2020-05-24 SI Exco Meeting agenda & minutes

Date and time

UTC, Time Zone sön den **24 maj 2020 at 14:00**

Los Angeles, USA sön den 24 maj 2020 at 07:00 PDT
Ottawa, Canada sön den 24 maj 2020 at 10:00 EDT
New York, USA sön den 24 maj 2020 at 10:00 EDT
Stockholm, Sweden sön den 24 maj 2020 at 16:00 CEST
Lisbon, Portugal sön den 24 maj 2020 at 15:00 WEST
Kuala Lumpur, Malaysia sön den 24 maj 2020 at 22:00 MYT
Brisbane, Australia mån den 25 maj 2020 at 00:00 AEST

Use the Time Zone Converter set the date and times.

Participants

Carla Kristensen   Jim Leask   Jonny Sågänger   Kiat Y Tan   Paige LaCombe

Paul Nielsen   Radha Radhakrishna

Participant	Position	Present (Y/N)
Jonny Sågänger (JS)	SI President	Y
Carla Kristensen (CK)	SI Vice President	Y
Kiat Y Tan (KT)	SI General Secretary	Y
Paige LaCombe (PLC)	SI Peace Secretary	Y
Radha Radhakrishna (RBR)	SI Treasurer	Y
Jim Leask (JL)	Co - SI Membership & Technology Secretary (MTS)	Y
Paul Nielsen (PN)	Co - SI Membership & Technology Secretary (MTS)	optional

By invitation: None this time.

Pre-announced 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)

Criterias for agenda items

Items are in priority order.

Decision Item (DEI) = needs immediate decisions. Only short discussion.

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

Discussion Item (DII) = Item that involves discussion and brainstorming

Update item (UI) = On earlier SI Exco decisions. Normally documented in SI Exco members monthly status report; only short discussion

Information item (II) = normally documented in SI Exco members monthly in status report; only short discussion

Agenda

Item	Time	Item subject	Who	Reference & background material	Minutes
1.0	13.45-14.00	**Chit-chat:** "Social round"	optional		
2.0	14.00-14.05	**Today's agenda:** Any important last minute items for the agenda?	Jonny Sågänger Kiat Y Tan		**Decision:** Two items added: 8.1 Confluence & 10.1 Instant Minutes
3.0	14.05-14.30	**Follow-up on minutes & previous decisions and tasks (previously labeled "action items")**	Kiat Y Tan		**Notes:** Jim Leaskis organizing the use of NextCloud. Tracked with ☑ **SI-1** - Nextcloud directory reorganisation TO DO Radha Radhakrishna and Jonny Sågänger provided an update on SI registration. ☐ Jim Leask will teach SI Exco members how to create Jira tickets **31 May 2020**
3.1		Adoption and upload on servas.org of minutes from previous meetings?	Kiat Y Tan	2020-04-19 SI Exco Meeting	**Decision:** The April minutes should be available in both Servas.org public & log-in member area. Currently it is available only in the public area. **Tasks/Deadlines:** ☐ **Carla Kristensen**and Jim Leask will check with Luis to make sure SI Exco minutes are available on both the public and members only area on servas.org. **25 May 2020**
3.2		Email SI Exco decisions since last meeting?	Kiat Y Tan	2020-04-19 SI Exco Meeting	**Notes:** No email decisions were taken.
3.3		Other tasks (previously labeled "action items")	All	2020-04-19 SI Exco Meeting	**Notes:** SI Exco tasks will be labeled short term task and long term tasks, which will be given "Jira tickets".
4.0	14:30–14:55	**SI Annual Report 2019 (SI AR 2019)**	Kiat Y Tan Jonny Sågänger	2016, 2017 and 2018 SI AR here: https://servas.org/en/community/board-and-management/administration	
4.1		SI AR 2019 from Servas countries: • status • presentation and publishing in new, easier to read format	Kiat Y Tan Jonny Sågänger	SI AR 2018 from Servas countries: https://www.dropbox.com/sh/c3h8skihpbozcge/AAB6osTT60eliRxDL0O5RWTUa?dl=0	**Notes:** 37 reports received from 77 member groups which are eligible for SI voting. **Decision & Tasks:** ☐ Jonny Sågänger & Kiat Y Tanwill have a separate meeting to discuss status & deadline. **31 May 2020**
4.2		SI AR 2019 Status of reports from SI officers and other key persons	Kiat Y Tan Jonny Sågänger		**Notes:** Discussed under 4.1.

