

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

Version: 2

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

Absent: **Danielle Serres (DS)**

Pre-announced difficulty to participate: **Danielle Serres (DS)**

Minutes Recorder: **PP**

Chair: **JS**

Timekeeper: **JS/PP**

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 18:03 GMT/UTC

1. Chit chat

2. Agenda adopted as revised

3. Adoption of minutes

a. Finalize August 19, 2018 minutes

- **Motion: Approve Version 1 of the August 19, 2018 minutes. Passed**
- Action: PP will post Version 1 August 19, 2018 minutes

4. Email Decisions:

- a. 2018/08/18: that we serve only vegetarian food on Monday October 15, 2018 at SICOGA 2018.
Passed
- b. 2018/09/11: An unexpected serious medical problem occurred for a delegate's wife, on the day after the deadline for refunding registration fees. Under these circumstances, SI Exco agrees to refund the registration fee for the delegate's wife, and the USD300 for their 2-person room. If another man wants to share a 2-person room, the delegate may pay the USD150 again to share a 2-person room.
Passed

5. Request to add replacement Servas Georgia delegate

- On Sept 14, 2018 Servas Georgia requested that a new delegate be registered for the conference
- The previous delegate has said that she could not attend on September 2, 2018, and had not indicated that there might be a replacement person
- The pros and cons were discussed
- **Motion: That SI Exco tell Servas Georgia that the request has come too late, and so is denied. Passed**
- Action: PP will tell Servas Georgia that it is too late to register their replacement delegate

6. Financial

- RBR is waiting for the final IAC report on the 2017/2018 Financial Statements
- When the IAC report is received, RBR will draft a response, get SI Exco's comments and approval and send the reply to the IAC

- After that, the IAC report and the EXCO response will be sent to the External Auditor; if there are discussion points to be clarified, that will be done before the IAC report and EXCO responses are sent to the External Auditor
- The old bookkeeper contract only went to March 2018. We have a new bookkeeper who was scheduled to start from April 2018 and maintain the books going forward. RBR was waiting for the accounts to be finalized before sending the files to the new bookkeeper. In view of the delay, RBR who received the accounting files from the current bookkeeper a few days ago, will forward them to the new bookkeeper in the next few days and provide him with instructions. RBR has kept all the financial records and will share them with the new bookkeeper for recording the transactions for 2018/2019.
- Even though we will have a new bookkeeper for 2018/2019, as part of the project for SI Registration, it may be advisable to contract with the current bookkeeper as a consultant on financial questions relating to past years.
- Based on available information to date, the 2018/2019 finances reflect a deepening deficit; even before considering any new spending as a result of submitted motions being discussed in the general assembly in Oct 2018. The following are the approximate numbers of 2018/2019 receipts and expenses, which show that we need to come up with ways of increasing the income or reducing expenses:
 - Income 55,000 CHF
 - Expenses 95,000 CHF
- Action: RBR will include an explanation of the 2018/2019 projections and how it affects our vision in the DAY 2-1 session on Future Vision for Servas.

7. SI Exco motions for SICOGA 2018

- Each of the SI Exco motions were reviewed, after SWG discussion and in preparation for the GA
- Action: PP will make the updates to the EXC motions, as decided, and arrange for them to be posted

a. EXC-002 Member Group updates

- Ready to go

b. EXC-003 SI Statutes

- Remove reference to SI Exco recommendations

c. EXC-004 SI Officer reports

- Ready to go

d. EXC-005 Budget to next GA

- Ready to go

e. EXC-006 SI External Auditor

- Reword to empower SI Exco to select and pay

f. EXC-007 SI Signatories

- Reword to empower SI Exco to determine signatories

g. EXC-008 Approve elections

- Ready to go

h. EXC-009 2015 GA minutes approval

- Ready to go

i. EXC-010 2017-2018 Financial Accounts

- Ready to go
- j. **EXC-011 Rules of Order**
- Ready to go
- k. **EXC-012 None of the Above**
- Ready to go
- l. **EXC-013 Extended Board for workload sharing**
- **Motion: Talk to Britain about integrating this motion with ‘BRI-002 Commission re organizational change in Servas’, and withdraw this motion. Passed**
 - Action: AG will arrange to integrate EXC-013 into BRI-002
- m. **EXC-014 Servas permanent representative in Geneva**
- Action: DS will revise the motion by Sept 24, 2018
- n. **EXC-015 Amended preamble SI statutes**
- Revise to include SI statutes change from EXC-017
- o. **EXC-016 Develop procedures for recruitment of new Servas individual members**
- Ready to go
- p. **EXC-017 Improve Servas International Conference and General Assembly (SICOGA)**
- Remove references to SI statutes change, which will go into EXC-015
- q. **EXC-018 Servas commitment to gender balance in decision making bodies**
- Ready to go
- r. **EXC-019 Outreach for increased cooperation with like-minded organisations**
- Ready to go
- s. **EXC-021 Updated structure for SI committees, teams and groups**
- Action: AG will discuss integrating ‘SPA-ITA-001 Change of Youth Committee Structure and leadership’ into this motion
- t. **EXC-022 SI Paid Administrator**
- Remove references to ServasOnline
 - Rewrite to do feasibility report and recruitment plan

