

# SI Exco meeting 2020-01-19 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

Kiat Y Tan

**Preannounced difficulty to participate:**

## 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

**Information and discussion item**=Item with information for the group as food for thought and discussion/brainstorming for input

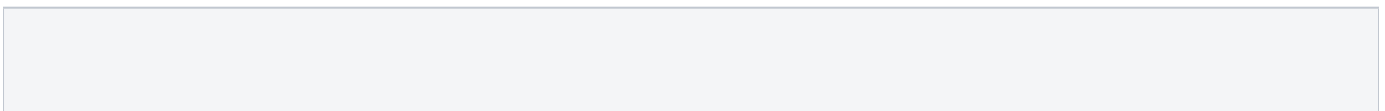
**Update (on earlier SI Exco decisions)**=normally written in SI Exco members monthly status report; only short discussion

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

Time	Item	Who	Reference	Meeting notes	Decision, including action item, who's responsible and her/his deadline.
13.45-14.00	<b>Chit-chat:</b> "Social round"	optional	Great news: <ul style="list-style-type: none"> <li>about Servas core activity on the climate! (JS)</li> <li>from Servas USA! (AB, JS)</li> <li><a href="https://drive.google.com/file/d/0B7x3AhRVAsSIY3pKLWREc1JEeFJaR2x3RER3bU8xUG9RdjVF/view?usp=sharing">https://drive.google.com/file/d/0B7x3AhRVAsSIY3pKLWREc1JEeFJaR2x3RER3bU8xUG9RdjVF/view?usp=sharing</a></li> </ul>	<ol style="list-style-type: none"> <li>Academic research shows: Homestay a carbon neutral accommodation</li> <li>Servas USA is now on ServasOnline.</li> </ol>	
14.00-14.05	<b>Today's agenda:</b>	Jonny Sägänger Kiat Y Tan Andreas Becker	Any important last minute items? Andreas Becker : from yesterday's <b>ICT tech team meeting</b> , the following projects are up for decision: <ol style="list-style-type: none"> <li><b>Build public website on Drupal 8:</b> proof-of-concept finished, implementation and move to production will cost around EUR 5'000. Exco decision required to launch this project and have it capitalized as Servas asset.</li> <li>hardware exchange at Hetzner will lead to temporarily (3 months) higher infrastructure cost, in total &lt; EUR 100</li> </ol>	<b>Meeting notes:</b> <b>SI ICT Team has made a plan &amp; budget to rebuild the public website &amp; to create members only website area on Servas.org.</b>	<b>Action:</b> <input type="checkbox"/> Andreas Becker , <b>26 Jan 2020</b>  (1) SI ICT Team should consult with the Treasurer to make formal presentation to the Exco for the approval of this expenditure  (2) SI ICT Team to go ahead.  (3) SI Exco would like SI ICT Team to participate in the next Exco meeting & present current status & future plans.  <b>Who: AB</b>  <b>Deadline: Jan 26 2020</b>

