

**Servas International**  
**SI Exco Meeting by Skype**  
**Minutes**  
**Sunday January 14, 2018 17:00 – 19:00 GMT/UTC**

Version: 2

Participants: **Jonny Sångänger (JS); Ann Greenhough (AG); Penny Pattison (PP); Danielle Serres (DS); Pablo Colangelo (PC); Radha Radhakrishna (RBR)**

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 17:02 GMT/UTC.**

**1. Chit chat**

- Korean lesson from Jonny:
  - daedanhi gamsahabnida – Thank you very much
  - gomabseubnida – Thank you
  - annyeonghaseyo – Good evening (Hello too?)

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

**3. Adoption of minutes**

**a. Finalize December 17, 2017 meeting minutes**

- **Motion: Approve Version 2 of the December 17, 2017 minutes, as amended at the meeting.**  
**Passed**
- Action: PP will post Version 2 of the December 17, 2017 minutes

**4. Introduce new SI Treasurer**

- Radha B. Radhakrishna was welcomed to SI Exco

**5. Email Decisions:**

- a. 2018/1/8: SI to purchase a return ticket from Buenos Aires to Milan for Pablo Colangelo to attend the 2018 SI Exco face-to-face meeting. Passed.
- b. 2018/1/9: Exco approves a budget of 5026 euros for the SI Exco face to face meeting to take place in Bergamo, Milan, Italy between 14th and 19th March 2018. This is based on the costs of accommodation, meals, travel to Italy and local transport as set out in the following tables. Passed

**6. Financial Issues**

- a. William D'Souza (WDS) handover to RBR
  - WDS is sending the financial papers to RBR

- Credit Suisse authorization has begun but is not completed; the process is much more efficient since JS arranged for an electronic **administrative process for change of approval rights and other signatory rights**
- Main activities are SICOGA 2018 and the stamps process
- Action: RBR will contact Credit Suisse soon and also just before the start of SICOGA 2018 to confirm which countries do not allow their residents to be Credit Suisse signatories
- There was a brief discussion of the GA 2006 decision to move SI **financial resources and administration** to an ethical bank
- Action: JS will send the contact details of a New Zealand Servas member who **informed** JS about ethical banking, and then Radha can contact the NZ member

#### **b. Servas Canada 2018 e-stamp pilot**

- A draft announcement of the Servas Canada's 2018 electronic LOI pilot was circulated
- Action: Once it is final, JS will send the announcement to National Groups about Servas Canada's 2018 electronic LOI pilot
- RBR indicated that the use of e-stamps means that different underlying accounting documentation is required
- Action: RBR will follow up about the use of e-stamps and the different underlying accounting documentation required
- It was agreed that the ServasOnline Team needs to have financial representation
- Action: JS will add RBR to the ServasOnline Team

#### **c. Other financial business**

- Action: RBR will follow up regarding bookkeeper and auditor support after March 31, 2018

### **7. SI Registration**

- A response **in the form of a report** from the Swiss lawyer is expected next week
- Action: Jonny will review the response, add relevant documents and send it to SI Exco
- Action: **The Swiss lawyer will send an invoice to SI**

### **8. SICOGA 2018**

- 3 hours before this meeting, there was a good meeting with Servas Korea
- There was some discussion of offering participation fee payment in multiple currencies; there was also discussion of fluctuating currency risk
- Action: RBR will consider the options and implications and propose an approach to SI Exco
- It was agreed that registration should not open until conference insurance has been arranged
- Action: JS will follow up with his contact in **Servas** Switzerland about his earlier request for information about insurance for SICOGA 2018
- There was discussion of positioning the conference related to environmental and ethical ideals
- Action: JS will propose a way to position the conference as ethical, environmental, and good for the world
- There was a brief discussion of neutral moderators for the GA
- Action: AG will draft a list and circulate it for comments
- Action: JS will contact the preferred names to find out if they are interested in being a neutral moderator

