

2021-11-21 SI Exco Meeting agenda & minutes

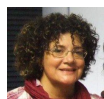
Date and Time

UTC Time Zone Sunday November 21 2021 14:00-16.00

Los Angeles, USA November 21 2021 at 06:00 PDT (UTC -8)
Ottawa, Canada November 21 2021 at 09:00 EDT (UTC -5)
New York, USA November 21 2021 at 09:00 EDT (UTC -5)
Stockholm, Sweden November 21 2021 at 15.00 CET (UTC +1)
Lisbon, Portugal November 21 2021 at 14:00 WET (UTC +0)
Kuala Lumpur, Malaysia November 21 2021 at 22:00 MYT (UTC +8)
Brisbane, Australia November 22 2021 at 00:00 AEST (UTC +10)

Use the [Time Zone Converter](#) set the date and times.

Participants



Carla Kristensen



Jim Leask



Jonny Sägänger



Kiat Y Tan



Paige LaCombe



Paul Nielsen



Radha Radhakrishna

Participant	Position	Present (Y/N)
Jonny Sägänger (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)	N - optional

By invitation: None this time.

Pre-announced difficulty to participate: None.

Goals

Being on track with fulfilling SI GA 2018 decisions and SI Exco tasks according to the SI statutes.

Minutes recording: *Jim Leask (JL) & Kiat Y Tan*

Time keeper: Paige LaCombe (PLC)

Criteria for agenda items

Items are in priority order.

Decision Item (DEI) = needs immediate decisions. Long or 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) = Normally documented in SI Exco members monthly status report; only short discussion

Information item (II) = On brand new ideas or earlier SI Exco decisions. Normally documented in SI Exco members monthly in status report; only short discussion.

Agenda

From PAUL:

Paul Nielsen's comment:

If these meeting were 2 or 3 hours earlier, I could attend. Or if they were on a Friday or Saturday I would consider staying up late for the meeting.

Item	Time (UTC)	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	14.00-14.10	<p>Today's agenda:</p> <p>Any important last minute items for the agenda?</p>	<p>Jonny Sägänger</p> <p>Kiat Y Tan</p>	<p>2.0.1: SI Exco asked by SI member group to give guidance and recommendation on certain sentences in individual member's profile.</p> <p>To be discussed under 8.0.</p> <p>2.0.2: Nice words from SI's contracted tech developer about SI's tech team.</p> <p>2.0.3: Slack for SI Exco will be set up. Jim Leask Jonny Sägänger</p> <p>2.0.4: New timeline for future SI Annual Reports. SI AR 2022 coming up. See email from Kiat Y Tan with subject line "Draft MG's 2021 Annual Report & SI Officer's 2021 Annual report" from November 21.</p> <p>Amendments (if any) before Dec 7th 2021.</p> <p>Kiat Y Tan Jonny Sägänger</p> <p>2.0.4 is moved to 6.0 below.</p>	<p>Minutes:</p> <p>2.0.3 Slack to be presented at SI Exco's December meeting. Jim Leask Jonny Sägänger</p>
3.0	14.10-14.25	SI registration	Everybody	<p>Status report on SI registration as INGO</p> <p>3.0.1: SI registration document routing around the world. Where is it now? Carla Kristensen</p> <ul style="list-style-type: none"> • Mobile numbers needed in routing document. • Article in SINB? <p>3.0.2: Additional certifications of signatures. Status? Kiat Y Tan Carla Kristensen</p>	<p>Minutes:</p> <p>3.0.1 Carla received the registration document from Jonny and the document has been sent to Kiat.</p> <p>3.0.2 As Malaysia is not a country in the Apostille Convention, additional steps are required to obtain an equivalent document, Kiat will email the notarized document to Rene to check if it will be accepted by the Swiss authorities.</p>

