

**Servas International  
SI Exco Meeting by Skype  
Draft Minutes  
Sunday October 29, 2017 13:00 – 15:00 GMT/UTC**

Version: 5

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

Absent: **PP**

Pre-announced difficulty to participate: **Penny Pattison (PP)**

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 13:00 GMT/UTC.**

**1. Chit chat**

**2. Agenda Version 1 adopted.**

**3. Adoption of minutes**

**a. Finalize October 1, 2017 meeting minutes**

- **Motion: Approve Version 1 of the October 1, 2017 minutes. Passed**
- Action: PP will post Version 1 of the October 1, 2017 minutes

**4. Update: Servas Online project**

**a. Servas Online project – Servas Online member admin**

**i. US Servas & Servas Online**

- Discussion re the online system developed by USA separate to ServasOnline which will be continuing. Some important first steps have been taken towards building a bridge between the two systems and Exco looks forward to an accelerated process to fully integrate the systems.

**ii. Migration of member data from Dolphin & other systems**

- PC reported that around 20 member groups still require assistance in making the transition to ServasOnline and establishing the new systems afterwards. More human resources both from within member groups and from elsewhere will be needed to provide sufficient support to complete the global transition.

**iii. Transition to Servas Online System**

- An increasing number of Servas countries are training on how to use the system and encouraging their members to update their personal profile in ServasOnline.
- For ServasOnline to be fully effective it is urgent that all individual Servas members complete their personal profiles online and become familiar with how to update them in the future.

## 5. Discussion and Decision: Prospective members in bottleneck

- Approximately 1200 waiting for interview to become Servas members. What should be SI Exco's strategy for processing of these applications?
- It is important to distinguish between the numbers making an initial enquiry about Servas and those who want to proceed to the next stage of requesting an interview to join.
- Action: PC will ask Bernard how he could access the data about enquiries to join Servas as a step to identifying the outcomes, that is, how many of those making an enquiry finally become members.
- Action: PC will send an email to the 20 member groups who have received most enquiries via ServasOnline with questions focused on how these enquires to join Servas are being managed.

## 6. SI and Emmaus

- Report from DS about a meeting in Paris between Servas and Emmaus on October 18, 2017
- There are historical links between the two organisations and it is hoped to establish a strong relationship for the future.
- Action: DS will ask Jean-Marc to add Emmaus to the list of website links.
- Action: AG will promote Emmaus as one of the topics for the proposed shared interest networks to be publicised soon.
- Action: DS will send a short text to JS for the next SI News Bulletin, the news bulletin from Exco. about the ongoing discussions between Servas and Emmaus

## 7. Financial

### a. Search for new SI Treasurer

- JS reported there has so far been no response to publicity to search for a new treasurer.
- Action: JS will circulate a new recruitment advert for SI treasurer to members groups.

### b. Search for new Assistant SI Treasurer

- There has been a response from someone interested in assisting the treasurer.
- Action: JS will follow up with the person interested in being an assistant treasurer.

### c. Draft SI budget for 2019-2021

- Exco needs to respond to the draft budget.
- Action: JS will recirculate his comments about the draft SI budget 2019 -2021 to Exco.
- Action: All of Exco to respond to SI budget 2019 -2021

### d. Signed 2015 /16 Financial Statements. Status?

- Documents to sign have not yet been received by PP in Canada.
- Action: WD will follow up with PP on her return from vacation about documents to be signed.

### e. Is two SI Officers enough to sign off the Financial Statements?

- After discussion it was agreed that in future only 2 rather than 4 Exco signatures would be required.
- **MOTION: In future only the SI President and SI Treasurer signatures will be required. Passed**

### f. Any other financial business

- Use of electronic stamps:
  - **MOTION: Servas Canada will trial the use of electronic rather than paper stamps. Passed**
  - Action: WD will send background information to JS with a view to all member countries being asked to volunteer to join the trial.
  - Action: Given previous interest shown by Servas Italy in the use of electronic stamps DS will discuss the idea when attending its AGM in November.