### **9. Stretch legs**

### **10. Servas Vision Documents**

- The Servas Vision documents were distributed on Jan 2, 2018

- There was a brief discussion, and then agreement that each SI Exco member would give the issue more consideration
- Action: Each SI Exco member will prepare for the Feb 18, 2018 meeting:
  - Pros, cons and comments on the Servas Vision documents
  - Up to 5 particular items to comment on, and put them into a separate document, with clear references to what they are commenting on

#### 11. SI Exco 2018 face-to-face meeting

- Ann reported on the logistics of the meeting
- The group generally agreed to be flexible
- Action: JS will send a draft agenda to SI Exco

#### 12. ServasOnline

- An official public update about ServasOnline is being prepared
- Action: JS and PC will complete the text of the official public update about ServasOnline after receiving questions from DS
- PC reported migration of African countries is underway

#### 13. Communication:

- JS distributed the deadlines for the 2018 SI News Bulletins

#### 14. SI Exco members written reports:

- DS explained that they are planning a side-event for the March UN meeting in Geneva, on a theme related to March 8, 2018 International Women's Rights Day
- Action: DS is planning a 'Servas Women travellers' article for the March SI News Bulletin
- Action: All SI Exco members will identify Action Items listed in the minutes that have been completed, so that they can be removed

#### 15. Other Business:

- Action: All SI Exco members will look at their job descriptions, especially related to what is written in the SI Statutes

#### 16. Next meeting

- **Next meeting will be Sunday February 18, 2018 17:00 – 19:00 UTC/GMT**
- **Regular time: third Sunday every month UTC/GMT 17.00-19.00 (this is to accommodate the SICOGA 2018 monthly status meeting which is the same day at 14:00 – 15:00)**

#### 17. Meeting ended at 19:05 GMT/UTC

### Action Items

- Action: PP will post Version 2 of the December 17, 2017 minutes
- Action: RBR will contact Credit Suisse soon and also just before the start of SICOGA 2018 to confirm which countries do not allow their residents to be Credit Suisse signatories
- Action: JS will send the contact details of a New Zealand Servas member who informed JS about ethical banking, and then Radha can contact the NZ member
- Action: Once it is final, JS will send the announcement to National Groups about Servas Canada's 2018 electronic LOI pilot

- Action: RBR will follow up about the use of e-stamps and the different underlying accounting documentation required
- Action: JS will add RBR to the ServasOnline Team
- Action: RBR will follow up regarding bookkeeper and auditor support after March 31, 2018
- Action: Jonny will review the response, add relevant documents and send it to SI Exco
- Action: The Swiss lawyer will send an invoice to SI
- Action: RBR will consider the options and implications and propose an approach to SI Exco
- Action: JS will follow up with his contact in Servas Switzerland about his earlier request for information about insurance for SICOGA 2018
- Action: JS will propose a way to position the conference as ethical, environmental, and good for the world
- Action: AG will draft a list and circulate it for comments
- Action: JS will contact the preferred names to find out if they are interested in being a neutral moderator
- Action: Each SI Exco member will prepare for the Feb 18, 2018 meeting:
  - Pros, cons and comments on the Servas Vision documents
  - Up to 5 particular items to comment on, and put them into a separate document, with clear references to what they are commenting on
- Action: JS will send a draft agenda to SI Exco
- Action: JS and PC will complete the text of the official public update about ServasOnline after receiving questions from DS
- Action: DS is planning a 'Servas Women travellers' article for the March SI News Bulletin
- Action: All SI Exco members will identify Action Items listed in the minutes that have been completed, so that they can be removed
- Action: All SI Exco members will look at their job descriptions, especially related to what is written in the SI Statutes

#### **December 17, 2017 Action Items Not Completed:**

- Action: DS will send specific questions to PC and JS
- Action: PP will work with PC and JS on finalizing the official public update about ServasOnline
- Action: DS and JS will research the start date of Servas

#### **November 11, 2017 Action Items Not Completed:**

- Action: WD and AG will prepare the SICOGA 2018 budget
- Action: DS will contact a person she knows to see if they are interested in the project of producing a YouTube video to teach Servas members how to use ServasOnline
- Action: JS will circulate deadlines for SI News Bulletin submissions for the rest of 2017 and all of 2018

