

**EXCO Teleconference  
January 15, 2012 at 16:00 GMT  
Minutes**

**NEXT MEETING: Sunday January 22, 2012 at 16:00 GMT**

*Actions are identified in Italics and Underline*

Attendees: Gary, Mirek, Pablo, Pramod, Penny

1. Greetings, quick updates, comments
  - Pablo announced that Dolphin has been reset so that the 2012 Host List Request Form can be used, and expressed thanks to Mario, Marco, Claudio and Michael.
  - **Gary announced his immediate resignation as President of Servas International for personal reasons.** He will be sending an email to SI Key Persons shortly.
  - EXCO accepted Gary's resignation, with thanks for his huge contribution to Servas.
  - Gary assured EXCO that he will support a smooth transition and continue with necessary administrative activities, such as the on-line banking process
  - According to the statutes, the Vice President assumes the President's responsibilities, and EXCO is not permitted to replace the president.
  - After a short discussion, the meeting was ended, to be reconvened by Pramod.

**Meeting reconvened:**

Attendees: Mirek, Pablo, Pramod, Penny

1. Greetings, quick updates, comments
2. Agreed on the agenda
  - Added 3 items to be numbered 5 a, b, c with the original items under 5 becoming d, e, f
    - 5a. Plan of action and priorities for the next few weeks
    - 5b. Pay Ewa's expenses to go to the GA venue
    - 5c. 2010 Internal Audit report approval
3. Accepted notes from meeting of January 8, 2012
4. Email EXCO decisions made since last meeting                      NONE
5. Items needing a decision or immediate action:
  - a. Plan of action and priorities for the next few weeks
    - Action: Pramod will write to Gary accepting his resignation on behalf of EXCO, thanking him for his contribution to SI, thanking him for his agreement to continue with necessary administrative things
    - Action: Pramod will talk to Danielle about Gary's resignation
    - Action: Penny will coordinate making a list of areas where Gary has taken the lead and we need to get more information
    - Action: Penny will convene a ServasOnLine Senior Panel meeting

2012 GA:

- **DECISION: Penny will coordinate the motions**
- **DECISION:: Mirek and Pramod will finalize the contract for the venue**
- **DECISION:: Pramod and Penny will coordinate communications**
- **DECISION: Penny will be the liaison with the Nominations Committee**
- Action: Penny will contact Amir to discuss him taking a more official role

SI Registration:

- Action: Mirek will prepare a draft report for discussion at the face-to-face meeting
- Action: Penny will ensure that a motion related to SI Registration is submitted before the deadline

Face-to-face Meeting:

- **DECISION: The face-to-face meeting will be in Jerusalem Mar 14-20, 2012**
- Action: Penny will confirm the location and dates with Claudia
- Action: EXCO will book their flights once Claudia has confirmed
- Action: Penny will consult Claudia about costs, and then Mirek will prepare a budget
- Action: Pablo and Danielle will continue work with Claudia about the focal meeting
- Action: Penny will revise the agenda as needed and distribute it for comments

- b. Pay Ewa's expenses to go to the GA venue
  - **DECISION: The 90 Euro travel expenses submitted by Ewa Dzierzawska to choose and propose a conference venue is approved.**
- c. 2010 Internal Audit report approval
  - Some EXCO members require more time to review the documents
  - **DECISION: Before the face-to-face meeting, the report will be discussed, finalized and approved by email. Documents will be signed at the face-to-face meeting.**
- d. EXCO Face to face meeting
  - See Face-to-face meeting under 5a.
  - It was agreed that the 2012 GA should be discussed early on the agenda, and that Amir will be invited to attend
- e. 2012 GA funding forms, cover letters and criteria (national delegates and officers)
  - EXCO reviewed and edited the 4 documents:
    - NS funding request form
    - NS Cover letter
    - Convenor, AC, EXCO funding request form
    - Convenor, AC, EXCO cover letter
  - Action: Penny will arrange translation and send them out
- f. EXCO motions for 2012 GA
  - See 2012 GA under 5a.

6. Updates:

- a. 2012 Host List Requests
  - See update under 1.

7. Other Items:

8. Concerns, successes or comments from EXCO members

9. Other business

a. 2012 GA Contract

- EXCO reviewed the payment and cancellation terms of the contract
- **DECISION: Mirek will be the person to sign on behalf of EXCO/SI after EXCO approves the contract**

10. Next meeting date      **Sunday January 22, 2012 at 16:00 GMT**