

Servas International
SI Exco Meeting by Skype
Minutes
Sunday September 24 2017 15:00 – 17:00 GMT/UTC

Version: 3

Participants: **Jonny Sågänger (JS); Ann Greenhough (AG); Danielle Serres (DS); (PC); William D’Souza (WD)**

Absent: Penny Pattison (PP)

Pre-announced difficulty to participate: **Penny Pattison (PP); Pablo Colangelo (PC) joined meeting at 15.10 but had limited Skype connection.**

Minutes Recorder: **AG**

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 15:00 GMT/UTC.

1. Chit-chat

2. Agenda version 1 adopted

3. Adoption of minutes

a) Finalise August 2017 meeting minutes

- **Motion: approve minutes of 20 August 2017. Passed**
- Action: PP will post version 1 of minutes of 20 August 2017

4. Email Decisions since last meeting

- a. 2017/8/29: SI Exco agrees the following motion to be submitted for a GA Distant Vote in November 2018: Motion for GA Distant Vote in November 2017 submitted by SI Exco. The SI General Assembly approves by distant vote the idea of contracting a paid Servas International (SI) Administrator, initially on a trial basis and funded from the SI reserve fund to a maximum of 15,000 CHF in the first year. The aim would be to provide both continuity and administrative support for SI Exco to manage the significant increase in workload in recent years. . Passed
- b. 2017/9/15: The following countries have been asked to pay their dues along with their 2017 dues since the outstanding amount does not support the bank charges to transfer the same. These dues are of 2016. Argentina(CHF 10/-), South Africa (CHF 20/-), Thailand (CHF 80/-) and Taiwan (CHF20/-). Passed
- c. 2017/9/18: To confirmed that Servas Hungary is up to date with their SI payments. The SI Treasurer and bookkeeper will update the SI accounts to reflect this. Passed
- d. 2017/9/18: That the following countries are ineligible to vote in the Distant Vote November 2017:
 - Brazil - does not meet financial criteria
 - Colombia - does not meet host list criteria
 - Congo-Brazzaville - does not meet annual report criteria
 - Croatia - does not meet annual report criteria
 - Ecuador - does not meet annual report criteria
 - Ireland - does not meet annual report criteria
 - Israel - does not meet financial criteria
 - Kazakhstan - does not meet annual report criteria
 - Kyrgyzstan - does not meet annual report criteria or host list criteria
 - Lithuania - does not meet annual report criteria or host list criteria
 - Morocco - does not meet annual report criteria

Pakistan - does not meet annual report criteria or host list criteria
Paraguay - does not meet annual report criteria
South Africa - does not meet annual report criteria
Uruguay - does not meet annual report criteria
Passed

Further discussion re eligibility to vote in distant vote in November 2017:

- WD reported that Servas Brazil and Servas Israel had made contact to say that they would be in a position to meet their outstanding financial obligations within a few days of the deadline to meet the DV criteria for voting.
- **Motion: Servas Brazil and Servas Israel are the only countries who have not met the financial criteria to vote. Given they have indicated that remaining difficulties to making payments to SI are now resolved, Exco agrees that the deadline for payment will be extended to 30 September. If financial criteria are met by this date then they will be allowed to take part in the distant vote.**

Exco confirms that those countries already identified for not meeting the annual report and host list criteria will remain ineligible to vote.

Passed

5. Request from Servas Brazil for financial help for young members to attend the planned national and youth meeting in Brazil.

- **Decision: Exco acknowledges the high travel cost of bringing together members from across such a large country as Brazil. Although it would be desirable for young people to participate there is no precedence for SI funding to be allocated to a national meeting to cover travel costs. The limited SI budget for youth and regional activities is intended for use to support regional and international events.**
- Action: AG will inform Servas Brazil that SI funding would not be available for a national event but encourage it to consider alternative ways of bringing young members together.

6. Update from treasurer : Financial

- a. ServasOnline cost/financial documentation. Discussion to be deferred to next meeting
- b. 2016-2017 financial report – has been sent to SI Exco
- c. Apr-Jun 2017 Quarterly financial report – Discussion to be deferred to next meeting
- d. Jan-Jun 2017 Quarterly financial report– Discussion to be deferred to next meeting.
- e. Any other business:
 - WD reported that the external auditor and bookkeeper have both indicated that due to pressures of other work they can no longer provide a service to SI. There is ongoing discussion to confirm if they can continue to the end of the current financial year.
 - WD made known that he wishes to resign from his position as treasurer in the near future due to his increased business commitments. He will continue to carry out the duties of treasurer to allow time to find a suitable replacement.
 - WD reminded the meeting of an urgent outstanding motion concerning a Capital Reserve transfer. Discussion and decision to be deferred to next meeting.

