

Servas International
SI Exco Meeting by Skype
Minutes
Sunday April 22, 2018 16:00 – 18:30 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 16:00 GMT/UTC.

1. Chit chat

2. Agenda Version 2 adopted as amended

3. Adoption of minutes

a. Finalize March 15-19, 2018 face-to-face meeting minutes

- **Motion: Approve Version 4 of the March 15-19, 2018 minutes. Passed**
- Action: PP will post Version 4 of March 15-19, 2018 minutes
- Action: JS/PP allow 15 minutes in the agenda for SI Exco written reports discussion at each monthly meeting

4. Email Decisions:

- a. 2018/4/5: To offer the Asst GS 80% funding to attend SICOGA 2018. Passed
- b. 2018/4/11: To offer SI Officer funding of 80% to convenor of the ServasOnline Coordinators User Group, upon receipt of satisfactory funding application form. Passed

5. Quick Urgent Decisions:

a. E-stamp pilot, Singapore's request to be added to it

- SI Exco appreciate Singapore's interest in ServasOnline and the e-stamp process, however, it is too late to be involved in the 2018 e-stamp pilot project
- **Motion: Singapore will not be added to the ServasOnline 2018 e-stamp pilot project. Passed.**
- Action: RBR to inform Servas Singapore NS

b. Internet for Asst GS (expires in May 2018)

- The Assistant General Secretary has been funded to attend SICOGA 2018m and will have an active role before, during and after the conference, therefore requiring reliable internet access
- **Motion: To fund 75% of the Assistant General Secretary's internet costs for 1 year. Passed.**
- Action: PP will send the 75% of internet costs to the Assistant General Secretary by Western Union

6. SICOGA 2018

a. Registration

- At the SICOGA 2018 status meeting just before this meeting, low registration was identified as a key concern
- Action: AG will work with Amir to create a list of funded people who have not registered, for use by JS to send an urgent reminder to them to register, reminding them of the May 1 deadline for reserving spaces for delegates and key people
- Action: PP and AL to phrase reminder for funded people and email it to Jonny
- Action: JS will send a general reminder about the conference with more description of the programme
- **Motion: The May 1, 2018 deadline for reserving spaces for delegates and key people will not be changed. Passed.**

b. Funding

- **Motion: Defer funding decision for Servas Iran until May 4, 2018. Passed.**
- **Motion: Servas Cameroon will not be funded, since they do not meet the funding criteria. Passed**
- **Motion: Servas Slovenia will not be funded, since they do not meet the funding criteria. Passed**
- **Motion: Defer funding decision for Servas Nigeria until May 4, 2018. Passed.**
- Action: AG will notify Servas Iran, Cameroon, Slovenia and Nigeria of SI Exco's funding decisions
- It was noted that Servas China did not submit another delegate funding application by the deadline of March 31, 2018

c. Programme

- Action: DS will provide a brief outline of the planned Workshop about Peace for the SICOGA 2018 reminder letter by May 4, 2018
- Action: AG will provide a brief outline of the planned SI Development Plan, which will use Africa as an example, for the SICOGA 2018 reminder letter, by May 4, 2018
- Action: JS will provide a brief outline of the planned Youth presentations for the SICOGA 2018 reminder letter by May 4, 2018

d. Budget

- Servas Korea has been asked to provide a time table for conference bill payments, to allow SI to plan transfers to the Korean SICOGA 2018 account
- RBR gave an overview of the state of the budget, and emphasized that it is still early

e. Interactive SICOGA

- Servas Korea has a volunteer who has offered to do video steaming, and they had a successful test of the process yesterday

f. Sustainable SICOGA

- DS and JS have been working on a document about sustainability at the conference, and raising awareness
- Anna Cristina Siragusa and Alvany Santiago have agreed to be active in this area
- JS spoke to Danish company FEE Global which does carbon offsets
- It is not yet known if any of the initiatives will add to the conference costs
- Action: JS will bring a proposal about sustainability at SICOGA 2018 to SI Exco