#### **October 29, 2017 Action Items Not Completed**

- 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: AG will promote Emmaus as one of the topics for the proposed shared interest networks to be publicised soon. IN PROGRESS
- Action: WD will send background information to JS with a view to all member countries being asked to volunteer to join the trial.
- Action: JS to consider an article on electronic stamps for the next Exco bulletin. IN THE PIPELINE

#### **October 1, 2017 Action Items Not Completed**

- 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

### **August 20, 2017 Action Items Not Completed**

- 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: PC will define the ServasOnline specific administrative tools required

### **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: 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 ONGOING
- 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 ONGOING
- 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 ONGOING IN PREPARATION FOR SICOGA 2018

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

Jonny's short report to Exco  
Action report 2017-11-11 - 2018-01-11

### **COMMUNICATIONS**

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

\* I have produced and in December published SI News Bulletin Vol 7 No 4 2017 together with Alan Stone and Christopher Stone.

\* I have collected new texts, photos, videos and other illustrations to be published on the website servas.org during the 1<sup>st</sup> quarter of 2018. Work in cooperation with Jean-Marc Eyot, Servas France, and others.

\* I have together with the SI Peace Secretary and Alan Stone finalized work on logo for SI anniversary 1949-2019.

\* I have in cooperation with Alan Stone, Servas volunteer in Greece, found and recruited a new Servas Facebook Group administrators.

#### **SI financial**

\* Recruitment for SI treasury:

\*\* I have collected applications from persons who applied for the positions as SI Treasurer and SICOGA 2018 financial coordinator and presented to SI Exco. After a selection process by SI Exco I had a dialogue with SI internal Audit Committee and finally presented a motion to SI Exco to appoint the SI Treasurer and SICOGA 2018 financial coordinator. SI Exco appointed two persons for the positions.

\*\* I have found a person who has volunteered to become an Assistant SI Treasurer, with the main responsibility to be in charge of SI *stamps for Letter of introduction*. *The person has been appointed for the position by SI Exco.*

- I have handled Administration Rights for the new SI Treasurer with SI's bank in Switzerland.

#### **SICOGA 2018**

\* Planning for SICOGA 2018, in cooperation with SI GS and Servas volunteer responsible for registration website.

\* Production of draft invitation letter to be sent at the beginning of 2018 to Servas national secretaries and other key persons.

#### **ServasOnline member system**

\* Scrutinized and signed co-signed contract with freelance programmer and developer for ServasOnline.

\* Continued contacts with the ServasOnline Team and the convenor of the ServasOnline User Group regarding various issues.

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

Continued communication with a legal expert 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 will give support, advice and link the registration project with national Servas groups.

I have continued the work 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.

#### **Vision paper**

\* I have contributed to and commented a draft vision paper on Servas future that is produced by the SI GS. 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.

#### **Other business**

\* I have assisted Ann Greenhough in her work to make arrangements for the SI Exco face-to-face meeting in Italy in March 2018.

\* 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*

## **Action Items from SI Exco meeting December 17 2017**

### Done:

Action: JS will formally notify RBR and GE that they are the successful candidates

Action: JS will notify the unsuccessful candidates

Action: JS will invite GE to the 2018 Face-to-face meeting, to arrive late on Thursday March 15, 2018 and to attend the meeting from Thursday March 16, 2018 until the meeting ends on Monday March 19, 2018

Action: JS and DS will finalize the wording of the SICOGA 2018 article

Action: DS and JS will research the start date of Servas

Action: JS will invite RBR and inform him about time and date.

### In process:

Action: JS will arrange Credit Suisse signatory changes

- Action: DS will send specific questions to PC and JS
- Action: PC and JS will prepare an official public update about ServasOnline
- Action: PP will work with PC and JS on finalizing the official public update about ServasOnline

## **Action Items from SI Exco meeting 2017-11-11**

### Done:

Action: JS will instruct the IAC to copy SI Exco on correspondence unless there is a particular reason not to copy all of SI Exco.

