

Servas International
SI Exco Face-to-Face Meeting
Minutes
March 15-19, 2018

Version: 4

Participants: **Jonny Sägänger (JS); Ann Greenhough (AG); Danielle Serres (DS); Radha Radhakrishna (RBR); Pablo Colangelo (PC); Penny Pattison (PP), Gulsen Elyak (beginning Friday 2:00pm)**

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

Thursday March 15, 2018

Meeting began at 09:10 CST (Central European Time)

1. Request from Servas Italy to met for 3 hours on Sunday.
 - Agreed to stick to 2 hour time slot.
 - *Action: JS to inform Franco Corsi*
2. Friday, the plan is to go to the old town of Bergamo to meet our hosts at 5:30 pm.
3. Each SI Exco member stated their objectives for the meeting
 - PP: SICOGA 2018 Funding / budget, SICOGA 2018 Motions, including Vision
 - DS: Clear definition of Peace Secretary role for SICOGA 2018, Vision document
 - AG: SICOGA funding criteria and % funding, SI Committees review for Nominations Committee, Vision, motions, Day Zero
 - PC: ServasOnline transition and preparation for SICOGA 2018, Job Description for Host List Coordinator position
 - JS: SICOGA decisions, Vision, SI Registration, ServasOnline and website
 - RBR: nothing to add – SICOGA 2018 and ServasOnline
4. Each person said how they were feeling at the beginning of the meeting
5. Reviewed responsibilities for SICOGA 2018:
 - PP: Project Manager
GA Programme and Subject Working Groups
Registration (Amir)
Logistics (with Amir)
GA Minutes
 - DS: Conference Programme
Translation (Lilly)
 - AG: Conference Programme
Youth participation

- PC: ServasOnline
- JS: Communications (Editorial Team, Demelza)
- RBR: Finances (Gulsen)
- Action: PP will send all SICOGA 2018 correspondence to all of SI Exco
- Action: PP will prepare a draft Timetable by April 30, 2018
- Action: DS and AG will prepare a draft conference programme by June 4, 2018

6. SICOGA 2018 Funding decisions

- AG led the group through the documents related to SICOGA 2018 funding
- Action: All SI Exco to review the documents after lunch

Lunch Break

7. SICOGA 2018 Delegate Funding decisions (continued)

- Botswana: No – does not meet criteria
- China: Defer decision, another delegate application expected, and will be considered if received by Mar 31, 2018
- Action: AG will act on the deferred decision for China
- Iran: Defer decision, for further information by Mar 31, 2018
- Action: AG will act on the deferred decision for Iran
- Nigeria: Defer decision, for further information by Mar 31, 2018
- Action: AG will act on the deferred decision for Nigeria
- Sierra Leone: No – has outstanding financial liability to SI from 2012
- Slovenia: Defer decision, for further information by Mar 31, 2018
- Action: AG will act on the deferred decision for Slovenia
- All other applications received by the closing date are approved

- **To be continued on Saturday**

8. SICOGA 2018 Officer Funding and other people decisions

- IAC: fund convenor
- DC: fund convenor
- Dolphin: yes
- DVA: yes
- Nomm Comm: fund convenor
- ServasOnline: yes
- Youth: fund convenor
- SI Exco: yes
- Asst Treasurer: yes
- Asst GS: defer decision, PP check sample of minutes, plans after conference
- Action: PP check sample of minutes, plans after conference
- Translation Coordinator: yes
- Trainer/consultant: yes **
- Neutral Moderators (2): yes **
- Registration: yes **

- ** Invited to support conference

- **To be continued on Saturday**

9. SI Exco will all be equal and visible at the conference

- Action: DS and AG will plan this into the conference programme

Meeting ended at 6:25 pm.