7. SI GA 2018 motions

a. SI Exco motions

i. Standard SI motions (EXC-001 – EXC-011)

- No discussion

ii. Other SI Exco motions (EXC-011 – EXC-022)

- EXC-012 None of the Above
 - All SI Exco support it
 - Action: PP to update EXC-012 form
- EXC-013 Governance efficiency and workload
 - Updated the motion
 - JS, DS, PP, PC support it
- EXC-014 Servas permanent representation in Geneva
 - Updated the motion
 - JS, DS, RBR, PP, PC support it
- EXC-015 SI principles and organisation defined in the statutes preamble
 - Updated the motion
 - All SI Exco support it
- EXC-016 Develop procedures for recruitment of new Servas individual members
 - Updated the motion
 - JS, AG, RBR, PP, PC support it
- EXC-017 Improve Servas International Conference and General Assembly (SICOGA)
 - Updated the motion
 - All SI Exco support it
- EXC-018 Servas commitment to gender balance in decision making bodies
 - Updated the motion
 - All SI Exco support it
- EXC-019 Outreach for increased cooperation with like-minded organisations
 - Updated the motion
 - All SI Exco support it
- EXC-020 SI Exco 2015-2018 recommended priorities for SI Exco 2019-2021
 - Updated the motion
 - All SI Exco support it
- EXC-021 Updated structure for SI committees, teams and groups
 - All SI Exco support it
 - Action: AG to update EXC-021 form
- EXC-022 SI paid administrator role
 - All SI Exco support it
 - Action: AG to update EXC-022 form

b. Motions received from MGs

- The motion from Portugal came in the form of a question
- Action: RBR and JS will prepare a reply to Portugal's motion

c. Handling of motions, Agenda Working Group/Subject Working Groups

- PP and Pramod Kumar have agreed to be on the Agenda Working Group (AWG), which recommends and oversees the Subject Working Groups (SWGs)
- Action: PP will attempt to find a third person for the AWG
- PP announced that her objective is to post the motions by April 30, 2018

- **Motion: Due to time limitations and priorities, the motions will not be translated into Spanish now. Passed**

8. ServasOnline

- Not discussed

9. SI Exco members written reports:

- Not discussed

10. CISV's invitation to SI president for CISV's global meeting in August 2018:

- CISV (Children's International Summer Villages) International is a global organization dedicated to educating and inspiring for peace through building inter-cultural friendship, cooperation, and understanding. CISV was founded in 1950 and is today a federation of 70 National Associations with over 200 Chapters or local groups. More information about the conference is available here: <https://globalconference.cisv.org/>
- CISV will fund the travel cost, but not room and board/food
- **Motion: To fund JS to present at the CISV global meeting in August 2018 to a maximum of 500 euro (approximately 558 CHF) from the 2018/2019 Servas Promotion (Outreach). Passed**

11. Any other business?

12. Next meeting

- **Next meeting will be Sunday May 20, 2018 16:00 – 18:00 GMT/UTC**
- **Regular time: third Sunday every month UTC/GMT 16.00-18.00 (to be coordinated with the SICOGA 2018 monthly status meeting which is held on the same day at 14:00 – 15:00)**

13. Meeting ended at 18:47 GMT/UTC

Action Items

- Action: PP will post Version 4 of March 15-19, 2018 minutes
- Action: JS/PP allow 15 minutes in the agenda for SI Exco written reports discussion at each monthly meeting
- Action: RBR to inform Servas Singapore NS
- Action: PP will send the 75% of internet costs to the Assistant General Secretary by Western Union
- Action: AG will work with Amir to create a list of funded people who have not registered, for use by JS to send an urgent reminder to them to register, reminding them of the May 1 deadline for reserving spaces for delegates and key people
- Action: PP and AL to phrase reminder for funded people and email it to Jonny
- Action: JS will send a general reminder about the conference with more description of the programme
- Action: AG will notify Servas Iran, Botswana, Slovenia and Nigeria of SI Exco's funding decisions
- Action: DS will provide a brief outline of the planned Workshop about Peace for the SICOGA 2018 reminder letter by May 4, 2018
- Action: AG will provide a brief outline of the planned SI Development Plan, which will use Africa as an example, for the SICOGA 2018 reminder letter, by May 4, 2018
- Action: JS will provide a brief outline of the planned Youth presentations for the SICOGA 2018 reminder letter by May 4, 2018
- Action: JS will bring a proposal about sustainability at SICOGA 2018 to SI Exco
- Action: PP to update EXC-012 form
- Action: AG to update EXC-021 form