- Action: JS to consider an article on electronic stamps for the next Exco bulletin.

## 8. Stretch legs

## 9. Update: Document email decisions since last meeting

- Discussion deferred to next meeting due to lack of time.

## 10. Discussion and Decision: SICOGA 2018

- Draft 2018 SICOGA budget
  - Current situation & contingency plan
  - Status and review of SICOGA 2018 plan
  - Roles and responsibilities
  - Registration site and responsibilities
  - Funding criteria, process and timing including HL Reliability (HLSA)
  - Update on progress and decisions required
- Discussion deferred to next meeting due to lack of time.

## 11. Discussion and decision: Communication

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

- Discussion deferred to next meeting due to lack of time.

## 12. Exco member's written reports:

- Discussion deferred to next meeting due to lack of time.

## 13. Any other business?

None

## 14. Next meetings – time and dates

- Proposed time for next meeting: 19 November 16.00 UCT/GMT
- Regular time: third Sunday every month UTC/GMT 15.00-17.00 (1 hour later November-March)

## 15. End of meeting

Time: 15:15 GMT/UTC

## Action items from 29 October meeting:

- Action: PP will post Version 1 of the October 1, 2017 minutes
- Action: PC will ask Bernard how he could access the data about enquiries to join Servas as a step to identifying the outcomes, that is, how many of those making an enquiry finally become members.
- Action: PC will send an email to the 20 member groups who have received most enquiries via ServasOnline with questions focused on how these enquiries to join Servas are being managed.
- Action: DS will ask Jean-Marc to add Emmaus to the list of website links.
- Action: AG will promote Emmaus as one of the topics for the proposed shared interest networks to be publicised soon.
- Action: DS will send a short text to JS for the next SI News Bulletin, the news bulletin from Exco about the ongoing discussions between Servas and Emmaus
- Action: JS will circulate a new recruitment advert for SI treasurer to members groups.
- Action: JS will follow up with the person interested in being an assistant treasurer.
- Action: JS will recirculate his comments about the draft SI budget 2019 -2021 to Exco.
- Action: All of Exco to respond to SI budget 2019 -2021

- Action: WD will follow up with PP on her return from vacation about documents to be signed.
- Action: WD will send background information to JS with a view to all member countries being asked to volunteer to join the trial.
- Action: Given previous interest shown by Servas Italy in the use of electronic stamps DS will discuss the idea when attending its AGM in November.
- Action: JS to consider an article on electronic stamps for the next Exco bulletin.

## **Outstanding action items:**

### **October 1, 2017**

- Action: WD will instruct the bookkeeper to make the necessary changes to the SI Reserve
- Action: SI Exco will address the need for a new bookkeeper and External Auditor as soon as possible

### **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

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

Jonny's short report to Exco  
Action report 2017-09-24 - 2017-10-26

### **COMMUNICATIONS**

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

- \* I have edited, published/distributed SI News Bulletin Vol 6 No 3 2017 to all Servas National Secretaries and other key persons. The issue contained articles and ads, for example for SI Treasurer and Assistant SI Treasurer.
- \* I have worked on 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).
- \* Cooperation with Carla Kristenson and web editor Jean-Marc Eyot to post several new events on servas.org calendar.
- \* I have connected with Alina Ramos Madero, Aura Ragucci, Hossein Saraafraz and Christopher Stone and we're discussing the possible future work as assistant web and newsletter editors.
- \* I have sent a speech to the Servas Scotland regional meeting in October. This started a discussion about their possible contribution to the development of future texts about Servas values and ethos.
- \* 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.

#### **ServasOnline member system**

October 1: I set up and convened a webbased video meeting between members of the ServasOnline Team and people working with the US Servas membership administration IT-system. During the meeting a representative for the US Servas board discussed with representatives for the ServasOnline Team how to merge functions in ServasOnline and US Servas member administrative system. After this meeting the US Servas board decided that US Servas would at present pursue the existing proposal from the IT team, a nightly upload from US Servas to ServasOnline and a single US Servas account that will be accessible from within US Servas.

