

**Servas International**  
**SI EXCO Meeting by Skype**  
**Sunday April 28, 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 March 24, 2019. Passed.**

Action: KT will post Mar 24, 2019 minutes.

**4. SI Exco member's verbal and written reports**

a) See appendices 1 -4 for Exco Members' written and verbal reports.

b) SI Exco members' action item

Exco members will carry out their respective responsibilities in accordance with the Excel chart listing all 31 decision items of SICOGA 2018 in Confluence

**5. SI Annual Report 2018**

a) Background

JS explained that the SI Statutes require all SI officers to submit an annual activity and financial report to SI.

b) Time line

The Exco has requested all reports to be submitted by May 5<sup>th</sup> and hopes to finalise the SI Annual Report by the end of June.

c) SI Annual Report 2019 – to connect with Action plan for SICOGA 2018 decisions

JS mentioned that the Annual Report could be used as a powerful tool to interact with 2018 GA decisions.

Action: AB & JS will present a proposed table of contents of the 2019 Annual Report for June meeting.

## **6. Extra SI General Assembly**

### 6a) Background

An Extra SI General Assembly is necessary because SI Statutes require some minor amendments to be made in compliance with registration requirements. The Extra SI General Assembly will be a virtual meeting; the Exco will look into the best way to hold this meeting. Due to the time zone differences, it is impossible to get all members to vote online at the same time. Therefore it is very likely that members will be given 1 week or 48 hours to vote online or via WhatsApp

Action: RBR & JS will prepare the background and proposed amendments to SI Statutes; to be presented in the next meeting on May 19.

### 6b) Time schedule

The Exco targets to hold the Extra SI General Assembly in Dec 2019. Upon amendment of the Statutes, SI can be registered within 1 year.

### 6c) Extra SI General Assembly 2020 paves way for SICOGA 2021?

If the Extra SI General Assembly 2020 can be successfully held, the same modus could be used for SICOGA 2021 to enable members who are unable to be present physically.

## **7. Open space for SI Exco member's proposed items**

RBR proposed to post Audited Financial Reports in the open page of servas.org while unaudited accounts to be placed in member's area.

The proposal was seconded by PL.

**Decision: The Exco approved the proposal.**

## **8. Stretch legs**

### **7. Protection of Servas member's individual data**

CK has prepared the guidelines for SI Policy on the use of personal information and marketing of international events, see Appendix 5. CK will continue to work on the guidelines.

## **8. Stretch legs**

## **9. Future of SI ICT & ServasOnline – part 1**

AB pointed out that as Servas is relying heavily on IT tools, from risk management perspective, it is good for the organization to have more people know about the tools that are being used to ensure continuity, budget control and transparency. AB proposed that instead of relying on

individuals to run the tools, teams should be formed to run each ICT tool and organization structure/job descriptions/guidelines (including budget control) are to be drawn for each team.

Action: on the issues of how to organize/ run ServasOnline (and other IT platforms), how to avoid depending on individuals and how to achieve budget control, AB will present proposal to the Exco for the Exco to vote on.

Action: AB will propose collaborators/deputy for Confluence platform.

- The Exco agreed to prolong the SI Exco May 19 meeting for 30 minutes to discuss the future of ServasOnline.

#### **10. Document email decisions since last meeting**

None.

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

JS informed that the next SINB will be published not later than June 30 19. Text contribution is to be submitted to the President before June 1 19.

#### **12. SICOGA 2021**

JS presented the draft invitation letter to all member groups (MGs) inviting member groups to express their interest in hosting SICOGA 2021. The Exco approved the draft, JS will email to MGs as soon as possible.

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

The next meeting will be held on May 19, 2019, UTC 14.00-16.00.

Proposed dates of future meetings:

2019-05-19 UTC 14.00-16.00

2019-06-16 UTC 14.00-16.00

2019-07-21 UTC 14.00-16.00 (optional, if needed)

2019-08-18 UTC 14.00-16.00

2019-09-15 UTC 14.00-16.00

2019-10-20 UTC 14.00-16.00

2019-11-17 UTC 14.00-16.00

2019-12-15 UTC 14.00-16.00

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.

#### **14. End of meeting**

Time: UTC 1600

#### **Action Items**

Action: KT will post Mar 24, 2019 minutes.

Action: AB & JS will present a proposed table of contents of the 2019 Annual Report for June meeting.

Action: RBR & JS will prepare the background and proposed amendments to SI Statutes; to be presented in the next meeting on May 19.