Friday Mar 16, 2018

Meeting began at 8:30 am

10. Dropbox

- Dropbox is getting full on our personal accounts
- Action: SI Exco JS and RBR will investigate setting up a business Dropbox account so that Servas documents do not count against our personal accounts

11. ServasOnline contract

- **MOTION: Approve a contract with Eliza Iacoblev April 1 to June 30, 2018. Passed**
- Action: JS will sign the contract and return it to Bernard

12. Percentage funding, based on SI budget and current resources

- **MOTION: All funded applicants receive full funding for the participation fee (720 US\$). Passed**
 - **MOTION:**
 - **SI Exco 100%**
 - **Invited participants (4) 100%**
 - **Other SI Officers 80%**
 - **Delegates 80%**
- Passed**
- Action: AG will call for donations to the SICOGA 2018 by March 31, 2018

13. Virtual participation in SICOGA 2018

- JS has a proposal and will present it later for a decision
- This could be funded under other budget lines, such as the Servas Promotion budget

14. Youth

- There will be no separate youth meeting
- Youth could be helpful in GA sessions, as discussed with the neutral moderators – microphones, speaker list, translation, minutes, nominations support, etc.
- Youth could also be ServasOnline tutors, support virtual participation, and other activities to be identified
- **MOTION: Assuming there is money available and competent candidates, up to 6 young volunteers will be offered some funding based on money available. Passed**
- Action: AG and JS, working with the Youth convenor, will identify the process to gather applicants and short list youth volunteers by May 30, 2018
- Action: RBR will look at the budget to see if funding might be available
- Action: AG will call for donations to the SICOGA 2018 by March 31, 2018

15. Visas

- AG has learned that Korean visas are issued only for 3 months, dated beginning when the visa is issued
- 21 funded people need visas
- Action: PP contact Servas Korea visa contact in re: the issue of Visas are issued only for 3 months, dated beginning when the visa is issued
- Action: PP and AG will arrange for the Servas Korea visa coordinator to talk to Jessica in New Zealand about how they managed the visas for SICOGA 2015

16. Reviewed Action Chart of decisions from SICOGA 2015

- Reviewed each SICOGA 2015 action item and updated the status
- SI Exco successfully managed to make difficult choices of priorities given the limited human resources available

17. Succession of SI Exco members

- Next SI Exco:
 - President (JS) – maybe
 - Vice President (AG) - no
 - Treasurer (RBR) – maybe
 - Peace Secretary (DS) - no
 - General Secretary (PP) – no
 - Host List Coordinator (PC) – maybe
- As per statutes, all will support the transition to new SI Exco for up to 3 months after the GA
- Each SI Exco member will gather appropriate documents for their successor, in a Dropbox transition folder under their own folder
- Nominations Committee will be looking for candidates
- Action: JS and AG will clarify who will interact with the Nominations Committee
- Action: JS will ask for the Nominations Committee action plan up to SICOGA 2018
- Action: SI Exco, knowing the details of the positions, will suggest people for SI Exco to the Nominations Committee
- Action: JS will confirm that Nominations Committee will write to every country looking for SI candidates

Gulsen arrived!

Lunch Break

Meeting began at 2:00 pm

18. Peace Secretary presentation

- DS described the current role and the work involved
- Showed and discussed 2018 Peace Calendar and UN section on servas.org
- DS would like to change the SI Peace Secretary job description
- Office / shared space in Geneva?
- Identify appropriate organizations to work with – guidelines
- Role in the future – Peace Secretary plus UN person reporting to the Peace Secretary
- Advocate for world citizens, get rid of borders
- India/Pakistan meeting discussion
- Action: DS will write to Servas India NS referring him to the Development committee

19. SI Archives

- There is a suggestion to include host lists in the SI Archives, inaccessible for 40 years - concern is over it being private information

- **MOTION: Do not destroy the host lists that are currently in the SI Archives. Passed**
- **MOTION: The host lists currently in the SI Archives will be placed in a closed “box” for 40 years, only accessible through the SI Archivist. Passed**
- **MOTION: A message will be sent to all National Groups asking them if they do not allow any host lists for their country that are currently until the SI Archives to be placed in the closed “box”; no reply will be the same as agreeing to have their host list in the closed “box”. Passed**
- **MOTION: Invite each National Group to send by post the last available paper host list for their country to the SI Archives, to be placed in the closed “box”. Passed**
- Action: PP to inform the SI Archivist of these decisions
- Action: PP will work with the SI Archivist to write the letter to National Groups, the SI Archivist will receive the responses
- Action: PP to find out how much of these decisions will be done before SICOGA 2018 and tell SI Exco

Meeting ended 4:45pm

Then SI Exco members worked individually and in sub-groups on various specific topics until 5:30

Saturday March 17, 2018

SI Exco members prepared for discussion of Vision papers by reviewing the feedback received and preparing their opinions

