

Servas International
SI Exco Meeting by Skype
Minutes
Sunday May 28 2017 15:00 – 17:00 GMT/UTC

Version: 4

Participants: **Jonny Sångänger (JS); Ann Greenhough (AG); Penny Pattison (PP); Danielle Serres (DS); William D'Souza (WD) – technical difficulties at beginning and end of meeting**

Absent: **Pablo Colangelo (PC);**

Pre-announced difficulty to participate: **DS**

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 15:15 GMT/UTC.

1. Chit chat

2. Agenda Version 1 adopted as revised

3. Adoption of minutes

a. Finalize March 30 – April 2, 2017 Face-to-face meeting minutes

- **Motion: Approve Version 5 of the March 30 – April 2, 2017 minutes. Passed**
- *Action: PP will post Version 5 of the March 30 – April 2, 2017*

4. Email Decisions:

- a. **Mar 22, 2016:** PASSED: Exco approves the purchase of a 12 month package provided by Africell in Uganda for internet connection for Prossy Nampijja. 75% of the cost will be met from the SI budget.
- b. **Mar 22, 2016:** PASSED: Exco approves funding of 1240 Euros from the 2016 SI regional meeting budget towards the costs of running the SE Asia meeting in Indonesia in July 2016. This is on the basis of the Development Committee matching this funding with a contribution from the Development Fund.
- c. Apr 24, 2017: PASSED That National Groups requiring 10 or fewer stamps are not require to physically return the unused stamps, but simply to tell the treasurer how many have been used.
- d. Apr 24, 2017: PASSED That New Zealand be added to the list of eligible voters for the May 2017 Distant Vote, since the previous decision to make them ineligible does not meeting the SI Statutes voting criteria
- e. May 5, 2017: PASSED That SI fund USD 4000.00, out of the 2017 'Area / Youth meetings' budget line, to support a regional meeting in Rwanda Aug 28-31, 2017, based on the background presented, assuming that the Development Committee will approve the requested USD 2715 from the 'DC Project' budget.
- f. May 8, 2017: PASSED It is agreed to pay USD 100 and 60 to our auditor and book keeper respectively as claimed in their invoices being additional charges of photocopying, internet and other related expenses respectively.
- g. May 11, 2017 PASSED The annual internet charges of C\$360.00 plus bank transfer charges of C\$12.60 total C\$372.60, to be paid in full to Prossy since she may not be able to bear 25% of the cost of internet and thus to encourage her to promote Servas in her region/area. (PP, PC abstained)

- h. May 18, 2017: PASSED That Exco increase the budget for the Internal Audit Committee Conference July 4-6, 2017 from the previously approved 3000 CHF to 4500 CHF to cover the extra cost of the Treasurer's airfares and for local meeting room costs at the Wheelers Hill Library.

5. Financial Decisions

a. 2009 GA decision to rename IAC as Finance Committee – IAC response

- SI Exco discussed 6 points raised by Graham Robertson of the IAC
- Action: JS to reply to IAC re: 2009 GA decision to rename Internal Audit Committee as Finance Committee, and WD to discuss it further at the IAC face-to-face meeting in July 2017

b. 2016/17 financials write-off motions

- SI Exco discussed spreadsheet of potential write offs from LVS and email from Graham Robertson of the IAC
- **Motion: Write off 1665 CHF, details proposed by LVS in the spreadsheet. It is noted that some of the line items had already been discussed and written off at previous SI Exco meetings. Passed.**
- **Motion: Write off 2014 Travel advance of CHF92.75 as detailed in the IAC email. Passed.**
- The Bell projector is being held by AG
- **Motion: The Bell projector from 2008 or earlier should have been amortized over 3 years, and so should have no value at this time. If it has not been amortized, it should be written off. Passed.**
- Action: WD to inform the bookkeeper of the write off decisions
- Action: PP to inform IAC of the write off decisions
- Action: PP notify the affected national groups of the write off decisions

