

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

Version: 2

Participants: **Jonny Sågänger (JS); Ann Greenhough (AG); LV Subramanian (LVS); Pablo Colangelo (PC); Penny Pattison (PP); Danielle Serres (DS) (arrived 15:45 as announced)**

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 Version 2 adopted as proposed**

**3. Adoption of minutes**

**a. Finalize April 8-12, 2016 Version 4 minutes**

- April 8-12, 2016 Face-to-face meeting minutes Version 4 discussed; additional action items required
- Action: PP will circulate Version 5 of April 8-12, 2016 minutes for email approval

**b. Review action items**

- Action: JS will send final SICOGA 2015 minutes to PP
- Action: PP will post the final SICOGA 2015 minutes and revised decisions on the SICOGA 2015 website and distribute them to the NSs of Member Groups
- Action: PP will place Word and pdf versions of the final SICOGA 2015 minutes in the SI Exco Dropbox 'SI Exco SICOGA 2015 Decisions and Projects'

**4. Email Decisions: None**

**5. Face to Face meeting in Cesseras in April 2016**

**a. Main achievements**

- Lots of face-to-face time to discuss complex and difficult topics
- Opportunity to spend time with Bernard and Frederic discussion ServasOnline
- Personal exchanges, strengthening the SI Exco team
- Opportunity to discuss hiring an IT person and revising the budget
- Good experience to understand and know each other, recharge and work as a team
- Being all together made us a strong and more effective team

**b. Any other business re: the f-t-f meeting**

- Action: PP will ensure that Decisions from the April 8-12, 2016 minutes have an action item related to them, where required

- Action: PP will add action item to f-t-f minutes for AG re: consulting Youth and DC on revised budget
- Action: SI Exco will discuss other proposed changes to the revised budget with LVS, before Jun 22, 2016
- Action: PP will add action item to f-t-f minutes for LVS to contact Conni Geisendorf re: simplifying the payment system
- JS and PP will complete the SI Committees documentation action item from the f-t-f minutes

## 6. SI Exco communication with Servas community

### a. SI Bulletin

- There have been positive reactions to the first issue that was sent
- Next issue will be shorter, and will be translated and sent in English and Spanish
- Next SI Bulletin dates: deadline for articles June 22, 2015; publication date by July 15, 2016
- Action: LVS will prepare text for a revised budget article for the next SI Bulletin
- Action: PP will set up a DV area on the website, and place the revised budget motion in it before the next SI Bulletin is published

### b. SI News

- Indications are that the next issue will be ready soon
- Action: JS will contact Terry to see what is happening with SI News

### c. Draft checklist for communicating to SI (see Appendix 1)

- Action: SI Exco will try using the checklist, and give comments to PP

## 7. Stretch legs

## 8. SI Finances

### a. Report from SI Treasurer

- See the SI Treasurer's report
- The procedure is now that original documents are sent to the bookkeeper

### b. Status report financial report 2014

- LVS provided copies of 2014 documents to the external auditor
- LVS will pick up the audit report and past records from the external auditor on May 16, 2016. LVS will retain the past records at his house until more permanent arrangements are made
- The 2014 financial report and IAC report 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 past treasurer is sending 2015 documents to the bookkeeper by post
- The SI Treasurer's intention is to also take the 2015-2016 financial report to the Member Groups in the November 2016 Distant Vote
- **Motion: If a member Group does not pay or has not paid any outstanding ServasOnline Levy, it will remain as outstanding in the 2015 financial statements. Passed**
- It was noted that the General Assembly would need to decide to write off any unpaid amounts.
- It was noted that those Member Groups with outstanding ServasOnline Levy amounts are not meeting their SI financial obligations

- **Motion:** Since ServasOnline will be operational very soon, it is critical that those Member Groups that have not paid should pay past ServasOnline levy amounts by June 30, 2016, to allow SI the necessary resources to proceed. Passed.
- Action: JS and LVS will make a plan for contacting countries with outstanding ServasOnline levy amounts