14.05-14.45	<b>Information and discussion item:</b>  SI budgets	<b>Radha Radhakrishna</b>  <b>Jonny Sägänger</b>  <b>Andreas Becker</b>	Future SI budgets – the way forward (JS, RBR, AB) A) April 1 2020–March 31 2021 <ul style="list-style-type: none"> <li>Insert weblink to RBR's budget document for 2020-2021</li> <li>ServasOnline System maintenance and development <a href="#">Servas Online + ICT Budget monitoring</a></li> </ul> B) Long term SI budget 2020–2022 Discussion on time frame for balanced SI's finances C) Long term SI budget 2022–2027	<b>Meeting notes:</b>  SI Treasurer is preparing an updated budget proposal for SI budget Apr 1 2020-March 31 2021.  Discussion about introducing a service fee for Servas members registered in ServasOnline.	<b>Action:</b>  <input type="checkbox"/> <b>Jonny Sägänger Carla Kristensen Radha Radhakrishna</b> , 16 Feb 2020 will present  1. A SI budget proposal for 2020/2021 2. a proposal for the introduction of service fees  <b>Who: RBR ,CK, JS</b>  <b>Deadline:</b>  <b>Feb 16 2020</b>
14.45-14.55	<b>Discussion and Decision Item:</b>  <b>Next SI General Assembly (SI GA)</b>	<b>Jonny Sägänger</b>  <b>Kiat Y Tan</b>  <b>Radha Radhakrishna</b>	<ul style="list-style-type: none"> <li>Next SI General Assembly 2021? 2022?</li> <li>Reference: <a href="#">SI GA October 2018 decision 106/54</a>: To hold the next Servas International General Assembly in about 3 years' time.</li> </ul>	<b>Meeting notes:</b>  SI GA did not provide budget for the next GA.	<b>Action:</b>  <input type="checkbox"/> <b>Jonny Sägänger , Radha Radhakrishna</b> , 02 Feb 2020 will send a request to potential member countries that may have the potential to finance the next GA  <b>Who: JS RBR</b>  <b>Deadline:</b>  <b>Feb 2 2020</b>
14:55–15:00	<b>Discussion and Decision Item:</b>  SI Exco minutes on SI's website	<b>Jonny Sägänger</b>  <b>Radha Radhakrishna</b>  <b>Andreas Becker</b>	A) SI Exco minutes on SI's website. <a href="https://servas.org/en/community/board-and-management/si-exco">https://servas.org/en/community/board-and-management/si-exco</a> a) October 27 meeting minutes? b) November 10 meeting minutes? c) December 16 meeting minutes? d) Email SI Exco decisions since last meeting?  <b>Motion:</b>  SI Exco decides to approve the following:  SI Exco allows Jonny Sägänger and Radha B. Radhakrishna to sign - with the delegated authority of the Servas International Executive Committee (SI Exco) - to authorize  <b>René Steimer, Seestrasse 64, CH-8712 Stäfa</b>  To:  * file an application for tax exemption with the Cantonal Tax Office of the Canton of Zurich and to take decisions in this regard,  and  * to register with the Commercial Registry Office of the Canton of Zurich and to make decisions in this regard.  This Power of Attorney is valid until 31.12.2020.  This Power of Attorney is a <i>substitution</i> power of attorney.  SI Exco approved the motion on Dec 11.	<b>Meeting notes:</b>	<b>Action:</b>  <input type="checkbox"/> <b>Kiat Y Tan</b>  will  a) remind the person who should upload the minutes for Oct. b) have the minutes for Nov 2019 uploaded. c) Dec 16 & Jan minutes to be approved by the Exco d) SI Exco approved the motion about Power of Attorney on Dec 11.  <b>Who:</b>  <b>Deadline:</b>
15.00–15.05	Stretch Legs				
15:00–15:10	<b>Discussion and Decision Item:</b>  <b>SI Annual Report 2019</b>	<b>Kiat Y Tan</b>  <b>Jonny Sägänger</b>	SI Annual Report 2019 for: A) Servas countries B) SI officers and other key persons  Any additional questions for the Servas Country Report questionnaire? (KT, JS)	<b>Meeting notes:</b>  KT is ready to send out the questionnaire.  AB a) wants to add two questions and b) has a proposal to integrate the questionnaire in Confluence.	<b>Action:</b>  <input type="checkbox"/> <b>Andreas Becker , 21 Jan 2020</b> will send two additional questions to KT.  <b>Who: AB</b>  <b>Deadline: Jan 21.</b>  <input type="checkbox"/> <b>Kiat Y Tan , 22 Jan 2020</b> will send out the questionnaire on Jan 22.