- Action: AG to update EXC-022 form
- Action: RBR and JS will prepare a reply to Portugal's motion
- Action: PP will attempt to find a third person for the AWG

Previous Action Items Not Completed

Action items from 15–19 March 2018 meeting:

- Action: DS and AG will prepare a draft conference programme by June 4, 2018 **IN PROGRESS**
- 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
- Action: JS will sign the ServasOnline maintenance contract and return it to Bernard
- Action: AG will call for donations to the SICOGA 2018 by March 31, 2018
- 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: Youth funding: AG will call for donations to the SICOGA 2018 by March 31, 2018
- 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
- 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
- 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: AG will update the draft job description for the Technology and Membership Secretary
- 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 **NO ANSWER RECEIVED YET. WILL CHECK AT THE UN OFFICE IN NYC.**
- 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
- 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
- Action: PC will try to ensure that every country with a funded delegate has put their members on ServasOnline
- Action: AG and Susana will plan the orientation of Youth volunteers in Seoul before the conference
- Action: JS will thank Servas Italy for the discussion, and request a copy of their minutes
- Action: AG will alert Member Groups to significant changes to elected officers
- 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
- Action: PP will write words for the SICOGA 2018 with a link for the home page and JS will post it
- 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
- Action: AG will extract replies regarding ServasOnline from delegate funding applications and send them to servasonline@servas.org

Action items from 14 January 2018 meeting:

- Action: JS 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: AG will draft a list and circulate it for comments
- 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 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 items from 12 November meeting:

- 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

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.

August 20, 2017 Action Items Not Completed

- Action: PC will define the ServasOnline specific administrative tools required

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
- 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: Guy and Pablo will identify needed admin tools
- 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

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 2018-02-18 - 2018-04-21

Please find action items below, categorized in Done, In progress and Not done. Beside these actions times I have worked with the following in my fields of responsibility as SI President:

COMMUNICATIONS

Outreach & Servas promotion

I have:

* made further plans and preparations for my active participation as SI representative at the global conference arranged by the international peace organisation CISV in the Netherlands in August 2018.

More information about CISV and the global conference here:

<https://globalconference.cisv.org/>

Modernised/new website & ServasOnline communication

I have:

* distributed the invitation letter for SICOGA 2018 to Servas national secretaries and other key persons.

* published SI News Bulletin (SINB) No 1 2018 together with others in the SI newsletter and website editorial team. Started preparations for SINB No 2 2018.

* collected new texts, photos, videos and other illustrations and published them on the website servas.org. Work in cooperation with Jean-Marc Eyot, Servas France, and others.

* in cooperation with SI Peace Secretary Danielle Serres, made an outline for a series of articles about "Women traveling with Servas" to be published in SINB, on servas.org, social media and via other communication channels.

SICOGA 2018

I have:

* received and uploaded several motions for SI GA 2018 from Servas member.

* written draft motions for SI GA 2018. Subjects: a) Proposed SI Exco priorities for 2019-2021, b) Develop the SI principles and organisation in the statutes preamble. c) Develop concept of interview, d) Develop SICOGA concept, e) Gender commitment, f) SI Outreach.

* on 2018-02-18 and 2018-03-18 been the convenor of a SICOGA 2018 Organising Team (SICOGA 2018 OT) web meetings.