**d. Status SI stamps 2011-2014**

- See the SI Treasurer's report

**e. Update on Credit Suisse signatories process**

- JS has sent the paperwork
- Action: JS will follow up on the status of the bank signatories process with Credit Suisse
- Action: LVS will instruct JS on how to create online payments, with AG as second approver, so that outstanding bills can be paid

**9. ServasOnline**

- There will be a written status report next week
- There is a critical need for ongoing ICT support from now until the contract end date of June 30, 2016
- Action: AG will send PP contact information for possible additional ICT members

**10. SI Exco member's written reports – no discussion**

**11. Any other business - none**

**12. Next meeting**

- **The next meeting will be Sunday June 19 UTC/GMT 15:00 – 17:00**
- Regular time: third Sunday every month UTC/GMT 15.00-17.00

**13. Meeting ended at 17:13 GMT/UTC**

**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

**Jan 17, 2016 Action Items not completed:**

- 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: 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 not completed:**

- Action: DS will investigate UN implications of changing the country of domicile for SI

**April 8-12, 2016 Action Items not completed:**

- Action: AG will consulting Youth and DC on revised budget
- Action: PC will reevaluate 2015 data looking at Annual Reports ; new direction will be to report individual hosts- in progress

- Action: AG will bring a proposal to SI Exco re: links with FEE and inviting travelers to offset their travel through FEE – call booked for May 17, 2016
- Action: BA (PP review) draft Job Description for ServasOnline Application Manager
- Action: BA will investigate getting ServasOnline Application Manager services with Oonops
- Action: BA and FM will negotiate with Oonops
- Action: FM, JS (LV help) will look for Swiss legal expertise to complete the Terms of Use
- Action: PC, BA (LVS help) will prepare a Transition Manual and checklist – in progress
- Action: JS will set up calls to larger countries related to ServasOnline transition
- Action: All SI Exco will forward good photos to JS for the website – in progress
- Action: AG will follow up with the current Area Coordinators, and later announce the decision more generally
- Action: PP will follow up with the Job Descriptions and Statutes committee
- Action: LVS will contact Conni Geisendorf about simplifying the payment system
- Action: JS to create document re: SI Committee decisions
- Action: PP lead preparation of expectations for SICOGA 2018 – in progress
- Action: AG will coordinate comparing costs for Czech Republic and Bangalore (AG will also check with Spain)
- Action: AG will confirm with Pramod Kumar that he will organize the mid-tem SI meeting in Delhi in Nov 2017 – in progress

#### **May 15, 2016 Action Items:**

- Action: PP will circulate Version 5 of April 8-12, 2016 minutes for email approval
- Action: JS will send final SICPOGA 2015 minutes to PP
- Action: PP will post the final SICOGA 2015 minutes and revised decisions on the SICOGA 2015 website and distribute them to the NSs of Member Groups
- Action: PP will place Word and pdf versions of the final SICOGA 2015 minutes in the SI Exco Dropbox ‘SI Exco SICOGA 2015 Decisions and Projects’
- Action: PP will ensure that Decisions from the April 8-12, 2016 minutes have an action item related to them, where required
- Action: PP will add action item to f-t-f minutes for AG re: consulting Youth and DC on revised budget
- Action: SI Exco will discuss other proposed changes to the revised budget with LVS, before Jun 22, 2016
- Action: PP will add action item to f-t-f minutes for LVS to contact Conni Geisendorf re: simplifying the payment system
- JS and PP will complete the SI Committees documentation action item from the f-t-f minutes
- Action: LVS will prepare text for a revised budget article for the next SI Bulletin
- Action: PP will set up a DV area on the website, and place the revised budget motion in it before the next SI Bulletin is published
- Action: JS will contact Terry to see what is happening with SI News
- Action: SI Exco will try using the checklist, and give comments to PP
- Action: JS and LVS will make a plan for contacting countries with outstanding ServasOnline levy amounts
- Action: JS will follow up on the status of the bank signatories process with Credit Suisse
- Action: LVS will instruct JS on how to create online payments, with AG as second approver, so that outstanding bills can be paid
- Action: AG will send PP contact information for possible additional ICT members