4.0	14.25-15.00	SIGA2022 / SICOGA2022	Jonny Sägänger Carla Kristensen Kiat Y Tan	Planned SI General Assembly 2022 (SIGA2022)/SI Conference and General Assembly 2022 (SICOGA2022) 4.0.1: General status report on SIGA2022 /SICOGA2022 Kiat Y Tan Carla Kristensen Paul Nielsen (program managers for SICOGA2022) 4.0.2: SIGA2022/SICOGA2022 financial status report Radha Radhakrishna (financial manager SICOGA2022)	Minutes: <ul style="list-style-type: none"> • A SIGA/SICOGA 2022 location has been tentatively identified, communication has begun with the conference center. ▪ May need another finance manager to help with the budget and finances for the conference. It is too much work for one person (Radha) ▪ Involve the nominations committee to help find people for the the finance manager and other roles. <input type="checkbox"/> Radha Radhakrishna Write text for recruitment ad for the financial manager for the next SICOGA conference 28 Nov 2021 <input type="checkbox"/> Paige LaCombe Contact the nominations committee for a template for recruitment. 28 Nov 2021 <input type="checkbox"/> Paige LaCombe Ask the nominations committee if they have names for candidates for the financial manager and report to SI-Exco. 28 Nov 2021 <input type="checkbox"/> Carla Kristensen Jonny Sägänger Distribute the request for volunteers to the SI News Bulletin, servas.org and social media channels.
4.1	14.25-15.00	SIGA2022 / SICOGA2022	Carla Kristensen Kiat Y Tan Paul Nielsen	SICOGA 2022 Preparation Program (CK) https://docs.google.com/document/d/1tQzwQH3iQ-VrKzVUWssLKcZAIU6yCdt-wWU2bQdOll/edit	Minutes: <ul style="list-style-type: none"> ▪ Tentative dates for SICOGA-2022 <ul style="list-style-type: none"> ▪ November 21-26, 2022 ▪ SI General Assembly (SIGA), The business part of SI Conference and General Assembly (SICOGA), should take maximum two days. ▪ The tentative plan is for a hybrid in-person and virtual conference, but if not possible to meet in person then a fully virtual SI GA. <input type="checkbox"/> Jonny Sägänger Write text about the upcoming SICOGA/SIGA-2022 plan for eventual distribution to the Servas community. 19 Dec 2021
	15:00–15:05	Stretch legs.			
4.2	15.05-15.15	SIGA2022 / SICOGA2022	Carla Kristensen Paul Nielsen Jim Leask	SIGA2022/SICOGA2022 IT & tech platform 4.2.1: Jonny Sägänger reports on planning meeting with Paul Nielsen about the tools and resources needed for the delivery of both a virtual and hybrid conference.	Minutes: <ul style="list-style-type: none"> ▪ Preparations for SICOGA-2022 is ongoing. ▪ The Internet tools topic is still a work in progress. ▪ At present for the video conferencing, various tools are being considered (Teams, Zoom) Both have Pros and Cons. ▪ We are still investigating other tools.
5.0	15.15-15.25	SIGA2022 / SICOGA2022	Jonny Sägänger Kiat Y Tan	Evaluation of result/output from SIGA 2018 decisions Everybody in SI Exco will in time for our October meeting, go through the SIGA2018 decisions . During the October meeting we will present our reflections and decide on further actions. Please go to this Confluence page: https://confluence.servas.org/display/SEC/Tracking+GA+2018+motions	Minutes: <ul style="list-style-type: none"> ▪ deferred until the next meeting.
6.0	15.25-15.30	SI Annual Report 2022	Kiat Y Tan Jonny Sägänger	SI Annual Report 2022 6.0.1: New schedule. 6.0.1: Collaboration with SINB Editor-in-Chief? Carla Kristensen?	Minutes: 6.0.1: New SI AR 2022 schedule. November 28 2021: SI GS & SI P notify the SI member groups that they will be expected to send their annual reports for 2021 not later than January 31 2022. December 10 2021: We email the questionnaire. We will by then have had to update the template. February 15: We email a reminder to the member groups that have not answered. March 31: Deadline for SI officers, including SI Exco to submit our reports. SI officers reports will cover the fiscal year ending 31st March. April 30: We publish the SI Annual Report 2021. The member groups and the SI officers who have not submitted their reports according to the timeline/deadlines will not be included in the SI AR.