8. Stretch legs

9. Nextcloud

- Next cloud is a file sharing product like Dropbox, that runs on the Servas server and so is more secure
- It is not tied to a person’s personal data and so can easily be passed on to the next person who takes the role
- RBR and PP tested it, PC, JS, Gulsen and Richard have installed it
- **Motion: That SI Exco will move from Dropbox to Nextcloud for file sharing. Dropbox files will not be deleted until SI Exco are comfortable that the transition is completed. Passed**
- Action: PC will move Exco 2012-2015 files from Dropbox to Next cloud

- Action: PC will move Exco 2015-2018 files from Dropbox to Nextcloud on a future scheduled date and time
- Radha and Mark are now running a test of using email on the Servas server
- If anyone has questions about Nextcloud, Radha is happy to help

10. SICOGA 2018

a. Financial report

- Some funded participants have not claimed their refund yet
- Action: RBR will send AG the list of those who have not claimed their travel refund
- Action: AG will write to those who have not claimed their travel refund, to remind them that they will not be able to get a cash refund at the conference

b. Nominations

- Updated nominations information should be on the website next week
- Action: JS will send all key people an email about nominations
- Action: JS will include a call for nominations in Communication #3

c. AWG/SWG convenors

- 4 of 5 interim SWG reports have been posted on the website
- AWG has define the final SWG reports are due Sept 30, at which time the motions will be frozen on the website until the conference begins, at which time changes can be made
- At the conference, the SWG convenors are in charge of their SWG sessions; the plan is to have a Youth and Spanish speaker assigned to each SWG
- Any motion wording changes will need to be given to the minute takers in electronic format for display on the screens and translation to Spanish
- Action: AG will write to Youth asking them to bring laptops (instead of tablets) if they can
- Action: JS will add a request in Communication #3, to bring laptops and memory sticks to the conference

d. Visa process

- 10 participants still require visas
 - 4 Ugandan and 1 Pakistani/Italian visa applications are being actively being supported
 - The others are being monitored

e. Programme

- V10 of the Timetable has been drafted; the work 'Draft' will be removed

f. Oct 14, 2018 Festival

- Up to 30 people, 'first come first served' registration, will make up the delegation to the festival
- Only people on the 'optional tours list' are eligible to be delegates
- David A. will lead the delegation

g. Communications

- Communication #3 will be sent in the next week
- Action: JS will update the Correspondence page of the website in the next week
- JS is planning to use a Social Media Wall process, which is a hub for different social media platforms
- The Social Media Wall will be used before, during and after the conference; there is a team involved in the preparations

- Demelza was going to be responsible for a daily newsletter
- Action: AG will notify JS when she knows if Demelza is attending:

h. Youth

- AG is the contact person for the Youth who are attending the conference
- Action: AG will do a survey of the skills of the Youth, and share it with SI Exco

i. Sustainable SICOGA

- Servas Korea has confirmed that Monday October 15, 2018 will be a completely vegetarian day

j. Transition plan for SI Exco after SICOGA 2018

- There was some discussion of how the transition to new SI Exco will be handled, since there will be a lot of change
- PP indicated that she would consult with people after the conference, but will not take on any responsibilities

11. SI Exco members written reports: No discussion

12. Any other business: None

13. Next meeting

- Next meeting will be Sunday October 13, 2018 09:00 – 10:00 local time, followed by a meeting with the SICOGA 2018 Team