## Appendix 1 SI Communications Checklist – DRAFT #1

1. Write a draft (in either English or Spanish, whichever you are most fluent in)
2. Decide audience - the languages needed, depending on the recipients and the content
3. Decide deadline for sending the communication
4. Decide priority for translation - is it a "working document", nice to have translated but not absolutely necessary, etc.
5. Decide if the communication needs to be posted on [www.servas.org](http://www.servas.org)
6. Decide if communication should go somewhere else - e.g. SI News, SI Exco Bulletin
  
7. If no translation required, send communication
  
8. If translation is required, contact [spanishtranslation@servas.org](mailto:spanishtranslation@servas.org) with cc to general [secretary@servas.org](mailto:secretary@servas.org), including a Word version of the communication, the priority and the deadline
9. Work with the Spanish Translation Coordinator re: translation details and timing
10. Decide if the communication will be sent in both languages at the same time, or if the translated version will follow.
11. Send communication

## Appendix 2 SI President's Report

Jonny's short report to Exco  
2016-04-14

Action report 2016-04-08 - 2016-05-14

I have executed the following action items that I was assigned by Exco on **April 8-12, 2016**:

### **Executed action items:**

- Action: JS will write and send a message regarding ServasOnline transition, focusing on expectations management
- Action: JS will write an article for SINEWs and SI Exco bulletins
- Action: JS will send PC the list of ServasOnline volunteers and competencies

### **Work in progress:**

- Action: FM, JS (LV help) will look for Swiss legal expertise to complete the Terms of Use
- Action: All SI Exco will forward good photos to JS for the website

### **Not yet executed:**

- Action: JS will set up calls to larger countries related to ServasOnline transition

### **Jonny needs more instruction to execute the following:**

- Action: JS to create document re: SI Committee decisions
  - Action: JS will find a native English speaker for the SOLSYS team

### **Registration of SI**

\* I have searched for jurists in Switzerland and Sweden, in order to find competent persons who can clarify what the optimal solution for Servas International's registration issue. I have not found anybody in Switzerland yet, but in Sweden I have found three competent persons. This action item is based on the need for Servas to get a registration as a recognized international non governmental organisation, as well as a global domicile. I have described the current situation and its implications in a document that I have presented to SI Exco. 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 helpful and resourceful persons, launched the first issue of the Servas International Bulletin (SI Bulletin). The format is 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 asked for and received texts for the bulletin from members of Exco.

The SI Bulletin has been very well received, according to appreciative email messages. The first issue of SI Bulletin contained, among other, news items, texts about the status for the ServasOnline System project.

### **SI internal Audit**

I have been in the information loop of members of SI Internal Audit Committee, the current and former SI treasurers in order to be interactive and à jour with the work that is being done to produce financial reports for the SI years 2014 and 2015.

### **SI Face-to-face meeting in April 2016**

\* I participated in the SI Exco face-to-face meeting in Cesseroas, France April 8-12. For more detail, please read the minutes.

### **SOLSYS project**

\* I have been in dialogue with Bernard Andrieu (ServasOnline System project), about the need for the project to hire a application manager for the ServasOnline System.

### **Servas International design and logo project**

I have given feedback to Stefan Fagerström on his work to establish a new website for the Servas International Image & Design Support Team (Siidst).

The website is maintained by Stefan Fagerström and Alan Stone, who also make up the service and support team for Servas member countries/groups that need help to create national logotypes that contain the new SI design.

SI general assembly 2015 recommended all Servas countries/member groups to start using the new globally unified SI design.

The new Siidst website: <http://www.siidst.servas.org/>

### **Miscellaneous**

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

On hold:

1. Ethical fund and bank '

Jonny Sågänger  
President  
Servas International  
2015-2018  
2015-2018

## Appendix 3 SI Vice President's Report

### Ann Greenhough VP Report for Exco skype meeting on 15<sup>th</sup> May 2016

#### Outstanding action items

##### Nov 22, 2015

- *Action: AG will follow up on the minutes and action plan from the Speakers Corner – in progress*

Speakers Corner is now to be established as the Innovation Project to be led by Aneris and Maria Fernanda – see below.

