

Servas International
SI Exco Meeting by Skype
Minutes
Sunday February 21, 2016 15:00 – 17:00 GMT/UTC

Version: 2

Participants: **Jonny Sågänger (JS); Ann Greenhough (AG); Danielle Serres (DS); LV Subramanian (LVS); Pablo Colangelo (PC); Penny Pattison (PP)**

Minutes Recorder: **PP**

Chair: **JS**

Timekeeper: **DS**

Actions are identified in Italics and Underline. A summary of action items is at the end of the minutes

Decisions and Motions are in bold

Meeting began at 15:10 GMT/UTC.

1. Chit chat

2. Agenda adopted as proposed

3. Adoption of minutes

- **MOTION: February 21, 2016 Version 2 are approved. Passed**

4. Email Decisions:

- **Passed 2016/2/26: That the payment of the ServerLoft invoice of \$1188 US be approved, and that ICT be empowered to pay it in any way they wish, to be reimbursed by SI.**
- **Passed 2016/2/27: Exco approves the funding of travel expenses for Ann Greenhough to visit Susana Martinez, convener of the Youth Leadership Committee, whilst she is living in the UK.** The purpose of the meeting will be to review progress of the work of the committee including planning for specific projects such as Families in Servas and SYLE. The cost of travel by train from Burley in Wharfedale to Nottingham in March would be in the region of £36 return dependent on availability of low cost tickets.
- **Passed 2016/3/4: That SI Exco approve a budget totalling 5500CHF for the 2016 SI Exco Face-to-face meeting, details available upon request.**

5. Face to Face meeting in Cesseras in April 2016

a. The main purposes and goals of the meeting, draft timetable and agenda

- Action: JS and PP will revise the folders in Dropbox for the face-to-face meeting
- Action: Each SI Exco member will prepare (mentally or in written form) their 'Life line', important things about them, to be used as part of team building

b. Update on practical arrangements

- Action: Each SI Exco member will send Danielle their final travel plans
- Frederic is coming on Monday Morning, and Bernard is coming to Cesseras with his host on Sunday
- LV is budgeting 200 Euros for expenses for his trip to Warsaw following the meeting
- Action: AG will bring extra signed copies of the 2015 GA minutes to the meeting

6. SI Exco communication with Servas community

a. SI Exco Update

- JS is preparing to send 'SI Exco Update' emails periodically
- This is a 'push' of information to encourage key people to remember about and look at www.servas.org and SOLSYS
- Regular items will be SOLSYS updates , highlights from SI Exco meetings and pointers to www.servas.org pages
- All SI Exco members are encouraged to use the SI Exco Update emails to publicize things they are working on

b. SI News

- The deadline for the next issue was Feb 28, 2016 but Terry has not been in contact
- Action: DS will contact Terry to see what is happening with SI News

7. Stretch legs

8. SI Finances

a. Report from SI Treasurer, SI President & SI Internal Audit Committee (IAC)meeting

- It was a positive meeting, with two of the 3 IAC members present
- The IAC are very appreciative of the SI Treasurer's efforts and future plans
- It is understood that as an NGO, SI operates differently from a corporation
- The IAC has reviewed the 2014 financial statements and sent their comments, which were discussed at the meeting
- There was discussion of the history of the ServasOnline levy (from 2009-2011), the objective of the levy, the fact that only now the system is actually being built, and how to deal with those countries who did not pay it (countries with over 100 hosts)
- The SI Treasurer will take the IAC comments and change the report appropriately, understanding that all the comments will not be addressed, and the IAC will present their final report

b. Status report financial report 2014

- The 2014 financial report and IAC report will be discussed at the SI Exco face-to-face meeting in April; it will be presented to the Member Groups in the November 2016 Distant Vote

c. Status report financial report 2015-2016

- The 2015-2016 year end is March 31, 2016
- The SI Treasurer's intention is to also take the 2015-2016 financial report to the Member Groups in the November 2016 Distant Vote

d. Status SI stamps 2011-2014

- The process of following up on the outstanding stamp reconciliations is going well, and should be completed in the coming weeks

e. Update on Credit Suisse signatories process

- Jonny has the paperwork; he has also received the 2015 GA minutes signed by AG and David
- It is understood that there will be a period of time after Credit Suisse receives the paperwork and cancels the former SI Treasurer's access, and before LV has received the necessary credentials to begin payments, during which the accounts will not be accessible
- The former SI Treasurer sent an email to SI Exco indicating that his access had expired

