

Servas International
SI Exco Meeting by Skype
Minutes
Sunday May 20, 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)**

Absent: None

Pre-announced difficulty to participate: **Radha Radhakrishna (RBR)**

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 1 adopted as amended

3. Adoption of minutes

a. Finalize April 22, 2018 face-to-face minutes

- **Motion: Approve Version 2 of the April 22, 2018 minutes. Passed**
- *Action: PP will post Version 2 of April 22, 2018 minutes*

4. Email Decisions:

- a. 2018/4/22: Reimbursement for 1/3 of the cost of Adobe Creative Suite applications for the period 2016-2018 to the convenor of the Image and Design Support Team, from the 2017-2018 budget. The Adobe Creative Suite applications are used for for Servas country logos, web graphics, Peace calendar, 70-year logo, Facebook group images, SI News Bulletin et cetera. Reimbursement Calculation: $(50 \times 12 \times 3) \div 3 = 600$ USD. Passed.
- b. 2018/5/8: SI Exco does not approve SI funding for a delegate from Servas Nigeria to attend SICOGA 2018 as the requirements are not met. Passed
- c. 2018/5/10: To approve funding for the NS of Servas Iran if outstanding issues are resolved by June 15, 2018. Passed
- d. 2018/5/12: Tell people that if they have paid their registration fee and their visa is refused, SI will return their entire registration fee, less any applicable bank charges. Passed
- e. 2018/5/13: To agree that the SICOGA 2018 funding of delegates and SI Officers will be in the amounts quoted to them, in case of clerical errors. The rationale is that 4 people by mistake were given a higher incorrect amount that originally approved, and accepted it, and have already entered into commitments based on that amount. It would put hardship on these people to reduce the amount now, consequently SI Exco has decided to honour the amount that was originally quoted to them. Passed

- f. 2018/5/20: Exco adopts the following job description for the new role of SI Membership and Technology Secretary which will replace the role of Host List Coordinator as a member of SI Exco. This will be presented in a motion to SIGA 2018 proposing the necessary changes in the statutes. Passed

5. SICOGA 2018

a. Financial report

- Everything is going well, there are still places available, RBR, Gulsen and Seakeum are in constant communication and up to date
- **Motion: To confirm Gulsen Elyak, SI Finance Coordinator, as the fourth signatory on the Credit Suisse accounts, and to remove William D'Souza. Passed**
- Action: JS and AG will arrange the addition of Gulsen Elyak to the Credit Suisse online account and the removal of William d'Souza
- Action: JS will ask Credit Suisse which countries' citizens cannot have full access to Credit Suisse online accounts, and will give this information to the Nominations Committee

b. Funding

- **Motion: To fund registration but not travel costs for 7 key people who were originally considered for funding at the face-to-face meeting :**
 - **2 additional Nominations Committee members to support nominations and elections at the GA**
 - **2 additional Audit Committee members to support budget preparation and other financial needs at the conference**
 - **1 additional Development Committee member to support developing countries at the conference**
 - **1 additional Youth committee member to support youth activities and volunteering at the conference**
 - **1 Conflict Resolution Committee member to provide conflict resolution support at the conference**
- There are now only 2 delegates, from Iran and Russia, who are not confirmed
- Currently there are about 15 people who are being funded and need visas. They had been advised to wait until they have their visa before purchasing their flight tickets. However, now that it has been confirmed that a visa is only valid to enter Korea for 90 days after it has been issued, there is a concern that waiting until mid-July to purchase a flight may result in higher prices.
- It was noted that, as always, there will be some funded people who do not have the resources to pay for their ticket in advance.
- **Motion: Based on the Korean visa policy, funded people who require visas will be told to register for the conference and buy their ticket now, under the assumption that their visa application will be approved. They will also be told that they must apply for their visas in mid-July. Passed**
- Action: PP, RBR and Amir will write to all of the funded participants who require visas to inform them to buy their tickets right away and to apply for their visas in mid-July. The communication will also indicate that if they have concerns about paying for their flight tickets, they should contact RBR.

