

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

Version: 1

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:

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 18:15 GMT/UTC due to technical difficulties.

**1. Chit chat**

**2. JS adds SI Nominations committee to meeting**

- Sus was added to the call, it was not possible to add Norma or Jean

**3. Meeting SI Nominations Committee (NC) and SI Exco**

**a. Big Picture**

- The NC made plans after the 2015 GA
- The NC are ready to contact National Groups to encourage recruitment
- *Action: Sus will send a request to the SICOGA 2018 Organizing Team to get an encrypted file with a list of all the conference participants for use only by the NC in recruiting candidates*
- The nominations form is almost finalized; it will be sent to PP for posting as soon as possible for posting
- Nominations and elections procedures are also being finalized, and will be sent for posting when completed
- The NC want to post nominations forms quickly after they are received
- *Action: PP will introduce the NC to Jean-Marc and Janek, so that they can request posting directly*
- The NC will set up a separate shares work space, and will share information with SI Exco as required, to ensure independence and transparency

**b. Elections processes**

- Because there are some motions that affect the elections, the NC will prepare for the 'status quo' and for the new system if the motions are passed; they will also have blank templates
- The NC will warn candidates of the motions that could affect their candidacy
- Ideally, there will be a printer available that can print on A3 paper
- *Action: PP will ask Servas Korea if we can have a printer that prints on A3 paper*
- The NC will require help at the conference, especially with the election candidate presentations, technical support and vote counting
- *Action: AG will look for 2 Youth who can be assigned to support the Nominations Committee*

#### 4. Agenda adopted as rearranged

#### 5. Adoption of minutes

##### a. Finalize June 10, 2018 minutes

- **Motion: Approve Version 2 of the June 10, 2018 minutes. Passed**
- Action: PP will post Version 2 of June 10, 2018 minutes

#### 6. Email Decisions:

- 2018/6/18: Having been informed that Karolina Neubauerova does not wish to take up the offer of SI funding for the conference registration fee, Exco approves the transfer of this funding to Janek Dzierzawski so he becomes the second representative of the youth committee at SICOGA 2018 and be able to take a lead role in the ServasOnline training and support to the young people. PASSED
- 2018/6/18: Funding was approved for Duyen Nguyen as delegate for Servas Vietnam at SICOGA 2018. Now she is unable to attend because of work commitments SI Exco agrees the transfer of the funding to Vu Nga the national secretary for the same amount as previously approved, covering a contribution towards travel costs and the registration fee. PASSED
- 2018/6/26: Funding was conditionally approved for Nader Fathzadeh as delegate for Servas Iran at SICOGA 2018. Servas Iran elected Zahra Karimi as their delegate on June 22, 2018. SI Exco agrees the transfer of the same amount of funding as previously approved to Zahra Karimi, covering a contribution towards travel costs and the registration fee. PASSED
- 2018/6/26: Exco approves a grant of CHF 1,025 from the SI youth meeting budget to support the international Servas Youth meeting in Portugal from 26th August to 1st September 2018. This grant may be used by the youth meeting organizers towards the registration fees for the youth organizers from a number of countries, the registration fee of the Servas Portugal adult organiser, and a grant for travel expenses incurred by Susana, convener of the SI youth committee, to drive from Spain to Portugal during the meeting. PASSED
- 2018/7/2: That registration of Youth replacements be allowed only until July 31, 2018. This means that the replacement will have been chosen, will have accepted, and will have registered completely and accurately by July 31, 2018. PASSED
- 2018/7/9: That the Internal Audit Committee and the Nominations Committee be given until July 18, 2018 to submit their 2017 Annual Reports which include the necessary information to meet the SI Statutes requirements: "All Servas International Officers must, as a minimum, submit an annual activity and financial report to the President of Servas International or the General Secretary to be forwarded to all National Secretaries." PASSED
- 2018/7/13: Addendum to the minutes of EXCO meeting 3/15 2018 – 3/19-2018  
Purpose of the MOTION: To change the wording of the motion passed during the meeting as follows, in order to clarify the decisions taken:  
Existing wording:
  - 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 timeNew wording:
  - 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
- MOTION: The budget for DC projects for each of the three years in the 2015-2018 budget would lapse at the end of each year if not spent. Any amount spent on development projects would first be paid out of the Development Fund. The Development Fund will be replenished from the Corpus Fund up to a maximum of the budgeted amount for the year or the actual amount spent during each year.