15.10–15.20	<b>Update:</b> <b>Servas.org development</b>	<a href="#">Andreas Becker</a> <a href="#">Carla Kristensen</a>	New foundation for the SI website on servas.org  The plan to <a href="#">Build www.servas.org public pages on Drupal 8</a> for easier handling  (AB)	<b>Meeting notes:</b> See previous decision in this agenda and minutes about Drupal 8.	<b>Action:</b> <input type="checkbox"/> <a href="#">Andreas Becker</a> <a href="#">Carla Kristensen</a> same as 1400-1405 above  <b>Who:</b> <b>Deadline:</b>
15.20-15.30	<b>Update:</b> <b>Data processing document &amp; agreement</b>	<a href="#">Andreas Becker</a> <a href="#">Carla Kristensen</a>	Data processing agreement between SI & Servas member countries/ member groups. How to move on?  Background information see <a href="#">SI data processing agreement (GDPR compliant)</a> (AB)	<b>Meeting notes:</b>  Postponed to the next meeting.	<b>Action:</b> <input type="checkbox"/> <a href="#">Andreas Becker</a> , <b>25 Jan 2020</b> will send message to Servas Germany.  <b>Who: AB</b> <b>Deadline: Jan 25 2020.</b>
15:30–15:40	<b>Update:</b> SI Exco member's verbal and written reports.	<a href="#">Kiat Y Tan</a> <a href="#">Paige LaCombe</a> <a href="#">Andreas Becker</a> <a href="#">Carla Kristensen</a> <a href="#">Jonny Sägänger</a> <a href="#">Radha Radhakhishna</a>	Please upload your written reports here in Nextcloud, 48 hours before the meeting starts:  <a href="#">Carla's report</a>  <a href="#">Jonny's report</a>  <a href="#">Andreas's report</a>  <a href="#">Paige's report</a>  <a href="https://docs.google.com/document/d/14kW4gultL8KQLKNpD6VTw340GPje3nWdJSnNpPbTRIA/edit?usp=sharing">https://docs.google.com/document/d/14kW4gultL8KQLKNpD6VTw340GPje3nWdJSnNpPbTRIA/edit?usp=sharing</a>	<b>Meeting notes:</b>  <b>Not discussed due to time constraint.</b>	<b>Action:</b> None.  <b>Who:</b> <b>Deadline:</b>
15:40–15:55	Open space for SI Exco member's proposed items	<a href="#">Kiat Y Tan</a> <a href="#">Paige LaCombe</a> <a href="#">Andreas Becker</a> <a href="#">Carla Kristensen</a> <a href="#">Jonny Sägänger</a> <a href="#">Radha Radhakhishna</a>	UNCSW64- Paige  Peace Calendar- Need high resolution photos with description	<b>Meeting notes:</b>	<b>Action:</b>  <b>Who:</b> <b>Deadline:</b>
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)  2020-03-15 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	<b>Meeting notes:</b>	<b>Action:</b> Next meeting 2020-02-09 UTC 14.00-16.00  <b>Who:</b> <b>Deadline:</b>
Time: 16:03	<b>End of meeting:</b>	<a href="#">Paige LaCombe</a>			