c. Registration

- There are still spaces available
- It was confirmed that 170 is the maximum we are using, but it is not an absolute maximum
- AG is working with Amir on the 12 reserved places for Youth

d. SI GA 2018 motions & SWG's

- EXC-012 and EXC-022 are ready for posting

- EXC-021 (Updated structure for SI committees, teams and groups) requires more work on the details
- Action: PP will write and post the template for EXC-021
- Action: JS and RBR will prepare their portion of EXC-021 by June 20, 2018
- Action: AG will send EXC-021 to all National Secretaries by June 30, 2018
- JS and RBR are working with Portugal on their motion
- Action: PP will post the POR-001 as it is, and it can be revised later
- PP has begun the process of posting the motions and notifying National Groups and participants about the Subject Working Group (SWG) process
- It was agreed that all Servas members should be invited to participate in the SWG process, including those who are not attending the conference
- Action: PP will arrange for posting of the motions
- Action: PP will draft a communication about the motions and SWGs for review by SI Exco
- Action: PC will post the information about the SWGs on the official Facebook page

e. Programme

- Action: DS and AG will meet to exchange ideas and prepare the draft programme by June 4, 2018
- PP indicated that the mandatory GA delegate items (rules or order, accounting training) will be scheduled at GA sessions, to allow delegates to attend other programme activities
- Action: PP will introduce AG and DS to the Servas Korea organizers, so that they can work together to fit in the Korean programme ideas

f. Communications

- Action: JS and PP are preparing a schedule for conference updates to be sent to National Groups, by May 31, 2018
- RBR gave an overview of the state of the budget, and emphasized that it is still early

g. Youth

- A youth meeting, led by Susana, is planned for Oct 11 and 12 in Seoul, at a venue paid for by the proceeds of the auction held at SICOGA 2015
- There are many things that the youth will help, including ServasOnline training, translation, minutes, logistics support, ice breakers, film or interviews

h. Interactive SICOGA

- The Servas Korea volunteer who has offered to do video streaming is only available on weekends and one day during the week
- Action: JS will plan the requirements for video streaming and social media

i. Sustainable SICOGA

- Action: JS will bring a proposal about sustainability at SICOGA 2018 to SI Exco by May 31, 2018

j. Any other SICOGA business None

6. SI UN status update

- DS reported on her meeting with the ECOSOC representative at the UN in New York
- Action: JS will provide DS with his current address and telephone number
- To change the name or registration country of SI is an official procedure, requiring appropriate supporting documentation, but does not affect SI's consultative status at the UN

7. SI Exco meeting before SICOGA 2018:

- **DECISION: SI Exco will meet on Saturday Oct 13, 2018 at the hostel between 10 and 11am.**
- **DECISION: SI Exco will meet with the SI and Korean conference organizers on Saturday Oct 13, 2018 at the hostel between 11 and 12 noon.**
- Action: PP will arrange for a room on Oct 13, 2018 from 10:00 – noon for the SI Exco and conference organizers meetings

8. SI Exco members written reports:

- There was some discussion of the written reports

9. ServasOnline:

- It was agreed that JS and PC, as members of the ServasOnline User Group discussion group, will bring to SI Exco any relevant information from the discussions
- It was discussed that Servas members in many countries are not engaging with ServasOnline
- It was noted that the Dolphin Host List Storage Area (HLSA) is still the definitive place to find hosts in countries, and that those host lists can be generated from ServasOnline
- It was also noted that Key Dolphin is still important to SI, and that the information in Key Dolphin about key people is based on the Dolphin host database
- Action: JS and PC will arrange for a 'Transition to ServasOnline' report, to give a 'reality check' as to how many ServasOnline listings are complete, and what seem to be realistic timeframes to complete the transition to replacing the HLSA with host listings on ServasOnline. The report should also indicate estimated timeframes to replace the Key Dolphin functions

10. Any other business?

11. Next meeting

- **Next meeting will be Sunday June 10, 2018 18:00 – 20:00 GMT/UTC (Note date and later time)**
- 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)

12. Meeting ended at 18:26 GMT/UTC

Action Items

- Action: PP will post Version 2 of April 22, 2018 minutes
- Action: JS and AG will arrange the addition of Gulsen Elyak to the Credit Suisse account and the removal of William d'Souza
- Action: JS will ask Credit Suisse which countries' citizens cannot have full access to Credit Suisse accounts, and will give this information to the Nominations Committee
- Action: PP, RBR and Amir will write to all of the funded participants who require visas to inform them to buy their tickets right away and to apply for their visas in mid-July. The communication will also indicate that if they have concerns about paying for their flight tickets, they should contact RBR.
- Action: PP will write and post the template for EXC-021
- Action: JS and RBR will prepare their portion of EXC-021 by June 20, 2018
- Action: AG will send EXC-021 to all National Secretaries by June 30, 2018
- Action: PP will post the POR-001 as it is, and it can be revised later
- Action: PP will arrange for posting of the motions
- Action: PP will draft a communication about the motions and SWGs for review by SI Exco
- Action: PC will post the information about the SWGs on the official Facebook page
- Action: DS and AG will meet to exchange ideas and prepare the draft programme by June 4, 2018

