

**Servas International**  
**SI EXCO Meeting by Skype**  
**Sunday January 20, 2019 UTC 14:00–16:00**

**Participants: : Jonny Sågänger (JS); Carla Kristensen (CK); Radha B. Radhakrishna (RBR) ;Kiat Y Tan (KT); Paige LaCombe (PL); Andreas Becker (AB)**

Minutes recorder: KT

Chair: JS

Time keeper: Paige LaCombe (PL)

*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 UTC 1400**

**1. Chit-chat**

**2. Agenda was adopted**

**3. Adoption of minutes**

a) **Motion: Approve Minutes of Dec 16, 2018 .** **Passed.**

*Action: KT will post Dec 16, 2018 minutes.*

**4. SI Exco member's verbal & written report**

a) See appendices 1-6 for SI Exco members' verbal & written reports.

b) Some questions were raised and it was decided that :

- CK & KT will discuss further about DC and Youth & Families Committee;

- the Communication Team will be responsible for Facebook moderators.

*Action: Communication Team under JS will be responsible for Facebook moderators*

**5. SI Exco member's individual priorities for 2019-2021**

Postponed to the next Exco meeting.

**6. Stretch legs**

**7. Pilot use of Confluence & SI Exco nominations**

a) Use of Confluence for SI Exco work

It was agreed that the Exco should decide in Feb 2019 whether to proceed with Confluence for SI Exco work. AB will make a presentation about Confluence for Exco members, a few date options will be given to Exco members to choose a suitable date.

b) Use of Confluence for SI Exco decision on SI Exco appointments  
JS gave answers to the few queries raised by AB in Confluence. The Exco targets to confirm all appointments in the next meeting.

**Motion: The Exco to restructure and form own teams. Passed.**

Action: AB will provide date options for presentation of Confluence to Exco members

8. DV May 2019 & Email decision

a) Item(s) for Distant Vote (DV) May 2019

It was agreed that if the audited accounts could be ready before Jan 31 2019, it will be the only item for DV May 2019.

Action: KT will announce after Jan 31, 2019 to all National Secretaries on whether there will be a DV May 2019

b) Email decision: none.

### **9. SI Exco Annual Reports 2018 to 2021**

All Exco members were requested to read previous SI Exco Annual Reports starting from 2017 before Feb 28.

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

JS will share the list of content of the 2019 1<sup>st</sup> issue of SINB and Exco members will assist in adding headings & text.

Action: JS will provide the list of content of SINB

### **11. Next meeting – time and date**

The next two meetings will be held on Feb 17, 2019, UTC 14.00-16.00 and March 24, 2019. UTC 14.00-16.00

### **12. End of meeting**

Time: UTC 1600

### **Action Items**

Action: KT will post Dec 16, 2018 minutes

Action: Communication Team under JS will be responsible for Facebook moderators

Action: AB will provide date options for presentation of Confluence to Exco members

Action: KT will announce after Jan 31, 2019 to all National Secretaries on whether there will be a DV May 2019

Action: JS will provide the list of content of SINB

### **Previous Action Items Not Completed**

**Action Items from 2018-12-16**

Action: JS will arrange for CK & KT be added as signatories (done?)

**Action Items from 2018-11-25 meeting**

- Action: Exco members will fill in the email addresses of the volunteers
- Action: JS and RBR will come up with a motion of registration with background information
- Action: JS & KT will put in an action plan in Google drive to be used as the guide for future meetings.
- Action: JS has volunteered as the convener of the fund raising committee, another volunteer from the Exco is required, names of people who wish to be in this committee are to be submitted by Dec 8 2018
- Action: JS & RBR to check action items of the former Exco.

## Appendix 1

Jonny's short report to Exco

Action report 2018-12-15 – 2019-01-18

**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:

- \* worked on my action items from previous SI Exco meetings (see list of action items below).
- \* listed candidates that will be subject to SI Exco decisions for appointments for SI volunteer positions in the SI President's area of responsibility.
- \* done trial/pilot activities in the web based cooperation platform Atlassian Confluence, which could become a working tool for SI Exco.
- \* reached out and got accept for my wish to recruit Manon Yzermans of Servas France as collaborator to the SI President. We have agreed on her first two tasks.
- \* initiated planning together with the SI GS to produce the upcoming SI Exco Annual Reports.