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

I have continued 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 worked on a draft for rephrasing of the SI Statutes that will include a text about a possible future registration of SI and the establishment of a domicile.  
I have recruited two more persons to the group of Servas volunteers who have offered to give support, advice and link the project to register SI with national Servas groups.

#### **SI financial**

- \* I have contributed to the long term SI budget for 2019-2021.
- \* I written a proposal for handling the current bottleneck of prospective Servas members, and a plan for member growth.
- \* Handling of SI 2016/2017 financial statement.
- \* Research to find supplier of liability insurance for SI Exco.

#### **Outreach**

- \* I have entered a new discussion about possible cooperation with another likeminded global NGO.

#### **Other business**

- \* Planning for SICOGA 2018.
- \* I have commented a draft vision paper on Servas future. The vision paper is intended to stimulate informed debate about possible ways to develop and modernize the SI organisation and encourage democracy in our process.
- \* On October 1 I contacted BeWelcome and BeVolunteer Board of directors to find out more about their methods for direct democracy. I sent a reminder on October 26 to BeVolunteer Board of Directors <bod@bevolunteer.org>.

\* 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 Oct 1, 2017 Exco meeting. Action Items.**

**Done:**

- 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

**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.
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**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 '**

Jonny Sågänger  
President  
Servas International  
2015-2018

## **Appendix 2 SI Peace Secretary's Report**

**Servas International Peace Secretary October 2<sup>nd</sup> to October 28 2017**

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### **Servas at the UN**

Organizing outcomes of Servas France member internship for 5 weeks at the UN.

Writing to hosts to thank them and started working on a SYLE related project with Servas Switzerland.

Publishing HRC session written statement.

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

Peace Calendar project.

Advancing project "ETHICAL CHARTER FOR SERVAS TRAVELLERS"

Meeting in Paris with NGO Emmaus International: Emmaüs International and Servas International  
Meeting on the topic of a possible partnership October 18 2017.

Working with Servas France UNOG intern as an assistant-to-be.

Preparing for Servas Italy AGM, practical arrangements, short biography, Power Point presentation.

### **Others**

Publishing various contributions on Facebook groups.

Publishing article on servas.org about September 20 side-event.

### **Concerns**

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

## Appendix 3 SI Treasurer's Report

### Report of the Treasurer for the EXCO Meeting October 29, 2017

1. The financial statements for the half year ending September 2017 have been submitted to IAC for their internal audit. This is to complete the internal audit and the external audit of our books of accounts in time, say on or before April every year.
2. Stamp request form for 2018 has been sent to all countries during first week of October and very few responses have been received as on date. Will send a reminder to those countries who have not responded.
3. I have requested LVS to print the stamps 2018 at Bangalore India, since the same are not being able to print at Mangalore, India. He said he will send the new stamps by next week end. On receipt of the same, will send the stamps to countries who have requested for the same.
4. Few of countries are asking why we are not going for online LOI with automated stamps. I have told them the same is under active consideration of EXCO and may be implemented from next year.
5. All payments due on as date have been made except our external auditor who is waiting for the financial statements to be received from Penny. She has not received the same from Ann before she left on a on a short vacation. She has informed me that, on her return during first week of November, if she receives the same, she will send it to me on priority signing the same.
6. Proposed Budget which was prepared by Graham and me has been sent to all of you and I am waiting for your views and suggestions to finalize the same. I am told that the said Budget needs to be approved by GA at Seoul, Korea.
7. Soeone has shown interest for the post of Asst. Treasurer. As per SI President's request, I had a very brief Skype meeting with him. Though there was some misunderstanding about the working hours, which has been clarified by me to him. Today I have received his email, agreeing to be the Asst. Treasurer. I have forwarded his email to all of you today. Please let me know your views so that, EXCO can appoint him as Asst. Treasurer.

William D' Souza

October 29, 2017