Action: JS will send an ad to look for a new ServasOnline Project Manager

Action: JS will continue the process of searching for a new SI Treasurer

Action: JS will send his specific reimbursement request to SI Exco for an email decision

### In process:

Not done: Action: JS will circulate deadlines for SI News Bulletin submissions for the rest of 2017 and all of 2018

## **Action items from Oct 29, 2017 Exco meeting.**

### Done:

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 SI assistant treasurer.

Action: JS will recirculate his comments about the draft SI budget 2019 -20121 to Exco.

### Ongoing - in pipeline:

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

## **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.

**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 Sägänger  
President  
Servas International  
2015-2018

## Appendix 2 SI Vice President's Report

### Ann Greenhough VP Report for Exco Skype meeting on January 14<sup>th</sup> 2018

#### ***Review of outstanding actions***

##### **Action Items from SI Exco meeting December 17 2017**

- Action: Related to the Africa meeting accounting, AG will write to the IAC to confirm that work is underway in preparing the necessary information, and that AG will be the contact person for the IAC about the Africa meeting, in her role as the coordinator of regional meetings.  
DONE
- Action: AG will call Anna Cristina to discuss the logistical details for the 2018 face-to-face meeting and will work with her to finalize the arrangements  
Discussion ongoing with Rafaella Rota, Servas Italy, to finalise arrangements for the face to face meeting
- Action: AG will finalize the communications about funding, and translation into Spanish, with the objective of sending them out before the end of December 2017  
DONE

##### **November 11, 2017 Action Items Not Completed:**

- Action: AG will, in consultation with DS, reply to the Servas France comment on DV No 2017 motion 2  
DONE

##### **October 29, 2017 Action Items Not Completed**

- Action: AG will promote Emmaus as one of the topics for the proposed shared interest networks to be publicised soon.  
IN PROGRESS

##### **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.  
DONE

##### **August 20, 2017 Action Items Not Completed**

- Action: AG will revise the timeline for processing funding requests for SICOGA 2018  
DONE
- 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.  
DONE

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

- 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  
ONGOING
- 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  
ONGOING

### **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  
ONGOING IN PREPARATION FOR SICOGA 2018

### ***Recent activity and planned tasks:***

#### **Process for funding SICOGA 18 participants**

Following Exco approval of the updated requirements and guidance for SI funding I sent out announcements on 22<sup>nd</sup> December to member countries and SI officers to invite applications for funding to attend SICOGA 2018. The deadline for submitting applications is 22<sup>nd</sup> February.

Spanish translation of the requirements for applications was included. So far I have had no requests for a translation of the guidance for funding applications or for one to one help to complete both the funding application and the registration form for SICOGA 2018.

I have had an introductory discussion with Radha as the new treasurer and one is planned with Gulsen as the financial coordinator for SICOGA 2018.

Next steps for the funding process:

- Acknowledging and collating of applications as they are received.
- Checking that applications meet the requirements and identifying where further information needed.
- Send out reminder about deadline for funding applications by 22<sup>nd</sup> February.
- Compiling estimates of flight costs for those to be funded: meeting arranged for volunteers to carry out the task 22<sup>nd</sup> February.
- Compilation of information about applications ready for Exco decision making at the f to f meeting.

#### **Preparations for the face to face meeting in Milan, March 14<sup>th</sup> to 19**

Following discussion with Servas Italy about plans to host the Exco f to f meeting I have prepared a meeting budget and collated information about travel arrangements for those attending.

Further discussion is needed with Raffaella Rota the local regional coordinator in Bergamo to finalise details of arrangements for the visit.

#### **Making Connections.**

Work on Making Connections has been on hold due to pressures to complete other priority tasks. The plan is to send out the next Making Connections News during February. I will also follow up offers to help with formatting and design for Making Connections

#### **Youth meetings**

I supported the planning for the New Year youth meeting in Hungary particularly to clarify funding and management of the meeting finances.

There is on-going discussions with the identified person in Servas Korea led by Susana , youth team , about the feasibility of a youth event connected with SICOGA 2018.

