2020-06-14 SI Exco Meeting agenda & minutes

Date and time

UTC, Time Zone Sunday **June 14 2020 at 14:00**

Los Angeles, USA Sunday **June 14 2020 at 07:00 PDT**
Ottawa, Canada Sunday **June 14 2020 at 10:00 EDT**
New York, USA Sunday **June 14 2020 at** 10:00 EDT
Stockholm, Sweden **June 14 2020 at** 16:00 CEST
Lisbon, Portugal **June 14 2020 at** 15:00 WEST
Kuala Lumpur, Malaysia **June 14 2020 at** 22:00 MYT
Brisbane, Australia monday **June 15 2020 at** 00:00 AEST
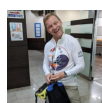
Use the Time Zone Converter set the date and times.

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 (Notes, decisions, tasks, who & deadlines).
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		
2.1				2.1 SI Nominations Team request for June 28 meeting SI Exco members are recommanded to read the email with subject line "SI Nominations Team (SI NT) meeting" that JS has forwarded to the board from Dianne Ortega (DO).	Decision: 4 from Exco would like to participate in the meeting. ☐ Paige LaCombe PLC will check with DO & get back to the 4 Exco members **16 Jun 2020**
2.2				2.2 Dates for board members 45 minutes evaluation talk with SI P.	☐ Jonny Sågänger JS will create an agenda and schedule the evaluation talk with SI Exco members 30 Jun 2020
2.3				2.3 Servas France proposal: Given the decrease in revenues from LOI and stamps, and the fact that each Servas member benefits from ServasOnline, and from the whole organization of Servas International, Servas France will put to vote A UNIQUE MEMBERSHIP ANNUAL FEE including Servas International fee, at its 2020 General Assembly (October). Doesn't EXCO think that this SERVAS INTERNATIONAL FEE SHOULD BE BASED ON THE NUMBER OF MEMBERS by country, and the TOTAL FEE SHARED BY ALL countries - _except countries_ _with fewer than 10 members_?	Decision 2.3-2.5: Exco members are requested to read Servas France's proposal which JS will share via Nextcloud. ☐ Jonny Sågänger Jim Leask Radha Radhakrishna will continue communication with Servas France with input with Exco.
2.4				2.4 Servas France prepares and will propose A MOTION for November's Distant Vote to divide the fee allotted to Servas International each year by the number of Servas members.	See Decision in 2.3
2.5				2.5 Servas France National Secretary Erick Lefort (EL) PROJECTION?	See Decision in 2.3
2.6				2.6 Message from SI CRT member to SI Exco.	Decision: Exco will discuss in the next meeting. ☐ Carla Kristensen will prepare the relevant materials 19 Jul 2020 ☐ Paige LaCombe will forward the name of a potential appointment for SI CRT **21 Jun 2020**

					Notes:
3.0	14.05–14.30	**Follow-up on minutes & previous decisions and tasks (previously labeled "action items")**	Kiat Y Tan		We are upgrading to the current version of NextCloud (version 19) This should give us features to share folders and files in a more scalable way. See: ☑️ **SI-1** - Nextcloud directory reorganisation `IN PROGRESS` Review of JIRA with the Exco team is ongoing. The feedback is that team members find it useful and JIRA may be able to be used in other areas.
3.1		Adoption and upload on servas.org of minutes from previous meetings?	Kiat Y Tan	2020-05-24 SI Exco Meeting	Done. The minutes from the most recent meeting on May 24 was published on servas.org the day after, May 25. The minutes can be found here: https://servas.org/en/community/board-and-management/si-exco
3.2		Email SI Exco decisions since last meeting?	Kiat Y Tan	2020-05-24 SI Exco Meeting	None.
3.3		SI Exco member's tasks - some with "Jira tickets" (previously labeled "action items")	All	2020-05-24 SI Exco Meeting	Ongoing.
4.0	14:30–14:50	**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.	Decision: Exco members will upload the reports. ☐ Carla Kristensen Kiat Y Tan will upload their reports **16 Jun 2020**
5.0	14:50–15:00	**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	Note: KT has uploaded all SI reports received from Member groups (MG) & SI Committees in Nextcloud. ☐ Kiat Y Tan will complete the draft SI AR **18 Jun 2020**
5.1		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/AAB6osTT60eIiRxDL0O5RWTUa?dl=0	☐ Jim Leask Kiat Y Tan Jonny Sågänger will look into the possibility of converting the MG Excel file into PDF or other easier to read format.
6.0	15:00–15:05	Stretch Legs			