### **SI REGISTRATION**

I have:

- \* in cooperation with Servas Switzerland identified a person who can be SI Exco's Servas Swiss liaison for the process to strengthen the registration of SI in Switzerland.
- \* reached out to the Centre d'Accueil de la Genève Internationale (CAGI) and the International House of Associations in Geneva in order to find out if one of these institutions can be of help in SI's registration process. CAGI has responded. No respons so far from International House of Associations.

### **SERVASONLINE SYSTEM**

I have cooperated with the group that is working on an extension of the SI e-stamp and e-LOI pilot for 2019. The pilot was launched by Servas Canada at the beginning of 2018 and the concept has been successfully implemented and developed during the year.

### **SICOGA 2018 (following up business)**

I have:

- \* made arrangements to have the changes to the SI statutes that were decided by the SI General Assembly 2018.
- \* Modified the Action chart in Google Drive for the new SI Exco 2018-2021 based on the decisions that were made at SI GA 2018.

### **MEDIA & COMMUNICATION 2018**

I have:

\* listed names of people who have accepted to be members of a SI Media and Communications Team (some are subject to SI Exco decisions for appointments). I have also received answers from persons who at this point decline to be members of the team.

\* I have in cooperation with editors, the person responsible for graphic design and others published SI News Bulletin (SINB) No 4 2018. I distributed the English version of SINB prior to the deadline, December 31 2018.

## **OUTREACH & SERVAS PROMOTION**

I have:

\* had a web meeting with the head of communication of the peace education organisation CISV as a follow-up of our September 2018 meeting and my participation at CISV's Global Conference in August 2018 in Veldhoven, Netherlands, by their invitation.

\* reached out to potential members of a team that will work on the promotion of and fundraising for Servas globally.

## **SI SERVAS COUNTRY SUPPORT**

I have continued to assist in helping to set up elections of a national secretary and other key persons, plus providing for standard Servas national statutes in two countries with Servas members.

## **ROUTINE BUSINESS**

\* Day-to-day business: prepare for upcoming SI Exco meetings, collect material for coming issues of SI News Bulletin (SINB) and servas.org, 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. 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 December 16 2018 meeting:**

**Done:**

- Action: JS will arrange for CK & KT be added as signatories.

Action: JS & KT will put in an action plan (about SI GA 2018 decisions) in Google drive to be used as the guide for future meetings.

**Ongoing:** See below.

**Not done:** None.

### **Action items from November 25 2018 meeting:**

**Done:**

Action: JS will share ServasOnline pilot group notes in Nextcloud.

Action: Exco members will fill in the email addresses of the volunteers (some of which are to be appointed by SI Exco)

**Ongoing:**

Action: JS and RBR will come up with a motion of registration with background information.

Action: JS has volunteered as the convener of the fund raising committee, another volunteer from the Exco is required, names of people who wish to be in this committee are to be submitted by Dec 8 2018.

Action: JS & RBR to check action items of the former Exco.

**Not done:**

None.

**Action items from October 20 2018 meeting:**

Action: JS will look for SICOGA application form & procedure (Done/sent to SI GS).

**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.**

**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 -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 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 Sågänger

President

Servas International

2015-2018

## Appendix 2

Carla's report December 2018 to January 2019

- Contacted assistants to Vice President for a teleconference: must postpone due to one of the assistants travelling with low internet connection
- Was contacted by Prossy N, among other things she is enthusiastic about young members in Uganda organising an International Meeting this year
- Contacted the convenor for Making Connections. This group needs to be visible in the website, and update the information on offers. No answer, yet
- Read through Annual Reports, for information
- Active on social media, as moderator for Servas 2 pages on facebook

### Appendix 3

Radha's verbal report to Exco:

- Will follow up with the collection of stamp fees
- There are a few bills to be paid
- Waiting for 2017-2018 accounts to be audited by the external auditors. Once done, the accounts will be sent for DV either in May or Nov 2019
- SI needs to look for ways to raise fund.