Meeting began 9:07

20. Vision papers

- Each person gave their reflections on the feedback
- Next steps – agreed it was worth continuing work on the vision
- Agreed need to refine the document and consult widely
- At the very least, we need GA motions to take down the barriers to change
- **MOTION: DS and JS write draft motions based on the Vision, for discussion, by March 31, 2018**
- Action: DS and JS write draft motions based on the Vision, for discussion, by March 31, 2018

21. Discussion of SI Exco GA Motions preparation process

- There was discussion of how to handle a situation if all of SI Exco are not in consensus about a GA motion
- **MOTION: SI Exco interpretation of the SI Statutes is that GA motions from SI Exco can be from an individual or group of SI Exco members. Passed**

Meeting ended 11:30

Then SI Exco members worked individually and in sub-groups on various specific topics until lunch

Lunch break

SI Exco members prepared for discussion of SI Committees by reviewing the feedback received and preparing their opinions

Meeting began at 2:05pm

22. SI Committees

- This discussion is based on the following 2015 GA decision:

8	<p>It is agreed that:</p> <ol style="list-style-type: none"> 1. In the period 2015-18 SI Exco should coordinate a review of the SI structure. This is to include both elected and unelected SI committees reviewing their own structure, purpose, functions and name, taking into account the impact of changes that result from Servas going online. Each SI officer should review their role in a similar way. 2. SI Exco will work with the Job Descriptions and Statutes Committee to ensure that outcomes of the reviews from each committee and SI officer are drawn together into an overview of the current SI structure with any proposed changes. 3. This overview will be made available to national groups and SI committees for consultation. 4. Following this consultation the updated SI structure should be put forward at the 2018 GA to include any proposed changes to the SI statutes. 5. The aim is to create a structure that promotes Servas as a streamlined, forward-thinking organisation which continues to maintain its core values as a peace organisation. 6. The review should consider the sustainability of the current structure and whether committees and SI roles should be joined together, disbanded or new committees and roles created. <p>To inform the decision-making at GA 2018, Exco is encouraged to put in place, on a trial basis, any new ways of working or structures that do not require a change in the statutes.</p>
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- Reviewed SI Exco roles and what other groups/committees they liaise with currently, and feedback received from the SI Committees and others
- Discussed how each SI Exco member would modify their role and their support teams
- Action: AG will summarize the discussion for further discussion for SI Exco to decide next steps
- Action: AG will continue consultation about the proposed changes to the structure of the SI organization with SI Committees and Member Countries
- Action: AG will write to US Servas Complaints Committee and ask them to draft a job description for the Conflict Resolution Committee
- Action: All of SI Exco will review their job description in the statutes and in the job descriptions document give any changes to AG by March 31, 2018
- Action: DS and AG will update the paid SI Administrator job description
- **DECISION: Confirmed that no action will be taken to fill the paid SI Administrator role until after the 2018 GA**
- Action: DS and AG will write a motion related to the implementing the paid SI Administrator decision from the DV decision
- Discussed a new organizational structure which includes appointed support people/teams for each SI Exco member
- **MOTION: Based on the action item to review SI Committees and structure as decided by the 2015 GA, nominations will be opened for the 2018 GA elections for the positions of SI Exco, Distant Vote Administrator, Development Committee and Youth Committee. Passed**

23. New Host List Coordinator Job Description

- Suggested new title is 'Technology and Membership Secretary'
- Reviewed first draft
- Action: AG will update the draft job description for the Technology and Membership Secretary

24. SI Registration

- JS presented the current status of SI Registration and action options
- Action: DS will find out the consequences of registering in another country on our consultative status with ECOSOC at the United Nations by March 31, 2018

25. Banking signatories

- Action: JS will research adding Gulsen Elyak as a 4th signatory on the SI bank account.
- **Decision: If Gulsen cannot be a signatory, we will retain William as a 4th signatory**

