

SI Exco meeting 2019-12-15 UTC 14.00-16.00

Participants: Carla Kristensen (CK), SI Vice President, Radha B. Radhakrishna (RBR), SI Treasurer, Kiat Yun Tan (KT), SI General Secretary, Jonny Sägänger (JS), SI President, Paige LaCombe (PLC), SI Peace Secretary, Andreas Becker, SI Membership & Technology Secretary

[Carla Kristensen](#)

[Paige LaCombe](#)

[Andreas Becker](#)

[Jonny Sägänger](#)

[Radha Radhakrishna](#)

Preannounced difficulty to participate: [Kiat Y Tan](#)

Goals

Being on track with fulfilling SIGA2018 decisions and SI Exco tasks according to the SI statutes.

Minutes recording: *Kiat Yun Tan (KT)*

Time keeper: Paige LaCombe (PLC)

Criteria for agenda items

Items are in priority order.

Decision Item= needs immediate decisions. Only short discussion.

Discussion and Decision Item=Item that requires discussion & possibly involves decision

Discussion Item=Item that involves discussion and brainstorming

Update (on earlier SI Exco decisions)=normally written in SI Exco members monthly status report; only short discussion

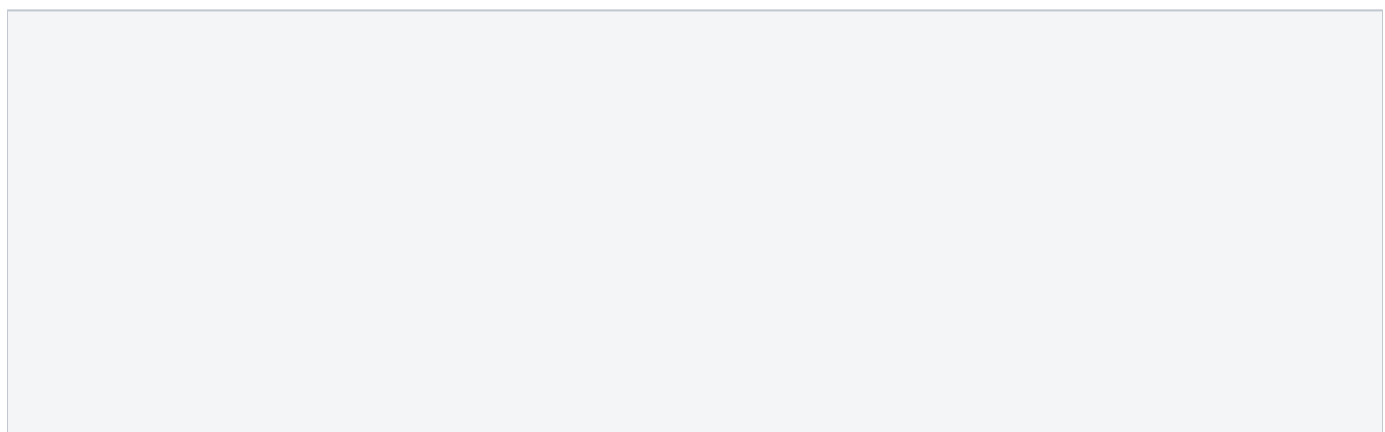
Information item=normally written in SI Exco members monthly in status report; only short discussion

Time	Item	Who	Reference	Meeting Notes & Action items/tasks
13.45-14.00	Chit-chat: "Social round"	optional		