7. Update: SI registration

JS reported that work was ongoing with the legal adviser about registration of Servas International in Switzerland.

8. Stretch legs

9. Discussion and Decision: SICOGA 2018

- AG reported that the agreed updating of the timetable for the delegate funding process would need to be done in conjunction with any changes to the overall timeline for SICOGA 2018.
- Action: AG will circulate the current timeline for SICOGA 2018
- Issues about SICOGA 2018 to be deferred to the next meeting.
 - a. Current situation & contingency plan
 - b. Status and review of SICOGA 2018 plan
 - c. Roles and responsibilities
 - d. Registration site and responsibilities
 - e. Funding criteria, process and timing including HL Reliability (HLSA)
 - f. Update on progress and decisions required

10. Update: ServasOnline project – to be deferred to next meeting

- a) **Servas Online project** – Servas Online member admin
- i) Migration of member data from Dolphin & other systems (PC)
 - ii) Transition to ServasOnline System (PC)
 - iii) Bernard Andrieu's report and future with SI (JS)

11. Review of outstanding Action items – to be deferred to next meeting

12. Discussion and decision: Communication – to be deferred to next meeting

- i) Table of Content (TOC) for SI News Bulletin Vol 5 No 3 2017
- ii) Ideas for SI News Bulletin Vol 6 No 4 2017

13. Exco member's written reports: see appendix

14. Any other business –

15. Danielle reported on the recent UN side event in Geneva, highlighting the work of the current youth intern and of local Servas volunteers, and the participation of a SI UN representative from the US.

16. Next meeting– time and date

- Due to a number of urgent outstanding items on the agenda the next meeting to take place on 1st October 2017
- Action: JS to update PP on her return about recent urgent issues that have arisen from the meeting.

17. End of meeting

Time: 17.15

Action: items September 24 2017

- Action: PP will post version 1 of minutes of 20 August 2017
- Action: AG will inform Servas Brazil that SI funding would not be available for a national event but encourage it to consider alternative ways of bringing young members together.
- Action: AG will circulate the current timeline for SICOGA 2018
- Action: JS to update PP on her return about recent urgent issues that have arisen from the meeting.

August 20, 2017 Action Items Not Completed

- 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: 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 2017-08-18 - 2017-09-23

COMMUNICATIONS

Modernised/new website & ServasOnline communication

* I have written the summary report and other texts for the SI Exco Status report 2016, which was published by the SI GS in September on servas.org, here:

https://servas.org/sites/default/files/uploads/other_files/2017/2016%20SI%20Status%20Report%2020170912.pdf

* I have collected new texts, photos, videos and other illustrations to be published on the website servas.org. The editorial content will be published on servas.org and in other communication channels during the fourth quarter of 2017. Work in cooperation with Jean-Marc Eyot, Servas France.

* I have sent out messages asking for contributions for the SI News Bulletin Vol 7 No 4 2017, which will be published and distributed to Servas national secretaries and other Servas key persons during the fourth quarter (December).

* I have - in cooperation with Alan Stone, Servas Greece - recruited two new moderators on Servas Travelling for Peach Facebook discussion group and the Servas International Page. Cooperation with Carla Kristenson and web editor Jean-Marc Eyot to post several new events on servas.org calendar.

* I have recruited Jorge Rendón as assistant web editor. Jorge Rendón has been a Servas member form México for about 4 years.

ServasOnline member system

I have set up a time and date for a webbased video meeting in October between members of the ServasOnline Team and people working with the US Servas membership administration IT-system. I have offered to convene the meeting.

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 gathered a group of Servas volunteers who have offered to 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 financial

* Handling of SI 2016/2017 financial statement.

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

* Planning for SICOGA 2018.

* I have received one positive and one negative answer to my requests to persons to become a SI President collaborator (such collaboration with a "young assistant" is recommended by SI GA 2012).

* Day-to-day business: prepare for upcoming SI Exco meetings, 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 have been assigned by Exco

From August 20 Exco meeting, Action Items

Done:

- Action: JS and AG will send their sections of the 2016 SI Annual Report to PP by Aug 31, 2017

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

Ongoing:

- 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.

Not done:

- 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

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 ad 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)

* On hold:

1. Ethical fund and bank '

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:

2. Ethical fund and bank '

Appendix 2 SI Vice President's Report

Ann Greenhough VP Report for Exco Skype meeting on 24th September 2017

Recent activity:

Making Connections.

A brief update has been sent out to the key list together with a Spanish translation for the introduction and guidance. At this point the individual country contributions will not be translated.

Work is in progress on Making Connections News issue 2 which will include new contributions plus information about shared interest networks including on the environment and for families.

I have reminded those countries who have not followed advice and posted all information about Making Connections on open pages on their country websites.

Youth meetings

Recently I received a video from Susana made at the youth meeting in Italy in August with a report to follow.

