

**Servas International
SI Exco Meeting by Skype
Minutes
Sunday August 14, 2016 15:00 – 17:00 GMT/UTC**

Version: 2

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

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 15:04 GMT/UTC.

1. Chit chat

2. Agenda Version 1 adopted as proposed

3. Adoption of minutes

a. Finalize July 24, 2016 Version 1 minutes

- **Motion: Approve Version 1 of the July 24, 2016 minutes. Passed**

b. Review action items

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 (intended for use for SI conferences of various kinds) – in progress, Amir is preparing a proposal

Feb 21, 2016 Action Items not completed:

- Action: JS will find a native English speaker for the ServasOnline team – in progress
- Action: PP will send a call for volunteers for the SI Archives Consulting Group – published in SI Bulletin #2, no replies, will send email to key persons

April 08 - 12, 2016 Action Items:

- Action: AG will bring a proposal to SI Exco re: links with FEE and inviting travelers to offset their travel through FEE – in progress
- Action: FM, JS (LV help) will look for Swiss legal expertise to complete the ServasOnline Terms of Use – in progress
- Action: JS and PC will take the lead in preparing a Transition Manual and checklist – will consult France, Canada, Sweden and Britain to identify what information is needed
- Action: JS will send PC the list of ServasOnline volunteers and competencies – not done
- Action: AG will coordinate comparing costs for Czech Republic and Bangalore (AG will also check with Spain) – not done
- Action: AG will follow up with the current Area Coordinators about the SI Exco decision that Area Coordinators will cease to exist and their role handled by the Development Committee,

and later announce the decision more generally – all ACs support the decision; AG will now contact National Groups

- Action: PP will follow up with the Job Descriptions and Statutes committee – not done

May 15, 2016 Action Items not completed:

- Action: SI Exco will try using the Communications checklist, and give comments to PP – not done
- Action: JS and LVS will make a plan for contacting countries with outstanding ServasOnline levy amounts – in progress

July 24, 2016 Action Items

- Action: JS will request that the Chilean university translate the agreement, and will arrange for it to be signed in both Spanish and English – request sent, no reply received
- Action: JS will arrange to have the time period of the contracted resource to support ServasOnline changed to be June-Dec 2016 – in progress
- Action: JS and PP will confirm where all data on the existing www.servas.org website will be accessed after the launch of the new website by Aug 16, 2016 – decisions made, ability to make the changes as decided to be confirmed
- Action: JS and PP will ensure that a communication is sent to all key people before the launch of the new website – in progress
- Action: JS will prepare and send necessary documents to DS for setting up the Maison des Associations SI address in Geneva – in progress
- Action: JS will send a letter related to LVS's role in SI by Aug 1, 2016 – in progress

4. Email Decisions: None

5. Distant Vote November 2016

- **Motion: Remove the words “Distant Vote Administrator” from the third motion so that it reads “To appoint (not elect) the SI Archivist and SI News Editor” Passed**
- **Motion: The deadline for Member Groups to meet the Distant Vote eligibility requirements is September 15, 2016. Passed**
- The Distant Vote motions and background material has been posted on the website
- Next steps:
 - Continue monitoring eligibility
 - DVA will send out formal announcements of motions at the end of August

6. Stretch legs

7. ServasOnline

- No written status report received from the Project Manager
- The a version of the website is now running on the Servas server
- The planned launch date (the date when the current www.servas.org website is replaced by the modernized one) in September 21, 2016
- There are 5 or 6 volunteers trained to update content on the new website
- Action: JS will ask if the Servas description section can be moved above the News section on the home page
- Action: SI Exco will email anything they would like to see on the home page to JS
- Action: JS will initiate requests to SI Exco for text for the home page when it is needed
- The top line choices on the ServasOnline website are called the ‘main menu’; items in the dropdown for each of the Main Menu items are called ‘Sub Menus’
- Action: JS will find out who can make changes to the ServasOnline menus

- All information on the current www.servas.org will be put in the new website
- A communication about the Sept 21, 2016 launch of the new website will be sent from SI Exco in Spanish and English; it will be sent a week or more before the launch
- Action: JS will manage the preparation and distribution of the communication, since PP will be on vacation

8. SICOGA 2018 Decisions

- Because of other pressing issues, no work has been done on this item; it will be considered in October 2016

9. Financial Decisions

- LVS indicated that he is not well, and based on the SI Treasurer workload, he is stepping down from the position of SI Treasurer after an appropriate transition
- SI Exco noted the 2006 GA decisions:
 - Motion F-01-04 No 1: It is moved that people nominated for the position of Servas International Treasurer must have financial management or accounting experience.
 - Motion F-01-04 No 2: If the Servas International Treasurer or Exco believe that the Treasurer cannot meet his/her commitments, a member of the Audit Committee will take over the role and step down from the Audit Committee for that year.
 - Motion F-01-04 No 3: If at any time there is no qualified Servas International Treasurer, then Exco may hire and pay an accountant.
- Action: JS and PP will contact the Internal Audit Committee related to the SI Treasurer's resignation
- Action: JS will contact the other SI Treasurer candidate and the Nominations Committee after consulting with the Internal Audit Committee related to the SI Treasurer's resignation