14.00-14.05	Today's agenda: (any important last minute items?)	Jonny Sägänger Kiat Y Tan Andreas Becker	A) Servas youth database (CK, AB, RBR. JS=background) B) ServasOnline Import Germany: Data procession agreement between DE + SI required, Background information see SI data processing agreement (GDPR compliant) (AB)	A) Notes: <ul style="list-style-type: none"> children database for penpals must be technically integrated into ServasOnline system contacting children directly may be problematic Decision: A Servas youth database for penpals must be hosted by Servas International. <ul style="list-style-type: none"> Action: Paige LaCombe will send a message to JE with the above information together with the following questions: <ol style="list-style-type: none"> What will the database be used for? Are you aware of the instructions for dissemination of information to Servas key persons? Who: PL Deadline: 15 Dec 2019 Notes: Data procession agreement between Decision: SI Exco will read the document SI data processing agreement (GDPR compliant) before the January 5 2020. SI Exco will discuss the document and possible actions during the January 19 2020 meeting. <ul style="list-style-type: none"> Andreas Becker will add a number of questions for the discussion. Deadline 17 Dec 2019
14.05-14.10	Information item: A) Adoption and upload of minutes from previous meetings B) Email SI Exco decisions since last meeting?	Kiat Y Tan	A) Minutes on SI's website. https://servas.org/en/community/board-and-management/si-exco October 27 meeting minutes? November 10 meeting minutes? B) Email SI Exco decisions since last meeting?	Decision: KT will upload the minutes once the majority of Exco approves the same via email. Action: Who: KT Deadline:
14.10-14.20	Discussion and Decision Item:	Jonny Sägänger Andreas Becker Kiat Y Tan	Where to put action items from previous SI Exco meetings to allow for fast and easy follow-up on the activity process?	Notes: Decision: Checkboxes are needed for the agenda. <ul style="list-style-type: none"> Action: Andreas Becker , Kiat Y Tan , Jonny Sägänger : show how to do that, Deadline: 02 Jan 2020
14:20–14:45	Discussion and Decision Item: Future budgets – the way forward	Jonny Sägänger Radha Radhakrishna Andreas Becker	Future SI budgets – the way forward (JS, RBR, AB) <ul style="list-style-type: none"> April 1 2020–March 31 2021 April 1 2021–March 31 2022 Including: <ul style="list-style-type: none"> ServasOnline System maintenance and development Servas Online + ICT Budget monitoring Next SI General Assembly 2021? 2022? 	Notes: Decision: SI Exco will discuss a April 1 2020–March 31 2021 budget at our January 19 meeting. The aim is to make a decision about the budget at the same meeting. Actions: <ul style="list-style-type: none"> Radha Radhakrishna will provide SI Exco with <ol style="list-style-type: none"> Existing April 1 2019–March 31 2020 budget + Forecast for financial outcome for this year. Existing April 1 2020–March 31 2021 budget. Andreas Becker will provide SI Exco with figures on SI ICT, including ServasOnline, for current financial year + Forecast for spending on SI ICT, including ServasOnline, for current financial year. deadline: 03 Jan 2020
14:45–14:50	Update: SI growth campaign	Jonny Sägänger Paige LaCombe		Notes: Decision: "Plan for increased SI income" will be and agenda item for 30 minutes the SI Exco January 19 2020 meeting. <ul style="list-style-type: none"> Action: Carla Kristensen , Andreas Becker : create mini-agenda/ list of questions for this "brainstorming session", Deadline: 12 Jan 2020
14:50–14:55	Update: SI Code of Conduct project	Carla Kristensen Paige LaCombe	Status on SI Code of conduct project (CK, PL)	Notes: There are two documents. Decision: SI Exco discussion at January 19 meeting. <ul style="list-style-type: none"> Action: Carla Kristensen , Paige LaCombe will revise the documents and present them to all Exco members, Deadline: 15 Jan 2020