##### April 08 - 12, 2016 Action Items:

- *Action: AG will bring a proposal to SI Exco re: links with FEE and inviting travellers to offset their travel through FEE*  
Skype call with FEE booked for 17<sup>th</sup> May to explore how the two organisations can work together.
- *Action: AG will coordinate comparing costs for Czech Republic and Bangalore (AG will also check with Spain)*  
Not yet done.
- *Action: AG will confirm with Pramod Kumar that he will organize the mid-tem SI meeting in Delhi in Nov 2017*  
Discussions continue to explore feasibility of having such a meeting in India.  
Note: Pramod has yet to make a firm commitment to Servas India hosting such a meeting.

#### Other activities

##### Innovation Project

1. Servas week – Aneris continues to work towards having an international Servas week with view to it being in September as proposed.  
Next steps: skype call with Aneris to confirm dates and consider immediate publicity needed including setting up of [innovation@servas.org](mailto:innovation@servas.org) on Dolphin.
2. Skype language friends.-  
There was a positive response from Servas Britain members at our annual meeting to the idea of offering English conversation and mentoring on skype to Servas members wanting to improve their English. A group of 10 potential volunteers is available to start the project. There was also enthusiasm for possible mutual help for English speakers to have help with language skills in other languages.  
Next steps: discussion with Innovation group about how to structure and publicise the project. Would expect to widen to recruiting volunteers from other English speaking countries later.

##### Youth and Families

I met with Susana during the Servas Britain meeting to discuss various youth and family issues. Other participants also contributed their ideas.

Youth, Family and Making connections pages: Susana is looking at the presentation of Youth and Family content on the website. Some issues raised by Susana need follow up including whether more detailed information about eg SYLE should be in members only area.

Funding of youth events:

Susan is working with Bogdan on a funding application for the Romania Summer Camp in July.

Servas Spain and Servas Italy are not looking for funding of their 2016 youth events.

##### Environment Project and ethical travel

Discussions with FEE continuing.

##### Regional development



To do:

1. Meeting in Indonesia in July : highlight some key issues as suggested topics for discussion.
2. Follow up with DC re what other regional meetings are being planned.

**Servas Youth fund**

To do: complete report

## Appendix 4 SI Peace Secretary's Report

Servas International Peace Secretary Report April 13 to May 14 2016

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### Servas at the UN

- Making good progress for **Servas UN representation in NYC** venue, thanks to strong involvement by Jeanne Devine, working with US Servas. Jeanne met several potential persons in NYC on April 21<sup>st</sup> and 22<sup>nd</sup>. We looked at their applications. Interest is now growing. We worked for several hours on the SDGs group project, aiming to identify some goals and means of action for Servas members.
- Preliminary arrangements have been made for Servas Korea members participation in **66th UN DPI/NGO Conference**, "Education for Global Citizenship: Achieving the Sustainable Development Goals Together" 30 May - 1 June, to be held in South Korea this year.

#### April 10, 2016 Action Item

- Action: DS to give PP new Vienna UN representatives names for the SI Committees posting **Done**

### Activities related to Peace other than UN

Following up on developing participation in International Peace Day celebrations, and others, as presented in Servas 2016 Peace Calendar

#### April 10, 2016 Action Item

- Action: DS and Alvany spreading the word re: Plant a Tree for Peace

Upon suggestion from Alvany Santiago : I launched an initiative about **June 5 Environment Day**, taking this opportunity to raise awareness among Servas community about the environment and protection of nature, and give more visibility to Servas as a Peace organization.

- Message was sent to SI UN Representatives and other relevant people, as well as National Peace Secretaries (in English and in Spanish). With GS' help, it was also sent to National Secretaries, in both languages. It has been published on UN page on [www.servas.org](http://www.servas.org), with the continuous good cooperation from Jean-Marc Eyot.
- Positive feedback has been received from several Servas members and/or countries, including Mexico, France, Malawi, Ireland, Turkey, Panama, Costa Rica, USA, Israel, ect...

