater support to SDIA's commitment for transparent and accountable reporting to members. The position of the Board has always been that any member who requests monthly financials has been provided them.

At the Resolutions Working Group meeting August 24, this resolution was amendment from "Be it resolved that SDIA provide members with a monthly financial report from the SDIA office" to "Be it resolved that SDIA office provide all members with a quarterly financial report, and monthly financial reports to those who request it."

Resolution No. 7: Distribution of SDIA Monthly Financial Reports

Be it resolved that the SDIA office provide all members with a quarterly financial report, and monthly financial reports to those who request it.

Moved SD USA and seconded SD Portugal

Resolution approved with one abstention from Australia by proxy.

9. REQUESTING ASSIGNED INTERNATIONAL HELPERS TO SDIA

This resolution is put forward by Susila Dharma USA and explained by Haris Wolfgang.

SD USA has found it of enormous benefit to have regularly assigned helper liaisons to the board. With helpers as established members of the SD dewan, the board experiences greater balance between the work of the organization and the kedjiwaan, a coming together with guidance, more harmony and greater efficiency. Helper liaisons gain familiarity with the Board, their mission and vision, testing sessions, and issues faced by the Board which gives them greater insight into ways to better assist and serve the Board. SD USA recognizes that financial and time constraints

may prevent assigned international helpers from traveling to all SDI meetings but may ask that other helpers attend on their behalf.

Resolution No. 8 – Requesting Assigned International Helpers to SDIA

Be it resolved that SDIA request the International Helpers select one male and one female of their dewan to serve as liaisons to SDIA. The prime intent of these liaisons is to provide a balance of the spiritual and the material for the SDIA board and organization as described by Subud's founder, Bapak, for organizational work within Subud. These helpers would be present for SDIA meetings and other events virtually (conference calls, electronic communications, etc.) and in person as feasible.

The Resolution was read by Virginia.

Discussion:

- There may be financial implications to this decision. What about using national helpers where you are meeting?
- Better to let the International Helpers 'float' rather than assign specific ones to SDIA Board. Fixing the helpers is not as good as staying flexible.
- Since the International Helpers have indicated it is not feasible, SD Britain would vote against this resolution.
- Suggestion that this be a recommendation instead of a resolution.
- If there is a need for greater inner clarification the Board should get the help they need, but not helpers assigned as a permanent fixtures.
- USA explained more the reason behind it and offered to withdraw the resolution and make it a recommendation.
- USA withdrew the resolution and asked that it be a recommendation.
- Britain – even as a recommendation we cannot support it because it is too rigid.
- Holland – will take this back as a recommendation for their own national committee.
- Chile - voted against this resolution by proxy because there are not enough international helpers and it would divert their focus.
- Heloise Jackson (I.H.) is willing to raise this with the international helpers at their next meeting to test what would be best in terms of support from the IH team

Decision – nationals will take this issue back as a recommendation to their countries for their consideration. SDIA members should consider over the coming year how to enhance the balance between the practical aspects of our work and our need for kedjiwaan support.

Recommendation: that the SDIA Board maintain a dialogue with the International Helpers and seek their support (or that of other helpers) when we meet.

10. DISTRIBUTION OF SDIA BOARD MINUTES

This resolution is put forward by Susila Dharma USA

To provide support to the SDI's "Community Participation and Knowledge Sharing" goals, increasing the communication with SD Nationals and providing more opportunity for feedback. It would also increase the level of transparency and accountability.

At the Resolutions Working Group meeting August 24, one amendment to this resolution is proposed: to change the word “*full*” to ‘*summary*’ Board minutes.

Resolution No. 9 ~ Sending SDIA Board Minutes To All SD Nationals

Be it resolved that summary SDI Board Meeting Minutes be sent to all SD Nationals. Executive sessions which are deemed necessary for sensitive issues such as legal matters or personnel issues and are understood to follow standard business practices will be summarized and will include decisions taken, action items and persons responsible for carrying out these actions.

Moved by SD USA, seconded by SD Germany.
Resolution unanimously approved.

11. PROCEDURE FOR HOLDING OPEN BOARD MEETINGS

This resolution is put forward by Susila Dharma USA

To provide support to the SDI’s “Community Participation and Knowledge Sharing” goals, increasing the communication with and participation by SD National; to increase the level of transparency.