- Action: PP will introduce AG and DS to the Servas Korea organizers, so that they can work together to fit in the Korean programme ideas
- Action: JS and PP are preparing a schedule for conference updates to be sent to National Groups, by May 31, 2018
- Action: JS will plan the requirements for video streaming and social media
- Action: JS will bring a proposal about sustainability at SICOGA 2018 to SI Exco by May 31, 2018
- Action: JS will provide DS with his current address and telephone number
- Action: PP will arrange for a room on Oct 13, 2018 from 10:00 – noon for the SI Exco and conference organizer meetings
- Action: JS and PC will arrange for a 'Transition to ServasOnline' report, to give a 'reality check' as to how many ServasOnline listings are complete, and what seem to be realistic timeframes to complete the transition to replacing the HLSA with host listings on ServasOnline. The report should also indicate estimated timeframes to replace the Key Dolphin functions

Previous Action Items Not Completed

Action items from 22 April 2018 meeting:

- Action: JS will send a general reminder about the conference with more description of the 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
- Action: JS will bring a proposal about sustainability at SICOGA 2018 to SI Exco
- Action: AG to update EXC-021 form

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: JS will sign the ServasOnline maintenance contract and return it to Bernard
- 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: 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: PC will try to ensure that every country with a funded delegate has put their members on ServasOnline
- 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: 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 2018-04-22 - 2018-05-19

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:

SI EXCO MANAGEMENT

* I have together with the SI Treasurer made an analysis of SI Exco's need for a unified cloud based IT platform for storing digital documents, internal and external communication. We have done research and found different alternatives, which will be presented together with a sharp proposal for SI Exco.

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 a reminder invitation letter for SICOGA 2018 to funded Servas national secretaries and other key persons.

* made preparations for SI News Bulletin (SINB) No 2 2018.

SICOGA 2018

I have:

* made preparations for a possible workshop at SICOGA on how to improve the procedures and techniques for interviews/informative talks between Servas members and prospective new members

* I have worked together with the SI Treasurer on a motion that has been submitted by Servas Portugal for SICOGA 2018.

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

* 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 reminder invitation to SICOGA 2018 (see under COMMUNICATIONS above).

SI FINANCIAL

* Banking business:

** I have confirmed that Gulsen Elyak, SICOGA 2018 Finance Coordinator, can be the 4th signatory.

** Approved a growing number of payments in relation to SICOGA 2018.

SERVASONLINE MEMBER SYSTEM

* I have had communications with Servas members about possible actions related to the ServasOnline system and the General Data Protection Regulation, GDPR, that is coming into force in the European union on May 25. I have collected information information about GDPR.

* I have signed and sent off an agreement with a Swiss company that will perform a penetration/hacking try test free of charge on servas.org.

* I have made a personal analysis of the current SI system for producing LOI, membership number, process for payment et cetera based on my experience with my own LOI. I have presented some questions and suggestions for improvements to the convenor/coordinator of the ServasOnline Coordinators User Group (SOLNCU) and the host list coordinator of Servas Sweden.

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

CONFLICT HANDLING

* I'm currently dealing with two cases that involve conflict and resolution. The work is partly done in cooperation with the SI Conflict and Resolution Committee, SI CRC.

OTHER BUSINESS

* 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 April 22 2018 meeting:

Done:

Action: RBR and JS will prepare a reply to Portugal's motion

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

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

In process:

Action: JS will bring a proposal about sustainability at SICOGA 2018 to SI Exco

Action: JS will provide a brief outline of the planned Youth presentations for the SICOGA 2018 reminder letter by May 4, 2018

Not done:

Action: JS will send a general reminder about the conference with more description of the programme

There was the general opinion in SI Exco that I should not send a general reminder since the conference was getting filled up.