14. Meeting ended at 18:35 GMT/UTC

Action Items

- Action: PP will post Version 1 August 19, 2018 minutes
- Action: PP will tell Servas Georgia that it is too late to register their replacement delegate
- Action: RBR will include an explanation of the 2018/2019 projections and how it affects our vision in the DAY 2-1 session on Future Vision for Servas.
- Action: PP will make the updates to the EXC motions, as decided, and arrange for them to be posted
- Action: AG will arrange to integrate EXC-013 into BRI-002
- Action: AG will discuss integrating 'SPA-ITA-001 Change of Youth Committee Structure and leadership' into this motion
- Action: PC will move Exco 2012-2015 files from Dropbox to Next cloud
- Action: PC will move Exco 2015-2018 files from Dropbox to Nextcloud on a future scheduled date and time
- Action: RBR will send AG the list of those who have not claimed their travel refund
- Action: AG will write to those who have not claimed their travel refund, to remind them that they will not be able to get a cash refund at the conference
- Action: JS will send all key people an email about nominations
- Action: JS will include a call for nominations in Communication #3
- Action: JS will send SI Exco the reply from Credit Suisse
- Action: AG will write to Youth asking them to bring laptops (instead of tablets) if they can

- Action: JS will add a request in Communication #3, to bring laptops and memory sticks to the conference
- Action: JS will update the Correspondence page of the website in the next week
- Action: AG will notify JS when she knows if Demelza is attending:
- Action: AG will do a survey of the skills of the Youth, and share it with SI Exco

Previous Action Items Not Completed

Action items from 19 August 2018 meeting:

- Action: RBR and JS will plan the ‘Vision for the Future of Servas’ session for Day 2-1 of the conference
- Action: Jonny will define the volunteer skill sets required, so that a message can be sent to all participants asking for volunteers for the Communications Team
- Action: DS and RBR will continue to search for more moderators in different time zones

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 items from 20 May 2018 meeting:

- Action: PC will post the information about the SWGs on the official Facebook page
- 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: 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 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: 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: 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

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)

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 2018-08-18–2018-09-12

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:

- * convened a SICOGA 2018 Team meeting on August 19.
- * handled visa administration for SICOGA 2018
- * supported the SI Nominations Committee (SI NC)
- * made preparations for four possible workshops and presentations at SICOGA
- * been one of two convenors of the Subject Working Group (SWG) ServasOnline. SWG ServasOnline focus on the SI GA 2018 motions that are about the ServasOnline System, the SI website on the domain servas.org et cetera.
- * been active in general activities and planning for SICOGA 2018, in cooperation with SI GS, Servas volunteer responsible for registration website and with the SICOGA 2018 Team.
- * continued work on SI GA motions, for example the one about proposed amendment of the preamble of the SI Statutes and the ones about decreasing the ecological footprint of the SICOGAs.

SICOGA & COMMUNICATION 2018

I have:

- * worked on communication activities in preparation for SICOGA: a) setting up and staffing a SICOGA Communications Team b) making plans for the setting up of a Social Media Wall, SMW, to be started before the event and to used during and after the event.
- * made preparations for internal and external communications activities during SICOGA. Video and photo documentation is being planned.

COMMUNICATIONS

SI News Bulletin (SINB): I have made preparations for SI News Bulletin (SINB) No 3 2018 which is planned for publication not later than September 30.

Modernised/new website & ServasOnline communication: I have: handled some communications issues related to the content on servas.org.

Dealing with incorrect information: I have dealt with a case involving incorrect information about Servas disseminated via email. The case is still ongoing.

OUTREACH & SERVAS PROMOTION

I have:

- * reconnected with CISV as a follow-up of the Global Conference in August 2018 in Veldhoven, Netherlands, where I participated after the invited by CISV. An interview with me was published on September 4 on <https://globalconference.cisv.org/2018/09/04/2501/>

SI FINANCIAL

* I have worked with contract and invoice documents related to Servas International's agreement with a web development company.

* Banking business:

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

* I have had a number of contacts with SI Internal Audit Committee, SI IAC.

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 adress servasonline@servas.org.

CONFLICT HANDLING

* I'm currently dealing with one case that involves conflict and resolution. The work is partly done in cooperation with the SI Conflict and Resolution Committee, SI CRC. Since the August 19 SI Exco meeting one conflict and resolution case that I've been involved in has been partly resolved.

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 August 19 2018 meeting:

Done:

- Action: JS will call Sus, the Nominations Committee convenor, about the nominations process

Ongoing:

Action: AG and JS will coordinate assignment of Youth to do video and photo recording during the conference

Not done:

- Action: RBR and JS will plan the 'Vision for the Future of Servas' session for Day 2-1 of the conference
- Action: Jonny will define the volunteer skill sets required, so that a message can be sent to all participants asking for volunteers for the Communications Team

Action items from 22 July 2018 meeting:

Done:

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: JS will send conference communications July 31, and August 31, 2018 (modified dates: was August 15 and will be September 15).