PASSED

## 7. SICOGA 2018

### a. Financial report

- SICOGA 2018 latest requirement is approximately USD\$158,000, and the budgeted amount is USD\$151,000; therefore, there may need to be an SI Exco decision related to overspending, once more detailed costs are known
- 2017/2018 Financial Reports:
  - The financial statements have been drafted, only the notes need to be finished
  - The External Auditor is ready
  - Waiting for the IAC report on the 2017/2018 financial statements

## 8. Stretch legs

## 9. SICOGA 2018 (continued)

### b. Funding

- The NS of Servas Taiwan cannot attend and has nominated Serena Tang to replace her ; Serna is already registered to attend
- **Motion: To transfer delegate funding for Servas Taiwan from Mei Wang to Serena Tang. Passed**
- Action: JS will notify Servas Taiwan of the approval of funding for Serena Wang, after she has completed the funding application form

### c. Registration

- There are now 167 attendees
- SI Exco was notified that Servas Korea had suggested adding additional participants, and that a proposal will be sent to SI Exco

### d. Visa process

- 25 participants require visas; 2 have already received them

### e. SI GA 2018 motions & SWG's

- The Subject Working Groups (SWGs) have been created, and convenors appointed
- Google groups have been set up for SWG discussion, and the Agenda Working Group (AWG) has sent a letter to the convenors with suggestions
- Each SWG convenor will ensure that the movers of motions in their group have representatives in their group
- The AWG is drafting a message to be sent by JS, reminding the funded delegates that they must join a SWG
- Action: JS will send the reminder that funded delegates must join a SWG
- A separate reminder will be sent in early August, only about SWGs, encouraging people to join
- Action: JS will send a reminder, drafted by the AWG, about SWGs in early August

**f. Programme**

- A few new proposals have been received to be included in the non GA programme
- Action: AG and DS will meet in early August to further define the conference programme

**g. Communications**

- The next communications will be sent July 31, 2018 and August 31, 2018
- Action: JS will send conference communications July 31, and August 31, 2018

**h. Youth**

- Planning for the Youth pre-conference is underway, and a Google group set up for discussion
- The Youth will meet with SI Exco around noon on Saturday October 13, 2018
- There will be a training session for Youth on ServasOnline in the afternoon of October 13, 2018
- Action: AG and JS will coordinate assignment of Youth to do video and photo recording during the conference

**i. Interactive SICOGA** Discuss in August

**j. Sustainable SICOGA** Discuss in August

- It was noted that the calculated carbon footprint for the Korea conference is about 50% of the footprint for New Zealand

**k. Any other SICOGA business** None

**10. SI representation letter**

- JS raised the IAC request that an SI Management Representation Letter be signed in conjunction with the 2017/2018 financial statements
- There was full and serious discussion about the request
- **Motion: That the SI President will sign the 2017/2018 Servas International management representation letter that has been presented by SI Internal Audit Committee, SI IAC. Motion did not pass**
- Action: JS will inform the IAC that the motion for an SI Management Representation Letter be signed in conjunction with the 2017/2018 financial statements did not pass.

**11. Social Media/Facebook**

- It was agreed that there is a need for more moderators in different time zones for the closed Servas International Facebook group
- Action: DS and RBR will talk to people in different time zones to find more administrators for the closed SI Facebook group
- Action: PC will add administrators for the closed SI Facebook group when they are identified

**12. SI Exco members written reports:** Not discussed due to time constraints

**13. Any other business:** None

**14. Next meeting**

- **Next meeting will be Sunday August 19, 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)

