

**EXCO Teleconference
Dec 5, 2009 at 16:00 GMT
DRAFT Minutes
Telephone: +1 978-964-0049; code 310673#**

NEXT MEETING: DECEMBER 19, 2009 AT 15:00 GMT

Actions are identified in Italics and Underline

Attendees: Gary, Mirek, Pramod, Kim, Pablo, Penny

1. Greetings, quick updates, comments
2. Review and agree on the agenda
The agenda is too long, but we do not want to lose items that there is no time to discuss.
Action: Penny will revise the agenda format
3. Review of notes from meetings of Nov 21 – no corrections to amended minutes
4. Email EXCO decisions made since last meeting - NONE

URGENT /QUICK DECISIONS REQUIRED

- Process Discussion (added to agenda)
DECISION: For information or updates on tasks or activities, EXCO members will send status reports to EXCO, so that time is not taken at the meeting hearing updates.
Action: All EXCO members will send email reports before the meetings where appropriate
- Sending of AC Election Guidelines to South America
DECISION (moved Gary, second Pramod, passed): This draft document, approved by EXCO, will be used in its current form until a final document is produced based on comments received.
Action: Pramod will send the draft “Servas International Area Coordinator Job Requirements, Area Reviews, and Election Rules for Area Coordinators” to all ACs and NSs, asking for comments.
- Stamp Fee Committee membership
DECISION: The five committee members will be Rita Dessauvage, L V Subramanian, Elizabeth Sebestyen, Ondon Titan Serge and Simona Dragoi. Jerina Malesevic, Norma Nicholson and John Hopekins Kinene will be asked to be resource people to the committee.
Action: Pramod will notify all nominees of this decision. He will mention the GA timeframes, that the decision cannot be implemented until it is approved (by DV or GA) and that Mirek and he are the EXCO members involved with the committee.
- Ask Membership Committee to decide if they want a name change – no action required

- Peace Secretary Highlights -- Kim Soo Jong
 DECISION: Form a Peace Team to define Servas peace strategies, including activities, processes, policies, resources. Currently, there is a Peace Course and UN status and observers. The Servas approach to peace is based on ‘people to people contact’. Some possible members include Maria Fernando (Brazil) and Sercan Duygan (Turkey).
Action: Kim will begin the organizing process, with help from Gary.
 DECISION: Define how UN Observers fit into the Servas ‘people to people contact’ peace approach, by defining terms of reference for them. Jaime Romero (Colombia) was suggested as a participant in this process.
Action: Kim will begin the process, with help from Gary.
 DECISION: EXCO supports Jaime Romero as a SI representative at the Copenhagen conference.
Action: Gary will write a formal letter from SI for Jaime.
 Kim recommended that all official SI UN observers or delegates should be given official SI documents.
- Brazilian research request to contact Servas members
 DECISION: Since all countries operate independently, EXCO will not approve the research. Alvany Maria dos Santos Santiago will need to approach each country individually.
Action: Gary will reply to Alvany.
- EXCO action re: 2008 Internal Audit report – No action at this time
- Mirek’s email re: financial issues
 DECISION: Due to noise problems, it was not possible to discuss Mirek’s proposed “Approval of Expenses” proposal.
Action: Penny will circulate the proposal to EXCO for comments.

The remainder of the agenda was not addressed, due to technical difficulties with the telephone line. However, some procedural decisions were made.

- Email discussion processes
 DECISION: This EXCO will use email as a method of discussing issues.
Action: Penny will propose the method to organize and track the email discussions.
- EXCO Meeting time
 DECISION: The next meeting December 19, 2009, will begin 1 hour earlier, at 15:00 GMT.
Action: All EXCO members will consider and discuss what the best meeting times will be.