* worked on general activities and planning for SICOGA 2018, in cooperation with SI GS and Servas volunteer responsible for registration website.

* worked on the initiative to – in cooperation with Servas Korea – to find Korean companies that can provide video and/or audio streaming services during SICOGA 2018 and to find out what the cost would be. The proposed idea is that the companies will

a) assist Servas International to stream audio and video from Seoul to people in the Servas community around the world.

b) save/store recorded audio and video so that we can get access to the content afterwards.

* worked on the SI Exco decision to position the SICOGA 2018 as a meeting with ambitions to become a environmentally responsible and sustainable meeting that leaves as small ecological footprint as possible. Contacts with SI volunteers and the organisation FEE Global, an international organization that has offered to cooperate with SI in our pursuit to offset CO2 emission impact from SICOGA 2018.

* distributed a formal invitation to SICOGA 2018 (see under COMMUNICATIONS above).

SI financial

* Banking business:

** I have made arrangements for signatory rights and other administration rights via internet banking for two persons: a) Richard Cabassut, Servas France, and responsible for handling of SI stamps. b) Gulsen Elyak, SICOGA 2018 Finance Coordinator.

** Downloaded and emailed bank statements from SI's CS account to the SI Treasurer and the SICOGA 2018 Finance Coordinator.

ServasOnline member system

* I have – together with the rest of the ServasOnline Team kept a vigilant watch on the emails that come to the account with the address servasonline@servas.org.

* Continued contacts with the ServasOnline Team and the convenor/coordinator of the ServasOnline Coordinators User Group (SOLNCU) and the subgroup ServasOnline Review Team.

SI registration and SI domicile

I have:

* presented a proposal for SI registration at the SI Exco face-to-face meeting in March 2018.

* had continued communication with a legal expert at the law firm which SI consults regarding the registration of SI as a recognized international non-governmental organization INGO, and for the establishment of a domicile for the organisation.

Other business

* Additional contacts with Servas Italy regarding 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.

Action items from SI Exco meeting:

I have executed/not executed the following action items that I have been assigned by Exco

Action items from 15–19 March 2018 meeting:

Done:

Action: JS to inform Franco Corsi

Action: DS and JS write draft motions based on the Vision, for discussion, by March 31, 2018

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: JS will research adding Gulsen Elyak as a 4th signatory on the SI bank account.

Action: JS will thank Servas Italy for the discussion, and request a copy of their minutes

Action: JS and DS will prepare a motion for SI structure based on the Vision

In process:

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

Action: JS will sign the contract and return it to Bernard (has the updated version of the contract been signed by Jonny?)

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: 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: JS will confirm that Nominations Committee will write to every country looking for SI candidates

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

Action: PP will write words for the SICOGA 2018 with a link for the home page and JS will post it

Action: PP and JS will instruct all delegates to know the status of ServasOnline in their country

Not done:

None.

Action items from 18 February 2018 meeting:

Done:

Action: JS/PP allow 15 minutes in the agenda for SI Exco written reports discussion at each monthly meeting

Action: JS will draft the face-to-face meeting agenda and also a prioritized list of items to be discussed by February 25, 2018

Action: JS will arrange for Richard Cabassut to become a signatory for Credit Suisse

Action: JS will communicate the decision to provide full minutes to IAC, and SI Exco's concerns, to the IAC

Action: JS and RBR will research the new SI Registration information, and JS will present a report to SI Exco for the March face-to-face meeting

Action: JS and DS will propose a statement related to sustainability for possible inclusion in the SICOGA 2018 invitation letter by February 19, 2018, and SI Exco will make an email decision about including it

Action: JS/PP will ensure that all of SI Exco has the opportunity to comment on the SICOGA 2018 invitation letter.

In process:

See below.