Description

Due  
date

Assignee

Task appears on

<input type="checkbox"/>	<b>17 Nov 2019</b> : 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
<input type="checkbox"/>	<b>17 Nov 2019</b> : 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
<input type="checkbox"/>	<b>13 Dec 2019</b> : 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
<input type="checkbox"/>	<b>b) Carla Kristensen</b> , <b>17 Dec 2019</b> : send out answer to Sierra Leone	17 Dec 2019	Carla Kristensen	SI Exco meeting 2019-12-15 UTC 14.00-16.00
<input type="checkbox"/>	Action: <a href="#">Carla Kristensen</a> , <a href="#">Andreas Becker</a> : create mini-agenda/ list of questions for this "brainstorming session", Deadline: <b>12 Jan 2020</b>	12 Jan 2020	Carla Kristensen	SI Exco meeting 2019-12-15 UTC 14.00-16.00
<input type="checkbox"/>	<a href="#">Andreas Becker</a> , <b>21 Jan 2020</b> will send two additional questions to KT.	21 Jan 2020	Andreas Becker	SI Exco meeting 2020-01-19 UTC 14.00-16.00
<input type="checkbox"/>	<a href="#">Kiat Y Tan</a> , <b>22 Jan 2020</b> will send out the questionnaire on Jan 22.	22 Jan 2020	Kiat Y Tan	SI Exco meeting 2020-01-19 UTC 14.00-16.00
<input type="checkbox"/>	<a href="#">Andreas Becker</a> , <b>25 Jan 2020</b> will send message to Servas Germany.	25 Jan 2020	Andreas Becker	SI Exco meeting 2020-01-19 UTC 14.00-16.00
<input type="checkbox"/>	<a href="#">Andreas Becker</a> , <b>26 Jan 2020</b>	26 Jan 2020	Andreas Becker	SI Exco meeting 2020-01-19 UTC 14.00-16.00
<input type="checkbox"/>	<a href="#">Jonny Sägänger</a> , <a href="#">Radha Radhakrishna</a> , 02 Feb 2020 will send a request to potential member countries that may have the potential to finance the next GA	02 Feb 2020	Jonny Sägänger	SI Exco meeting 2020-01-19 UTC 14.00-16.00
<input type="checkbox"/>	<a href="#">Jonny Sägänger</a> <a href="#">Carla Kristensen</a> <a href="#">Radha Radhakrishna</a> , 16 Feb 2020 will present	16 Feb 2020	Jonny Sägänger	SI Exco meeting 2020-01-19 UTC 14.00-16.00
<input type="checkbox"/>	<a href="#">Andreas Becker</a> <a href="#">Carla Kristensen</a> same as 1400-1405 above		Andreas Becker	SI Exco meeting 2020-01-19 UTC 14.00-16.00
<input type="checkbox"/>	<a href="#">Kiat Y Tan</a>		Kiat Y Tan	SI Exco meeting 2020-01-19 UTC 14.00-16.00
<input type="checkbox"/>	<a href="#">Radha Radhakrishna</a> will provide SI Exco with		Radha Radhakrishna	SI Exco meeting 2019-12-15 UTC 14.00-16.00
<input type="checkbox"/>	<b>a)CK to create some guidelines on visa applications</b>			SI Exco meeting 2019-11-10 UTC 14.00-16.00
<input type="checkbox"/>	<b>b)CK will discuss with 1 other Exco member on the answer to 1 Servas country's request for reimbursement</b>			SI Exco meeting 2019-11-10 UTC 14.00-16.00
<input type="checkbox"/>	<b>CK will prepare a draft "Code of Conduct" for Servas Officers.</b>			SI Exco meeting 2019-11-10 UTC 14.00-16.00

