

**Servas International**  
**SI Exco Meeting by Skype**  
**Minutes**  
**Sunday August 20 2017 15:00 – 17:00 GMT/UTC**

Version: 1

Participants: **Jonny Sångänger (JS); Ann Greenhough (AG); Penny Pattison (PP); Danielle Serres (DS); Pablo Colangelo (PC); William D'Souza (WD)**

Absent: None

Pre-announced difficulty to participate: **PC must leave early**

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 15:06 GMT/UTC.

**1. Chit chat**

**2. Agenda Version 1 adopted as amended**

**3. Adoption of minutes**

**a. Finalize June 2017 meeting minutes**

- **Motion: Approve Version 2 of the June 25, 2017 minutes. Passed**
- Action: PP will post Version 2 of the June 25, 2017 minutes

**4. Email Decisions:**

- a. 2017/7/8: PASSED: That Ralph Kramer be funded up to 100 CHF to attend and report to SI on the UIA Round Table 2017 in Chang Mai, Thailand
- b. 2017/7/18: PASSED: Based on the documents provided by William, LV's expenses be paid as submitted
- c. 2017/7/30: PASSED: That SI pay the Apr-Jun 2017 invoice from K. Gautreau for Euros 1350 for ServasOnline development

**5. ICT Server Replacement**

- SI ICT has recommended a plan to move from two server suppliers to a single one in Germany; the result will be better machines, easier contract management and support , as well as lower cost.
- **MOTION: SI Exco supports the ICT recommendations. Passed**
- Action: PP will liaise with the ICT on the implementation of the new server plan

**6. Nov 2017 Distant Vote**

**a. Motions to be included:**

- **To approve the 2016-17 Audited Accounts for Servas International**
  - Action: WD will use the 2015/16 Distant Vote postings as a template for preparing the documentation needed for the 2016/2017 financials motion
  - SI Exco discussed the IAC report V5
  - **SI Exco extends their thanks and strong appreciation to the Internal Audit Committee for their dedication, commitment and energy on behalf of SI**

- **MOTION: SI Exco accepts the two IAC recommended changes to the financial statements. Passed**
- **MOTION: WD will draft responses to the 21 recommended changes to the Financial Operating Procedures and Practices, for email vote by SI Exco. Passed**
- Action: WD will insert comments in V5 of the IAC report, circulate to SI Exco and discuss with the External Auditor
- Action: PP will manage an email vote on WDs responses to the IAC V5 document and send the result to the IAC
- **SI Administrator motion**
  - Action: AG and DS will draft a motion and background for a paid SI Administrator by Aug 22, 2017, and circulate to SI Exco
  - Action: PP will manage an email vote on the SI Administrator motion and background
- **Finalize motions**
  - Action: PP will coordinate posting of the final motions and background materials for the DV Nov 2017

**b. Voter eligibility and deadline:**

- **MOTION: Eligibility criteria for Member Group voters for Distant Vote November 2017 are:**
  - **2016 financial obligations paid by Sept 1, 2017**
  - **Host list dated 2015 or later**
  - **Annual report submitted for 2015 or 2016****Passed.**
- Action: PP, PC and WD will monitor voter eligibility for DV Nov 2017

**7. SICOGA 2018**

**a. Theme**

- **MOTION: The theme for SICOGA 2018 will be “Connecting people and cultures for Peace”. Passed**
- Action: PP will notify SICOGA 2018 team of the theme for the conference

**b. Timeline**

- It was agreed that the conference will not be publicized until October or November 2017; there will also be no advanced call for funding applications until then
- There was a preliminary discussion of roles and responsibilities for the conference preparation and conference week. These will be continued at later meetings.
- Action: AG will revise the timeline for processing funding requests for SICOGA 2018
- Action: WD will begin the preparation of the SICOGA 2018 budget, and AG will help him to make contact with those involved in the 2015 conference budget