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 -2021 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 ads 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 Sägänger
President
Servas International
2015-2018

Appendix 2 SI Vice President's Report

No report

Appendix 3 SI Treasurer's Report

Report of Treasurer for EXCO meeting for May 20, 2018

1. Action points:

From April 22 meeting

1. Action: RBR to inform Servas Singapore NS

Done. Servas Singapore was informed that the Servas Online was being piloted and we need to wait till the pilot is successful before extending it to other countries.

1. Action: RBR and JS will prepare a reply to Portugal's motion

Done. JS and RBR discussed the issue and JS and Radha have sent emails to Portugal in reply.

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.

After further research on different cloud options, JS and RBR have proposed that SI should set up a Google basic account for G-Suite. Jonny and Radha have proposed a motion to the EXCo to adopt this solution.

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 and determined that no further funds are available.

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.

2. Other activities

1. SICOGA

Gulsen is working with Amir, Richard, Mr. Song and me to keep track of the receipt of registration fees and preparing periodic reports for review. The process is working smoothly.

2. Servas International Financials

Radha is working with the book-keeper Pramod to get the financials ready for audit on an expedited basis.

Appendix 4 SI Peace Secretary's Report

Servas International Peace Secretary April 23 to May 19 2018

SI EXCO discussion and decision-making

- I regularly participated in the discussion and decision-making about motions, funding, SICOGA arrangements, and others.

SICOGA 2018 Conference program

- I have helped and supported some Youth members' participation at SICOGA.
- I have started gathering ideas and potential participants for a Peace workshop on "**Travel in peace and walk lightly on Earth**". Servas promoting ethical travel, concern for the environment and human rights as part of its philosophy as a global peace organization.
- I have made contacts with Hsueh-mei Wang about possible SICOGA workshop about **innovative ways to do interview/informative talk**.

Communication

- Wrote an article about meeting at the UN in NYC, to be published soon on servas.org and translated in French and Spanish.
- Arranged for the servas.org Links page to be translated into Spanish.

Servas at the UN

- Got a ground pass as Chief Administrative Officer on April 24, so as to be able to attend meetings at the UN in NYC.
- Attended a Meeting on **Peacebuilding and Sustaining Peace** with other Servas International UN representatives in NYC, on April 25.
- Prepared, held and minuted a Servas International UN representatives team meeting on April 26. Jeanne Devine arranged for us to get a room at the main NY Public Library. Better communication was highlighted as crucial for developing outreach activities, supporting UN mission as well as giving Servas more visibility among NGOS, in order to develop partnerships with like-minded organizations.
- Met with ECOSOC representative on April 27 to find out about possible consequences of various changes (address, name, registration country) on our consultative status with ECOSOC at the United Nations.
- Started preparing for participation at the 67th UN DPI/NGO Conference which will be held at UN headquarters in NYC August 22-23. The previous conference was held in Korea in 2016, where Servas Korea members were able to attend and speak on behalf of Servas. The theme of the Conference was *Achieving the Sustainable Development Goals Together*
- Advanced UN Representatives annual report (in progress).

Appendix 5 SI General Secretary's Report

SI General Secretary Report: April 23 – May 20, 2018

Accomplished:

- Managed email votes and other day to day activity of SI Exco
- ICT:
 - Still encountering problems with 'spam' on the SICOGA 2018 registration site; Mark is supporting Amir
 - Monitoring questions and queries to ICT
 - Arranged for Radha to renew servas.org domain
- GA 2018 and conference
 - April 22 2018 status meeting held, with all lots of action items resulting; next planned for May 20, 2018
 - Revised the 'None of the above' motions (EXC-012)
 - Based on Apr 22 SI Exco discussion, updated EXC motions
 - Drafted Motions webpage, and in the process of preparing the posting and also communication related to SWGs
 - Working with Pramod to update the GA pages of website
 - Working with Amir on registration numbers and related issues
 - Working with Radha on finance-related issues
 - Managing SI Exco decision-making related to finances and funding (SI, DC, Youth)
 - Working with Korea on visa process; visa options are not yet clear
 - Communicating with Korea on various issues
- Annual Reports: 61 2017 MG annual reports and 14 SI Committee reports received to date

Action item update:

Apr 22, 2018 Action Items:

- Action: PP will attempt to find a third person for the AWG

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 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. Annual Reports
4. 2018 GA – motions, processes, history

Key Concerns/Issues:

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

Appendix 6 SI Host List Coordinator's Report

No report