Action: on the issues of how to organize/ run ServasOnline (and other IT platforms), how to avoid depending on individuals and how to achieve budget control, AB will present proposal to the Exco for the Exco to vote on.

Action: AB will propose collaborators/deputy for Confluence platform.

## **Previous Action Items Not Completed**

Action: Exco members will carry out their respective responsibilities in accordance with the Excel chart listing all 31 decision items of SICOGA 2018 in Confluence

## **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 2019-03-22 – 2019-04-25

**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:

- \* written an draft letter to be sent to SI member groups inviting them to send applications to host SICOGA 2021. The draft letter has been authorized by the SI General Secretary and will now be shown to the rest of SI Exco.
- \* given input to a written request by the SI General Secretary to all SI officers to send their activity reports for the SI Annual Report 2018. The SI GS sent out the request for activity reports on April 23–24.
- \* written a document with my prioritized short term and long term goals for my current mandate period as SI President. I have also encouraged the other SI Exco members to write such documents too.
- \* done continued trial/pilot activities in the webbased cooperation platform Atlassian Confluence, which could become a working tool for SI Exco.
- \* compiled the document with the names of all SI elected and appointed volunteers 2018-2021. The document has been uploaded in Nextcloud and Servas Confluence. SI Exco has been alerted that the document exists.
- \* made proposals in the Action chart in Servas Confluence about whom on SI Exco for the mandate period 2018-2021 should be responsible and liaison for the individual decisions that were made at SI GA 2018.
- \* had continued contacts with SI's bank – Credit Suisse in Switzerland – in order to add new approved signatories to our online banking account and to obtain email waivers for members of SI Exco and the assistant SI Treasurer.

### **SI REGISTRATION**

I have:

- \* in email conversation with other members of SI Exco and other experienced Servas members worked out a preliminary plan for the arrangement of an Extra Servas International General Assembly (ESIGA). During the planned ESIGA there will be voting about a proposal to make changes to the SI Statutes (2018) so that they adhere to the requirements needed for a formal registration of SI in Switzerland.

The plans for the ESIGA will be formalized during the next couple of months.

### **SERVASONLINE SYSTEM**

I have had brief contacts with the group that is working on an extension of the SI e-stamp and e-LOI pilot for 2019.

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

I have:

- \* had brief contacts with the convenor of the working group SI Ethical Travel Team, which is about to be formed.
- \* participated in a meeting on April 16 2019 about the SI GA decision 30 Decision 17 regarding the Servas Britain motion BRI-002 Commission proposing an inquiry into a possible organizational change in Servas. During the meeting there was a discussion about a possible Servas Roadmap 2030, among other things. Participants in the meeting: Chris-Ann Lauria (Servas USA) and Andreas Becker (SI Exco).
- \* disseminated the new version of the SI statutes (2018), which contains the amendments that were decided by the SI General Assembly 2018. I sent the amended SI Statutes (2018) to all SI National Secretaries for any final comments before the statutes will be uploaded of servas.org in which will make them official to the public.

### **MEDIA & COMMUNICATION 2018**

I have:

- \* instructed one of the SI servas.org volunteer web editors to teach and “break in” a new volunteer web editor.
- \* in cooperation with other Servas volunteers published SI News Bulletin (SINB) No 1 2019.
- \* encouraged the other SI Exco members to provide content contributions for SINB 2-2019.

### **OUTREACH & SERVAS PROMOTION**

I have:

- \* been contacted by persons who are members of both Servas and the peace education organisation CISV.
- \* I have reconnected with **Lucie Zvolska**, PhD student, [Urban Sharing, International Institute for Industrial Environmental Economics \(IIIEE\)](#)

I have earlier provided **Lucie Zvolska** with information about Servas through an interview and written information for her PhD academic studies about sharing and collaborative economy. She’s researching platforms like Servas for several years.

Lucie Zvolska’s interview with me and others about accommodation platforms were used in an exploratory study. As such, the quotes from the interviews with me and the others were not used in our publications, but were very helpful in our follow-up work that focuses on sharing in specific cities.

