

**EXCO Teleconference  
Jan 30, 2010 at 15:00 GMT  
Minutes  
Telephone: +1 978-964-0049; code 310673#**

**NEXT MEETING: FEBRUARY 20, 2010 AT 15:00 GMT**

**POSSIBLE NEXT MEETING FEBRUARY 6, 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
  - Each member commented on how they were feeling about their work on EXCO and the work we have to do for 2010. General comments were:
    - there is a lot of work to do, and not enough time
    - we each have projects that we really want to get to done
    - several EXCO members will be in direct communication with Servas national groups related to their work
    - we are beginning to get established as a team, and a face-to-face meeting will really be helpful
    - there are some concerns that some things are taking longer than expected
2. Review and agree on the agenda
  - Corrections – agenda title should be Jan 30, 2010; item 6c. should read MARCO Burlando
3. Review of notes from meeting of Jan 9, 2010 – no changes
4. Email EXCO decisions made since last meeting
  - LV may expense 75% internet costs from Jan - May 2010
  - Mirek may send the Treasurer's Note letter to all countries who will pay the SOL fee
  - The list of countries paying the SOL fee may be sent to Rita
5. Face-to-face meeting and decision re: Sentireinsieme 2010
  - Agreement that a face-to-face meeting should be held in the first half of 2010
  - There is a strong reason to consider meeting in or close to Zurich, Switzerland for banking and registration reasons
  - As a group, EXCO will not register for the Sentireinsieme 2010
6. Financial Decisions
  - a. 2010 Budget – email from Mirek with options
    - DECISION: Mirek's proposed operational budget will be used to track 2010 expenses, and as the basis for a mid-year review
    - Action: Mirek will confirm with LV that the stamp fees being received in 2010 are used for the Stamp fee line in the 2010 budget
  - b. SI Registration – address confirmed; confirm reasons for registration and related potential impacts on SI before proceeding; stamp fee explanation
    - Gary confirmed that SI will use the address of a Servas Switzerland host

- Action: Gary will send an official SI certificate to the host, and an official email to Mirek confirming the address
  - Action: Mirek will proceed to ask the lawyer for a full quote, and will include Gary's questions
  - DECISION: Mirek will confirm as soon as possible with the internal audit committee that the stamp fee process is non-commercial activity. Action: Mirek will arrange this
- c. Marco Burlando 2010 contract and SOL – accounting process
- Covered under item 8 e.

## 7. Other Decisions

- a. Refinery web site – next steps, who does what
- Deferred to a subsequent meeting, after a demo has been seen
- b. Distant interviewers
- Action: Penny will contact Mary Jane and Rita with the objective of setting up a task group to define the distant interviewer scope and processes
- c. Communication principles, NS Distribution lists and use of country@servas.org
- DECISION: 'country@servas.org' will be used to communicate with countries and NSs
  - DECISION: All EXCO decisions will be published when an appropriate web site is available
  - Action: Gary will draft a set of Communication Principles for discussion at a future meeting
  - Action: Gary will ask the Dolphin Team about options for generic '@servas.org' addresses for the peace secretaries of the different countries
- d. Email voting procedure
- DECISION: EXCO will use the email voting procedures, with a few minor modifications. It was agreed that we would use it and then possibly modify it based on our experience. Action: Penny will revise and distribute the email procedure document
- e. Use of 'exco@servas.org' vs 'siexco2009@googlegroups.com'
- siexco2009@googlegroups.com is a Closed group (i.e. non-EXCO members cannot send an email to it), only accessible to the EXCO members; it is archived and searchable
  - siexco@googlegroups.com is an Open group (i.e. anyone can send an email to it), which goes to more people than EXCO; it is archived and searchable
  - exco@servas.org is forwarded to EXCO members, can be used by anyone and is not searchable
- f. Upcoming deadlines and actions required (action chart)
- Distant Vote – need schedule for first DV
  - SI News – need timing for annual SI News

## 8. Discussion / Updates:

- a. Peace Activities (Kim) - Peace update Haiti; and media outreach -- Servas stories
- EXCO received Kim's Peace Secretary report of Jan 29, 2010
  - Action: EXCO to send stories to Kim for the Servas book
- b. Stamp Fee Committee (Gary) – Not Discussed
- c. Host List Reliability (Pablo) – Not Discussed
- d. 2010 Host List Request Process and Dolphin (Pablo) – Not Discussed
- e. Appointments ICT, communications (Gary)

- Action: Gary will consult with potential ICT members and propose the ICT team members to EXCO
  - Gary anticipates there will be an ICT face-to-face meeting in the first half of 2010, as soon as it can be arranged, to review the status of ICT and SOL activities and plan next steps. Mirek indicated that he would try to attend.
- f. 2009 Year End Financial Reports (Mirek) – Not Discussed

9. Next meeting date:

- Next Meeting will be Feb 20, 2010.
- EXCO members will hold Feb 6, 2010 at 15:00 open for a possible meeting, to be decided by Feb 3, 2010. Action: Penny to prepare tentative agenda.

10. Review: - Not specifically discussed, some parts covered under other items

- a. critical timetable -- distant vote, exco meeting, audit, News, servas member group/world events calendar
- b. worries, successes -- ....
- c. Other????

**OTHER BUSINESS**

11. Other business