I will be evaluating the outcomes of the meeting with Susana as part of planning for future youth activities including a youth meeting in Korea in 2018 and participation at the SI conference.

Regional meeting in Africa

There was a successful Africa regional meeting in Rwanda at the end of August. I have just received a full report of the meeting from Fidele as the organiser and will be evaluating with him and looking at a development plan for Servas in Africa.

International Servas week in September

Several countries have indicated they will be organising activities for this week's International Servas week promoted by the Innovation group. Feedback to follow from Aneris.

Designs for the SI website

Manel reports he is working on some designs and will let me have his ideas as soon as possible.

Priority for Action:

1. Continue 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

5. Consider practicalities for Making Connections to be posted in Members only area.

Appendix 3 SI Peace Secretary's Report

Servas International Peace Secretary August 18 to September 23, 2017

Servas at the UN

Organizing young Servas France member 5 weeks internship at the UN at the September HRC session.

Helping her finding hosting with Servas members.

Multiple emails and Skype meetings with the intern and other people involved.

Submitting a written statement in English and in French for the HRC session in Geneva.

Preparing then holding the September 20 side event at the UN in Geneva.

Activities related to Peace other than UN

Preparing for October 18 meeting in Paris with NGO Emmaus International.

2018 Peace Calendar project still in progress.

Others

Publishing various contributions on Facebook groups.

Recruited a young Peace Secretary assistant.

Updating data for SI UN Representatives and National Peace Secretaries related to forwarding addresses.

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: August 21 – September 24, 2017

Accomplished:

- Managed email votes and other day to day activity of SI Exco
- ICT:
 - Paid one more month of Serverloft to allow time for a smooth transition
 - Monitoring migration process to new supplier
 - Monitoring questions and queries to ICT
- Nov 2017 Distant Vote:
 - Finalized motions and notified Member Groups
 - Coordinated eligibility analysis
 - Worked with the DVA on process issues
 - Arranged posting of DV information on website, and notified Member Groups
 - Handed over responsibility for the DV to the DVA
- GA 2018
 - Notified SICOGA 2018 team of the theme and logo
- 2016 Annual Reports:
 - 58 of 77 received from member groups by August 31, 2017
 - Only ICT report missing from SI Committees and officers by August 31, 2017
 - Coordinated contributions of SI Exco members, include section summarizing the Member Group Annual Reports
 - Finalized report, and arranged for it to be posted on the website
 - Notification to key people of the location of the report, sent out by AG
 - Arranged for posting of 2014 SI Annual Report in 'For Members' area of website
- ServasOnline:
 - Reviewed 'For Members' area 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.

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: 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. ICT move to new server provider
3. SICOGA 2018
4. 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

No report, due to travel

Appendix 6 SI Treasurer's Report

Report of the Treasurer for the EXCO Meeting September 24, 2017

1. The financial statements for the period ending March 31, 2017 have been sent for signatures of President, Vice President and the Secretary.
2. There is a need to transfer CHF 40000/- to Servas Online Project from the Corpus fund. The motion moved by me which was recommended by IAC, LVS and our external auditor have not been approved by EXCO for reasons they think it is good. Hence there may be difficulty in clearing Servas Online Project bills in the present financial year.
3. Request for outstanding Stamp fees has been sent. Hungary has clarified that they had returned stamps which was not duly recorded in our books of accounts. Israel has promised to transfer the money on Monday September 25, 2017. Brazil has confirmed they have received some money from their treasurer and to transfer the same. Others have been given time to pay along with the stamp fees of 2017 since the stamp fees are very minimal and the bank transfer charges will be more than their dues.
4. I am trying to send half year financial statements to IAC during second week of October 2016 for their review with a hope to finalize our current year's financial statements by April 30, 2018.
5. I am trying to prepare the Budget for the next 3 years, 2018-21 but I need some clarifications from Bernard whom I am trying to get hold on Skype. I will try to complete this by October 15, 2017.
6. All payments due as on date have been paid except that of our book keeper and our external auditors who will be sending their bills only after they receive the copy of financial statements duly signed by the office bearers.
7. Regret to inform you all that our external auditor and our book keeper have regretted to continue since they are very busy with their work load of GST which is been introduced in India. Mr. LVS and I have tried our best to convince both of them to continue till the close of this financial year. They may or may not continue. As on date I have not heard from them.
8. I have decided to resign with immediate effect since I am unable to coop the work as a Treasurer along with my business activities. Hence I kindly request you all to appoint a new treasurer on priority, for me to hand over the charge to the new treasurer.
9. Stamp request form for 2018 has been attached. Please let me know if you have any suggestions to amend it. I will be sending it out to all member countries during first week of October 2017.

William D' Souza

September 24, 2017

Appendix 7 ServasOnline Status Report

No report