**15. Meeting ended at 20:45 GMT/UTC**

## Action Items

- Action: Sus will send a request to the SICOGA 2018 Organizing Team to get an encrypted file with a list of all the conference participants for use only by the NC in recruiting candidates
- Action: PP will introduce the NC to Jean-Marc and Janek, so that they can request posting directly
- Action: PP will ask Servas Korea if we can have a printer that prints on A3 paper
- Action: AG will look for 2 Youth who can be assigned to support the Nominations Committee
- Action: PP will post Version 2 of June 10, 2018 minutes
- Action: JS will notify Servas Taiwan of the approval of funding for Serena Wang, after she has completed the funding application form
- Action: JS will send the reminder that funded delegates must join a SWG
- Action: JS will send a reminder, drafted by the AWG, about SWGs in early August
- Action: AG and DS will meet in early August to further define the conference programme
- Action: JS will send conference communications July 31, and August 31, 2018
- Action: AG and JS will coordinate assignment of Youth to do video and photo recording during the conference
- Action: JS will inform the IAC that the motion for an SI Management Representation Letter be signed in conjunction with the 2017/2018 financial statements did not pass.
- Action: DS and RBR will talk to people in different time zones to find more administrators for the closed SI Facebook group
- Action: PC will add administrators for the closed SI Facebook group when they are identified

## Previous Action Items Not Completed

### Action items from 10 June 2018 meeting:

- Action: JS will notify SI Exco when the addition of Gulsen Elyak to the Credit Suisse online account and the removal of William d'Souza has been completed
- Action: AG will prepare documentation of how the Youth will support the conference and GA

### Action items from 20 May 2018 meeting:

- 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: PC will post the information about the SWGs on the official Facebook page
- Action: JS will plan the requirements for video streaming and social media
- 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

### Action items from 22 April 2018 meeting:

- 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 items from 15–19 March 2018 meeting:**

- 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 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: 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 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](mailto:servasonline@servas.org)

### **Action items from 14 January 2018 meeting:**

- 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 Will go in the following issue

### **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: 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

**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 2018-06-08 - 2018-07-19

**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:**

### **SICOGA 2018**

I have:

- \* established a contact with the SI Nominations Committee (SI NC), had a preparatory meeting with SI NC's convenor, in order to set up a meeting between SI NC and SI Exco on July 22. The SI NC convenor and I agreed on an agenda for the meeting. The purpose for the meetings with SI NC is – to provide the group with names of prospective members of SI Exco and other SI committees for the mandate period 2019-2021. The purpose is also to inform SI NC about possible implications for suggested motions that will be voted on at SI GA 2018.
- \* convened a SICOGA 2018 Team meeting on June 10.
- \* been instrumental in assisting Servas Iran to find a person from Servas Iran who can represent that national Servas organisation at SICOGA 2018. A person has been found and is now registered for the conference.
- \* handled visa administration for SICOGA 2018
- \* answered enquiries from people who would like to participate at SICOGA 2018 that the registration is closed.
- \* made preparations for a possible workshop at SICOGA
- \* 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.

### **SICOGA & COMMUNICATION 2018**

I have:

- \* with the strong help from SI GS PP sent out communications about:
  - proxy voting at SI GA
  - disseminated agenda, schedule, motions and SWGs at SICOGA 2018 to all SICOGA participants and other relevant persons

### **COMMUNICATIONS**

#### **SI News Bulletin (SINB)**

\* I have written and compiled all other contributing writers texts for SI News Bulletin (SINB) No 2 2018 and published the English version on deadline, June 30.

#### **Outreach & Servas promotion**

I have:

- \* been contacted and communicated with a representative for a photo/video sharing platform that is reaching out to SI to suggest discussions about possible cooperation between SI and the organisation behind the sharing platform.
- \* 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.

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

I have:

- \* established myself as a convenor/moderator for the Subject Working Groups (SWG) that will focus on the SI GA 2018 motions that are about the ServasOnline System, the SI website on the domain servas.org et cetera.

### **SI FINANCIAL**

\* Banking business:

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

### **SERVASONLINE MEMBER SYSTEM**

\* I have collected information relevant for SI about the General Data Protection Regulation, GDPR, that came into force in the European union on May 25.



\* 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.