7.0	15:30–15:35	<p>SI Exco member's verbal and written reports</p> <p>Questions about the reports, anyone?</p>	<p>Kiat Y Tan</p> <p>Paige LaCombe</p> <p>Jim Leask</p> <p>Carla Kristensen</p> <p>Jonny Sägänger</p> <p>Radha Radhakrishna</p>	<p>Please write your written reports and store in Servas Confluence.</p> <p>SI President, SI P</p> <p>(SI P's October report has been added here)</p> <p>SI Membership & Technology Secretary, SI MTS</p> <ul style="list-style-type: none"> ▪ 2021-11-21: MTS Exco Board Report <p>SI Vice President, SI VP</p> <p>SI General Secretary, SI GS</p> <p>SI Treasurer, SI T</p> <p>SI Peace Secretary, SI PS</p>	<p>Minutes:</p> <p>No questions about the reports.</p>
8.0	15:35–15:45	<p>Open space for SI Exco member's proposed items</p> <p>Items anyone?</p>	<p>Kiat Y Tan</p> <p>Paige LaCombe</p> <p>Jim Leask</p> <p>Carla Kristensen</p> <p>Jonny Sägänger</p> <p>Radha Radhakrishna</p>	<p>8.0.1: SI Exco asked by SI member group to give guidance and recommendation on the following sentences in individual member's profile:</p> <p>Minimum stay 4 nights. First 2 nights free as Servas guests, following nights to be paid. Guests with mobility problems and singles welcome. Singles get a reduced rate."</p> <p>Carla Kristensen</p> <p>Jim Leask</p> <p>8.0.2: Submission deadline for SI News Bulletin (4-2021).</p> <p>8.0.2: Pilot Servas.org V2</p>	<p>Minutes:</p> <p>8.0.1:</p> <ul style="list-style-type: none"> • We confirmed that Servas profiles should not have commercial advertising or language. The section from this profile describing the availability of a rental holiday house should be removed. It is unnecessary to mention that the first 2 nights are free, and there should be no reference to paid nights. <p>8.0.2: The submission deadline for texts, photos and other material for SI News Bulletin 4-2021 is December 9. Send articles to newsletter@servas.org attn. Michael Johnson, Editor-in-Chief</p> <p>8.0.2: Jim Leask presented a draft version of Servas.org V2.</p>
9.0	15:45–15:50	<p>Next meetings – time and dates</p>		<p>Proposals:</p> <p>(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)</p> <p>2022-01-16 UTC 14.00-16.00</p> <p>2022-02-20 UTC 14.00-16.00</p> <p>2022-03-20 UTC 14.00-16.00</p> <p>2022-04-17 UTC 14.00-16.00</p> <p>2022-05-15 UTC 14.00-16.00</p> <p>2022-06-19 UTC 14.00-16.00</p> <p>2022-07-17 UTC 14.00-16.00</p> <p>2022-08-21 UTC 14.00-16.00</p> <p>2022-09-18 UTC 14.00-16.00</p> <p>2022-10-16 UTC 14.00-16.00</p> <p>2022-11-20 UTC 14.00-16.00</p>	<p>Minutes:</p> <p>Next meeting:</p> <p>Decision: 2021-12-19 UTC 14.00-15.00</p>
10.0	15:50–16:00	<p>Instant minutes</p>	All	<p>Review the minutes so they can be finalized.</p>	
	Time:	<p>End of meeting:</p> <p>17:36 UTC</p>	Paige LaCombe		

Task Summary

Incomplete Tasks from this meeting

Description	Due date	Assignee	Task appears on
<input type="checkbox"/> Carla Kristensen Jonny Sägänger Distribute the request for volunteers to the SI News Bulletin, servas.org and social media channels.		Carla Kristensen	2021-11-21 SI Exco Meeting agenda & minutes
<input type="checkbox"/> Jonny Sägänger Write text about the upcoming SICOGA/SIGA-2022 plan for eventual distribution to the Servas community. 19 Dec 2021	19 Dec 2021	Jonny Sägänger	2021-11-21 SI Exco Meeting agenda & minutes
<input type="checkbox"/> Paige LaCombe Contact the nominations committee for a template for recruitment. 28 Nov 2021	28 Nov 2021	Paige LaCombe	2021-11-21 SI Exco Meeting agenda & minutes
<input type="checkbox"/> Paige LaCombe Ask the nominations committee if they have names for candidates for the financial manager and report to SI-Exco. 28 Nov 2021	28 Nov 2021	Paige LaCombe	2021-11-21 SI Exco Meeting agenda & minutes
<input type="checkbox"/> Radha Radhakrishna Write text for recruitment ad for the financial manager for the next SICOGA conference 28 Nov 2021	28 Nov 2021	Radha Radhakrishna	2021-11-21 SI Exco Meeting agenda & minutes

Completed Tasks

Task report

Get going, no tasks completed yet.

NoteDeepport in NextcloudAcs