**c. Other**

- Further discussion was deferred to the next meeting due to time limitations

**8. Stretch legs**

**9. Financial**

**a. Clarification of SI Treasurer voting related to SI Exco motions**

- The SI Treasurer provides advice, comments and recommendations related to financial motions
- The SI Treasurer abstains from voting on financial motions
- It was agreed that in future, motions with a financial component will be divided into two parts:

- One approving the proposal, meeting or idea, for which the SI Treasurer will cast a vote
- One approving the financial amount, from which the SI Treasurer will abstain

**b. 2017/2018 first quarter financial report**

- WD noted that national groups are requesting more stamps for 2018, related to the planned 2018 SI conference
- Action: WD will distribute a first quarter financial report (budget to actual) to SI Exco by August 31 2017

**c. Assistant Treasurer**

- SI Exco agrees that there is an urgent need for an Assistant Treasurer and also to plan for nominations for the SI Treasurer at SICOGA 2018
- Action: JS will prepare an ad for an SI Assistant Treasurer, rephrasing the one used to find the SI Treasurer, and also making reference to the fact that WD will not be running for SI Treasurer in 2018; AG will send it out.

**10. SI Registration**

- Deferred due to time constraints

**11. Modernized SI website**

**a. Website**

- Deferred due to time constraints

**b. ServasOnline Membership system**

- More and more National Group ServasOnline System Administrators are being added, and handling the online requests to join in their countries
- There are currently about 8000 ServasOnline members and 85 administrators
- There is an urgent need for PC to have access to tools to allow him to monitor and manage ServasOnline and the transition process
- **MOTION: SI Exco current #1 priority for ServasOnline is to create administrative tools**
- Action: PC will define the ServasOnline specific administrative tools required
- **MOTION: Give PC the same administrative rights as the ServasOnline Project Manager, as a backup in case of need. Passed**
- Action: PP will notify the ServasOnline Team of the two motions that were passed

**12. 2016 SI Annual Report**

- PP shared the draft 2016 SI Annual Report and indicated the missing pieces
- Action: JS and AG will send their sections of the 2016 SI Annual Report to PP by Aug 31, 2017
- Action: PP will finalize the report and post it on servas.org, since it is too large to email

**13. SI Exco members written reports**

**14. Other Business**

**a. CISV conference**

- Action: JS will send a draft presentation or workshop for the CISV meeting in the Netherlands in August 2018, for comments by SI Exco

**b. Vision Paper**

- Action: JS will draft a Vision paper which is intended to stimulate informed debate about possible ways to encourage democracy in our process, for comments by SI Exco

## 15. Next meeting

- **Next meeting will be Sunday September 17, 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)

## 16. Meeting ended at 17:12 GMT/UTC

### Action Items

- Action: PP will post Version 2 of the June 25, 2017 minutes
- Action: PP will liaise with the ICT on the implementation of the new server plan
- Action: WD will use the 2015/16 Distant Vote postings as a template for the documentation needed for the 2016/2017 financials motion
- Action: WD will insert comments in V5 of the IAC report, circulate to SI Exco and discuss with the External Auditor
- Action: PP will manage an email vote on WDs responses to the IAC V5 document and send the result to the IAC
- Action: AG and DS will draft a motion and background for a paid SI Administrator by Aug 22, 2017, and circulate to SI Exco
- Action: PP will manage an email vote on the SI Administrator motion and background
- Action: PP will coordinate posting of the final motions and background materials for the DV Nov 2017
- Action: PP, PC and WD will monitor voter eligibility for DV Nov 2017
- Action: PP will notify SICOGA 2018 team of the theme for the conference
- Action: AG will revise the timeline for processing funding requests for SICOGA 2018
- Action: WD will begin the preparation of the SICOGA 2018 budget, and AG will help him to make contact with those involved in the 2015 conference budget
- Action: WD will distribute a first quarter financial report (budget to actual) to SI Exco by August 31 2017
- Action: JS will prepare an ad for an SI Assistant Treasurer, rephrasing the one used to find the SI Treasurer WD, and also making reference to the fact that WD will not be running for SI Treasurer in 2018; AG will send it out.
- Action: PC will define the ServasOnline specific administrative tools required
- Action: PP will notify the ServasOnline Team of the two motions that were passed
- Action: JS and AG will send their sections of the 2016 SI Annual Report to PP by Aug 31, 2017
- Action: PP will finalize the report and post it on servas.org, since it is too large to email
- Action: JS will send a draft presentation or workshop for the CISV meeting in the Netherlands in August 2018, for comments by SI Exco
- Action: JS will draft a Vision paper which is intended to stimulate informed debate about possible ways to encourage democracy in our process, for comments by SI Exco

