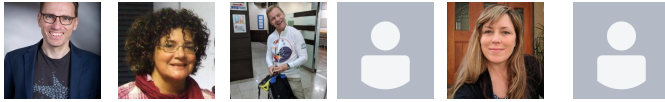


SI Exco meeting 2020-03-22 UTC 14.00-16.00

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 Carla Kristensen Jonny Sägänger Kiat Y Tan Paige LaCombe Radha Radhakrishna

[Carla Kristensen](#)

[Kiat Y Tan](#)

[Paige LaCombe](#)

[Jonny Sägänger](#)

[Radha Radhakrishna](#)

[Andreas Becker](#)

By invitation: Jim Leask

Pre-announced difficulty to participate: [Andreas Becker](#)

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

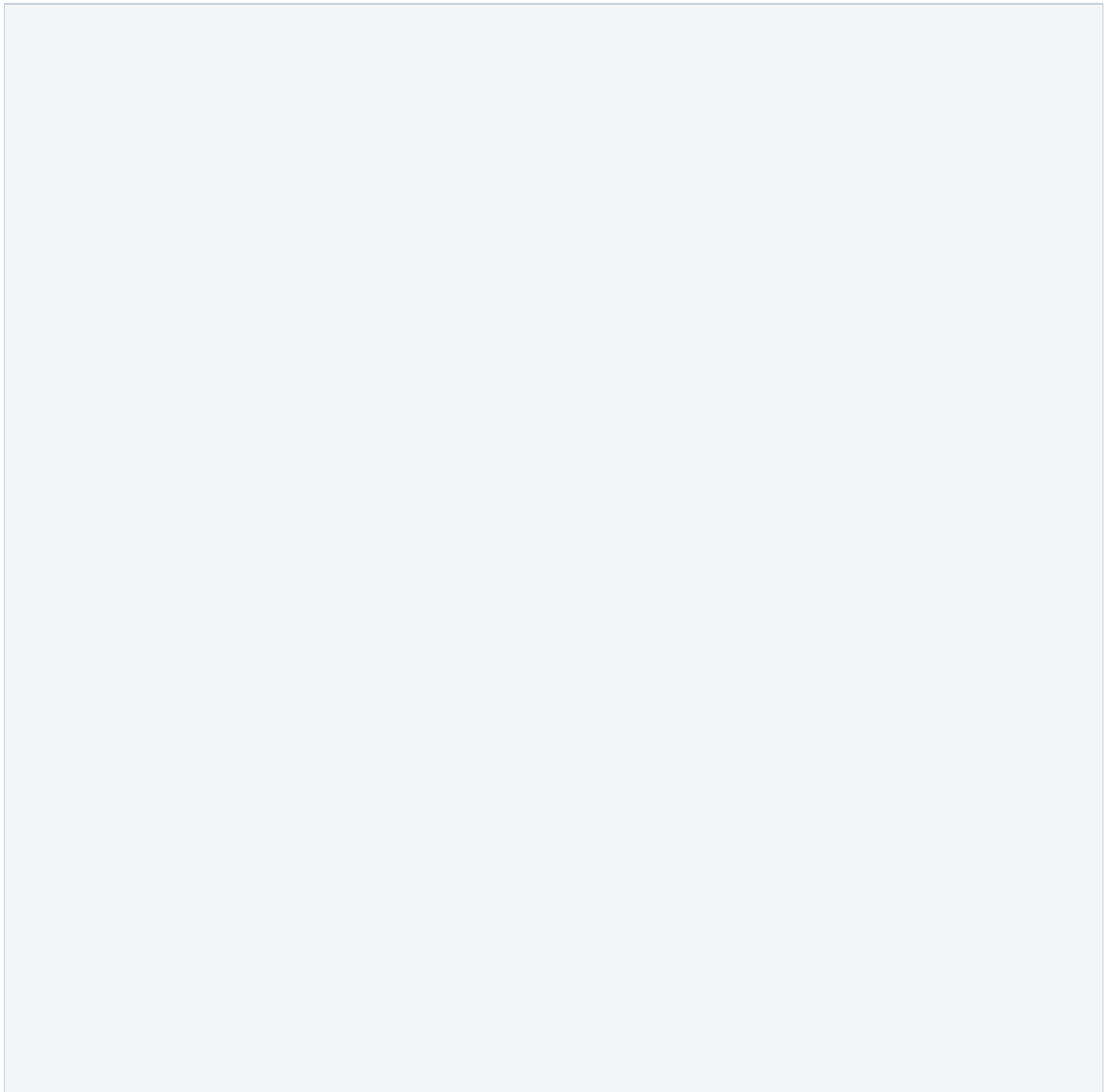
Information item=normally written in SI Exco members monthly in status report; only short discussion