Description

Due  
date

Assignee

Task  
appears on

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<input checked="" type="checkbox"/>	<p>Andreas Becker 25 May 2019 : <u>Action: AB will present amended proposal of the guidelines on organizing Servas ICT to the Exco for the Exco to vote on.</u></p>	<p>25 May 2019</p>	<p>Andreas Becker</p>	<p>SI Exco meeting 2019- 05-19 UTC 14.00-16.00</p>
<input checked="" type="checkbox"/>	<p>26 May 2019 , Kiat Y Tan will share when initiating the compilation of country reports with Jonny Sågänger .</p>	<p>26 May 2019</p>	<p>Kiat Y Tan</p>	<p>SI Exco meeting 2019- 05-19 UTC 14.00-16.00</p>
<input checked="" type="checkbox"/>	<p>Kiat Y Tan, 30 May 2019 : <u>Action: KT will post April 28, 2019 minutes</u></p>	<p>30 May 2019</p>	<p>Kiat Y Tan</p>	<p>SI Exco meeting 2019- 05-19 UTC 14.00-16.00</p>
<input checked="" type="checkbox"/>	<p>16 Jun 2019 Radha Radhakrishna Jonny Sågänger Action: JS &amp; RBR will present draft document not later than at the next SI Exco meeting June 16.</p>	<p>16 Jun 2019</p>	<p>Radha Radhakrish na</p>	<p>SI Exco meeting 2019- 05-19 UTC 14.00-16.00</p>
<input checked="" type="checkbox"/>	<p>Action deadline: 15 Sep 2019 Kiat Y Tan to have SI Exco meeting minutes 2019-06-16 uploaded on servas.org.</p>	<p>15 Sep 2019</p>	<p>Kiat Y Tan</p>	<p>SI Exco meeting 2019- 08-18 UTC 14.00-16.00</p>
<input checked="" type="checkbox"/>	<p>Andreas Becker , Carla Kristensen , 04 Nov 2019 : prepare the proposal on how to move on</p>	<p>04 Nov 2019</p>	<p>Andreas Becker</p>	<p>SI Exco meeting 2019- 10-27 UTC 14.00-16.30</p>
<input checked="" type="checkbox"/>	<p>17 Nov 2019 : <b>PL &amp; 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.</b></p>	<p>17 Nov 2019</p>		<p>SI Exco meeting 2019- 11-10 UTC 14.00-16.00</p>
<input checked="" type="checkbox"/>	<p>13 Dec 2019 : <b>PL will inform the Nomination Team about the financial difficulty in holding the next SICOGA</b></p>	<p>13 Dec 2019</p>		<p>SI Exco meeting 2019- 11-10 UTC 14.00-16.00</p>
<input checked="" type="checkbox"/>	<p>Andreas Becker will add a number of questions for the discussion. Deadline 17 Dec 2019</p>	<p>17 Dec 2019</p>	<p>Andreas Becker</p>	<p>SI Exco meeting 2019- 12-15 UTC 14.00-16.00</p>
<input checked="" type="checkbox"/>	<p>Action: Kiat Y Tan provide Exco members with the current draft of the questionnaire, 25 Dec 2019</p>	<p>25 Dec 2019</p>	<p>Kiat Y Tan</p>	<p>SI Exco meeting 2019- 12-15 UTC 14.00-16.00</p>
<input checked="" type="checkbox"/>	<p>Action: Andreas Becker , Kiat Y Tan, Jonny Sågänger : show how to do that, <b>Deadline:</b> 02 Jan 2020</p>	<p>02 Jan 2020</p>	<p>Andreas Becker</p>	<p>SI Exco meeting 2019- 12-15 UTC 14.00-16.00</p>
<input checked="" type="checkbox"/>	<p>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</p>	<p>03 Jan 2020</p>	<p>Andreas Becker</p>	<p>SI Exco meeting 2019- 12-15 UTC 14.00-16.00</p>
<input checked="" type="checkbox"/>	<p><b>Action:</b> Carla Kristensen , Paige LaCombe will revise the documents and present them to all Exco members, <b>Deadline:</b> 15 Jan 2020</p>	<p>15 Jan 2020</p>	<p>Carla Kristensen</p>	<p>SI Exco meeting 2019- 12-15 UTC 14.00-16.00</p>
<input checked="" type="checkbox"/>	<p><b>Action:</b> Jonny Sågänger , Andreas Becker , Carla Kristensen will discuss members only area in January and report to SI Exco in January aboEut the plan to proceed. <b>Deadline:</b> 19 Jan 2020</p>	<p>19 Jan 2020</p>	<p>Jonny Sågänger</p>	<p>SI Exco meeting 2019- 12-15 UTC 14.00-16.00</p>
<input checked="" type="checkbox"/>	<p><b>Action:</b> Paige LaCombe will send a message to JE with the above information together with the following questions:</p>		<p>Paige LaCombe</p>	<p>SI Exco meeting 2019- 12-15 UTC 14.00-16.00</p>

