

2021-07-18 SI Exco Meeting agenda & minutes

Date and Time

UTC Time Zone Sunday July 18 2021 14:00-16.00

Los Angeles, USA July 18 2021 at 07:00 PDT (UTC -7)
Ottawa, Canada July 18 2021 at 10:00 EDT (UTC -4)
New York, USA July 18 2021 at 10:00 EDT (UTC -4)
Stockholm, Sweden July 18 2021 at 16.00 CET (UTC +2)
Lisbon, Portugal July 18 2021 at 15:00 WET (UTC +1)
Kuala Lumpur, Malaysia July 18 2021 at 22:00 MYT (UTC +8)
Brisbane, Australia July 19 2021 at 00:00 AEST (UTC +10)

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

Participants



Andréa Assis



Anouk Iraola Poirotte



Carla Kristensen



Jesús Vinuesa



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:

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

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	Today's agenda: Any important last minute items for the agenda?	Jonny Săgănger Kiat Y Tan	<ol style="list-style-type: none"> Proposal from Mei Wang, NS of Servas Taiwan about "Cooperation between East Asia country members" (KYT). Reference: Email from Mei Wang to SI GS KYT on July 17. Servas Canada and Servas Rwanda zoom meeting on July 17. (JL) 	Minutes: <ol style="list-style-type: none"> SI can set up a zoom call for them to do a meeting every quarter. When a country requests, KT will ask the country hosting the event to get in touch with RBR to set up a meeting and to give them the credentials to conduct the meeting. JL told SI Exco Servas Canada and Servas Rwanda had zoom meeting on July 17. Rwanda made a presentation with drum music, images of gorillas. This was an interactive sharing of information between Rwanda and Canada members. Canada plans to create a similar "Glimpse of Canada" presentation for the future. <input type="checkbox"/> Kiat Y Tan Inform member groups in East Asia that a zoom account can be made available for their use for cross country meetings 19 Jul 2021
3.0	14.15-15.15	Extraordinary SI General Assembly 2021 (E-SIGA 2021)	Jonny Săgănger Radha Radhakrishna Kiat Y Tan		
3.1		E-SIGA 2021	Jonny Săgănger Radha Radhakrishna	General status report about the upcoming E-SIGA 2021 (JS, RBR, CK & KYT)	Minutes: JS made an introduction to the ongoing E-SIGA 2021 process.
3.2		E-SIGA 2021	Jonny Săgănger Radha Radhakrishna	SI Exco's voting "package" for Extraordinary SI General Assembly 2021 (E-SIGA 2021) is available under the headline "Extraordinary SI General Assembly 2021 (E-SIGA 2021)" here: https://servas.org/en/distant-vote The voting "package" includes SI Exco's "mailouts" with SI Exco's E-SIGA 2021 motion, draft SI Statutes (2021) in English, translation agency document Draft SI Statutes (2021) in English and German, SI Statutes (2018) with proposed amendments and explanatory comments et cetera.	Minutes: JS informed about which documents have been sent to SI member groups during the ongoing E-SIGA 2021 process.
3.3		E-SIGA 2021	Jonny Săgănger Radha Radhakrishna	Action: Question: Is it needed to send out another reminder to the SI member groups about the upcoming E-SIGA, preliminary timeline et cetera? The e-mail message should have "E-SIGA mailout #x" in subject line	Minutes: <ul style="list-style-type: none"> Several reminders for the upcoming E-SIGA have been sent by JS.