Time	Item	Who	Reference	Decision, including action item, who's responsible and her/his deadline.
13.45-14.00	Chit-chat: "Social round"	optional		
14.00-14.05	Today's agenda: Any important last minute items for the agenda?	Jonny Sägänger Kiat Y Tan	JS suggestion: SI statement: Servas doesn't cancel, Servas adjusts (to the coronavirus pandemic)	Decision/action: JS to email CK message that he sent to Servas Britain. Who: JS Deadline: 22 Mar 2020

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		Decision/action: KT will upload the minutes of Mar 15, 20 together with today's minutes Who: Kiat Y Tan Deadline: 27 Mar 2020
14.10-14.40	Discussion and Decision Item: Search for SI Membership & Technology Secretary	Jonny Sägänger Radha Radhakrishna Carla Kristensen Kiat Y Tan Paige LaCombe	Search for SI Membership & Technology Secretary a) Debriefing: AB left the position av SI MTS b) 14.20-14.30: introduction of SI MTS prospect (who will be invited to the the meeting for 10 minutes) c) Strategy for recruitment of a new SI MTS Background information: Excerpt from SI Statutes (2018) : V Executive Committee /.../ If the post of any Servas officer becomes vacant between General Assemblies, the Executive Committee may appoint a replacement. If the vacancy is for a member of the Executive Committee other than President, the remaining members may make the appointment. /.../	Decision/action: a) JS will send to the Exco the list of people who have log in details & administrative rights to Confluence, ServasOnline system & Nextcloud Who: Jonny Sägänger Deadline: 22 Mar 2020 b) The responsibilities of SI MTS will be split among 3 people according to a suggestion from Jim Leask (JL), AB & Paul Nielson (PN). c) The SI Exco is waiting for further clarification before it appoints a new SI MTS .
14.40-15.00	Update (on earlier SI Exco decisions): SI Distant Vote (SI DV) June 2020	Jonny Sägänger Radha Radhakrishna Kiat Y Tan	SI Distant Vote (SI DV) June 2020 Update on SI Distant Vote (SI DV) for June 2020 a) SI DV no 1: SI Exco SI DV motion on SI budget plan for 2020-2022 Next steps and timeline. b) SI DV no 2: To approve the 2018-2019 Audited Accounts	Decision/action: The Exco approved the amendments to the SI DV motion on SI budget plan for 2020-2022. RBR will send the amended motion to KT, who will then send the 2 motions to the DVA. 23 Mar 2020 Who: Radha Radhakrishna Kiat Y Tan Deadline: 23 Mar 2020
15:00–15:05	Stretch Legs			
15:05–15:10	Update (on earlier SI Exco decisions): SI Annual Report 2019	Kiat Y Tan Jonny Sägänger	SI Annual Report 2019 for: A) Servas countries B) SI officers and other key persons	Decision/action: KT will send reminder to all SI Officers & member countries. Who: Kiat Y Tan Deadline: 23 Mar 2020
15:10–15:15	Update: Next SI GA and SICOGA	Kiat Y Tan Carla Kristensen	Next SI General Assembly (SI GA) and SICOGA • Status on prospective SI member groups hosting SICOGA	Decision/action: a) Exco will send out request for detailed proposals with proposed budget from countries which have volunteered to host (Romania, Colombia, Tunisia, India, Spain/Portugal). RBR will send previous GA budget to KT. b) SI Exco to send out request for SICOGA/SI GA donations after we've received proposals. Who: Radha Radhakrishna Carla Kristensen Kiat Y Tan Jonny Sägänger Deadline: 31 Mar 2020

15:15–15:20	Decision: Talorig contracts subject to renewal.	Jonny Sägänger Radha Radhakrishna	Talorig (Eliza & Cyprien) contracts subject to renewal. They are prepared for renewal on these corresponding Confluence pages: Eliza https://confluence.servas.org/x/IQBQ Cyprien https://confluence.servas.org/x/NgBQ	Decision/action: JS & RBR will sign the contracts on behalf of SI Who: Jonny Sägänger Radha Radhakrishna Deadline: 24 Mar 2020
15:25–15:25	Information item: New issue of SINB coming up	Jonny Sägänger	New issue of SINB coming up First proof of SI News Bulletin (1-2020) can be found here . The proof is subject to change.	Decision/action: JS will finish and publish SINB together with the editorial team. Who: Jonny Sägänger Deadline: 31 Mar 2020
15:25–15:30	Update: Data processing agreement	Jonny Sägänger Carla Kristensen	Data processing agreement between SI & Servas member countries/ member groups. How to move on? Background information see SI data processing agreement (GDPR compliant) (AB)	Decision/action: a) AB will seek professional advice on the last draft of Data processing agreement (DPA). b) RBR will incorporate his input to the draft Who: Andreas Becker Radha Radhakrishna Deadline: b) 31 Mar 2020
15:30–15:40	Open space for SI Exco member's proposed items	Kiat Y Tan Paige LaCombe Andreas Becker Carla Kristensen Jonny Sägänger Radha Radhakrishna	Items anyone?	Decision/action: None Who: None Deadline: None
15:40–15:55	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 in Nextcloud, 48 hours before the meeting starts. Insert the weblink to your report in Nextcloud here . Click on the name and you will be sent to the individual reports in Nextcloud.	Decision/action: All board members are encouraged to submit their reports Who: JS, CK, RBR, KT, AB Deadline: 31 Mar 2020