Meeting ended 6:00

Sunday March 18, 2018

Meeting began at 8:14

26. Reviewed minutes for Fri and Sat

27. Financial Discussion

- Discussed current budget and actual expenses, and used it to draft the 2019-2021 budget
- Noted that more than 95% of 2017 stamp amounts have been received
- Noted that the income appears to be a bit less than 60000CHF, more like 56000CHF
- RBR explained that when planning spending which is not part of the operating budget, we should use the words "spending from the accumulated cash balances of SI" instead "spending from the SI Reserve"
- The ServasOnline fund has already been spent on the ServasOnline project; as a result there is no need to retain a separate fund
- Action: RBR will prepare a simple explanation of accounting in advance of the GA, and present a session at the GA
- Action: RBR will provide an advanced copy to AG for translation
- The Development Fund is a separate fund which has existed for a long time, and originated as a fund to which countries have donated
- **MOTION: Any money in the Development Fund (balance is approximately 18000 CHF at the end of Mar 31, 2017) which presumably was raised from outside donations may be spent by the DC at any time on approved DC projects, with appropriate documentation**
- **MOTION: For clarity, remove the budget line for DC from the SI annual budget, beginning in 2019-2020, instead GA motions may move SI funds to the DC fund, which can then be used at any time**
- Action: AG will work with the DC to finalize SICOGA 2018 DC funding, based on using the 2018-2019 DC budget and the DC Fund
- Prepared draft 2019-2021 budget (see Appendix 1)

Lunch break

28. Prepared responses to the questions sent by Servas Italy

29. SICOGA 2018 Delegate Funding decisions (continued)
 - Hong Kong: Late application, not yet evaluated
 - Action: AG will manage communications with all Delegates regarding funding
30. SICOGA 2018 Officer Funding and other people decisions (continued)
 - Noted that we are already over budget for the conference
 - Some people who applied for funding are on the waiting list
31. SICOGA 2018 Funding decisions
 - **Decision: If external resources become available, further SI Officers or already funded delegates may be offered funding or additional funding**
 - Action: AG will manage communications with all SI Officers and delegates regarding funding
32. SICOGA 2018 Financial decision
 - **Decision: All monetary transactions will be electronic, and cash will not be received or paid at the conference**
 - People can make arrangements with someone else if they do not have a bank account to which or from which electronic transactions can be made
 - Money must sent to the SI bank account, or when permitted, to the Korean SICOGA 2018 bank account
33. ServasOnline conditions
 - **MOTION: A requirement of delegate funding is to attend ServasOnline training**
 - Action: PC will try to ensure that every country with a funded delegate has put their members on ServasOnline
 - It is noted that all conference participants are encouraged to attend ServasOnline sessions
34. Youth at SICOGA 2018
 - Action: AG and Susana will plan the orientation of Youth volunteers in Seoul before the conference
35. SICOGA 2018 Team meeting(s) before conference opens
 - Possible SI Exco meeting, 1 hour
 - Possible SICOGA 2018 Team (SI and Korea) meeting, 1 hour

Meeting ended 3:00 to go to venue for meeting with Servas Italy

Meeting with Servas Italy 4:00 – 6:00

- Positive 2 hour meeting with Servas Italy Board members – productive two way communication
- Action: JS will thank Servas Italy for the discussion, and request a copy of their minutes

Youth presentation and pot luck meal with local members

- Inspiring youth presentation
- Great pot luck with local hosts, and thoughtful exchanges of ideas about Servas

Monday March 19, 2018

Meeting began at 8:25

36. Reviewed minutes from Sunday

37. Motions

- Action: JS and DS will prepare a motion for SI structure based on the Vision
- Action: PP will prepare the 'standard' motions, including draft budget, membership
- Action: PP will prepare the 'none of the above' motion
- Action: AG will alert Member Groups to significant changes to elected officers

38. Vice-President projects

- AG reviewed the VP role – it is to oversee the work and take an educational role, and not do it herself/himself
- Different pockets of energy for Development around the world
- Difficult to maintain coordination of Youth activities - energy now is in south Europe
- Set achievable targets for Youth, preferably projects not on-going commitment
- Youth is 18-30 and beyond – not precise definition
- The VP has a few key people supporting VP activities, and VP role is to help them to succeed
- For Youth: Dilemma, keep investing in same people, or open opportunity to new ones? Fairness?
- DC Fund should SI return to the original concept of it being a donated fund, for allocation by the DC
- Making Connections: Hub, opportunity for people to connect within the Servas community, to share interest, projects, initiate interests and activities; can't go on website until 'For Members' area can be used
- Innovation Group: Forum to take forward ideas; to date they have run 2 International Servas weeks in September
- SYLE is being looked after by the Youth Committee convenor
- The plan is to include SYLE and Youth and Families within Making Connections
- Action: AG write words to update "Making Connections" servas.org page May 1, 2018, which JS will post
- Action: JS will create an "Innovations Project" page on servas.org and will get content from Innovation Group lead person
- Action: JS will create a "Youth and Families" page on servas.org, and will get content from the Youth Committee convenor