c. Paid support role – possible DV motion

- it is coming increasingly clear to SI Exco that a paid 'office manager' type of position is needed for SI, with the amount of details that need continuity over time with different SI Exco members, SI Committees and officers, with special emphasis on ServasOnline and administrative details
- **Motion: SI Exco approves, in principle, a motion to go to the Nov 2017 Distant Vote to fund a trial of a paid 'office manager' for 2018, to be funded from the SI reserve. Passed**
- Action: PP will draft a motion for a trial 'office manager' for 2018 and circulate it to SI Exco for comments

d. 2016/17 Financials

- The 2016/17 financial statements and other documents have been sent to the IAC, and will be discussed at the IAC July 2017 face-to-face meeting
- It is expected that the IAC and External Auditor reports will be completed in time for the Nov 2017 Distant Vote (motion submitted by July 31, 2017 and details posted by August 31, 2017).

6. SICOGA 2018

a. Registration site and responsibilities

- WD had an idea for the registration site; discussions are underway with Amir

b. SICOGA 2018 Plan

- PP hopes to have the latest draft plan sent to SI Exco by the May 31, 2017 deadline
- She thanked AG for her comments related to funded attendees

7. Stretch Break

8. SI 2016 Annual Report

a. Country reports and SI Committees and officers reports

- A little more than half of the reports have been received; one reminder has been sent
- The reminder to SI Committees and Officials will include reference to the requirement in the statutes “All Servas International Officers must, as a minimum, submit an annual activity and financial report to the President of Servas International or the General Secretary to be forwarded to all National Secretaries”

b. Timelines for completion

- The 2016 Annual Report will be modeled on the previous SI Exco’s 2014 SI Annual Report.
- **Decision: The final deadline for SI Committees and Officers reports will be June 30, 2017. Then the 2016 SI Annual Report will be compiled**
- Action: PP will send a final reminder to those SI Committees and Officers who have not yet sent their 2016 annual reports, and to SI Member Groups who have not sent their 2016 annual reports

9. Distant Vote May 2017

- Voting ends May 31, 2017

10. Modernized SI website

a. Website

i. Editorial process

- Updates are underway
- Carla has taken responsibility for the Events page, working with Jean-Marc

ii. Table of Content (TOC) for SI News Bulletin Vol 4 No 2 2017

- JS put the draft Table of Contents for the next SI News Bulletin in the Skype chat
- Action: SI Exco will review the Table of Contents for the next SI News Bulletin by June 1, 2017

b. ServasOnline Membership system

- Guy left the Transition manager position suddenly
- PP resigned from taking the ServasOnline Team minutes
- See the ServasOnline May 2017 status report

11. SI Archives weekend

- Three intensive face-to-face days of meetings, including a visit to the Hoover Institution for War, Revolution and Peace Archives
- Re-energized SI Archivist, and finalizing a proposed plan for the SI Archives
- See General Secretary report

12. SI Exco members written reports

- AG on vacation and so did not submit a report
- WD and PC did not submit reports

13. Other Business - none

14. Next meeting

- **The next meeting will be Sunday June 25, 2017 15:00 – 17:00 UTC/GMT**
- Regular time: third Sunday every month UTC/GMT 15.00-17.00 (summer) and UTC/GMT 16;00-18.00 (winter)

15. Meeting ended at 17:15 GMT/UTC

Action Items

- Action: PP will post Version 5 of the March 30 – April 2, 2017
- Action: JS to reply to IAC re: 2009 GA decision to rename Internal Audit Committee as Finance Committee, and WD to discuss it further at the IAC face-to-face meeting in July 2017
- Action: WD to inform the bookkeeper of the write off decisions
- Action: PP to inform IAC of the write off decisions
- Action: PP will draft a motion for a trial ‘office manager’ for 2018 and circulate it to SI Exco for comments
- Action: PP will send a final reminder to those SI Committees and Officers who have not yet sent their 2016 annual reports, and to SI Member Groups who have not sent their 2016 annual reports
- Action: SI Exco will review the Table of Contents for the next SI News Bulletin by June 1, 2017

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, Amir is preparing a proposal

April 08 - 12, 2016 Action Items not completed:

- Action: AG will bring a proposal to SI Exco re: links with FEE and inviting travelers to offset their travel through FEE – in progress

August 14, 2016 Action Items not completed:

- Action: JS will work with the Swiss lawyer related to an SI Registration contract, and inform SI Exco

October 16, 2016 Action Items not completed:

- Action: PC will ask Servas France how they managed the hosts without easy internet access, without email addresses, or without unique email addresses for different household members, when converting their data to ServasOnline
- Action: PC will consult and recommend on how to handle Servas members who do not have internet or email accessibility

December 18, 2016 Action Items not completed:

- Action: AG will prepare a working paper on SI Committee restructuring for SI Exco discussion and revisions before the 2017 face-to-face meeting

January 15, 2017 Action Items not completed:

- Action: DS will approach Isabelle Selon to see if she might analyze the 2015 annual reports

Mar 30 – Apr 2, 2017 Action Items not completed (may be completed, not discussed):

- Action: WD will investigate getting an agency to manage flights and conference registration for the SICOGA 2018:
 - WD draft
 - SI Exco review
 - WD finalize and approach agencies
 - The investigation will require clear indication of how the agency gets paid for their services
- Action: JS will replace the main photos on the ServasOnline homepage with photos related to Servas
- Action: JS will send a general public announcement about the SICOGA host country decision
- Action: JS and PP will proceed with the SI registration motion

- Action: JS will talk to Antoine Boesch about liability insurance
- Action: PP will prepare the “None of the above” motion for the 2018 GA
- Action: AG will survey the SI committees to get their comments on possible SI committee restructuring, and report back to SI Exco by Nov 15, 2017
- Action: JS will draft a Vision paper which is intended to stimulate informed debate about possible ways to encourage democracy in our process by June 30, 2017
- Action: WD will prepare the revised budget for the DV Nov 2017
- Action: Bernard will look into what search key words are set up for servas.org (which affects when servas.org comes up with an online search)
- Action: PC and JS will work with the User Group to define the changes, and send them to Bernard and Guy for implementation
- Action: Guy and Pablo will identify needed admin tools
- Action: WD will talk to Credit Suisse about a gateway option for online payments
- Action: PP will update the draft specifications for ‘Members Only’ web page and send it to Bernard and Guy to arrange the implementation
- Action: JS will consult with Bernard to determine if the ServasOnline budget in the revised budget is adequate, so that it can be confirmed when the budget is updated again for the Nov 217 DV
- Action: AG and DS will draft funding criteria for delegates and for officers by April 16, 2017 for discussion at the Apr 23, 2017 SI Exco Skype meeting
- Action: AG will send the funding message
- Action: JS will investigate virtual attendance options
- Action: WD will send a registration document to PP for use in planning the registration approach
- Action: JS will handle SICOGA 2018 publicity
- Action: AG will update her report to include the requested sections
- Action: DS, JS, LVS/WD will add financial information to their reports
- Action: It was discovered last night that Western Union can be used to pay expenses in Argentine. WD will use this method will be used henceforth
- Action: JS will follow up with Maison des Associations in Geneva regarding and SI mailing address and for one of DS contact persons in Geneva.
- Action: DS will send JS the contact information for Maison des Associations in Geneva
- Action: PP will prepare an overall plan for SICOGA 2018 preparations by May 31, 2017
- Action: Each SI Exco member will look carefully at their job description, and also the SI Exco job description, and ensure that it reflects current reality. They will also define a realistic time commitment for the position
- Action: JS will suggest to the Nominations Committee that they write a special article in Sept 2017 to begin the SI Exco candidate recruitment process
- Action: WD will finalize the budget and actual expenses for the 2017 SI Exco face-to-face meeting

Appendix 1 SI President's Report

Jonny's short report to Exco

2017-05-26

Action report 2017--03-30-2017-05-26

ServasOnline member system

Making plans together with Judy Bartel and others for the upcoming June meeting with a ServasOnline Team with focus on admin and migration matters.

Modernised/new website & ServasOnline communication

Work to obtain and edit new texts and get photos for the new website.