### **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

### **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

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

- Action: JS will send a general public announcement about the SICOGA host country decision
- 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: 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: 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 2017 DV
- Action: JS will investigate virtual attendance options
- 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: WD will finalize the budget and actual expenses for the 2017 SI Exco face-to-face meeting

**May 28, 2017 Action Items not completed:**

- 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

## **Appendix 1 SI President's Report**

Jonny's short report to Exco  
Action report 2017-06-23 - 2017-08-18

### **Modernised/new website & ServasOnline communication**

I have collected, edited and published new texts (and photos) on the website servas.org. Work in cooperation with Jean-Marc Eyot, Servas France.

### **Communications**

- \* Written and sent speech to Servas USA AGM.
- \* Preparations for a written, and possibly also video, speech to the Regional African Servas meeting August 26th to 31st 2017 in Rwanda.
- \* Newsletter development work with Alan Stone.
- \* I have sent out messages asking for contributions for the SI News Bulletin Vol 6 No 3 2017, which will be published and distributed to Servas national secretaries and other Servas key persons during the third quarter (September).
- \* Cooperation with Carla Kristenson and web editor Jean-Marc Eyot to post several new events on servas.org calendar.

### **SI registration and SI domicile**

I have communicated with legal experts at the law firm which SI consults regarding the registration of SI as an NGO and for the establishment of a domicile for the organisation.

I have consulted SI IAC about the matter.

I'm in the process of gathering a group of Servas volunteers who will give support, advice and link the project with national Servas groups.

I have briefly informed the SI Membership and Statutes Committee about the project.

### **SI bank accounts**

- \* During the period our bank in Switzerland has, after many many emails and phone conversations, been able to help Exco give the signatory rights to the incoming SI treasurer and to establish the routines needed for setting up payments and approvals of these payments.
- \* Introduction of the new security system for online banking.

### **Outreach**

- \* I have continued a discussion about possible cooperation with another likeminded global NGO with peace focus, with the aim to collaborate before and during an international meeting in August 2018.

### **Other business**

- \* I have worked on a draft for a Vision paper which is, among other things, is intended to stimulate informed debate about possible ways to encourage democracy in the Servas processes.
- \* I had a 1,5 hour webbased conversation with Graham Robertson, the SI IAC convenor, about current internal Servas businesses.
- \* Planning for SICOGA 2018.
- \* I have sent requests to two persons in order to find a SI President collaborator (such collaboration with a "young assistant" is recommended by SI GA 2012).
- \* 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.

## ServasOnline member system

June meeting with a ServasOnline Team with focus on admin and migration matters.

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

### **From June 25 Exco meeting, Action Items**

#### **Done:**

Action: JS will review the proposed contract with WD and LVS related to SI Registration

- Action: JS will consult the IAC as required regarding the proposed contract for SI Registration, to get their input on both the contract and the proposed process
- Action: JS will investigate using the attorney's address as the SI formal mailing address
- Action: JS will inform the ServasOnline Team of the SI Exco ServasOnline System update priorities
- Action: JS will consult with Servas Switzerland about their registration 10 years ago
- Action: All SI Exco members comment on email from PP re: approval of Servas membership

#### **Ongoing:**

- Action: JS will think about and propose a theme for SICOGA 2018
- Action: JS will contact Servas Italy and US Servas about their active involvement with the ServasOnline project
- Action: JS will send an outline of his proposed presentation or workshop for the CISV meeting in the Netherlands in August 2018, for comments by SI Exco

#### **Not done:**

- None.