Ongoing:

Action: AG and JS will coordinate assignment of Youth to do video and photo recording during the conference

Not done:

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 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 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 and 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

Appendix 3 SI Treasurer's Report

Appendix 4 SI Peace Secretary's Report

Servas International Peace Secretary August 20 to September 15 2018

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

- Worked on identifying potential SI Peace Secretary candidates.
- Communicated with National Peace Secretaries registered for SICOGA.
- Called for contribution to 2019 Servas Peace Calendar.

SICOGA 2018

- Managed SWG **Vision and governance 2** google group and submitted interim report on September 10.
- Participated in AWG meeting September 11, discussed interim report and final report before GA, ect.
- Followed other SWGs discussion on various motions, including the ones submitted by EXCO.
- Translation Team meeting September 8, organising for translations during SICOGA and identifying volunteers available.

Conference program

- Worked with GS on draft programme.
- Interacted with several people offering contributions to the programme.
- Worked on “Servas at the UN” workshop PP presentation with Manon Y. and others.
- Worked on “Bob’s legacy” and “Ethical travel” workshops.

Communication

- Publishing relevant articles on Servas Facebook groups
- Wrote article on Vegetarian DAY at SICOGA

Servas at the UN

- Prepared for participation to HRC September session, Sept. 17 to 21, and side-event on International Peace Day.
- Supported participation at the 67th UN DPI/NGO Conference held at UN headquarters in NYC August 22-23.
- Shared “Servas at the UN” PP presentation with SI Res at the UN and collected input.

Appendix 5 SI General Secretary's Report

SI General Secretary Report: August 20 – September 16, 2018

Accomplished:

- Managed email votes and other day to day activity of SI Exco
- GA 2018 and conference
 - Overall project management when issues arise
 - August 19 2018 status meeting held; next planned for September 16, 2018
 - Following progress on visa process and intervening when needed
 - Contributed content for mid-September SICOGA 2018 update communication
 - Agenda Working Group (AWG) met to September 11, 2018; 4 of 5 interim reports received and posted; decisions made related to SWGs from now until start of the conference
 - Participating in all SWGs
 - Working to determine if all funded delegates have joined a SWG, having written a reminder that was sent out
 - Posted updates to motions on website almost daily, as well as the summary postings for the SWGs
 - Updated Background Material and requested comments on the last 3 documents
 - Updating Timetable document, working with DS and AG
 - Identified roles for Youth at GA and conference
 - Met with DS and Spanish Translation Coordinator re: Spanish translation at the GA and conference
 - Continued monitoring and updating of other parts of SICOGA 2018 website as required
 - Working with SICOGA 2018 Organizing Team on registration, conference logistics and related issues
 - Communicating with Korea on various issues
 - Finalized proxy voters list with PC
- Monitoring questions and queries to ICT
- Installed and testing Nextcloud with RBR and ICT, as a document repository for SI Exco and SI Exco Teams
- 2017 SI Annual Report: Finalized and published 2017 SI Annual Report, and arranged for notification to be sent
- Update on SI Archivist tasks:
 - At 2018 face-to-face meeting, the following were recorded in the minutes:
 - There is a suggestion to include host lists in the SI Archives, inaccessible for 40 years - concern is over it being private information
 - **MOTION: Do not destroy the host lists that are currently in the SI Archives. Passed**
 - **MOTION: The host lists currently in the SI Archives will be placed in a closed "box" for 40 years, only accessible through the SI Archivist. Passed**
 - **MOTION: A message will be sent to all National Groups asking them if they do not allow any host lists for their country that are currently until the SI Archives to be placed in the closed "box"; no reply will be the same as agreeing to have their host list in the closed "box". Passed**
 - **MOTION: Invite each National Group to send by post the last available paper host list for their country to the SI Archives, to be placed in the closed "box". Passed**
 - Action: PP to inform the SI Archivist of these decisions
 - Action: PP will work with the SI Archivist to write the letter to National Groups, the SI Archivist will receive the responses
 - Action: PP to find out how much of these decisions will be done before SICOGA 2018 and tell SI Exco
 - The SI Archivist was notified of the decisions
 - The host lists have not been separated out and put into a closed "box" for 40 years, only accessible through the SI Archivist, and will not be done before SICOGA 2018
 - The letter to National Groups, about allowing their host lists to be in the "closed" box or inviting them to send their latest available host list, has not been prepared or sent and will not be done before SICOGA 2018

- There is a motion (USA-001) for the 2018 GA about host lists, and a session scheduled entitled "Future of SI Archives"

No Action items still outstanding

Short Term Priorities:

1. Day to day SI Exco and General Secretary correspondence and pressing issues
2. SICOGA 2018

Key Concerns/Issues:

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

Appendix 6 SI Host List Coordinator's Report