- Action: Before forwarding the Credit Suisse paperwork, JS will check why the former SI Treasurer's access is denied, since this leaves SI unable to access the bank accounts for a long time
- Action: JS will send the paperwork to Credit Suisse

f. 2016 – 2018 SI Budget

- Due to the review of income from the past few years, the ASI Treasurer and IAC believe that the 2016-2018 budget, passed at the 2015 GA, needs to be reviewed
- It was agreed that SI must adapt our expenditures to our resources
- The SI President and the SI Treasurer have prepared a draft, which will be discussed at the face-to-face meeting
- Action: AG will notify the Development Committee that their budget may be revised to a lower amount
- Action: SI Exco will agree on a revised budget at the face-to-face meeting, for inclusion in the November 2016 Distant Vote

9. SI registration and domicile

- JS prepared a paper for the meeting explaining the increased urgency for SI to be registered in a single country
- JS has begun research into registering SI in Sweden
- It was noted that the SI address registered with the UN needs to change; possibly investigation with NGO groups using common facilities in Geneva would be useful for an SI address
- It was also noted that a change in domicile for SI might have implications for our UN standing, since it might trigger review
- It was agreed that we need to be careful about unintended consequences of a change of country of domicile
- Action: DS will investigate UN implications of changing the country of domicile for SI
- Action: JS will bring the material assembled by the former SI Treasurer to the face-to-face meeting
- Action: All SI Exco members will think about this issue and come to the face-to-face meeting prepared to address it

10. SOLSYS

- Due to technical difficulties, JS could no longer attend the meeting

11. SI Exco member's written reports – no discussion

12. Any other business - none

13. Next meeting

- **The next meeting will be the face-to-face meeting in Cesseras April 8 – 12, 2016**
- Regular time: third Sunday every month UTC/GMT 15.00-17.00

Meeting ended at 17:23 GMT/UTC

See next page for Action items

Nov 22, 2015 Action Items not completed:

- Action: PP will arrange for SI Exco review, and then posting of the 2015 GA minutes – in progress
- Action: AG will follow up on the minutes and action plan from the Speakers Corner – in progress
- Action: LV will work with MW to complete the transfer of financial responsibility – in progress

Jan 17, 2016 Action Items not completed:

- Action: LVS will manage the process of getting unused 2015 stamps returned to him – in progress
- Action: JS and PP will work with Amir to completed step 1 related to a new SI Registration system – in progress

Feb 21, 2016 Action Items not completed:

- Action: AG will send the required funds to Prossy for her computer – in progress
- Action: JS will find a native English speaker for the SOLSYS team
- Action: PP will send a call for volunteers for the SI Archives Consulting Group

Mar 20, 2016 Action Items:

- Action: JS and PP will revise the folders in Dropbox for the face-to-face meeting
- Action: Each SI Exco member will prepare (mentally or in written form) their 'Life line', important things about them, to be used as part of team building
- Action: Each SI Exco member will send Danielle their final travel plans
- Frederic is coming on Monday Morning, and Bernard is coming to Cesseroas with his host
- Action: AG will bring extra signed copies of the 2015 GA minutes to the meeting
- Action: DS will contact Terry to see what is happening with SI News
- Action: Before forwarding the Credit Suisse paperwork, JS will check why the former SI Treasurer's access is denied, since this leaves SI unable to access the bank accounts for a long time
- Action: JS will send the paperwork to Credit Suisse
- Action: AG will notify the Development Committee that their budget may be revised to a lower amount
- Action: SI Exco will agree on a revised budget at the face-to-face meeting, for inclusion in the November 2016 Distant Vote
- Action: DS will investigate UN implications of changing the country of domicile for SI
- Action: JS will bring the material assembled by the former SI Treasurer to the face-to-face meeting
- Action: All SI Exco members will think about this issue and come to the face-to-face meeting prepared to address it

Appendix 1 SI President's Report

Jonny's short report to Exco

2016-03-16

Action report 2016-02-20 - 2016-03-16

I have executed the following tasks that I was assigned by Exco on **Feb 21, 2016**:

Feb 21, 2016 Action Items:

- Action: JS and LVS will arrange a Skype meeting with the Audit Committee not later than the first week of March 2016, to discuss the Audit Committee recommendations
- Action: JS will notify the SI Image and Design Support Team and ServasOnline System Steering Committee Management Team of the decision
- Action: JS will send a reminder to SI Exco to try out SOLSYS, with the link to the test site

Not accomplished:

- Action: JS will find a native English speaker for the SOLSYS team

Registration of SI

* I have written a document that describes the need for Servas to get a registration as a recognized international non governmental organisation.

In this document I have presented a plan of action to be discussed by Exco, during the March 20 and April 2016 face-to-face meetings.

The document is written as a starting point for Exco to fulfill on of the decision that was made at the SI GA 2015.