14:55–15:00	Update: SI Making Connections	Carla Kristensen Andreas Becker	SI Making Connections Directory Action: B1) CK will write the text for SI Making Connections Directory & will work with AB on the structure requirements of the programmers. Who: B1) CK, AB C) JS, KT Deadline: Nov 17 19	Notes: Decision: New deadline: January 19 2020. Action: Who: CK Deadline:
15:00-15:05	Stretch Legs			
15:05-15:15	Update: Members only area.	Jonny Sägänger Kiat Y Tan Andreas Becker	Status on Members only area: C) JS & KT will create a list of documents which could be moved from the public domain to "members only" area. (JS, KT) C) Closed page on servas.org (for members only). Status on timeline? additional information: discussion + facts about the plan to Build www.servas.org public pages on Drupal 8 for easier handling (AB)	Notes: Not done. • Action: Jonny Sägänger , Andreas Becker , Carla Kristensen will discuss members only area in January and report to SI Exco in January about the plan to proceed. Deadline: 19 Jan 2020
15:15-15:20	Update: Servas Italy	Carla Kristensen Jonny Sägänger	Servas Italy	Notes: CK informed the group about most recent development.
15:20–15:25	Update: Visa problems	Carla Kristensen	Visa applications: Guidelines on visa applications (CK) Answer to one Servas country's request for financial reimbursement for visa application costs (CK) Decision: a) CK to create some guidelines on visa applications b) CK will discuss with 1 other Exco member on the answer to 1 Servas country's request for reimbursement Action: Who: CK +1 Deadline: b) Dec 8 2019	Notes: CK has written a draft document. Decision: a) guidelines for Visa Applications will be discussed and approved for publication at next Exco meeting in January • b) Carla Kristensen , 17 Dec 2019 : send out answer to Sierra Leone Action: Who: Deadline:
15:25–15:30	Update: Standardization in Servas membership fee structure	Andreas Becker Paige LaCombe	PL & AB will ask the Roadmap Team to carry out a consultation process with National Secretaries and other relevant parties regarding the standardization in Servas membership fee structure (PL, AB). Who: PL & AB Deadline: Nov 17 2019	Notes: The issue has been discussed and in general been approved by Roadmap Team. Resulting from drawback of Chris-Ann Lauria, specific next steps have not been defined. Postponed until SI Exco January 19 meeting. Decision: Action: Who: PL, AB Deadline:
15:30–15:35	Update: SI Nominations Team (SI NT)	Paige LaCombe	PL will inform the SI Nominations Team (SI NT) about the financial difficulty in holding the next SICOGA (PL)	Notes: PL has informed SI NT. SI NT will in January discuss options for elections at the next SI General Assembly (SI GA) Decision: Action: Who: Deadline:

15:35–15:45	Update: SI Exco member's verbal and written reports.	Kiat Y Tan Paige LaCombe Andreas Becker Carla Kristensen Jonny Sägänger Radha Radhakrishna	Please upload your written reports here in Nextcloud, 48 hours before the meeting starts: https://nextcloud.servas.org/nextcloud/index.php/apps/files/?dir=/2%20SI%20Exco%202018-2021/SI%20Exco%20meetings%202018-2021/SI%20Exco%20meeting%202019-12-15&fileid=17066	Notes: Decision: Action: Who: Deadline:
15:45–15:55	Open space for SI Exco member's proposed items	Kiat Y Tan Paige LaCombe Andreas Becker Carla Kristensen Jonny Sägänger Radha Radhakrishna	SI Annual Report 2019: Any additional questions for the Servas Country Report questionnaire? (KT, JS)	Notes: Decision: KT will provide SI Exco <ul style="list-style-type: none"> Action: Kiat Y Tan provide Exco members with the current draft of the questionnaire, 25 Dec 2019 Who: JS will inform KT about her action item. Deadline:
15:55–16:00	Next meetings – time and dates		Proposals: (Proposed regular time: third Sunday every month UTC 14.00-16.00 (1 hour later during summer months). The time and/or date gets adjusted if the ServasOnline Team meeting date is adjusted) 2020-01-19 UTC 14.00-16.00 2020-02-16 UTC 14.00-16.00 2020-03-15 UTC 14.00-16.00 2020-04-19 UTC 14.00-16.00 2020-05-17 UTC 14.00-16.00 2020-06-21 UTC 14.00-16.00 2020-07-19 UTC 14.00-16.00 2020-08-16 UTC 14.00-16.00 2020-09-20 UTC 14.00-16.00 2020-10-18 UTC 14.00-16.00 2020-11-15 UTC 14.00-16.00 2020-12-20 UTC 14.00-16.00	Decision: UTC 14.00-16.00 Next meeting: 2020-01-19
Time?	End of meeting: 16.15 UTC	Paige LaCombe		