#### **May 28, 2017 Action Items not completed:**

- 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: PP will draft a motion for a trial 'office manager' for 2018 and circulate it to SI Exco for comments

#### **Done:**

- 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)

### **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)

#### **Feb 19 2017, Exco meeting: Action Items**

##### **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:

#### **1. Ethical fund and bank '**

Jonny Sångänger  
President, Servas International  
2015-2018



## **Appendix 2 SI Vice President's Report**

### **Ann Greenhough VP Report for Exco Skype meeting on 20<sup>th</sup> August 2017**

#### ***Recent activity:***

***From July 7<sup>th</sup> to August 7<sup>th</sup> I have been away from home with limited internet connection.***

#### **Making Connections.**

Following the decision to delay posting contributions to Making Connections on the SI website until there is a members only area I sent out the first issue of Making Connections News in early July directly to all those on the SI keylist. The intention is that key persons will distribute it to all members in their country.

Information about opportunities for extended or in-depth stays offered by host from more than 25 countries was included together with guidance on arrangements for longer stays. It will not be easy to evaluate the extent to which connections are made between hosts and travellers through use of Making Connections. So far there has been positive interest in the idea with the prospect that more countries and individual hosts / travellers will get involved.

#### **Youth meetings**

Contact with Susana about planning for the summer camps in Spain and Italy. Also some initial discussion about plans for a youth event connected to SICOGA 2018.

#### **Regional meeting in Africa**

Continuing support to Fidele re his preparations for the meeting at the end of August including facilitating financial support from Servas Belgium and Britain so up to 5 young people from neighbouring counties can join the meeting in Rwanda.

#### **International Servas week in September**

Contact with Aneris about the launch of this year's week promoted by the Innovation Project.

#### ***Priority for Action:***

1. Progress planning for SI funding of delegates process for SICOGA 2018
2. Plan consultation with SI committees and officers re review of SI structure.
3. Follow up with Manel re designs for SI website
4. Preparing next issue of Making connections News to include promoting shared interest networks and connecting Servas families

## **Appendix 3 SI Peace Secretary's Report**

**Servas International Peace Secretary June 24 to August 17, 2017**

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### **Servas at the UN**

Organizing young Servas France member 5 weeks internship at the UN, during next September HRC session. Helping her finding hosting with Servas members, contacting Servas Switzerland about possible SYLE program, etc. Multiple emails and Skype meeting with the intern and other people involved.

Supervising a written statement for next HRC session in Geneva.

Preparing for side event on September 20 at the UN in Geneva. Skype meetings with various stakeholders.

Regular contacts with SI UN team in Geneva, NYC and Vienna.

### **Activities related to Peace other than UN**

Advancing Peace Calendar project.

Message to Servas US AGM in July in Washington DC.

Preparing comments on annual reports peace related section for SI 2016 annual report.

Contacts with NGO Emmaus International, preparing for meeting in October in Paris.

### **Others**

Publishing various contributions on Facebook groups.

Various articles translation into French for servas.org

### **Concerns**

Lack of time to dedicate to tasks. Human resources/volunteers strongly needed for initiatives follow-up, as we expand our activities.

Need to improve communication with National Peace Secretaries and others, preparing for potential candidates in 2018.