SI Exco Bulletin

* I have, in cooperation with the temporary layout resource person for SI News (Alan Stone) created a SI Exco Bulletin, in the form of a simple newsletter that can be sent by Exco to all Servas National Secretaries and other key persons on a regular or irregular basis.

I have invited members of Exco to submit texts to SI Bulletin.

* I have written some texts for SI Exco Bulletin, for example a status report about the SOLSYS project.

Servas Sweden GA

I participated at Servas Sweden's General Assembly, which focused on:

* how Servas can be active and instrumental in the process to integrate asylum seekers, refugees and other newcomers to Sweden.

* how Servas can become a family friendly organisation.

Both issues reflected decisions made at SI GA 2015 in New Zealand.

SI internal Audit

I have set up, convened and documented (notes) a skype meeting with members of SI Internal Audit Committee, the SI treasurer and myself.

SI Face-to-face meeting in April 2016

* In cooperation with PP, further development of schedule, program and meeting agenda for the meeting.

* Worked on life line presentation.

SOLSYS project

* I have participated in a skype meeting with Bernard Andrieu (SOLSYS PM), Penny Pattison (SI GS), and Michael Silberg (SI ICT) about the future of SOLSYS.

* I have written a status report about the SOLSYS project for SI Internal Audit Committee.

Miscellaneous

* Day-to-day business (email communications, preparation of agenda for SI Exco meeting)

On hold:

1. **Ethical fund and bank '**

On hold.

Jonny Sågänger
President
Servas International
2015-2018

Appendix 2 SI Vice President's Report

Report from Ann Greenhough VP for Exco meeting on 20th March 2016

Activity on actions arising from Feb '16 Exco meeting:

- Action: AG will follow up on the minutes and action plan from the Speakers Corner.
On-going discussions with Aneris –see below
- Action: When the SICOGA 2015 minutes are finalized, AG will print a copy, sign it and send it to JS for inclusion in the paperwork for Credit Suisse
Task completed.
- Action: AG will send the required funds to Prossy for her computer
Outstanding issue: Agreement needed on 75% funding of Prossy's monthly internet connection costs.
Otherwise all ready to send funding for computer.

On-going Activities

1. Speakers Corner

Two skype calls with Aneris so far (the second including Susana from youth team).
Discussions on-going to develop some of the innovative projects proposed during Speakers Corner discussion in NZ.

Annual international Servas Week

Focus would be on encouraging national groups and individual members to organise activities during one week on a different theme each year.

Best date for this is being considered, either September/October or March/April.

First theme being considered is 'Making Connections' meaning Servas members connecting with each other within and across borders, and also connecting with other organisations locally, nationally, internationally. Emphasis would be on creative ideas and to motivate young people and families with children.

The theme would support the launch of the Making Connections project.

English Language learning online.

English speakers to be encouraged to offer tutoring/ conversation online via skype etc to those wanting to improve their English language skills.

I will test the idea by asking for volunteers at the Servas Britain annual meeting in May with view to extending to other English speaking countries later.

Structure for the project:

Aneris and Maria Fernanda DC) to take the lead in consultation with Susana (YT) and others.

Need to think about an alternative name for the project than Speakers Corner.

A servas.org email address would help to promote the project.

Susana and Aneris will continue to look at how this project can be combined with the Servas rejuvenation theme which Susana and Hannah (Servas Sweden) are working on.

Update to be provided for Exco f to f meeting with proposals for the international Servas week.

2. Youth and Families. Meeting with Susana.

Met with Susana as arranged. Wide-ranging discussions about youth activities. Update to follow for f to f meeting.

3. Environment Project.

Initial discussions with FEE (Foundation for Environmental Education) based in Copenhagen about possible links with Servas. <http://www.fee.global/>

Looking at:

Projects for young people and children:

<http://www.fee.global/young-reporters>

<http://www.fee.global/leaf/>

A system for offsetting carbon emissions for Servas travellers:

<http://www.leaf.global/the-global-forest-fund>

4. Youth Fund report

In progress

5. SOLSYS

On-going discussion with Jonny and Penny about how to progress work on English language text for new website.

Other activities

Regional and youth meetings:

Support to Servas Indonesia and Servas Romania to make funding applications for meetings in 2016. Further applications possible from Servas Italy youth meeting and Servas youth meeting this summer.

Priority for Action

- 1, Preparing for discussions on Review of SI committees and review of SICOGA 2015 at face to face meeting
2. Report on VP tasks arising from GA decisions for f to f meeting
3. Update for f to f meeting on Speakers Corner and on Environment project.