7.0	15:05–15:25	**Next SI Conference and SI General Assembly, SI GA (SICOGA)**	Jonny Sågänger Kiat Y Tan Carla Kristensen Radha Radhakrishna	• Next SI General Assembly 2021? 2022? • Reference: SI GA October 2018 decision 106/54: To hold the next Servas International General Assembly in about 3 years' time.	Decision: Exco will start preparing a motion for the next DV a) to postpone SI General Assembly for 1 year to 2022 in view of the current pandemic. b) current mandate of Exco will be extended to 2022 c) if physical travel is still not possible in 2022 due to the pandemic, an electronic meeting will be convened. ☐ Jonny Sågänger Radha Radhakrishna Kiat Y Tan will work on the motion 19 Jul 2020 ☐ Kiat Y Tan will share SI General Assembly budget form to be sent to potential hosting countries with JS, RBR & CK 05 Jul 2020
7.1		Virtual web based SI GA	Jonny Sågänger Radha Radhakrishna Jim Leask	Could the next SI GA and possibly the entire SICOGA be held on the web/Internet?	The item 7.1 was discussed under 7.0.
7.2		Request for SICOGA funding?	Radha Radhakrishna Jonny Sågänger	Request to member countries to find out if they may have the potential to finance the next SI GA/SICOGA. Click here or here and retrieve the request letter. Request letter in Nextcloud. Request letter in Dropbox.	The item 7.2 was discussed under 7.0. This point will be developed further when the location has been finalized and the budgets are worked on.
7.3		SI budget plan for: • 2020/2021 • Long term SI budget plan 2020–2022 • Long term SI budget 2022–2027	Radha Radhakrishna Jonny Sågänger		Will be discussed at the next SI Exco meeting. It was agreed that we should look at a funding plan that would affect our budgets. ☐ Radha Radhakrishna will create a SI Funding Plan 19 Jul 2020
8.0	15.25-15.30	**SI Tech Teams priorities**	Jim Leask		
8.1		SI ICT Team SI ServasOnline Team SI Development Team SI Road map team			For full details, see the 2020-06-14 SI MTS monthly report ServasOnline V1 is nearing completion. Expect the new Find Members search to be completed shortly. ServasOnline team is starting to focus on V2 design work. The Design Team has been formed. The core team is people that will actively participate in monthly meetings and lead or participate in topics. Alternative people can not attend meetings, but participate in topics.
9.0	15.30-15.35	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	SI DV June 2020 has been emailed to eligible voters. Return date: June 30th 2020.
10.0	15:35–15:45	SI Media & Communications Team	Jonny Sågänger Carla Kristensen	SI Media & Communications Team & SI communications strategy	☐ Jonny Sågänger Carla Kristensen will present a draft SI communications strategy 19 Jul 2020