At the Resolutions Working Group meeting August 24, the last sentence of this resolution was amendment from “*It is understood that Executive Sessions may be held from time to time for sensitive issues and will be attended only by the Board’s officers and will not include employees, observers and non-officers, as is standard business procedure*” to read “*It is understood that Executive Sessions may be held from time to time for sensitive issues and will be attended only by the Board officers, except on invitation of the Board, as is standard business procedure.*”

Resolution No. 10 ~ On the Procedure For Holding Open Board Meeting

Be it resolved that SDI Board Meetings be open for observation to all member organizations. It is understood that Executive Sessions may be held from time to time for sensitive issues and will be attended only by the Board’s officers except on invitation of the Board as is standard business procedure.”

Moved by SD USA, seconded by SD Portugal
Resolution was defeated by 5 abstentions, 5 against and 3 in favour.

Recommendations from SD Germany that SD USA come back with a clearer wording next AGM, which was not understandable to some members.

6. OTHER BUSINESS

6.a **Review of Memorandum of Understanding (MOU)** between WSA Susila Dharma International and the WSA . This recently drafted MOU has some implications for Susila Dharma.

Action: SDIA office will circulate MOU to SD nationals and projects.

Copyrighted symbol needs to be respected. Romina also said that we need to respect rights of photographers and people in photographs if there are less than 5 in a picture. We should always ask permission of the owner to use the Subud Symbol and photographs.

Recommendations: SDIA to discuss with ISC implications for projects.

6.b. Progress Report on Strategic Goals and Objectives

Members set organizational goals at Bangalore AGM 2006 and in Lewes January 2007.

2007 Finances: Virginia presented the finances for 2007 to date on a power point.

- **Recommendations** for visual presentations – to use another format so you can see both revenue and expenses side by side.
- Can you change the mind set of donors to give more general donations?

Virginia reported on what the office has done to advance the Goals of SDIA. There are currently two statements of our Goals that guide the work of the SDIA Office – those from the 2006 AGM in Bangalore, and those generated by the Lewes meeting in January 2007.

Bangalore Goals:

1. **Support for new SD teams:** SDI has been assisting working with SD Serbia, Argentina, New Zealand, Australia, Lebanon on various issues related to the structure of their SD work.
2. **Facilitate formation of long-term partnerships:** We have done this through meetings such as this one and the one at Lewes, SDI has been promoting information sharing between partners in our network.
3. **Include and mentor young Subud members:** Done mainly through supporting volunteers and orienting them: in Ecuador and Indonesia and UN Youth delegate.
4. **Strengthen evaluations:** We have not yet been able to carry out any evaluations as such but are working to establish the pre-conditions before project evaluations can be implemented. Evaluation is based on a common understanding of goals and objectives so have to be started at the beginning not just at the end.
5. **Office:** We are updating our website – to be more of an active information Translation – we need more volunteer translators. Efficient services – we changed location, changed systems, provided more services – all for a lower cost as before. We no longer need to pay rent, and other costs of a permanent office.

Lewes Goals:

1. **Reach out to Subud members of all ages:** A goal set in Lewes involved providing stories and ways to get even young children. Website will provide a place for sharing ideas about SD activities for the very young.
2. **Improve networking, communications, information sharing between members:** SDI website is being updated as a better space for information and resources needed by our

network. Support groups – SD nationals need to take some responsibility to start discussions and Working Groups or else the momentum gets lost. We need to review who is on the SD National listserve to promote better communications. It would be great if SD Germany or others who have done project evaluations would be willing to share them with SDIA. Evaluations - project visit to Colombia in March