10. SI registration and domicile

- JS has contacted, by email and telephone, a Swiss lawyer recommended by FM, and has received a proposal to:
 - Do legal research on the different alternatives as per the juridical Servas entity in Switzerland
 - Provide assistance in the registration of the entity in Switzerland
 - Provide any further support in Switzerland, such as finance, book keeping, juridical, intellectual property, tax, any civil aspects
- There was discussion about the proposal
- **Motion: To enter into a contract with the Swiss lawyer, to a maximum of CHF 5000, once the following have been successfully completed:**
 - **All of the previous research and information has been given to the Swiss lawyer**
 - **More detail and specifics have been added to the 'legal research on alternatives' and 'assistance in registration' deliverables**
 - **Clarification of what 'further support' might be required**
 - **References for the company's services provided to other NGOs**
 - **A commitment to work with SI to implement their recommendations, if the recommendations are accepted by SI and SI requests that they implement the recommendations**
- **Passed**
- Action: JS will work with the Swiss lawyer related to an SI Registration contract, and inform SI Exco

11. SI Exco members written reports – no discussion

12. Other Business None

13. Next meeting

- **The next meeting will be Sunday September 18, 2016 UTC/GMT 15:00 – 17:00**

- PP noted that she will not be available; AG will ask David Asher to do minutes
- Regular time: third Sunday every month UTC/GMT 15.00-17.00

14. Meeting ended at 17:20 GMT/UTC

Action Items

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August 14, 2016 Action Items

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Appendix 1 SI President's Report

Jonny's short report to Exco

2016-08-12

Action report 2016-07-22 - 2016-08-11

Modernized/new website on servas.org and ServasOnline

Modernised/new website:

I have - in cooperation with SI GS Penny P - created a plan of action for the transition from the current website on servas.org to a modernized/new website on servas.org.

Why?

All relevant texts, photos and other illustrations on the current website on servas.org must be copied and loaded on the modernized/new website before the launch in September 2016.

I have engaged in a dialogue with the ServasOnline Team in order to secure the copying of content mentioned above.

I have also gathered:

- news articles and photos for SI's modernised new website.
- stories (text and photos) for a communications project to promote Servas via the new website and social media.

Communications

* I have gathered text and photos for SI News Bulletin and published the No 2 Vol 2 2016. SI News Bulletin No 2 Vol 2 2016 has been translated to Spanish.

News Bulletin No 2 Vol 2 2016 will be uploaded as pdf of servas.org.

ServasOnline

I've been in dialogue with Bernard Andrieu (project manager for ServasOnline project), Pablo Colangelo and about the migration of member information from the Servas Dolphin system to ServasOnline.

SI and social media

I'm in cooperation with Stefan Fagerström gathering text and illustrations about Servas to be published on the modernized website on servas.org and on different social media channels. One such channel now is :

<http://www.siidst.servas.org/>

SI registration and SI domicile

- I have had email and phone dialogue with legal experts to get advice from regarding the registration of SI as an NGO and for the establishment of a domicile.

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.

This action is related to this Action: FM, JS (LV help) will look for Swiss legal expertise to complete the Terms of Use

Action items that I was assigned by Exco on **April 8-12, 2016:**

Out reach activities

* I have been in dialogue with an organisation in the field of travelling, sharing economy and collaborative consumption. The members of SI Exco have presented their opinions about a proposal. The organisation would like to explore possible ways of cooperation between SI and the organisation.

Translation

* I have been in dialogue with a university in Chile and Aneris Cao, Servas Chile, regarding their proposal to explore possible ways of cooperation between the university and SI.

The university: El Instituto de Literatura y Ciencias del Lenguaje de la Pontificia Universidad Católica de Valparaíso on Av. San Martín 1206, Torre 2, Depto. 1502, Viña del Mar.

SI's Financial reports

I have participated in continued correspondence 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.