Appendix 3 SI Peace Secretary's Report

Servas International Peace Secretary Report February 22, 2016 to March 20, 2016

Servas at the UN

Feb 21, 2016 Action Item

Action: DS will contact Servas Austria and US Servas to try to fill the New York and Vienna UN Observer vacancies

Done, with no answer so far from Servas Austria and Servas US, but some progress regarding UN Vienna thanks to writing also to neighbouring countries, namely Servas Hungary (Budapest being only 3 hours driving from Vienna) and Servas Czech Republic, as well as the personal involvement of our UN representative in Vienna. Few progress in UN NYC, although our UN Rep there is trying hard.

- Updating UN page on www.servas.org is an ongoing task, with the good cooperation from Jean-Marc Eyot
- A UNOG team meeting was held on March 8 during my visit to Geneva for the 31st session of the Human Rights Council, from March 7 to 10. Met with Navi Pillay, former High-commissioner for Human Rights. A written statement has been submitted for HRC 31st session. The statement has been translated into French by one of the UN representatives, and in Spanish by Servas Spanish coordinator. We plan to share it with Servas community through various Servas communication tools.
- Article sent to SI News

Activities related to Peace other than UN

- Paper written with Alvany Santiago for IPRA Peace Tourism Commission, to be submitted at IPRA General Conference in Sierra Leone in November 2016: "Travelling for peace: the case of Servas International"
- SI Code of Ethics and Behaviour draft, no progress at the moment, only talk to members informally
- Contacts with several Peace Secretaries, and other key people, including Costa Rica, Malawi, Brazil, Guatemala, Botswana, Japan, Israel, Czech Republic...
- Plan to summarize and analyze Peace section of annual reports : not done yet

Others

Practical Arrangements Face-to-Face meeting in Cesseras in April 2016 completed

Testing SOLSYS with no much success

Still of concern :

For the UN database, we need urgently to find another address in Geneva as the one currently mentioned is not relevant anymore. I have asked Daniela Doenges, our new SI UNOG Main Representative, to collect info about a possible address in Geneva, but with no result so far.

I believe this issue is linked to the more global issue of Servas International registration. My personal view is that it should be in Switzerland.

Appendix 4 SI General Secretary's Report

SI General Secretary Report: February 22, 2016 – March 20, 2016

Accomplished:

- Many communications with National Groups, SI officers and others
- Coordinated preparation and passing of face-to-face meeting budget
- Sent reminder of March 31, 2016 deadline for the 2015 Annual Reports (about 30% received to date)
- Spanish Translation Coordinator
 - Lilly has three volunteers, one from Mexico and two from Spain
 - Lilly has begun an English – Spanish glossary of Servas Terms, for use whenever translation is done
- www.servas.org
 - Events page on www.servas.org revised and being continually updated – many thanks to Jean-Marc for his wonderful technical support
 - Posted the SI Committees under Administration
- SI Archivist:
 - Archivist will be completing the archiving course soon, and says it is very useful
 - It is clear from our brief discussions that this is an area that has not been managed for decades, and it will be a big job for SI Exco, with advice, to decide the principles and policies for archiving, from which procedures will follow
- ICT
 - Paid the outstanding server bill personally, since there was no time to do it through the normal payment processes
 - Met with Jonny, Bernard and Michael Silbert, ICT, about SOLSYS and related governance issues; sent an email to the international cooperative organization to see if being a cooperative is a good option
 - SOLSYS is almost installed on the Servas server

Action item update:

Nov 22, 2015 Action Items not completed:

- Action: PP will arrange for SI Exco review, and then posting of the 2015 GA minutes – in progress

Jan 17, 2016 Action Items not completed:

- Action: JS and PP will work with Amir to complete step 1 related to a new SI Registration system – in progress

Feb 21, 2016 Action Items not completed:

- Action: PP will notify SI Key People of the appointment of Lilly Kerekes as Spanish Translation Coordinator – will be part of SI Bulletin or SI News
- Action: PP will send a call for volunteers for the SI Archives Consulting Group – will be sent once Anna completes her Archives course

Short Term Priorities:

1. Day to day SI Exco and General Secretary correspondence and pressing issues
2. Finalize and post SICOGA 2015 Minutes and revised decisions and notify National Groups
3. Work with Prossy to define roles
4. Review FOP and related SI documents, and make a proposed version for posting
5. Accumulate 2015 Annual Reports, and identify a team to analyze the data
6. Support SI Archivist to move forward effectively and setting up supporting team

Key Concerns/Issues:

1. Beginning the new SI Exco term with clear roles and understanding of each other
2. Management of Servas International social media and internet content – roles and responsibilities
3. Transition to ServasOnline, including Key Dolphin, www.servas.org