Description	Due date	Assignee	Task appears on
<ul style="list-style-type: none"> 17 Nov 2019 : B1)CK will write the text for SI Making Connections Directory & will work with AB on the structure requirements of the programmers. 	17 Nov 2019		SI Exco meeting 2019-11-10 UTC 14.00-16.00
<ul style="list-style-type: none"> 17 Nov 2019 : C)JS & KT will create a list of documents which could be moved from the public domain to "members only" area. 	17 Nov 2019		SI Exco meeting 2019-11-10 UTC 14.00-16.00
<ul style="list-style-type: none"> 13 Dec 2019 : RBR will make a proposal on written requirements for when the Exco (or others) needs to approve contracts, invoices. 	13 Dec 2019		SI Exco meeting 2019-11-10 UTC 14.00-16.00
<ul style="list-style-type: none"> b) Carla Kristensen , 17 Dec 2019 : send out answer to Sierra Leone 	17 Dec 2019	Carla Kristensen	SI Exco meeting 2019-12-15 UTC 14.00-16.00
<ul style="list-style-type: none"> Action: Kiat Y Tan provide Exco members with the current draft of the questionnaire, 25 Dec 2019 	25 Dec 2019	Kiat Y Tan	SI Exco meeting 2019-12-15 UTC 14.00-16.00
<ul style="list-style-type: none"> Action: Andreas Becker , Kiat Y Tan, Jonny Sågänger : show how to do that, Deadline: 02 Jan 2020 	02 Jan 2020	Andreas Becker	SI Exco meeting 2019-12-15 UTC 14.00-16.00
<ul style="list-style-type: none"> Action: Carla Kristensen, Andreas Becker : create mini-agenda/ list of questions for this "brainstorming session", Deadline: 12 Jan 2020 	12 Jan 2020	Carla Kristensen	SI Exco meeting 2019-12-15 UTC 14.00-16.00
<ul style="list-style-type: none"> Radha Radhakrishna will provide SI Exco with 		Radha Radhakrishna	SI Exco meeting 2019-12-15 UTC 14.00-16.00
<ul style="list-style-type: none"> a)CK to create some guidelines on visa applications 			SI Exco meeting 2019-11-10 UTC 14.00-16.00
<ul style="list-style-type: none"> b)CK will discuss with 1 other Exco member on the answer to 1 Servas country's request for reimbursement 			SI Exco meeting 2019-11-10 UTC 14.00-16.00
<ul style="list-style-type: none"> CK will prepare a draft "Code of Conduct" for Servas Officers. 			SI Exco meeting 2019-11-10 UTC 14.00-16.00

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<ul style="list-style-type: none"> Andreas Becker 25 May 2019 : <i>Action: AB will present amended proposal of the guidelines on organizing Servas ICT to the Exco for the Exco to vote on.</i> 	25 May 2019	Andreas Becker	SI Exco meeting 2019-05-19 UTC 14.00-16.00
<ul style="list-style-type: none"> 26 May 2019 , Kiat Y Tan will share when initiating the compilation of country reports with Jonny Sägänger . 	26 May 2019	Kiat Y Tan	SI Exco meeting 2019-05-19 UTC 14.00-16.00
<ul style="list-style-type: none"> Kiat Y Tan, 30 May 2019 : <i>Action: KT will post April 28, 2019 minutes</i> 	30 May 2019	Kiat Y Tan	SI Exco meeting 2019-05-19 UTC 14.00-16.00
<ul style="list-style-type: none"> 16 Jun 2019 Radha Radhakrishna Jonny Sägänger Action: JS & RBR will present draft document not later than at the next SI Exco meeting June 16. 	16 Jun 2019	Radha Radhakrishna	SI Exco meeting 2019-05-19 UTC 14.00-16.00
<ul style="list-style-type: none"> Action deadline: 15 Sep 2019 Kiat Y Tan to have SI Exco meeting minutes 2019-06-16 uploaded on servas.org. 	15 Sep 2019	Kiat Y Tan	SI Exco meeting 2019-08-18 UTC 14.00-16.00
<ul style="list-style-type: none"> Andreas Becker , Carla Kristensen , 04 Nov 2019 : prepare the proposal on how to move on 	04 Nov 2019	Andreas Becker	SI Exco meeting 2019-10-27 UTC 14.00-16.30
<ul style="list-style-type: none"> 17 Nov 2019 : PL & AB will ask the Roadmap Team to carry out a consultation process with National Secretaries and other relevant parties regarding the standardization in Servas membership fee structure. 	17 Nov 2019		SI Exco meeting 2019-11-10 UTC 14.00-16.00
<ul style="list-style-type: none"> 13 Dec 2019 : PL will inform the Nomination Team about the financial difficulty in holding the next SICOGA 	13 Dec 2019		SI Exco meeting 2019-11-10 UTC 14.00-16.00
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<ul style="list-style-type: none"> Action: Paige LaCombe will send a message to JE with the above information together with the following questions: 		Paige LaCombe	SI Exco meeting 2019-12-15 UTC 14.00-16.00