

**EXCO Teleconference**  
**October 9, 2010 at 15:00 GMT**  
**Minutes**  
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**NEXT MEETING: SATURDAY OCTOBER 16, 2010 AT 15:00 GMT**

*Actions are identified in Italics and Underline*

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

1. Greetings, quick updates, comments
  - Discussed Work Camp options, and Pramod's research to date. Pramod will continue to work on it
2. Review and agree on the agenda
3. Review of notes from meeting of September 18, 2010
4. Email EXCO decisions made since last meeting
  - a. Oct 4, 2010: CHF6000 funding for South America Conference
5. Items needing a decision:
  - a. Host List Reliability
    - The deadline was reached, good progress made, but there were some delays and more helper volunteers needed
    - Now more helpers have been recruited
    - DECISION: The deadline will be extended to December 2010, so that all checking will be done in the same calendar year.
    - In 2011, help will be given to those countries needing support to improve their Host List Reliability
    - *Action: **Pablo** will send an interim report in 2010 and a final report in 2011 after the calls have been completed*
  - b. ServasOnLine – discussion document, next steps
    - Gary reviewed the background situation since the May 2010 Spinea meeting
    - The planned fundraising by BeWelcome was not approved by their GA
    - There are steps required before programming of a working prototype can be done
    - BeWelcome strongly favours volunteer programming
    - It is important to maintain Dolphin, as it is an important administrative system for Servas International
    - There is a need to estimate the impact of ServasOnLine on the traveler revenue generated, based on assumptions of number of travelers world-wide
    - It was noted that many Servas Key People and members are asking why we cannot build ServasOnLine on the Dolphin technical structure. It was clear to the technical people in Spinea that this was not possible, but the reasons are not easily explained. *Action: **Penny** will prepare a paper with the help of the technical people, to describe why the Dolphin database cannot be used for ServasOnLine.*

- MOTION: EXCO approve in principle up to CHF4000 to do the necessary preparation required before programming of a working prototype can begin. This includes:
  - Technical documentation of the BeWelcome system
  - Completion of the mockup screens
  - Preparation of a detailed plan
  - Assessment and confirmation of the technical framework to be used
  - Confirmation of a user requirements and testing group
 and will be done by perhaps 5 to 8 different resource persons contracted through one company with a variety of skill sets such as
  - Project manager and planner
  - Designer
  - Programmer s at different levels
 with the contracting being achieved by soliciting proposals, and one important criteria is that the contracted people are compatible with Servas principles.  
 CARRIED (Pramod and Luisa were absent)  
Action: **Gary** will proceed with the planned activities in the motion.

c. AC election for SCW Asia

- Pramod has begun the process of finding Nomination Committee members and a Distant Election Officer for the SCW AC election
- Action: **Pramod** will draft a letter to all NSs requesting volunteers for a pool of Nomination Committee members and Distant Election Officials. Having identified volunteers for these positions will facilitate the arranging of AC elections.

d. Circumstances where NS appointment or removal by SI might occur

- It was clarified that Member Countries have National Secretary, and non-Member Countries have a Main Contact.
- STATEMENT: EXCO will never appoint, change or remove a National Secretary of a Member country
- It is less clear for Main Contacts for Non-member countries, since the Area Coordinator, Development committee, Membership Committee, mentors or others may be working with these small organizations and may identify issues.
- MOTION: EXCO will appoint, change or remove main contacts for non-member countries, based on information from and consultation with Servas members in those countries, the AC, the Development Committee, the Membership Committee, mentors or any other involved person, and EXCO will notify the person who updates Dolphin Key List and forwarding. Initial criteria for a main contact are that they:
  - can be contacted and respond
  - are active in promoting Servas
  - intend to develop the Servas group to fit into the Servas framework
  - understand the purpose and values of Servas

CARRIED

Action: **Penny** will draft an email to Development committee, Membership Committee, ACs and Dolphin helpers.

Action: **Penny** will put the criteria on the agenda for the next EXCO meeting, so that they can be finalized based on feedback and further consideration.

6. Updates

- a. ICT appointments
    - Currently ict@servas.org is forwarded to Uwe Federer, Rita Dessauvage, Mario Burlando and Jerome Le Tourneur
    - Other possible members were discussed and may be approached to see if they are interested
    - Action: EXCO will finalize ICT appointments at face-to-face meeting
  - b. email from Turkey
    - Action: Gary will finalize a reply
  - c. Africa area meeting in Uganda
    - The meeting is planned for July 2011
    - It is important to receive the program, budget and funding request early, to avoid a repeat of the South America conference situation
    - The South America criteria are a good starting point
    - Action: Pramod with draft criteria, process and timelines for funding of area meetings, and EXCO will decide it at the face-to-face meeting
    - Action: Pramod will contact Pablo Chufeni, Sheldon Weeks and John Kinene with the criteria and process and timelines
  - d. SI Registration
    - Action: Gary will investigate incorporating Servas International as a Not For Profit organization in Canada, as a possible positive stepping stone for registration in Switzerland
7. Other important items:
- |  |               |
|--|---------------|
| a. 2009 GA evaluation and Peace Course evaluation  | NOT DISCUSSED |
| b. Gary's computer replacement <ul style="list-style-type: none"> <li>• Gary has withdrawn his request for funding for replacement hardware</li> <li>• <u>Action: Mirek and Gary will discuss Gary's software upgrade requirements, and Mirek will present a motion to EXCO</u></li> <li>• <u>Action: EXCO will discuss office equipment guidelines at the face-to-face meeting</u></li> </ul> |               |
| c. Formal response to internal audit recommendations   | NOT DISCUSSED |
| d. EXCO requesting funds from countries for Servas activities  | NOT DISCUSSED |
| e. EXCO 'ways and mean' committee  | NOT DISCUSSED |
| f. National Group 3 year strategic plans   | NOT DISCUSSED |
| g. Projector – transfer to ServasOnLine person   | NOT DISCUSSED |
| h. Committee re: national election rules   | NOT DISCUSSED |
| i. Creation of a Servas Board  | NOT DISCUSSED |
| j. Promotion of international, area and national events  | NOT DISCUSSED |
8. Concerns, successes or comments from EXCO members
9. Other business
- a. Privacy in Dolphin

- It was agreed that action is required quickly to address electronic distribution of host lists in the HLSA
  - Action: **Pablo** will send a new draft letter to EXCO about this topic, and then send the final version to all NSs
- b. Preparation for face-to-face meeting
- It was agreed that it is important to have good preparation for the face-to-face meeting
  - As much as possible, the EXCO member who is responsible for a topic should distribute background on the topic before the meeting
  - Action: **Each EXCO member** will review the agenda and their agenda items, and prepare for them.

10. Next meeting date      **SATURDAY OCTOBER 16, 2010 AT 15:00 GMT**

**Focussed agenda for Oct 16:**

- **Face-to-face meeting**
- **ServasOnLine**
- **other urgent items that arise**