4.3		SI AR 2019 storage area in SI Exco Nextcloud or Servas Confluence			**Notes:** Discussed in item 3.0
5.0	14.55-15.00	SI Distant Vote (SI DV) June 2020 **(UI)**	Radha Radhakrishna Kiat Y Tan	**SI Distant Vote (SI DV) June 2020** Update on SI Distant Vote (SI DV) for June 2020 • Subject: To approve the 2018-2019 Audited Accounts • Status • Timeline	**Notes:** RBR & KT have completed the draft eligibility chart. KT will prepare the Final chart for DVA before May 30th.
	15:00–15:05	Stretch Legs			
6.0	15.05-15.25	**SI Tech Teams priorities**	Jim Leask		
6.1		SI ICT Team SI ServasOnline Team SI Development Team SI Road map team			**Notes:** ServasOnline: • nearing completion of version 1. • new Find Members screen is expected to go into production within the month • team will move onto the design team for ServasOnline Version 2 ICT Team: • consolidating all servers and accounts in use by Servas to be running on Servas managed servers and accounts Design/Architecture Team: • the ServasOnline team will join the design team • we are looking for other members to join the design Development Team: • development of V1 is almost complete • will be setting up the development process to be used for the V2 design and development • expect to use an Agile Development process. **Tasks/Deadlines:** ☐ Jim Leask will create a peace secretary role in ServasOnline **31 May 2020** ☐ Jim Leask and Radha Radhakrishna will develop a procedure for the planning and keeping track of cost for IT/tech development. 21 Jun 2020
6.2		PN's participation at SI Exco meetings	Jim Leask Jonny Sågänger	Terminology: PN to participate as "associated board member"?	**Decision:** 1. SI Exco created the role "associated board member" for a person who can work as an alternate to a regular board member. An associate member would not have their own vote but may vote as a proxy for the regular board member, with the board member's approval. 2. Paul Nielsen (PN) of Servas Australia is appointed "associated board member" working with SI MTS Jim Leask. **Tasks/Deadlines:** ☐ Jim Leask will inform Paul Nielsen that he has officially been appointed as an Associate Exco Board Member with the SI MTS. **31 May 2020**

7.0	15:25–15:35	**SI News Bulletin (SINB)**	Jonny Sågänger	**New issue of News Bulletin (SINB) coming up** SI New Bulletin (SINB) deadlines and editorial team 2020 SI News Bulletin, SINB, vol 17 no 2 2020: 2020-06-02: Deadline texts to president@servas.org (JS): 2020-06-09-2020-04-14: English editing & proof reading 1 (PC) 2020-06-19: Text and photo shared with layout editor (JS) 2020-06-24-2020-06-28: Proof reading 2 (JS) 2020-06-31: Publish date (distribution of notification email and upload of SINB as pdf on servas.org)	**Notes:** JS informed about the deadlines and asked for contributions.
7.1		SINB 2-2020 main topic: SI Tech Teams presentation	Jonny Sågänger Jim Leask		**Notes:** SINB 2-2020 will contain an article SI Tech Teams presentation. CK text about translation of Seeds of Servas from English to Portuguese.
7.2		Change of SINB editorial team	Jonny Sågänger	https://servas.org/en/newsletters-bulletins	**Notes:** 2 new volunteers have joined the SINB editorial team.
8.0	15:35–15:45	**Open space for SI Exco member's proposed items** Items anyone?	Kiat Y Tan Paige LaCombe Jim Leask Carla Kristensen Jonny Sågänger Radha Radhakrishna		**Notes:** **Radha Radhakrishna**Accounts for 2019-20 are complete. Awaiting final reports from accountant - delayed slightly due to COVID lockdowns and Supercyclone Amphan. Expect to send accounts and reports for audit in June 2020. Will set up task when reports are received from accountant.
8.1		Confluence permissions	Jim Leask		**Notes**: SI Exco's space in Confluence be limited to "view only" by other Confluence users, only Exco members can edit the content. **Tasks/Deadlines:** ☐ Jim Leask will set the edit permissions to the SI Exco team, and allow viewing permission for all other Confluence users. **31 May 2020**
9.0	15:45–15:55	**SI Exco member's verbal and written reports** Questions about the reports, anyone?	Kiat Y Tan Paige LaCombe Jim Leask Carla Kristensen Jonny Sågänger 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.	**Notes:** Exco members will try their best to put in short reports.

10.0	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) 2020-07-19 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: Next SI Exco meeting: 2020-06-14 UTC 14.00-16.00
10.1		Instant minutes	All	Review the minutes so they can be finalized.	
	Time:	**End of meeting: 16:10 UTC**	Paige LaCombe		

Task Summary

Incomplete Tasks from this meeting

	Description	Due date	Assignee	Task appears on
☐	**Carla Kristensen**and Jim Leask will check with Luis to make sure SI Exco minutes are available on both the public and members only area on servas.org. 25 May 2020	25 May 2020	Carla Kristensen	2020-05-24 SI Exco Meeting agenda & minutes
☐	Jim Leask will teach SI Exco members how to create Jira tickets		Jim Leask	2020-05-24 SI Exco Meeting agenda & minutes
☐	Jim Leask will create a peace secretary role in ServasOnline 31 May 2020	31 May 2020	Jim Leask	2020-05-24 SI Exco Meeting agenda & minutes
☐	Jim Leask and Radha Radhakrishna will develop a procedure for the planning and keeping track of cost for IT/tech development. 21 Jun 2020	21 Jun 2020	Jim Leask	2020-05-24 SI Exco Meeting agenda & minutes
☐	Jim Leask will inform Paul Nielsen that he has officially been appointed as an Associate Exco Board Member with the SI MTS. 31 May 2020	31 May 2020	Jim Leask	2020-05-24 SI Exco Meeting agenda & minutes
☐	Jim Leask will set the edit permissions to the SI Exco team, and allow viewing permission for all other Confluence users. 31 May 2020	31 May 2020	Jim Leask	2020-05-24 SI Exco Meeting agenda & minutes
☐	Jonny Sågänger & Kiat Y Tanwill have a separate meeting to discuss status & deadline. 31 May 2020	31 May 2020	Jonny Sågänger	2020-05-24 SI Exco Meeting agenda & minutes

Completed Tasks

Task report

Get going, no tasks completed yet.

Note