Appendix 5 SI Host List Coordinator's Report

SI HLC 2015-2018 Working Report #05

PABLO H COLANGELO
hostlistcoordinator@servas.org
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February 22nd to March 20th 2016

- Assist Key people regarding issues related on how to upload HL and update data on Dolphin. Belarus, Panama, Spain, Honduras, Nepal, Argentina, Korea, Switzerland, Zimbabwe, Sri Lanka. There had been quite more requests and Rita was very helpful addressing them.
- Attended a request from Servas Italy to make an event in Puglia visible on our social networks.
- Get connected with National contact of Servas Saudi Arabia about mass email fundraising non-servas campaig. There is a need to revise handbook and evaluate put something in writing there about it.
- SI HLC Arnoud Philippo gave me a feedback about my comment on Facebook Servas International Group membership process. No information given about unfinished tasks to be done from the previous period so I presume I can go ahead.
- Text at SOLSYS site were revised and there is a lot of mixtures between languages. I think there will be a need to count with a group of webeditors from Spanish, English and French speaking countries to work on that together.

Important tasks to be done next

- Read all the information to be ready for the next FtoF meeting.
 - Create a spreadsheet for SOL migration regarding permits for every field.
 - Get to know how can I access to edit text on SOLSYS website
-

Appendix 6 SI Treasurer's Report

Report of the Treasurer for the 20th March 2016 Exco meeting

1. We (Jonny and me) had a good skype conference with the Audit Committee to discuss their findings on 2014 accounts and come to a good resolution. Based on their recommendations, we have made the corrections and they have accepted the accounts vide their report. I will carry the hard copies of these accounts to France and get the signatures of the previous Exco members so that the same along with the External Audit report can be made available for approval by distant vote.
2. I am getting the 2015 accounts (which is closing as of 31st march 2016 – 15 month period as per GA decision) organized and hopefully will be able to present the same to the internal audit committee by July/August 2016. I will try to get all the support documents from Mirek when I meet him at Warsaw.
3. Mirek wanted to have confirmation of costs of meeting with him. I understand it has already been taken into account of the overall face to face meeting budget.
4. The external auditors wanted to hand over the old accounting records of SI since they have problems with storage. The Swiss law requires that accounts of last 10 years to be maintained as per their latest regulations. I have agreed to take this up at my place and Exco agreed to look at the possibility of sending it to the Archivist for safe keeping.
5. The Audit Committee also made a recommendation to modify some lines of the GA approved budget – reducing the stamp revenue from CHF 80000 to CHF 60000 in view of the reducing stamp usage by Servas travellers. Also to modify the budgeted expenses to the required extent to maintain the bottom line. I have made an attempt and shared the same with the Exco for their comments and discussion. I understand this will come up for discussion in the face to face meeting.
6. Bank application Status : The application is yet to be sent by Jonny to the bankers.

Appendix 7 ServasOnline Project Manager's Report

SOLSYS status 2016 March.

The governance of the project has recently changed, as Stefan Fagerström did not wish to continue. Pablo Colangelo joined the steering committee, welcome Pablo.

The supplier faces difficulties due to lack of disk space on the servers they use for the project. The SOLSYS team agreed to pay about US\$140 to enable them to continue the project without delay. The supplier seems to have realized that Servas is not a small customer, they increased the tempo in order to stay close to the schedule. They finally signed the extension of the contract and formally accepted the drop-out of the extra-cost invoice. Nearly all the functions are available and are tested by Servas testers. Importing members' data has still to be fully tuned (France, NZ, Canada are in the pipes, Sweden will enter the game soon). The Spanish version will be available soon. The supplier will be able to work on the German version as soon as Conni Geisendorf sends me the German wordings. Jonny & Ann are in charge of checking the wording of the English version.

There is still a number of small bugs, fixes or improvements to be solved by the end of March and certainly April.

The supplier is ready to install the package on a Servas server. Michael Silbert and Mark Hahn will give them access to this server on March 17th. That is an important step. Once the package is implemented on the server, we will technically review and qualify the package and make sure we have the complete property of it.

As decided during the former steering committee, Bernard Andrieu had a meeting with the French supplier on March 3rd. They are preparing an offer covering the following: review and qualify the full deliverables, including the documentation, recommend the necessary patches or changes for a secure and high performance launch of SOLSYS, define a planning for other sets of enhancement they think needed, routine maintenance quote, new development quote, etc.

Required developments are still to be done before the launch. For instance a standard country's hostlist similar to the pdf lists currently built by each country. This will have to be budgeted.

Bernard Andrieu
SOLSYS Project manager
2016-03-17