Miscellaneous

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

I have executed/not executed the following action items that I was assigned by Exco

July 24, 2016 Action Items

Done:

- Action: JS will respond to Servas Italy, indicating that it is not possible to begin a pilot as soon as 2017, and that they are urged to work with the group established at the 2015 GA (NS Servas Germany identified as the lead person)
- Action: JS will request that the Chilean university translate the agreement, and will arrange for it to be signed in both Spanish and English

Ongoing

- Action: JS will arrange to have the time period of the contracted resource to support ServasOnline changed to be June-Dec 2016
- Action: JS and PP will confirm where all data on the existing www.servas.org website will be accessed after the launch of the new website by Aug 16, 2016
- Action: JS and PP will ensure that a communication is sent to all key people before the launch of the new website
- Action: JS will ensure that information about ServasOnline being under development will be placed on the new website
- Action: JS will prepare and send a signed copy of the SI Statutes (to DS)

Action: JS will send a letter related to LVS's role in SI by Aug 1, 2016

Appendix 2 SI Vice President's Report

Not submitted, due to vacation

Appendix 3 SI Peace Secretary's Report

Servas International Peace Secretary July 24 to August 14 2016

Servas at the UN

Maison des Associations address in Geneva

Writing a presentation letter, calling the director to find out more details, obtaining a residential certificate, looking forward to receiving SI signed statutes and extract from the minutes showing elected Exco members at the GA in October 2015.

HRC 33rd session in Geneva:

- Servas International Main representative, Daniela Doenges, and I have planned for a written statement to be submitted at the next HRC session in Geneva in September. I wish I am able to attend for a few days .

SI and UN NYC:

The dropbox folder Servas Int UN NY created by Radha Radhakrishna to share resources with the other SI UN NYC Representatives is being regularly fed.

The team is organizing attendance to different conferences/events there.

It has been suggested that printed information, e.g. SI leaflets would be useful, not only the current "business cards". Also to approach colleges with international students attendees. I suggest sharing lessons learned with MJ Mikuriya.

Questionnaire about human rights situation in Servas countries:

An article has been written for SI Exco Bulletin N°2. We received a first response, very interesting input, from former Servas Britain National Peace Secretary, Margaret Seelig, who might attend next HRC Session in Geneva in September.

Human rights defenders in Cameroon

Discussion is still going on with Rolande Hodel, Servas member and former UN NYC representative.

Activities related to Peace other than UN

I have been invited to the US/regional Servas Conference in October, and asked to make a presentation. I am not sure I will be able to attend. If not I will prepare and send such a presentation, and Jeanne Devine will be in charge.

« Roadmap » related to how we select « NGOs with similar values », environment, human rights: still in progress.

Spreading the word about Servas Innovation group week project in September.

Servas Guatemala: Adela Segura and education for girl's awareness information. Activities related to SDGs Quality education, Gender equality, and End of poverty. We are following up on a grant project for young women with limited income.

Appendix 4 SI General Secretary's Report

SI General Secretary Report: July 25 – August 14, 2016

Accomplished:

- Distant Vote November 2016
 - Sent General Announcement to Member Groups
 - Sent the 3 motions and background information to the website technical team for posting
 - Complied voting eligibility spreadsheet, to be updated by PP, LVS, PC and coordinated with the DVA
 - Worked with DVA to define tasks, responsibilities and timeframes for the DV
- www.servas.org transition
 - Worked with JS to define movement of information from the current www,servas.org to the new one in Sept 2016
 - Agreed on communications for the transition with JS
- Forwarded invitation to UIA Association conference, to be held in Korea, to Servas Korea
- In June 2016, posted 2015 SICOGA minutes and amended decisions
- Continue to receive 2015 annual reports – 56 of 77 received by August 12, 2016
- Continued communication with Prossy
- Maintaining contact with SI Archivist
- Continuing to track time spent on Servas activities since the face-to-face meeting to get an idea of the time commitment replied

Action item update:

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
- Action: PP will follow up with the Job Descriptions and Statutes committee – not done

May 15, 2016 Action Items:

- Action: SI Exco will try using the checklist, and give comments to PP – no comments received

July 24, 2016 Action Items

- Action: JS and PP will ensure that a communication is sent to all key people before the launch of the new website – in progress

Short Term Priorities:

1. Day to day SI Exco and General Secretary correspondence and pressing issues
2. Finalize DV work before leaving for vacation Aug 18
3. Integrating the current www.servas.org content with ServasOnline
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 process for travelers and hosts connecting during the transition, ICT responsiveness, link to Key Dolphin

Appendix 5 SI Host List Coordinator's Report

SI HLC 2015-2018 Working Report #10

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

Jul 25th to Aug 14th 2016

- Assist Key people from the following countries regarding Dolphin issues: Japan, Brazil, Iceland, Portugal.
- Assist Key people from the following countries regarding Servasonline issues: Thailand, USA.
- Dolphin Key list updated was sent to SI President
- Servasonline report: I get access 2 days ago to the system and contacted Bernard to be sure Im already able to start with the transition, Then he suggested to create a CMS for every country then import to Servasonline. By the meantime Stefan is in conversation with different IT persons to evaluate a way to transfer the data directly from Dolphin site.

Important tasks to be done next

- Seek a youth volunteer for the position of SI HLC
 - Adapt Servasonline manual from French to english
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Appendix 6 SI Treasurer's Report

Not submitted

Appendix 7 ServasOnline Status Report

Not submitted