Communications

In cooperation with some other Servas members I have written and edited texts for the SI News Bulletin Vol 5 No 2 2017, which will be published to Servas national secretaries and other Servas key persons in June.

SI registration and SI domicile

I have had a start up meeting with a legal experts at the law firm which SI will consult regarding the registration of SI as an NGO and for the establishment of a domicile for the organisation.

SI Exco and SI IAC cooperation

* A skype call with SI Internal Audit Committee (SI IAC) convenor and email contacts to plan for best possible cooperation between SI Exco and SI IAC, always at armlenght's distance to ensure mutual respect for the different roles and functions of each group.

* Written a motion for Exco about extended budget for SI IAC face-to-face meeting in July 2017.

Motion passed in May.

Other business

* Day-to-day business: approval of payments at SI's internet bank account, email communications, monitoring Servas Twitter accounts, Servas Facebook pages and groups as administrative person and editor, and business intelligence.

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

March 30 - April 2, 2017, Exco meeting: Action Items

Done:

- Action: JS and PP will proceed with the SI registration motion
- Action: JS will talk to Antoine Boesch about liability insurance
- Action: JS will follow up with the IAC
- Action: JS will sign and scan the letter and email it to LVS; LVS will sign (if he agrees) and scan the letter and email it to the IAC with a copy to SI Exco
- Action: DS, JS, LVS/WD will add financial information to their reports
- Action: JS will follow up with Maison des Associations in Geneva regarding and SI mailing address and for one of DS contact persons in Geneva.

Ongoing:

- Action: JS will replace the main photos on the ServasOnline homepage with photos related to Servas
- Action: JS will draft a Vision paper which is intended to stimulate informed debate about possible ways to encourage democracy in our process by June 30, 2017

- Action: JS will confirm with Judy and Harley that they agree with this User Group role
- Action: DS and JS will send email addresses for the US Servas Board to Guy, so that he can take over communications with US Servas from Bernard
- Action: JS, PC, Guy and others sending ServasOnline communications will stress that Key Dolphin and the HLSA remain active and must be kept up to date in every communication that is sent
- Action: JS will consult with Bernard to determine if the ServasOnline budget in the revised budget is adequate, so that it can be confirmed when the budget is updated again for the Nov 217 DV
- Action: JS will handle SICOGA 2018 publicity
- Action: Each SI Exco member will look carefully at their job description, and also the SI Exco job description, and ensure that it reflects current reality. They will also define a realistic time commitment for the position
- Action: JS will suggest to the Nominations Committee that they write a special article in Sept 2017 to begin the SI Exco candidate recruitment process
- Action: JS and PP will add ServasOnline capitalization and budgeting to the 2017 Face-to-face meeting agenda

Not done:

- Action: JS will send a general public announcement about the SICOGA host country decision (done by PP)
- Action: PC and JS will work with the User Group to define the changes, and send them to Bernard and Guy for implementation
- Action: JS will investigate virtual attendance options (at SICOGA 2018)
- Action: Bernard will send JS the previous ad, JS will revise it as necessary and post it (JS has not received the ad)

* On hold:

1. Ethical fund and bank '

Feb 19 2017, Exco meeting: Action Items

Done:

- Action: LVS, JS, AG and PP will sign and scan the Financial Statements and return them to LVS so that he can obtain the External Auditor's Report
- Action: JS and PP will put 'growth and new member management and interviews' on the 2017 face-to-face meeting agenda
- Action: JS will reply to Dr. Sharma, acknowledging his email and indicating that SI Exco has considered the information available and accepts the results and validity of the election, and believes that his concerns are an internal Servas India matter

Jan 15 2017, Exco meeting: Action Items

Done:

Ongoing:

Action: JS and PP will add ServasOnline capitalization and budgeting to the 2017 Face-to-face meeting agenda

* On hold:

2. Ethical fund and bank '

Jonny Sägänger
 President
 Servas International
 2015-2018

Appendix 2 SI Vice President's Report

No report

Appendix 3 SI Peace Secretary's Report

Servas International Peace Secretary April 5 to May 27 2017

Peace Secretary's report since face-to-face SI Exco meeting

Servas at the UN

Skype meeting with SI UN Reps in NYC to prepare for further participation in UN meetings and for attending US Servas AGM next July in Washington
Working on Skype meeting minutes.