Not done:

None

Action Items from SI Exco meeting January 14 2018

Done:

Action: JS will send the contact details of a New Zealand Servas member who contacted JS about ethical banking, and then Radha can contact the NZ member

Action: JS will add RBR to the ServasOnline Team

Action: JS will follow up with his contact in Switzerland about his earlier request for information about insurance for SICOGA 2018

Action: JS will contact the preferred names to find out if they are interested in being a neutral moderator (AG took over the action item)

In process:

Action: Once it is final, JS will send the announcement to National Groups about Servas Canada's 2018 electronic LOI pilot

Action: Jonny will review the response, add relevant documents and send it to SI Exco

Action: JS will send the SI Registration invoice to SI Exco

Action: JS will propose a way to position the conference (SICOGA 2018) as ethical, environmental, and good for the world

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 and PC will complete the text of the official public update about ServasOnline after receiving questions from DS

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

Not done:

Action: JS will send a draft agenda (for SICOGA 2018) to SI Exco

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.
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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 Vice President's Report

No report submitted

Appendix 3 SI Treasurer's Report

Report of Treasurer for EXCO meeting on April 22, 2018

1. Action points:

From 15 – 19 March meeting

1. JS and RBR will investigate setting up business dropbox account so that Servas documents do not count against personal accounts

RBR and JS have investigated setting up a dropbox for business or onedrive for business and found that it is too expensive.

RBR and JS will continue to investigate other possibilities, for example Microsoft Office 365 (MS O365) for non-profit organizations and Google for business.

2. RBR will look at the budget to see if funding might be available.

RBR looked into finding additional funds for delegates/officers to attend the GA.

The budget is earmarked for various expenses and it is up to the committees that have been allotted the funds to release the amounts for use to fund GA participants. At the moment, no money has been released, but RBR will continue looking into it.

3. RBR will provide a simple explanation of accounting in advance of GA and present a session at the GA. RBR will provide an advance copy to AG for translation.

This will be done (as expected) in the month prior to the GA, so no immediate action is required.

From 18 Feb meeting

1. RBR will write a motion to buy accounting software used by the bookkeeper, for email decision

This was done and approved.

From 14 January meeting

1. RBR will contact Credit Suisse soon and also before the start of SICOGA 2018 to confirm which countries do not allow their residents to be Credit Suisse signatories.

The countries do not restrict residents to be Credit Suisse (CS) signatories; it is CS which will not allow residents of some countries to be signatories to avoid the onerous reporting requirements they face as a consequence.

Both Penny (PP) and Radha (RBR) as residents of Canada and USA cannot be signatories, as per CS rules.

Richard Cabassut (RC), the Assistant Treasurer, has been added as a signatory effective April, 2018.

2. RBR will follow up about the use of e-stamps and the different underlying accounting documentation required.

RBR wrote a paper entitled "Paper vs SOL" in January and circulated it. A copy has been put in the documents folder for this meeting.

2. Other activities

1. SICOGA

The SICOGA budget has been finalized and a system has been set up for monitoring payments received from attendees.

Two more processes will be set up in the future. (1) For reimbursing the ticket costs of funded delegates, and (2) A time-bound plan for the cash budget for SICOGA 2018.

2. Reviewing the system of SI receipts and payments

I present below a report on my review of the system of SI receipts and payments.

Currently, with our domicile in Switzerland and with our Swiss bank account, the only way we can receive money and make payments is through international bank transfers.

Cash transactions are now strictly discouraged because of money-laundering rules which may affect our non-profit status. Also, it is not safe since we do not insure our officers who will actually handle the cash. Finally, there is no convenient way to deposit and withdraw cash from our bank account.

Receiving money by accepting credit cards: We asked CS if our account could be set up for accepting credit cards from members making payments. Unfortunately, that does not seem possible at the moment.

Receiving money through Paypal: We checked with Paypal on opening an account. Paypal likes to be connected with a local resident (in Switzerland) to provide us with an account that will be linked with a Swiss bank. That is not possible for Servas International. Secondly, we are not sure if Paypal is as widely accepted or as convenient a way for people to pay us (compared to a credit card payment). Hence it may be worthwhile to set up a Paypal account.