Currently, Lucie Zvolska have these studies on the sharing economy published by their research team:

<https://www.sciencedirect.com/science/article/pii/S0959652619304366?via%3Dihub>

<https://www.mdpi.com/2071-1050/11/3/567>

<https://www.sciencedirect.com/science/article/pii/S2210422416301368>

<https://www.tandfonline.com/doi/abs/10.1080/13549839.2018.1463978>

More info on their upcoming publications can be found here: <http://www.urbansharing.org/publications>

## **SI SERVAS COUNTRY SUPPORT**

I have:

\* provided representatives of Servas Kenya and Servas Morocco with certificates that will help them with their efforts to register their associations with the authorities in their countries. Servas Kenya received a swift answer from the Kenyan authority with a preliminary acceptance of the request.

\* continued cooperated with the SI Standard Statutes Team, SI SST, which is developing standard statutes – also called bylaws and constitutions – for national Servas member and country groups.

## **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.

\* I have worked on my action items from decisions made at previous SI Exco meetings (see list of action items below).

### **Action items from previous SI Exco meetings:**

*I have executed/not executed the following action items that I have been assigned by Exco*

### **Action items from March 24 2019 meeting:**

**Done:**

*Action: Exco members will carry out their respective responsibilities in accordance with the Excel chart listing all 31 decision items of SICOGA 2018 in Confluence*

### **Action items from February 17 2019 meeting:**

## **Action Items**

### **Not done:**

Action: JS will provide different deadlines for submission of articles to the relevant parties.

### **Action items from January 20 2019 meeting:**

**Done:** xx

### **Ongoing:**

Action: JS will arrange for CK & KT be added as signatories (Technical problems with Credit Suisse)

Action: JS will provide SI Exco the list of content of SINB

See also action items below.

**Not done:** None.

## **Previous Action Items Not Completed**

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

#### **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.**

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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 -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 ad propose a theme for SICOGA 2018
- Action: JS will contact Servas Italy and US Servas about their active involvement with the ServasOnline project
- Action: JS will send an outline of his proposed presentation or workshop for the CISV meeting in the Netherlands in August 2018, for comments by SI Exco

**Not done:**

- None.

**May 28, 2017 Action Items not completed:**

- Action: JS to reply to IAC re: 2009 GA decision to rename Internal Audit Committee as Finance Committee, and WD to discuss it further at the IAC face-to-face meeting in July 2017
- Action: PP will draft a motion for a trial 'office manager' for 2018 and circulate it to SI Exco for comments

**Done:**

- Action: JS to reply to IAC re: 2009 GA decision to rename Internal Audit Committee as Finance Committee, (and WD to discuss it further at the IAC face-to-face meeting in July 2017)

**March 30 - April 2, 2017, Exco meeting: Action Items**

**Done:**

- Action: JS and PP will proceed with the SI registration motion
- Action: JS will talk to Antoine Boesch about liability insurance
- Action: JS will follow up with the IAC
- Action: JS will sign and scan the letter and email it to LVS; LVS will sign (if he agrees) and scan the letter and email it to the IAC with a copy to SI Exco
- Action: DS, JS, LVS/WD will add financial information to their reports
- Action: JS will follow up with Maison des Associations in Geneva regarding and SI mailing address and for one of DS contact persons in Geneva.
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**Ongoing:**

- Action: JS will replace the main photos on the ServasOnline homepage with photos related to Servas
- Action: JS will draft a Vision paper which is intended to stimulate informed debate about possible ways to encourage democracy in our process by June 30, 2017
- Action: JS will confirm with Judy and Harley that they agree with this User Group role
- Action: DS and JS will send email addresses for the US Servas Board to Guy, so that he can take over communications with US Servas from Bernard
- Action: JS, PC, Guy and others sending ServasOnline communications will stress that Key Dolphin and the HLSA remain active and must be kept up to date in every communication that is sent
- Action: JS will consult with Bernard to determine if the ServasOnline budget in the revised budget is adequate, so that it can be confirmed when the budget is updated again for the Nov 217 DV
- Action: JS will handle SICOGA 2018 publicity
- Action: Each SI Exco member will look carefully at their job description, and also the SI Exco job description, and ensure that it reflects current reality. They will also define a realistic time commitment for the position
- Action: JS will suggest to the Nominations Committee that they write a special article in Sept 2017 to begin the SI Exco candidate recruitment process
- Action: JS and PP will add ServasOnline capitalization and budgeting to the 2017 Face-to-face meeting agenda



**Not done:**

- Action: JS will send a general public announcement about the SICOGA host country decision (done by PP)
- Action: PC and JS will work with the User Group to define the changes, and send them to Bernard and Guy for implementation
- Action: JS will investigate virtual attendance options (at SICOGA 2018)
- Action: Bernard will send JS the previous ad, JS will revise it as necessary and post it (JS has not received the ad)