### **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 10 June 2018 meeting:**

##### **Done:**

Action: JS will send emails to the 2 people from Costa Rica giving them the June 16 and 26, 2018 deadlines

Action: JS will notify the NS of Servas Iran that funding has been denied

Action: JS will contact members of Servas Iran telling them that they have until June 26, 2018 to find a suitable alternate delegate and have the person register by June 26, 2018

Action: SI Exco will review the draft list of Programme topics and provide feedback to AG and DS by Jun 13, 2018, by updating the document in Dropbox, using different colours

Action: JS will finalize the schedule for conference updates and circulate it to SI Exco, and then to the Servas Korea team

Action: JS and PP will prepare the June 2018 communications, and JS will send it out and arrange for it to be posted

Action: JS will send the Table of Contents for the next SI News Bulletin to SI Exco

##### **In process:**

Action: JS will notify SI Exco when the addition of Gulsen Elyak to the Credit Suisse online account and the removal of William d'Souza has been completed

#### **Action items from 20 May 2018 meeting:**

##### **Done:**

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

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. JS waiting for answer.

Action: JS will provide DS with his current address and telephone number

##### **In process:**

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 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.

**The plan will be finalized once there's final information about who will participate at SICOGA 2018.**

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

##### **Not done:**

- Action: JS and RBR will prepare their portion of EXC-021 by June 20, 2018

**Reason: Servas Portugal has withdrawn the motion.**

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**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 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 4<sup>th</sup> 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.

**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 Sångänger  
President  
Servas International  
2015-2018

## **Appendix 2 SI Vice President's Report**

## **Appendix 3 SI Treasurer's Report**

## Appendix 4 SI Peace Secretary's Report

### Servas International Peace Secretary June 11 to July 21 2018

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#### SI EXCO discussion and decision-making

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

#### SI Peace Secretary

- Refining SI Peace Secretary Job description, skills and qualifications, and looking for potential candidates with experience/expertise in peace building.

#### SICOGA 2018

- Participated in AWG meetings June 11, 20 and 26, and July 17, preparing for motions management through SWGs, how to join them, who must be there, ect.
- Created SWG **Vision and governance 2** google group
- Wrote to SWGs convenors

#### Conference program

- Worked with GS on draft programme to be published on July 5
- Interacted with several people offering contributions to the programme
- Started working on Servas at the UN workshop, and National Peace Secretaries role meeting, with help of SI Peace assistant.

#### Servas at the UN

- Contributed two oral statements to HRC June session with SI Main Rep. in Geneva
- Prepared for a possible participation to HRC September session, Sept. 17 to 21, with a side-event on International Peace Day.
- Contacts with Emmaus event September 17 to 20 in Geneva
- Started preparing for participation at the 67<sup>th</sup> UN DPI/NGO Conference which will be held at UN headquarters in NYC August 22-23.
- Completed UN Representatives annual report.



## Appendix 5 SI General Secretary's Report

### SI General Secretary Report: June 11 – July 22, 2018

#### Accomplished:

- Managed email votes and other day to day activity of SI Exco
- GA 2018 and conference
  - June 10 2018 status meeting held, with all lots of action items resulting; next planned for July 22, 2018
  - Working with Korea on visa process; process and instructions written and distributed to those requiring visas
  - Drafted contents for June SICOGA 2018 update communication
  - Agenda Working Group (AWG) met several times, and worked on the wording of the agenda announcement related to the SWGs
  - Drafted contents of official agenda announcement
  - Updated draft timetable containing the suggested GA sessions and non-GA activities, posted it on the website and included it in the agenda announcement
  - Posted updated to motions and summaries on website, added SWG documents to website
  - Working with Amir on registration, conference logistics and related issues
  - Confirmed all funded participants meet SI statutes requirements for funding
  - Confirmed all delegates meet SI statutes for voting at GA
  - Communicating with Korea on various issues
  - Requested reminder for proxy assignment
  - Continued updating of SICOGA 2018 website
- ICT: Monitoring questions and queries to ICT
- Annual Reports: 70 2017 MG annual reports and all SI Committee reports except ICT received to date
- Began preparation of 2017 SI Annual Report
- Accessed old siexco.org for past GA documents for 2018 addition to the SI Archives

#### Action items still outstanding:

##### **May 20, 2018 Action Items:**

- Action: PP will arrange for a room on Oct 13, 2018 from 10:00 – noon for the SI Exco and conference organizer meetings

##### **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. 2017 SI Annual Report

Key Concerns/Issues:

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

**Appendix 6 SI Host List Coordinator's Report**