

**Servas International**  
**SI Exco Meeting by Skype**  
**Minutes**  
**Sunday October 1, 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: None

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 15:09 GMT/UTC.

**1. Chit chat**

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

**3. Adoption of minutes**

**a. Finalize September 2017 meeting minutes**

- **Motion: Approve Version 2 of the September 24, 2017 minutes. Passed**
- Action: PP will reformat and post Version 2 of the September 24, 2017 minutes

**4. Financial Issues**

**a. ServasOnline Motion:**

- **MOTION: That the bookkeeper be instructed by the SI Treasurer to move the following amounts into the ServasOnline project account from the SI reserve as decided at the 2012 GA and in the Nov 2016 Distant Vote:**  
30000CHF for FY 2013-2015  
44268CHF for FY 2016-17  
19011CHF for FY 2017-18  
12466CHF for FY 2018-19  
**This motion is required since the amounts were not moved when approved.  
Passed unanimously.**
- Action: PP will include the ServasOnline decision in her notification to the IAC
- Action: WD will instruct the bookkeeper to make the necessary changes to the SI Reserve

**b. SI Treasurer resignation:**

- WD has indicated that due to his business activities, he is resigning as SI Treasurer. He will continue until a new SI Treasurer is found.
- Action: JS will notify the IAC and SI Key people of WD's resignation
- Action: JS will send the SI Treasurer ad that was used to recruit WD to SI Exco for their review

- Action: JS will include ads for both an SI Treasurer and Assistant SI Treasurer in the next SI Exco Bulletin
- WD indicated that the current bookkeeper and External Auditor will not be continuing in their role after the end of the March 31, 2018 Fiscal Year.
- Action: SI Exco will address the need for a new bookkeeper and External Auditor as soon as possible

#### 5. Exco workload & meetings

- Each SI Exco member expressed their feeling about their role and workload
- Action: AG will coordinate an email discussion about the timing of the next SI Exco face-to-face meeting

#### 6. DV Nov 2017

##### a. SI Administrator motion:

- It was agreed that the finalized motion would be sent to the DVA by Oct 10, 2017
- Action: AG and DS will consider amendments to the SI Administrator motion, and send their proposed amendments to SI Exco by Oct 6, 2017
- Action: PP will notify the DVA of the finalized SI Administrator motion by Oct 10, 2017

##### b. Voter eligibility:

- PP notified the DVA of the final voter eligibility list, which includes Brazil and Israel, on Sep 29, 2017

#### 7. Stretch legs

#### 8. SICOGA 2018

- AG and PP reported that opening of registration, and beginning of delegate funding will not occur until January 2018. Preparation work will occur before that.

#### 9. ServasOnline and Key Dolphin

- JS reported on a positive and constructive meeting at which a solution was discussed for integrating the US Servas membership system with ServasOnline.
- PC noted that Amir Levy is working with the Dolphin Team to verify the forwarding addresses in Key Dolphin

#### 10. Communication Not discussed

#### 11. SI Exco members written reports

- No reports, since meeting is only one week after the previous meeting

#### 12. Other Business

- SI Exco expressed their concern and support for our Servas members around the world who are experiencing disasters and national crises

#### 13. Next meeting

- **Next meeting will be Sunday October 29, 2017 15:00 – 17:00 UTC/GMT (PP will not be able to attend)**
- **Regular time: third Sunday every month UTC/GMT 15.00-17.00 (summer) and UTC/GMT 16;00-18.00 (winter)**

#### 14. Meeting ended at 17:06 GMT/UTC

## Action Items

- Action: PP will reformat and post Version 2 of the September 24, 2017 minutes
- Action: PP will include the ServasOnline decision in her notification to the IAC
- Action: WD will instruct the bookkeeper to make the necessary changes to the SI Reserve
- Action: JS will notify the IAC and SI Key people of WD's resignation
- Action: JS will send the SI Treasurer ad that was used to recruit WD to SI Exco for their review
- Action: JS will include adds for both an SI Treasurer and Assistant SI Treasurer in the next SI Exco Bulletin
- Action: SI Exco will address the need for a new bookkeeper and External Auditor as soon as possible
- Action: AG will coordinate an email discussion about the timing of the next SI Exco face-to-face meeting
- Action: AG and DS will consider amendments to the SI Administrator motion, and send their proposed amendments to SI Exco by Oct 6, 2017
- Action: PP will notify the DVA of the finalized SI Administrator motion by Oct 10, 2017

### **September 24, 2017 Action Items Not Completed**

- 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.

### **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

### **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

### **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: 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 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

**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

**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