3.4		E-SIGA 2021	Kiat Y Tan	<p>Status report: Check which SI member groups are eligible for voting at E-SIGA.</p> <p>JS to coordinate with SI DVA in collaboration with Rita Dessauvage on mailouts.</p>	<p>Minutes:</p> <p>List of eligible voters was previously finalized by KT and RBR and communicated to Rita Dessauvage.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Jonny Sägänger will ask Chris P SI DVA to whom he's sending the SERVAS - ESIGA2021 - Registration Reminder #1 Just Sent. 18 Jul 2021 <input type="checkbox"/> Jim Leask Check with ICT where and how the email for 'national groups' is created. 18 Jul 2021
3.5		E-SIGA 2021	Jim Leask Paul Nielsen	<p>Action: To set up the email address for E-SIGA 2021 (e-siga2021@servas.org)</p>	<p>Minutes:</p> <p>Done.</p>
3.6		E-SIGA 2021	Jonny Sägänger Radha Radhakrishna	<p>Questions & Answers (Q&A)/Frequently asked questions (FAQ) about E-SIGA 2021 to be:</p> <ul style="list-style-type: none"> • posted on servas.org and communicated (Q&A) (JS & RBR) • disseminated to SI member groups (JS & RBR) 	<p>Minutes:</p> <ul style="list-style-type: none"> ■ Radha Radhakrishna, Jonny Sägänger are working on a FAQ document for the upcoming E-SIGA 2021. Deadline? <input type="checkbox"/> Carla Kristensen Update Questions & Answers E-SIGA2021 document by 20 Jul 2021. Other SI-Exco members to review and add input. 22 Jul 2021 <input type="checkbox"/> Jonny Sägänger Send Q&A E-SIGA2021 document to member groups. 23 Jul 2021
3.7		E-SIGA 2021	Jonny Sägänger Radha Radhakrishna Carla Kristensen Kiat Y Tan Paige LaCombe Jim Leask	<p>Live information sessions via Zoom.</p> <p>Overall responsible: RBR, CK</p> <p>Dates and time for meeting in the following time zones:</p> <ul style="list-style-type: none"> • Americas • Africa, Middle East & Europe • South & East Asia and Australia/New Zealand <p>All meetings have been open to all SI member groups to increase participation.</p>	<p>Minutes:</p> <ul style="list-style-type: none"> ■ Radha Radhakrishna, Carla Kristensen Setup zoom meetings for E-SIGA 2021 information sessions. 30 Jun 2021 ■ Propose voting from August 1st to August 15th, with results presented on August 17th. ■ The SI-Exco meeting will be moved to August 22nd, so it is after results of the E-SIGA 2021 are known. ■ General information about the changes to the statutes were addressed with attendees for all 3 meetings. 31 countries were represented.
3.8		To-do E-SIGA 2021	Jonny Sägänger Radha Radhakrishna	<p>Timeline for E-SIGA 2021.</p> <p>The timeline can be found here.</p>	<p>Minutes:</p> <p>JS has updated the E-SIGA 2021 timeline.</p>
4.0		Clarification on SI Exco appointments	Jonny Sägänger Radha Radhakrishna Kiat Y Tan Jim Leask	<p>A number of SI Exco decisions need to be further formalized.</p>	

4.1		Clarification on SI Exco appointments		In March 2020 Jim Leask was proposed to be appointed SI Membership & Technology Secretary (SI MTS) by SI Exco.	<p>Minutes:</p> <p>On March 22 2020 SI Exco appointed Jim Leask to become SI Membership & Technology Secretary (SI MTS).</p> <p>Addendum:</p> <p>On May 24 2020 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. Paul Nielsen (PN) of Servas Australia was appointed "associated board member" working with SI MTS Jim Leask.</p> <p>The SI Exco decision was minuted in the minutes here:</p> <p>https://servas.org/sites/default/files/uploads/minutes/2020/si_minutes_2020-5-24.pdf</p>
4.2		Reinforced SI Exco decision	<p>Jonny Sägänger</p> <p>Radha Radhakrishna</p>	<p>It should be attested that the following members of SI Exco have the right to sign for Servas International (to be signatories for Servas International). In the general assembly (SICOGA 2018), the SI EXCO was given the authority to appoint signatories from SI EXCO. Any two people must sign.</p> <ul style="list-style-type: none"> • Jonny Sägänger, SI President • Radha B. Radhakrishna, SI Treasurer • Carla Kristensen, SI Vice President • Kiat Y Tan, SI General Secretary 	<p>Minutes:</p> <p>SI Exco attests that the following members of SI Exco have the right to sign for Servas International (to be signatories for Servas International):</p> <ul style="list-style-type: none"> • Jonny Sägänger, SI President • Radha B. Radhakrishna, SI Treasurer • Carla Kristensen, SI Vice President • Kiat Y Tan, SI General Secretary <p>As per resolution at SICOGA 2018 (link) a signature for SI is collective - that is, any two members must sign the document, for a valid signature.</p>
4.3		Reinforced SI Exco decision	<p>Jonny Sägänger</p> <p>Radha Radhakrishna</p>	<p>It should be attested that SI Exco has elected the following company has been elected as external auditor for SI:</p> <p>Sen & Ray BD - 419, Sector – 1 Saltlake City Kolkata- 700 064. E-Mail : soumik@senandray.com Sen & Ray perform a limited audit in accordance with Swiss Law and International Financial Reporting Standards (IFRS).</p>	<p>Minutes:</p> <p>SI Exco attests that the following company has been elected as external auditor for SI:</p> <p>Sen & Ray BD - 419, Sector – 1 Saltlake City Kolkata- 700 064. E-Mail : soumik@senandray.com Sen & Ray perform a limited audit in accordance with Swiss Law and International Financial Reporting Standards (IFRS).</p>
5.0	15:25–15:30	SI Annual Report 2020 Update (UI)	<p>Kiat Y Tan</p> <p>Jonny Sägänger</p>	<p>SI Annual Report 2020:</p> <p>A) Servas countries. Status report. (Deadline was March 31).</p> <p>B) SI officers and other key persons. Status report. (Deadline was March 31)</p>	<p>Minutes:</p> <ul style="list-style-type: none"> ■ Received 38 country reports to date out of 77 expected. ■ Final reminders have been sent <p><input type="checkbox"/> Kiat Y Tan Share all country and SI officer reports with Jonny Sägänger 10 Aug 2021</p>
6.0	14:10–14:30	SI Distant Vote (SI DV) November 2021 (DEI)	<p>Kiat Y Tan</p> <p>Carla Kristensen</p> <p>Jonny Sägänger</p> <p>Radha Radhakrishna</p>	<p>Which standard SI DV items should be included in the agenda for the November vote? (KYT, RBR)</p>	<p>Minutes:</p> <p>These items should be included in the agenda for every November SI Distant Vote:</p> <ol style="list-style-type: none"> 1. Presentation and adoption of most recent audited financial reports. 2. Appointment of SI external auditors for the next fiscal year. <p><input type="checkbox"/> Radha Radhakrishna Inform the SI DVA to include the presentation and adoption of financial reports, and appointment of SI external auditors for the November DV 25 Jul 2021</p>