For payments, we explored the possibility of getting an SI credit card for making payments, but concluded against it.

We feel that the best option for us is to use a workaround that is possible under existing statutes. Where required, we should designate an SI officer who will undertake to take care of an expense. We would then give an advance to the officer who will submit an expense statement on the expense incurred and settle the advance. The officer could use a credit card to pay. So, even though SI may not use a credit card, it may designate an officer (who has a credit card) to make the payment and get the same benefit. We should make sure that the designated person is reimbursed promptly or paid an advance so that they are not out of pocket.

Appendix 4 SI Peace Secretary's Report

Servas International Peace Secretary March 20 to April 20 2018

Follow-up of SI EXCO face-to-face meeting in March in Italy

- I wrote to Servas India NS referring him to the Development committee.
- I wrote to the UN secretariat in Geneva to find out the consequences of registering in another country on our consultative status with ECOSOC at the United Nations. No answer yet. I will check in person at the UN office in NYC.
- I drafted several motions, together with SI President.
- I contacted Lilly Kerekes about translation at the GA.

Communication

- Published an article on Servas International Facebook closed group about Sara Gendel from Servas Argentina, as SI PS assistant for Spanish speaking countries.
- Helped with publishing Servas Artists project article on servas.org.
- Helped with publishing Servas Youth going to European Parliament article on servas.org

Peace contacts

- I worked with Sara Gendel from Servas Argentina, SI PS assistant for Spanish speaking countries. We plan for a Servas International Peace Secretary Facebook Page in Spanish.
- Made contacts through various email correspondence and Skype meetings with several National Peace Secretaries, to identify SI Peace Secretary potential candidates in 2018.
- Also discussed outreach, like-minded organizations, and possible motions linked to the Peace aspect of Servas.

Servas at the UN

Prepared a meeting with Servas International UN representatives in NYC, April 26, including applying for a ground pass as Chief Administrative Officer, so as to be able to attend meetings at the UN, during my stay April 24 to 30. Organized my stay with one the representatives in NYC. Will participate in a Servas US local members gathering.

Appendix 5 SI General Secretary's Report

SI General Secretary Report: March 20 – April 22, 2018

Accomplished:

- Managed email votes and other day to day activity of SI Exco
- ICT:
 - ICT raised issue of new EU regulation, also raised by Portugal; consulting Bernard
 - Encountering problems with 'spam' on the SICOGA 2018 registration site; Mark is supporting Amir
 - Monitoring questions and queries to ICT
- GA 2018
 - March 2018 status meeting held with all of SI Exco during the face-to-face meeting; next planned for April 22, 2018
 - Working with Chris P, Chris J and Pramod on the 'None of the above' motions (EXC-012)
 - April 14, 2018 was the deadline for motions; reviewed them and named the files in preparation for discussion at the Apr 22, 2018 SI Exco meeting
 - Recruited Pramod for the GA Agenda Working Group
 - Management of visa process is being supported by Jessica from New Zealand
- Annual Reports:
 - 55 2017 MG annual reports and 6 SI Committee reports received to date
 - Working with MGs if format is not correct
- Corresponding with Anna re: SI Archives host list storage process following face-to-face decision
- Completed 2017 General Secretary Annual Report
- Reviewed General Secretary Job description
- Moved apartments!

Action item update:

Mar 14-19, 2018 Action Items:

- 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
- Action: PP will prepare the 'none of the above' motion
- Action: PP will write words for the SICOGA 2018 with a link for the home page and JS will post it
- Action: PP and JS will instruct all delegates to know the status of ServasOnline in their country

Mar 30-Apr 2, 2017 Action Items:

- 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

Short Term Priorities:

1. Day to day SI Exco and General Secretary correspondence and pressing issues
2. SICOGA 2018
3. 2018 GA – motions, processes, history

Key Concerns/Issues:

1. Transition to ServasOnline
2. SICOGA 2018 and GA 2018 myriad details

Appendix 6 SI Host List Coordinator's Report

No report submitted