39. Servas.org management

- Website content manager is part of Communications under the GS (until SICOGA 2018 JS is responsible for Communications)
- Website has 2 main sections
- Website application ServasOnline system – managed by the HLC
- Website content –JS is acting as the overall Website content manager, different pages are managed by different people
- **Decision: If by Sept 1 2018 a website content manager has not been identified, because of lack of human resources the time-sensitive news items will be removed**
- Action: PP will write words for the SICOGA 2018 with a link for the home page and JS will post it

40. Approval of February 2018 meeting minutes

- **MOTION: Approved Feb 18, 2018 V2 minutes. Passed**
- Action: PP will post the Feb 2018 minutes on servas.org

41. ServasOnline

- PC presented ServasOnline status
- 2010-2016 membership was decreasing (data includes both number of individuals and households, and so is not very accurate)
- Objective was to have all National Groups in ServasOnline by SICOGA 2018

- National Groups are now at different levels – some are fully on ServasOnline, some are in transition and some have not begun yet
- Need both individual training and national ServasOnline administrator training
- Action: PP and JS will instruct all delegates to know the status of ServasOnline in their country
- Action: PC will prepare ongoing reports on the status of ServasOnline in each country, leading up to SICOGA 2018
- National ServasOnline coordinators manage the quality of their country's data
- Reliability assessment can be done through ServasOnline, individually or by country
- Management of requests to join can also be assessed by country
- Automation of these assessments will need to be programmed
- Action: AG will extract replies regarding ServasOnline from delegate funding applications and send them to servasonline@servas.org

42. Big Picture and proposed priorities for next SI Exco

- Idea: that Servas is so much more than the 2-night stay – fits under Making Connections
- We are an active organization, e.g. at the UN
- Currently the largest portion of the budget is spent on SI conferences and General Assemblies, which occur every 3 years
- Priorities suggested to next SI Exco:
 - ServasOnline
 - Complete transition of member data to ServasOnline
 - Manage retirement of Dolphin which includes adding a Key Person Management System in ServasOnline
 - Study feasibility of implementing an online payment system in ServasOnline
 - Execute decisions from 2018 GA, related to Vision papers
 - Making Connections project (between members)
 - Youth and Families activities
 - Peace activities
 - Growth
 - Completion of NGO Registration

43. Final review of minutes

44. Final reflections

Meeting ended 1:10pm

Appendix 1 Draft Budget

Proposed budget for 2019 - 2021

NOTE: FY Apr 1 - Mar 31

OPERATIONAL BUDGET

(Currency : Swiss Francs -CHF)

	2019/20	2020/21	2021/22
INCOME			
Stamp Fees	55000	55000	55000
GA Participation fees			75000
Bank Interest Income	25	25	25
TOTAL INCOME	55025	55025	130025
EXPENDITURE			
EXCO			
-Exco expenses, Meetings	7500	7500	7500
-Internet	1000	1000	1000
-Miscellaneous	400	400	400
Total EXCO	8900	8900	8900
REGIONAL AND YOUTH DEVELOPMENT ACTIVITIES			
-Regional and Youth Development Activities	7000	7000	7000
Total Developmental Project	7000	7000	7000
SI Committees			
-Audit	1500	1500	1500
-Peace activities	2000	2000	2000
-UN Related Activities	2000	2000	2000
-Conflict Resolution	1000	1000	1000
-Host List Validation	100	100	100
Total SI Committee	6600	6600	6600
ICT			
-Website Hosting	3000	3000	3000
-ServasOnline Maintenance	5000	4000	3000
Total ICT	8000	7000	6000
Graphics Design	500	500	500
Stamps printing/Stationery	500	500	500
Auditor Fees	1200	1200	1200
Accounting Fees	1200	1200	1200
Bank Charges	600	600	600
GA Provision	27500	27500	27500
GA Expenses			67500
TOTAL EXPENSES	62000	61000	127500
Surplus/(Deficit)	-6975	-5975	2525
Cumulative	-6975	-12950	-10425

CAPITAL PROJECTS

ServasOnline Investment	10000	10000	10000
Servas Registration	9000	9000	9000
TOTAL PROJECT OUTLAY	19000	19000	19000

Other provisions (e.g. Depreciation)	21355	21355	21355
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