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) 2020-05-17 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/action: Next SI Exco meeting: 2020-04-19 UTC 14.00-16.00
Time?	End of meeting: 16.00 UTC	Paige LaCombe		



Description	Due date	Assignee	Task appears on
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> Jonny Sägänger , Radha Radhakrishna , 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"/> Carla Kristensen 16 Feb 2020 Not compulsory to bring LOI, it depends on the respective country organisers whether LOI is a pre requisite for registration of Servas events.	16 Feb 2020	Carla Kristensen	SI Exco meeting 2020-02-09 UTC 14.00-16.00
<input type="checkbox"/> Jonny Sägänger , Radha Radhakrishna , 16 Feb 2020 , send out letter to request for SICOGA financing to Servas Groups	16 Feb 2020	Jonny Sägänger	SI Exco meeting 2020-02-09 UTC 14.00-16.00
<input type="checkbox"/> Jonny Sägänger Carla Kristensen Radha Radhakrishna , 16 Feb 2020 will present	16 Feb 2020	Jonny Sägänger	SI Exco meeting 2020-01-19 UTC 14.00-16.00
<input type="checkbox"/> Jonny Sägänger , Radha Radhakrishna , Andreas Becker , 19 Feb 2020 : Exco decides that JS. RBR,AB will rephrase the Draft Motion on April 1 2020–March 31 2021 budget	19 Feb 2020	Jonny Sägänger	SI Exco meeting 2020-02-09 UTC 14.00-16.00
<input type="checkbox"/> Jonny Sägänger Andreas Becker 29 Feb 2020 SI Exco decides that JS & AB will sign the agreement on behalf of SI Exco, once it's finalized and approved through a review.	29 Feb 2020	Jonny Sägänger	SI Exco meeting 2020-02-09 UTC 14.00-16.00
<input type="checkbox"/> Radha Radhakrishna will provide SI Exco with		Radha Radhakrishna	SI Exco meeting 2019-12-15 UTC 14.00-16.00
<input type="checkbox"/> a)CK to create some guidelines on visa applications			SI Exco meeting 2019-11-10 UTC 14.00-16.00
<input type="checkbox"/> 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
<input type="checkbox"/> CK will prepare a draft "Code of Conduct" for Servas Officers.			SI Exco meeting 2019-11-10 UTC 14.00-16.00

Description	Due date	Assignee	Task appears on
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> 26 May 2019 , Kiat Y Tan will share when initiating the compilation of country reports with Jonny Sågänger .	26 May 2019	Kiat Y Tan	SI Exco meeting 2019-05-19 UTC 14.00-16.00
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> 16 Jun 2019 Radha Radhakrishna Jonny Sågänger 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
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> Andreas Becker will add a number of questions for the discussion. Deadline 17 Dec 2019	17 Dec 2019	Andreas Becker	SI Exco meeting 2019-12-15 UTC 14.00-16.00
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> 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	03 Jan 2020	Andreas Becker	SI Exco meeting 2019-12-15 UTC 14.00-16.00
<input checked="" type="checkbox"/> Action: Carla Kristensen , Paige LaCombe will revise the documents and present them to all Exco members, Deadline: 15 Jan 2020	15 Jan 2020	Carla Kristensen	SI Exco meeting 2019-12-15 UTC 14.00-16.00
<input checked="" type="checkbox"/> Action: 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. Deadline: 19 Jan 2020	19 Jan 2020	Jonny Sågänger	SI Exco meeting 2019-12-15 UTC 14.00-16.00

<input checked="" type="checkbox"/>	Andreas Becker , 21 Jan 2020 will send two additional questions to KT.	21 Jan 2020	Andreas Becker	SI Exco meeting 2020- 01-19 UTC 14.00-16.00
<input checked="" type="checkbox"/>	Kiat Y Tan , 22 Jan 2020 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 checked="" type="checkbox"/>	Andreas Becker, 25 Jan 2020 will send message to Servas Germany.	25 Jan 2020	Andreas Becker	SI Exco meeting 2020- 01-19 UTC 14.00-16.00
<input checked="" type="checkbox"/>	Andreas Becker , 26 Jan 2020	26 Jan 2020	Andreas Becker	SI Exco meeting 2020- 01-19 UTC 14.00-16.00
<input checked="" type="checkbox"/>	B) Kiat Y Tan 12 Feb 2020	12 Feb 2020	Kiat Y Tan	SI Exco meeting 2020- 02-09 UTC 14.00-16.00
<input checked="" type="checkbox"/>	Kiat Y Tan, 16 Feb 2020 : will answer the NS of Servas Hong Kong & send her request to member groups.	16 Feb 2020	Kiat Y Tan	SI Exco meeting 2020- 02-09 UTC 14.00-16.00