Helping with registration for our UN Vienna Reps to NPT important meeting.

Various meetings by Skype with SI UN reps in Geneva and NYC.

We prepared a written statement to be presented in June at the 34th HRC session calling for further action supporting refugees and migrants, in particular children.

Preparing for UNOG team to attend next HRC session in Geneva in June.

Dealing with potential young Servas members as interns at the UN.

Activities related to Peace other than UN

Exchanges with Fidèle from Rwanda about content of future meeting there.

Preparing further contacts with Emmaüs International.

Planning participation to a distribution of information about Servas with Servas Switzerland and Servas France members in Geneva and Lausanne on June 17.

Organizing printing of Servas 2017 Peace Calendar to be distributed at Servas France AGM.

Preparing the workshop "Servas International and Peace" to be presented at Servas France AGM. Various emails, phone calls, Skype meetings with various stakeholders

Working with Daniela Doenges on a Power Point presentation for Servas France AGM

Working with Agnès Northey on SI President speech translation into French for Servas France AGM

Collecting contributions to the working group "Ethical chart for Servas travelers".

Others

Publishing various contributions on Facebook groups.

Concerns

Maison des Associations project still lagging behind, due to Director's illness.
Human resources/volunteers strongly needed for initiatives follow-up, as we expand our activities.

Appendix 4 SI General Secretary's Report

SI General Secretary Report: March 30, 2017 – May 28, 2017

Accomplished:

- Managed email votes and other day to day activity of SI Exco
- 2017 Face to Face meeting:
 - Produced daily minutes and full minutes for approval at next meeting
 - Notified IAC of financial decisions
- Distant Vote:
 - May 2017 Voting in progress, managed queries, etc. along with DVA
 - Nov 2017 Distant Vote: Identified possible motions re: revised budget and administrative staff for SI, for SI Exco discussion
- GA 2018
 - Notified Korea, Colombia and Member Groups of SICOGA 2018 location
 - Confirmed dates of conference with SI Exco:
 - Arrive Sat Oct 13, 2018 in the afternoon, provide dinner
 - Meeting opens Sunday Oct 14, 2018
 - Meeting ends at noon Sat Oct 20, 2018, provide breakfast, not lunch
 - Got access back for GA15 and GA12 registration websites
 - Corresponded with Korea and WD re: down payment for venue – deadline delayed until Jun 30, 2017
 - Met with Amir re: registration options
 - Emails with WD re: registration website, shared Amir's RFQ with him
- 2016 Annual Reports:
 - 44 of 77 received from member groups by May 25, 2017
 - Just over 50% received from SI Committees and officers (12 out of 21)
 - Plan to use same format as 2014 SI Annual report for the 2016 Annual Report – need to identify deadlines for submissions
 - Prossy has reviewed the first member group reports received, and suggested writing an article to encourage use of the ideas in the reports
 - Technically, figured out an easier way to extract certain questions from the spreadsheet form in an easier format
- SI Archives:
 - Met with Anna Koster, SI Archivist, and Mary Jane Mikuriya, US Servas international representative in San Francisco May 20-22, 2017
 - Clarified terminology:
 - Archives – physical objects in secure storage, protected and under the responsibility of the storage location, for all time, related to SI
 - SI Online historical documents – items of interest to the SI community available on the internet, with no guarantee of being for all time
 - Items can be in one, the other or both
 - Planned how to tackle 110 boxes at the Hoover Institution of War, Revolution and Peace, Archives
 - Prepared work sheets for further documenting contents, including categories : SI, US Servas, Bob Luitweiler, other significant people (Reva King, Antoine Fried)
 - Visited HI Archive and met with two senior staff members to discuss culling inappropriate material, separating US Servas archives from SI archives
 - Piloted the planned approach using 3 selected boxes
 - Found a paper copy of the minutes from the 1995 GA (could not be found when minutes were compiled earlier), scanned and replaced it in the SI Handbook on the website