#### **Unlimited Potential** non profit NGO in Phoenix Arizona

- While travelling to Phoenix Arizona, I was invited to **Unlimited Potential** non profit NGO for a visit with founder Jeanne Devine on April 27, at Brooks Community School, where we presented Servas to the members. It is based on strong principles, such as "*All people have the right to have their basic human needs met. All people have the right to a quality education. Different languages and cultures should be celebrated, and Through perseverance we can achieve social justice*"

## Appendix 5 SI General Secretary's Report

### SI General Secretary Report: April 13 – May 15, 2016

#### Accomplished:

- Skype call with Prossy using her new computer; agreed on Annual Reports and SICOGA 2018 as priority areas that Prossy will get involved with
- Completed minutes for 2016 SI Exco face-to-face meeting
- Sent second reminder on April 25, 2016 for the 2015 Annual Reports (53 of 77 received to date)
- Set up the summary annual reports spreadsheet and inserted all reports received to date (in Dropbox)
- Submitted personal expenses to Mar 31, 2016
- Updated the current FOP document for posting, and sent it to the Treasurer
- Prepared and distributed draft SICOGA 2018 and generic conference timelines
- Prepared and distributed steps/guidelines for when messages are to be sent to the SI community
- Began tracking time spent on Servas activities since the face-to-face meeting to get an idea of the time commitment replied

#### 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 send a call for volunteers for the SI Archives Consulting Group – will be sent once Anna completes her Archives course

##### **April 08 - 12, 2016 Action Items not completed:**

- Action: PP lead preparation of expectations for SICOGA 2018 – in progress

#### 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. Post revised FOP
4. Work to get remaining 2015 Annual Reports and identify a team to analyze the data
5. Support SI Archivist to move forward effectively and setting up supporting team

#### Key Concerns/Issues:

1. Transition to ServasOnline, including ICT responsiveness, Key Dolphin, [www.servas.org](http://www.servas.org)

## Appendix 6 SI Host List Coordinator's Report

SI HLC 2015-2018 Working Report #07

PABLO H COLANGELO  
[hostlistcoordinator@servas.org](mailto:hostlistcoordinator@servas.org)  
Skype: Pablo Colangelo  
+54 (911) 5569-7446

April 9<sup>th</sup> to May 15<sup>th</sup> 2016

- Assist Key people regarding how to recover they user ID and password from Dolphin after an involuntary loss of data from Latin-American and Central, South west and South East Asia.
- Key people and emails forwarding from abobe regions were restored
- Im currently working on a Host List Analysis with will be useful to set priorities and groups for transition to Servasonline (completed 90%)
- Reply questions about transition to ServasOnline
- A comunicaci3n about Dolphin current status and Servasonline development and application lunch was sent to all key people.
- I start checking HL reliability from countries where we receive complains from key people or travelers regarding lack of response from hosts so I can be sure that the transition to Servasonline will be taking in consideration those active hosts only.

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Important tasks to be done next

- Finish the HL Analysis which will include columns for SOL migration regarding permits for every field.
  - Get to know how can I access to edit text on SOLSYS website
  - Check number of hosts and be sure numbers are comparative each other (hosts vs households)
  - Seek a youth volunteer for the position of SI HLC
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## **Appendix 7 SI Treasurer's Report**

### **Treasurer Report for the EXCO meeting scheduled for 15<sup>th</sup> May 2016**

1. I visited Warsaw Poland after our face to face meeting at France and have completed the work required of me. My report is available in the Dropbox.
2. I have replied to Graham on the audit points raised by him on 2014 accounts mainly pertaining to the write off the SOL fees showing as due from member countries especially of Servas Australia.
3. I have replied to Graham on the Credit Suisse Bank application for change of signatories. This is taking an unusual delay. Many SI payments have been delayed because of this and people are continuously asking as to when they will get the amounts.
4. SOL progress and the progress with finding a full time engineer to take charge of the SOL system.
5. Mirek has asked the mailing address of the book keeper to send him the accounting documents pertaining to 2015. I gave him the address and hopefully this should be mailed.
6. Mirek's expense claim of Euros 29.62 towards recovery of data from hard disk has been made. For approval.
7. Next week onwards I will follow up with the stamp fees recoverable on account of 2015 stamps from countries which have short paid. Thereafter coordinate with the book keeper to get the 2015 accounts updated.