10.1		**SI News Bulletin (SINB)**	Jonny Sågänger	**New issue of News Bulletin (SINB) coming up**	JS briefed the board about SINB 2-2020.
				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)	
				2020-06-30: Publish date (distribution of notification email and upload of SINB as pdf on servas.org)	
10.2		SINB 3-2020 main topic: SI Tech Teams presentation	Jonny Sågänger Jim Leask	**SI News Bulletin, SINB, vol 18 no 3 2020:**	JS briefed the board about SINB 3-2020.
				2020-09-02: Deadline texts to president@servas.org (JS):	
				2020-09-09-2020-09-14: English editing & proof reading 1 (PC)	
				2020-09-19: Text and photo shared with layout editor (JS)	
				2020-09-24-2020-09-28: Proof reading 2 (JS)	
				2020-09-30: Publish date (distribution of notification email and upload of SINB as pdf on servas.org)	
11.0	15:45–15:50	**Open space for SI Exco member's proposed items** Items anyone?	Kiat Y Tan Paige LaCombe Jim Leask Carla Kristensen Jonny Sågänger Radha Radhakrishna		☐ Paige LaCombeMeet with Nom Committee about SICOGA/voting remotely. **19 Jun 2020**
12.0	15:50–15:55	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: 2020-07-19 UTC 14.00-16.00
13.0	15:55–16:00	Instant minutes	All	Review the minutes so they can be finalized.	
	Time:	**End of meeting: 16: 32 UTC**	Paige LaCombe		

Task Summary

Incomplete Tasks from this meeting

Description	Due date	Assignee	Task appears on

☐ Carla Kristensenwill prepare the relevant materials 19 Jul 2020	19 Jul 2020	Carla Kristensen	2020-06-14 SI Exco Meeting agenda & minutes
☐ Carla Kristensen Kiat Y Tanwill upload their reports **16 Jun 2020**	16 Jun 2020	Carla Kristensen	2020-06-14 SI Exco Meeting agenda & minutes
☐ Jim Leask Kiat Y Tan Jonny Sågänger will look into the possibility of converting the MG Excel file into PDF or other easier to read format.		Jim Leask	2020-06-14 SI Exco Meeting agenda & minutes
☐ Jonny Sågänger JS will create an agenda and schedule the evaluation talk with SI Exco members 30 Jun 2020	30 Jun 2020	Jonny Sågänger	2020-06-14 SI Exco Meeting agenda & minutes
☐ Jonny Sågänger Jim Leask Radha Radhakrishna will continue communication with Servas France with input with Exco.		Jonny Sågänger	2020-06-14 SI Exco Meeting agenda & minutes
☐ Jonny Sågänger Radha Radhakrishna Kiat Y Tan will work on the motion 19 Jul 2020	19 Jul 2020	Jonny Sågänger	2020-06-14 SI Exco Meeting agenda & minutes
☐ Jonny Sågänger Carla Kristensen will present a draft SI communications strategy 19 Jul 2020	19 Jul 2020	Jonny Sågänger	2020-06-14 SI Exco Meeting agenda & minutes
☐ Kiat Y Tanwill complete the draft SI AR **18 Jun 2020**	18 Jun 2020	Kiat Y Tan	2020-06-14 SI Exco Meeting agenda & minutes
☐ Kiat Y Tan will share SI General Assembly budget form to be sent to potential hosting countries with JS, RBR & CK 05 Jul 2020	05 Jul 2020	Kiat Y Tan	2020-06-14 SI Exco Meeting agenda & minutes
☐ Paige LaCombe PLC will check with DO & get back to the 4 Exco members **16 Jun 2020**	16 Jun 2020	Paige LaCombe	2020-06-14 SI Exco Meeting agenda & minutes
☐ Paige LaCombe will forward the name of a potential appointment for SI CRT **21 Jun 2020**	21 Jun 2020	Paige LaCombe	2020-06-14 SI Exco Meeting agenda & minutes
☐ Paige LaCombeMeet with Nom Committee about SICOGA/voting remotely. **19 Jun 2020**	19 Jun 2020	Paige LaCombe	2020-06-14 SI Exco Meeting agenda & minutes
☐ Radha Radhakrishnawill create a SI Funding Plan 19 Jul 2020	19 Jul 2020	Radha Radhakrishna	2020-06-14 SI Exco Meeting agenda & minutes
☐ Type your task here, using "@" to assign to a user and "//" to select a due date			2020-06-14 SI Exco Meeting agenda & minutes

Completed Tasks

Task report

Get going, no tasks completed yet.

NoteDeeport in Nextcloud

- [ ] Type your task here, using "@" to assign to a user and "//" to select a due date