- ServasOnline:
 - Participated in meetings regarding ServasOnline and took the minutes; resigned from this role April 22, 2017
 - Working with JS on a 'Member Only' administrative section for ServasOnline, and definition of what goes in it versus what is published on the open website

Action item update:

Jan 17, 2016 Action Items:

- Action: JS and PP will work with Amir to complete step 1 related to a new SI Registration system – WD proposed another registration system development option, including external handling of flights and registration; discussion continues

May 15, 2016 Action Items:

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

Mar 30-Apr 2, 2017 Action Items:

The following are outstanding:

- Action: JS and PP will proceed with the SI registration motion
- Action: PP will prepare the "None of the above" motion for the 2018 GA
- Action: PP will update the draft specifications and send it to Bernard and Guy to arrange the implementation (for the 'member only section') – sent to JS Apr 25, 2017
- Action: PP will suggest that presentations, such as the one Alvany made in Sierra Leone, be considered as items for the Archives
- Action: PP to inform the Nominations Committee and Job Descriptions and Statutes Committees (2009 GA decision to rename the IAC to be the Finance Committee) – informed IAC, received reaction from them
- Action: PP will prepare an overall plan for SICOGA 2018 preparations by May 31, 2017
- Action: Each SI Exco member will look carefully at their job description, and also the SI Exco job description, and ensure that it reflects current reality. They will also define a realistic time commitment for the position

Short Term Priorities:

1. Day to day SI Exco and General Secretary correspondence and pressing issues
2. Completion of DV May 2017
3. Moving forward on GA 2018
4. 2016 Annual Reports
5. Plan for SI Archives
6. Review of past GA decisions and how to handle them

Key Concerns/Issues:

1. SICOGA 2018 registration process
2. Transition to ServasOnline

Appendix 5 SI Host List Coordinator's Report

No report

Appendix 6 SI Treasurer's Report

No report

Appendix 7 ServasOnline Status Report

ServasOnline status 2017 May.

There are more and more countries actively working on loading their members' data on ServasOnline and train to use it and teach their members to update their profile. Most countries chose to put one record by households, others put one record by individual. This is a big issue for the future.

57 countries have admin access and participate in the ServasOnline Admin User Group.

The User Group is very active, a small team being fully involved in writing User guides, arguing on many topics and suggesting solutions.

The developer Kevin is hardly available for Servas, having many big projects to handle. This is a very strong obstacle to the improvement of the website. I approached other French free lancers to help Kevin, they didn't take the job, being not interested (maintenance!) or not well paid. We (Exco) have to think about this. A young front-end developer, Yoan, accepted to help Kevin to make the website fully responsive for smartphones and tablets, which is very important for modern travellers.

I motivated two Servas key members to help Kevin, Mike Atkinson (Britain) and Paul Nielsen (Australia). They recently shared information with Kevin, I hope this will help to boost the developments and bug fixes. It could be a start of a Servas development team.

Three countries (France, Sweden and Denmark) created successfully their Members list from ServasOnline.

24 countries have all their members' data in ServasOnline and think using ServasOnline instead of their previous system. Transferring from Dolphin is now easy, thanks to Janek.

France le 24 juillet 2016, Paraguay le 2 octobre 2016, Liban, Jordanie, Kenya le 3 octobre 2016, Ouganda le 12 octobre 2016, Arabie Saoudite le 16 octobre 2016, Inde, Canada le 26 octobre 2016, Afrique du Sud le 17 novembre 2016, Costa Rica le 23 décembre 2016, Turquie le 23 janvier 2017, Guatemala le 30 janvier 2017, Brésil le 6 février 2017, Slovaquie le 19 février 2017, Nouvelle-Zélande le 3 mars 2017, Iran le 30 mars 2017, Suisse, Suède et Danemark le 3 avril 2017, Autriche et République Tchèque le 5 mai 2017, Australie le 9 mai 2017, Espagne le 17 mai 2017.

Amitiés

Bernard Andrieu

ServasOnline Project Manager