7.0	15:30–15:35	SI Exco member's verbal and written reports Questions about the reports, anyone?	Kiat Y Tan Paige LaCombe Jim Leask Carla Kristensen Jonny Sägänger Radha Radhakrishna	Please upload your written reports in Nextcloud, 24 hours before the meeting starts. Insert the weblink to your report in Nextcloud (accessible via Nextcloud with appropriate sharing permissions).	Minutes: ■ general discussion about reports.
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 Sägänger Radha Radhakrishna		Minutes: ■ SI-Exco would like to recruit 2 new members for SI-DC. The goal is to have at least one member from each continent. <input type="checkbox"/> Kiat Y Tan Ask the SI-Development Committee to decide among themselves who should be the convener of the group and contact person for SI-GS. 25 Jul 2021
9.0	15:45–15:50	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) 2021-08-22 UTC 14.00-16.00 2021-09-19 UTC 14.00-16.00 2021-10-17 UTC 14.00-16.00 2021-11-21 UTC 14.00-16.00 2021-12-19 UTC 14.00-16.00	Minutes: Next meeting: Decision: 2021-08-22 UTC 14.00-16.00
	15:50–16:00	Instant minutes	All	Review the minutes so they can be finalized.	
	Time:	End of meeting: 16:00 UTC	Paige LaCombe		

Task Summary

Incomplete Tasks from this meeting

Description	Due date	Assignee	Task appears on
<input type="checkbox"/> Carla Kristensen Update Questions & Answers E-SIGA2021 document by 20 Jul 2021 . Other SI-Exco members to review and add input. 22 Jul 2021	20 Jul 2021	Carla Kristensen	2021-07-18 SI Exco Meeting agenda & minutes

<input type="checkbox"/>	Jim Leask Check with ICT where and how the email for 'national groups' is created. 18 Jul 2021	18 Jul 2021	Jim Leask	2021-07-18 SI Exco Meeting agenda & minutes
<input type="checkbox"/>	Jonny Sägänger will ask Chris P SI DVA to whom he's sending the SERVAS - ESIGA2021 - Registration Reminder #1 Just Sent. 18 Jul 2021	18 Jul 2021	Jonny Sägänger	2021-07-18 SI Exco Meeting agenda & minutes
<input type="checkbox"/>	Jonny Sägänger Send Q&A E-SIGA2021 document to member groups. 23 Jul 2021	23 Jul 2021	Jonny Sägänger	2021-07-18 SI Exco Meeting agenda & minutes
<input type="checkbox"/>	Kiat Y Tan Inform member groups in East Asia that a zoom account can be made available for their use for cross country meetings 19 Jul 2021	19 Jul 2021	Kiat Y Tan	2021-07-18 SI Exco Meeting agenda & minutes
<input type="checkbox"/>	Kiat Y Tan Share all country and SI officer reports with Jonny Sägänger 10 Aug 2021	10 Aug 2021	Kiat Y Tan	2021-07-18 SI Exco Meeting agenda & minutes
<input type="checkbox"/>	Kiat Y Tan Ask the SI-Development Committee to decide among themselves who should be the convener of the group and contact person for SI-GS. 25 Jul 2021	25 Jul 2021	Kiat Y Tan	2021-07-18 SI Exco Meeting agenda & minutes
<input type="checkbox"/>	Radha Radhakrishna Inform the SI DVA to include the presentation and adoption of financial reports, and appointment of SI external auditors for the November DV 25 Jul 2021	25 Jul 2021	Radha Radhakrishna	2021-07-18 SI Exco Meeting agenda & minutes

Completed Tasks

Task report

Get going, no tasks completed yet.

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