

EXCO Teleconference
Jan 9, 2010 at 14:00 GMT
DRAFT Minutes
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NEXT MEETING: JANUARY 30, 2010 AT 15:00 GMT

Actions are identified in Italics and Underline

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

1. Greetings, quick updates, comments
 - Gary commented on a meeting he had in Ottawa with enthusiastic non-Servas members who were interested in Servas visits in their own town.
2. Review and agree on the agenda
3. Review of notes from meeting of Dec 19 – no changes
4. Email EXCO decisions made since last meeting - NONE
5. EXCO Communications, confidentiality and different mailing lists - email policy (Penny)
 - DECISION: siexco2009@googlegroups.com will be used for EXCO communications
 - Action: EXCO will pay attention to who is copied on emails
 - Action: Penny will seek ways to publish the EXCO minutes
6. Financial
 - a. Lawyer consultation re: SI registration. (Mirek)
 - Mirek had distributed an email from a lawyer offering to do the registration. The estimated cost is about 2500CHF. She will require a domicile address in Switzerland and SI documentation.
 - Action: Gary will contact the NS of Switzerland to see if SI can make a formal arrangement with them to use the same address as Servas Switzerland.
 - Action: Mirek will contact Omer and LV about their possible knowledge of a Swiss accountant
 - Action: Penny will contact Job Description and Statutes Committee to get updated statutes.
 - DECISION: Proceed with the registration using this lawyer.
 - Action: Mirek will contact the lawyer and tell her that we are arranging the address and documentation and will send it to her. He will also clarify with her that we want to be registered as a non-commercial organization.
 - b. Penny's draft email to Dolphin and SOL re: accounting in 2010 (Penny)
 - DECISION: Agreed to send the email now, with further information to follow after the SOL/ICT project plans are done.
 - Action: Penny will send the email

- c. "Routine Approval of Expenses for SI" document (Mirek) (attached)
 - DECISION: Approved the document, and agreed to begin using it for EXCO effective Jan 1, 2010.
 - DECISION: After EXCO has used the procedures for a while, they will be gradually introduced for other SI expenses.
 - Action: Mirek will monitor the process.
 - d. 2010 Budget – see Mirek’s email "Practical budget assumptions for 2010"
 - The 2010 budget contains a significant deficit
 - DECISION: The published budget will not be changed now. An internal working budget will be created, and monitored by quarters. In the summer the budget and actual expenses will be reviewed, and further decisions made.
 - DECISION: The smaller projects approved in Mar del Plata will be included in the budget, even though they are not all explicitly identified.
 - Action: Mirek will prepare a working budget and monitoring mechanisms.
 - e. Budget committee (Gary, per Mary Jane)
 - DECISION: No Budget Committee will be created now; EXCO will review this decision in May 2010.
7. SI News – status and decisions (Gary)
- Action: Gary will contact Ally to find out her plans for the annual SI News
 - Action: Pablo will contact Pablo Chufeni to find out the names of the rest of the SI News team, and also talk to Marlene.
 - Action Penny will send the SI News and Twitter links to EXCO.
8. EXCO face to face meeting – Pathways July 12-16, 2010? (Gary)
- Information about the 2010 Pathways will be published in a week or two. It is thought to be in Germany.
 - DECISION: EXCO decided in principle to hold a mid-summer face-to-face meeting in Europe, for the following reasons:
 - To discuss the budget and options
 - To better understand each person’s values, and strengthen our working relationship
 - To support possible registration requirements in Switzerland
 - To allow face-to-face meetings with SOL/Dolphin/ICT
 - To spend time discussing the GA Action chart
 - To spend time to review decisions, status and plan ahead
 - Action: Gary will try to get more information about the 2010 Pathways
 - Action: Gary and Penny will work on an agenda
9. Method of voting between EXCO meetings (Penny)
- This can be decided by email if it is not controversial.
 - Action: EXCO read and comment on the proposal.

10. 2010 host list – communications re: printing/ mailing decisions by countries (Pablo)
 - Action: Pablo will send another email to the Host List Reliability team, asking for replies and confirmation of their participation.
 - Now that a lot of countries have their host lists in the HLSA, it is not clear if they have to send paper copies to the countries who request them.
 - Action: Pablo will write an email to NSs explaining the process and options for Host List requests.

11. Web site updates – new EXCO, move to new platform (Gary)
 - Updates to siexco web site require technical expertise and therefore it is not easy to update
 - Gary has circulated information about another web site system called ‘Refinery’ recommended by Claudio Pacchiega and Mario Burlando.
 - There are many different web sites (old private site, Dolphin, siexco, joomla, Servas Youth, SI News) and it’s confusing
 - Action: Penny put on agenda for next meeting

15. Next meeting date: January 30, 2010 15:00 GMT

Meeting Adjourned

THE FOLLOWING AGENDA ITEMS WERE NOT DISCUSSED.

12. Updates:
 - a. Peace Activities (Kim)
 - b. Stamp Fee Committee (Gary)
 - c. Host List Reliability (Pablo)
 - d. 2010 Host List Request Process and Dolphin (Pablo)
 - e. 2008 Audit Report (Mirek)
 - f. 2009 Year End Financial Reports (Mirek)

13. Communications
 - a. Next steps re: 2009 GA Decisions spreadsheet (Penny)
 - b. Check list for deadlines (Gary)

OTHER BUSINESS

14. Other business