**Priority for Action:**

1. Prepare next issue of Making Connections News to include promoting shared interest networks.
2. Continue with process for SI funding of delegates and SI officers for SICOGA 2018.
3. Complete my own application for funding to SICOGA 18
4. Plan for a consultation with SI committees and officers re review of SI structure within the time available before SICOGA 2018.
5. Review job description of SI Vice President role and encourage other Exco members to review their own roles for discussion at the f to f meeting.
6. Discussion with Susana about proposed youth meeting at SICOGA 18 including funding of youth participants.
7. Follow up with Aneris re outcomes from international Servas week.
8. Prepare a review of my work as VP for the f to f meeting.

**Appendix 3 SI Treasurer's Report**

No Report

## **Appendix 4 SI Peace Secretary's Report**

### **Servas International Peace Secretary December 17 2017 to January 13 2018**

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Contributed to the wording of SICOGA SINB article to be published end of December and Servas 2018 Peace Calendar publication.

I supported a volunteer for servas.org Spanish page and helped with a Spanish article publication.

Participated to the regular SI EXCO process of email decisions.

#### **Servas at the UN**

I held several communications with various stakeholders for future side-event to be organized on March 7 2018 at the UN in Geneva.

I have followed up with reports from SI UN representatives ahead of renewing their annual passes for 2018.

I renewed 2018 accreditation for SI UN Representatives in the UN database and helped with relevant documents.

#### **Concerns**

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

Need to get support to fulfill tasks within the more complex context of ServasOnLine.

## Appendix 5 SI General Secretary's Report

### SI General Secretary Report: December 18, 2017 – January 14, 2018

#### Accomplished:

- Managed email votes and other day to day activity of SI Exco
- ICT:
  - Process underway to complete transition from iWeb to Hetzner by Jan 25, 2018 which is the end date for the current extended contract with iWeb
  - Task underway to create 3 environments for ServasOnline
  - Task underway to create GA18 registration site
  - Monitoring questions and queries to ICT
- GA 2018
  - Introduced financial people for SICOGA 2018 electronically
  - Proposed and scheduled monthly status meetings; prepared agenda for first meeting on Jan 14, 2018
  - Met with Radha and Gulsen re: budget and finances
  - Updated timeline
  - Preparing posting of information on servas.org
  - Registration process communications have been drafted by Amir
  - Working with Ann re: funding process
  - Communicating with Servas Korea by email
- Annual Reports:
  - 2017 annual report form sent to Member Groups Dec 19, 2017; several have already been received
- ServasOnline:
  - Participated in discussions with Servas Canada regarding their 2018 pilot of e-stamps
  - A letter to all NGs is being prepared jointly from SI Exco, ServasOnline Team and Servas Canada to all National Groups, outlining the pilot 2018 e-stamps project for which Servas Canada volunteered. In it, the changes can be outlined, as well as the objectives of the pilot. It should be sent as soon as possible.
  - Participated in other discussions – migration to new server, etc.
- Supporting Servas Canada in their pilot of e-stamps
- Working with Anna re: HI Archives electronic data to be added; meeting scheduled for Jan 25, 2018
- Coordinated drafting of big picture vision for the future of SI, working with Jonny and Michael, and shared it with SI Exco

#### Action item update:

#### 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. SICOGA 2018

3. ICT move to new server provider
4. Review of past GA decisions and how to handle them

Key Concerns/Issues:

1. Transition to ServasOnline
2. SICOGA 2018 myriad details
3. ICT workload

## Appendix 6 SI Host List Coordinator's Report

SI HLC 2015-2018 Working Report #20

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Dec 17<sup>th</sup> 2017 to Jan 14th 2018

- Assist Key people regarding Dolphin issues
- Assist Key people regarding Servasonline issues
- Servasonline report: Servas Tanzania has migrated to ServasOnline

Assisting those countries whom request it as an outcome from the survey sent to all countries regarding ServasOnline ongoing migration.

Cameroon

Mali

Malawi

Servas Poland and US Servas did not started the migration to Servasonline but they are working with their developers towards it.

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Important tasks to be done next

- Seek a youth volunteer for the position of SI HLC
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