\* On hold:

**1. Ethical fund and bank '**

**Feb 19 2017, Exco meeting: Action Items**

**Action Items**

**Done:**

- Action: LVS, JS, AG and PP will sign and scan the Financial Statements and return them to LVS so that he can obtain the External Auditor's Report
- Action: JS and PP will put 'growth and new member management and interviews' on the 2017 face-to-face meeting agenda
- Action: JS will reply to Dr. Sharma, acknowledging his email and indicating that SI Exco has considered the information available and accepts the results and validity of the election, and believes that his concerns are an internal Servas India matter

**Jan 15 2017, Exco meeting: Action Items**

**Done:**

**Ongoing:**

Action: JS and PP will add ServasOnline capitalization and budgeting to the 2017 Face-to-face meeting agenda

\* On hold:

## **2. Ethical fund and bank '**

Jonny Sågänger

President

Servas International

2015-2018

## Appendix 2

Carla Kristensen

April 2019

During the month of april I had a skype call with Susana Martinez and Raffaella, where they updated me with the ongoing preparations for the Servas Youth Meeting in Spain and the Servas Youth & Families Working Camp in Fano, Italy. They asked for my help with the invitation letters for visa purposes, for participantes who wish to attend either of these Meetings and need visas. They also discussed the SYLE project, that has been coordinated in Italy by Raffaella. They wish to broaden the extension of Youth activities to other continents, must be aware of funding limitations. I suggested they make a 3 year project budget, to see how much they can aspire to accomplish, but hopefully money issues will not hinder any projetcs.

I had a phone call with Rómulo Sellani, who is very enthusiastic about getting Servas compliant with GDPR. We agreed to read as much documentation as possible on this subject, contact other people from other countries who might give a hand and have another meeting next month.

I continue posting news about international events on [www.servas.org](http://www.servas.org). Jonny suggested I should be web editor. I was contacted by the current web editor who sent me some links to study. Another challenge 😊

### Appendix 3

Report from the Treasurer for the EXCO meeting on 28 April, 2019

Treasurer's activities in the period prior to the meeting on 28<sup>th</sup> April, 2019.

1. Getting the audit of 2017-18 accounts completed. We have now received the final report from the auditors.
2. Getting the 2017-18 accounts signed. The 2017-18 accounts have to be physically signed and we are in the process of getting everybody's signatures on the document. The document is currently doing the rounds between the US (for signature by me), Sweden (Jonny) and India (auditor). Currently it is enroute to India from Sweden. When signed by all, it will be returned to me (US), for dissemination to all via Servas.Org and for putting to vote in the next distant vote.
3. Both the auditor and the internal auditor have made a note in their reports expressing a qualified opinion on whether we can continue as a going concern. They have both pointed to the budget approved for expenditure for Servas Online and the lack of Servas income and the availability of limited resources to support such expenditure. In view of this qualification, I am working on a note that I plan to present to the EXCO at the next meeting. This will allow us to understand the risks we face (as highlighted by the opinions) and the steps we should take to mitigate the risk and fulfill our stewardship role.
4. Working on procedures for moving from paper stamps to E-LOIs. I have created a checklist to verify that countries are ready to move to issuing E-LOIs. We are continuing to extend the number of countries piloting the program from the original 6 (as reported in the last SINB). We are adding more countries as and when we get requests once we are able to verify that they are ready. Countries that have been added recently are Georgia, Burma and Vietnam and South Africa.
5. Prepared preliminary income statement for 2018-19 (Submitted as a separate document with this report).
6. Report on pending items:
  - a. (2019-02-17) RBR will develop a report on the development of e-stamps. – Completed.
  - b. (2018-12-17) RBR will arrange for the refund of USD to Ann and USD 750 to Servas Korea. – Completed.
  - c. (2018-12-17) RBR will write to Judy to check on when the e-stamp can be ready for use in 2019. – Completed.
  - d. (2018-11-25) JS & RBR will come up with a motion of registration with background information. JS & RBR to check action items of the former Exco. – Ongoing

#### Appendix 4

Kiat's short note to Exco (April):

- emailed 2019-2-17 minutes to be posted.
- compiling Annual Report 2018 that I have received (29 countries out of 77 countries) from Member Groups, have sent reminder to member groups that have not replied.
- emailed Request for SI Annual Report 2018 to past & present Exco, Committees & Teams.
- liaising with DC on funding issues.