## Appendix 4 SI General Secretary's Report

### SI General Secretary Report: June 26 - August 20, 2017

#### Accomplished:

- Managed email votes and other day to day activity of SI Exco
- Confirmed that I am unable to process Credit Suisse payments, and that SI Exco will continue with only 3 signatories (WD, JS, AG)
- ICT:
  - Worked with WD and LVS to finalize ICT items in 2016-17 Financial Reports
  - Working with Mark on proposed new server contract for August 2017, to be paid annually by SI
  - Waiting for Michael to submit the ICT 2016 Annual Report
- Distant Vote:
  - May 31, 2017 DV final report received from DVA
  - Prepared revised Distant Vote Procedure & Schedule, including voting eligibility information, and arranged for translation
  - Proposed to abandon paid SI Administrator idea for 2018, due to workload
  - Nov 2017 Distant Vote: proposed motions to be finalized at 2017/8/20 SI Exco meeting
- GA 2018
  - Met with Byungwan Choi, NS Servas Korea, re: SICOGA 2018 plans and shared the minutes
  - Reviewed proposed logo and requested addition of work 'Servas'
  - Updated conference timeline
  - Payment of the deposit completed Aug 6, 2017
  - Amir has arranged Drupal support for the SICOGA 2018 registration website
- 2016 Annual Reports:
  - 56 of 77 received from member groups by August 16, 2017
  - All but 2 received from SI Committees and officers by August 16, 2017
  - Prepared outline of report, based on the 2014 report, and reviewed it with Prossy and Jonny
  - 'Cut and pasted' reports received into the report, and highlighted those sections still to be completed
  - Objective is to complete a full draft report by Aug 31, 2017
- SI Archives: Anna is preparing a summary history of the archives going to the Hoover Institute
- ServasOnline: Reviewed 'For Members' addition to servas.org and sent requested changes

#### Action item update:

#### June 25, 2016 Action Items:

- Action: AG, DS and PP will finalize the advanced warning letters to Member Groups and to SI Officers/Committees/Teams, for review by SI Exco.
- Action: All SI Exco members comment on email from PP re: approval of Servas membership

#### Mar 30-Apr 2, 2017 Action Items:

- Action: PP will prepare the "None of the above" motion for the 2018 GA; consulting with Chris Patterson
- Action: PP will suggest that presentations, such as the one Alvany made in Sierra Leone, be considered as items for the Archives- discussed in general terms; need to decide if they go in archives, online historical documents both or neither
- 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: 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. DV Nov 2017
3. ICT move to new server provider
4. 2016 SI Annual Report
5. SICOGA 2018
6. Review of past GA decisions and how to handle them

Key Concerns/Issues:

1. Transition to ServasOnline
2. SICOGA 2018 myriad details

## Appendix 5 SI Host List Coordinator's Report

SI HLC 2015-2018 Working Report #17

PABLO H COLANGELO  
[hostlistcoordinator@servas.org](mailto:hostlistcoordinator@servas.org)  
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Feb 20<sup>th</sup> to Aug 20<sup>th</sup> 2017

- Assist Key people regarding Dolphin issues
  - Assist Key people regarding Servasonline issues
  - Servasonline report: Servas Japan is working on the migration to ServasOnline and Nepal was migrated to ServasOnline.
  - About 80 Countries with National ServaOnline Administrator are taking in charge their duties of managing their country requests from people whom wishes to become a Servas member.
  - About 8000 individual members are registered in Servasonline
- 

Important tasks to be done next

- Seek a youth volunteer for the position of SI HLC
  - Check bouncing back email address from key list sent by Ann
  - Sent a remainder to those countries whom did not started with the migration regarding how to do it.
  - Get a feedback from Bernard about other counties migration process
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## **Appendix 6 SI Treasurer's Report**

**Unavailable**

## **Appendix 7 ServasOnline Status Report**

I alas have nothing to say about ServasOnline, "business as usual": few countries' uploads (Finland recently), answers to all kind of questions by members or administrators, very few fixes. This takes time, but doesn't give the feeling to make progress.

Oh yes, it is still the case, I am impatient that Servas will find a reliable person to replace me, even if it is rewarding that many members use and value ServasOnline.

Amitiés  
Bernard