#### Appendix 4

Kiat's short note to Exco:

- Emailed 2018-11-25 minutes to be posted
- emailed May 2019 DV schedule to member groups. Emailed May 2019 DV Schedule to be posted.
- will email May 2019 DV reminder to member groups upon confirmation of motion by the Exco.
- emailed Annual Report 2018 to all National Secretaries of Member groups.
- Compiled mailing list of latest Member Groups
- assisting in mediating conflict in a member country.

## Appendix 5

### **Activities Report by Paige LaCombe, SI PS**

#### **December 2018 Activities:**

I have completed many recent activities with **US SERVAS** : I have notified US Servas that I am the SI Peace Secretary and resigned as US Peace and Justice Secretary. I nominated David Schwartz and shared necessary information with him about this role. Worked on developing and recruiting team for new pilot called "Servas Experiences" which is traveling in your own community or town with other local Servas Members and prospective members. Data to be collected to present at the US GA in July (San Francisco). Worked with the US Communications Committee which I co-chair with Chris-Ann Lara to share a newsletter with articles about SICOGA and peace building, as well as plan future communications. US board has elected me to serve on the US Board until the next GA in July.

I have been working to communicate with **National Peace Secretaries** . I received excel sheet of all the peace secretaries from Rita. US Servas has given me access to a paid subscription to ZOOM conferencing and I would like to set up twice a year meeting with peace secretaries. I would like a short paragraph from each peace secretary for the plan 2019 and then a review at the end of 2019, maybe 3rd quarter. I would like all peace secretaries to make a plan for the International Day of Peace, Servas Week of Peace or Month of Peace in September and share this with us.

Action needed: to understand how to email or communicate with National Peace Secretaries (through dolphin or email) coming from the SI Peace Secretary (not my personal email).

#### **December continued....**

I have participated in many local **United Nations Events** and organized others to join in efforts. As part of the board of United Nations Association of Pasadena, I helped organize UN events, invited local Servas members and participated in raising awareness of the UN SDG's at the following events: International Women's Day (March), Adopt a Future (June), UN Day (October) and Human Right's Day (December). I have also been mentoring youth to join Servas, and attend conferences in their area with the Model United Nations.

#### **January Calendar:**

Meeting with Jeanne Devine to create agenda for coordinating the new committee meeting with **UN Committee members** . Set dates for the year and notified members of agenda.

New Year **Greeting Letter for 2019** to the National Peace Secretaries.

Action: to send letter out in January 2019.

Completed letter here:

<https://docs.google.com/document/d/1wXBIQ7sNjK8qyRexOKwgYMJBpWKNhQWSrIFwslPvCBw/edit?usp=sharing>

UN/Servas meeting with Danielle Serres with regards to **SI UN Committee and budget** planning for 2019. We also confirmed SI US Reps for ECOSOC (NY, Geneva, Vienna) and discussed Upcoming conferences: Counsel of Human Rights in Feb, Commission for the Status of Women in March NY, and Geneva team in April.

Action Item: Collecting and sending « Women travelling with Servas » articles for publication.

Meeting with small group of National Secretaries and Peace Secretaries to support each other with issues specific to women in leadership and travel, SDG #5 and give each other updates on progress in different countries. Agreement to meet via Skype monthly or every other month.

Meeting with **potential Sevas partners**: UNA USA meetings and events, and Janet Elliot at the NGO IVCLA ( <https://www.ivcla.org/> ), and Weavers Way Co-op.

I recently found an **author** to write a book about **Bob Luitweiler** , the founder of Servas. This will be in development over the 2019-2020 years and will be a book available on kindle.

Action: Begin fundraising for this project.

**Social Media** : I created a facebook and instagram called **Servas PEACE page** to promote Servas as a peace organization and a way to communicate to Peace Secretaries, Servas member countries, members and the wider world.

## Appendix 6

Andreas reported that the followings have been done:

- Technical set up of Servas JIRA
- Technical set up +initiating numerous users to Servas Confluence
- Inviting new members to Servas Online dev +Helpdesk
- Redesigning Servas ICT management strategies
- Supporting eStamp pilot with creating Servas Online Test system