3. **Increase our learning and knowledge:** SDI has started its Notes from the Field series by project leaders and a Research initiatives on governance and development how to influence public policy and influence local decision making.
4. **Increase capacity to support SD initiatives at ALL stages:** We are developing the website as resource for all projects, large and small. We have supported larger projects with recommendations and references to leverage non-Subud funding, and provided small funds to technical support to smaller projects, in Colombia for example.
5. **Articulate Common Vision as a Network:** Congratulations! We just passed our common mission statement and guiding principles.
6. **Widen our 'Footprint':** Working with other non-Subud NGOs. Raphael Bate and Joe Rosario attended NGO Forum on MDGs in June and their reports are on our website. Through our research initiative on development and local governance we will be trying to learn from our projects as to how they have succeeded in affecting public policy and influenced the governance process. We are encouraging all our SD nationals and projects to use our UN accreditation to enhance their networking with other NGOs and institutions working for common goals.
7. **Work for the sustainability of the network and its members:** We still need to explore new fundraising strategies and approaches that will benefit all our members and also ensure the survival of SDI. We need to look increasingly to non-Subud funding for project activities, but also ensure a core of Subud support for our operations.

Recommendation: to form a working group on PR including the new brochure. Stefan Solat volunteered.

MEETING ADJOURNED AT 13:00

MEETING RECONVENED AUGUST 26 AT 14:00

Attending:

Subud Japan - Ichiro Nakamura,
SD Britain - Laura Leslie, Sharifa Roberts, Daisy MacDonald, Polly Skerritt,
SD Canada - Rosanna Hille,
SD Colombia - Marcela Moreno,
SD DR Congo - Charlotte Ndonga SD France - Arnaud Delune,
SD India - Valli Krishnaswamy,
SD Indonesia - Oliva Reksodipoetro,
SD Netherlands - Rene Fonck, Sabrina Castillo, Lawrence Leetz, Sabariah van Beek,
SD New Zealand – Judy Gibb
SD Norway - Peter Thorsen,

SD USA - Azaria Kent, Haris Wolfgang
SD Ukraine - Stefan Solat,
SDIA - Virginia, Sharifin. Paloma de la Vina,

OTHER BUSINESS (continued)

6.c. Discussion on the relationship between members of the Association

Exploring the relationship between SD nationals and SD projects in the same countries. How should SDIA handle the tensions that arise when SD Nationals feel responsible for sanctioning SD projects?

- Clarify in the bylaws, policies and procedures the conditions for removal of an associate member. Need very clear procedures.
- This is about communications between project and national committees. Always inform the national SD chair about grants being given.
- **India** - Recommends that project leaders not be the chairperson of an SD – should be someone neutral. Projects as members of SD only. Conflict of interest.
- **Action:** Form for membership application needs to be reviewed and add a section on responsibilities of members.
- Clarify the criteria for voting member.
- **DR Congo** – have developed a way of working together that members respect. Everyone knows what is going on with projects.
- **Colombia** – now legal so they get information from projects and report to SDIA but they do not report to national committee.
- **Recommend** all SDs to report to national committee in their country.
- Funding SD nationals should report to the chair of a country where they are funding a project.
- Don't promote an associated member unless we have information about them.
- Suggest a system that would require associate membership be renewed each year.
- Communicate to members – “It is in your interest to report to your national SD as well as SDIA.”

Draft a document:

- different situations in each country, but recommend project leaders not lead a national organization.
- share information with national committee
- reporting transparently needs to be a condition of membership – either directly or through the SD nationals.

Motion: Be it resolved that annual financial and narrative reporting be a requirement of membership in SDIA.

Moved SD France and seconded SD Ukraine

Motion passed unanimously.

Action: SDIA to assist in preparing reports if there is a shortage of human resources and skills. Important to also inform the Subud committee.

Concerning the recommendation that project leaders not be on the board of SD: Overall, this has led to a conflict of interest, but there are exceptions (Congo, Cuba).

When is it appropriate for a project to become a member of SDIA? It has to be a certain level of activity or a certain size. Small projects often function well under an organization (eg YUM, SD Cuba, SD USA) so there is not need for them to become members of SDIA.

Question – do we have guidelines for SD nationals and Subud donors about what level of information to obtain about a project before they support a project financially?

Answer – this could be developed and promoted.

Recommend that SD nationals inform the SD national in the other country before sending funds to a project.

6.d Thanks for Support for this meeting

Virginia acknowledged and gave many thanks to those SD nationals who helped to bring Charlotte, Valli and Marcela to the meeting: SD Netherlands, SD Germany, SD Britain, SD Norway, SD Canada, MSF, SDIA as well individual donors.

Meeting adjourned at 16:00.