

# 2021-03-21 SI Exco Meeting agenda & minutes

- Date and Time

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

Los Angeles, USA March 21 2021 at 06:00 PDT (UTC -8)  
Ottawa, Canada March 21 2021 at 09:00 EDT (UTC -5)  
New York, USA March 21 2021 at 09:00 EDT (UTC -5)  
Stockholm, Sweden March 21 2021 at 15:00 CET (UTC -5)  
Lisbon, Portugal March 21 2021 at 14:00 WET (UTC +0)  
Kuala Lumpur, Malaysia March 21 2021 at 22:00 MYT (UTC +8)  
Brisbane, Australia March 21 2021 at 00:00 AEST (UTC +10)

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

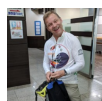
## Participants



Carla Kristensen



Jim Leask



Jonny Sägänger



Kiat Y Tan



Paige LaCombe



Paul Nielsen



Radha Radhakrishna

Participant	Position	Present (Y/N)
<a href="#">Jonny Sägänger</a> (JS)	SI President	Y
<a href="#">Carla Kristensen</a> (CK)	SI Vice President	Y
<a href="#">Kiat Y Tan</a> (KT)	SI General Secretary	Y
<a href="#">Paige LaCombe</a> (PLC)	SI Peace Secretary	Y - at start of meeting
<a href="#">Radha Radhakrishna</a> (RBR)	SI Treasurer	Y
<a href="#">Jim Leask</a> (JL)	Co - SI Membership & Technology Secretary (MTS)	Y
<a href="#">Paul Nielsen</a> (PN)	Co - SI Membership & Technology Secretary (MTS)	N - optional

**By invitation:** None this time.

**Pre-announced difficulty to participate:** xx

## 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	<b>Chit-chat:</b> "Social round"	optional		
2.0	14.00-14.10	<b>Today's agenda:</b> Any important last minute items for the agenda?	<a href="#">Jonny Sägänger</a> <a href="#">Kiat Y Tan</a>		<b>Minutes:</b> Radha will add motion to allow write-off of small amounts. See item 2.1.
2.1		Motion for small amounts	<a href="#">Radha Radhakrishna</a>	<b>Motion:</b> Small amounts inadvertently underpaid by member group payments that are different from their nominal amount due that is caused by currency exchange rates may be written off for accounting purposes.  <b>Background:</b> Over time, there are some small balances in our accounts when due to bank exchange rates very small amount are underpaid by member groups when they send us a payment.  The total of all such underpayments from all of our member groups over the last 2 years add up to less than CHF 20.00. It is not worth asking them to pay up the difference because the bank charges will be higher than the amount they transmit. I propose that we write off these small balances. This has been done in the past by EXCO.	<b>Minutes:</b> <b>Vote on Motion:</b> Propose motion: <a href="#">Radha Radhakrishna</a>  Second: <a href="#">Jim Leask</a>  Vote: Approved 5; unanimous of those present.  Motion is approved.
3.0	14.10-14.30	SI P and SI VP	<a href="#">Jonny Sägänger</a> <a href="#">Carla Kristensen</a>	SI P and SI VP SURVEY ON SERVAS INTERNATIONAL COMMUNICATION (newsletter editors etc)  The motion: <a href="#">SI search for national editors and publications</a>	<b>Minutes:</b> <ul style="list-style-type: none"><li>▪ The survey will go to SI key people, not individual members.</li><li>▪ A motion is not required.</li><li>▪ SI Exco has been informed that <a href="#">Jonny Sägänger</a> and <a href="#">Carla Kristensen</a> will send the survey.</li><li>▪ objective is to find out what interesting stories are in SI community so they can be shared.</li></ul> <input type="checkbox"/> <a href="#">Jonny Sägänger</a> <a href="#">Carla Kristensen</a> Send survey for national editors and publications. <b>28 Mar 2021</b> <input type="checkbox"/> <a href="#">Jonny Sägänger</a> <a href="#">Carla Kristensen</a> Will report on the results of the survey for national editors and publications 18 Apr 2021
4.0	14.30-14.55	E-SIGA 2021	<a href="#">Jonny Sägänger</a> <a href="#">Kiat Y Tan</a>	Timeline for E-SIGA 2021 (who knows how to create timelines?)	<b>Minutes:</b> <ul style="list-style-type: none"><li>▪ need planning / timeline for the E-SIGA 2021</li><li>▪ Assuming that the E-SIGA motion is approved in the May 2021 SI DV, E-SIGA will commence asynchronously from 1 July 2021 and end on 15 July 2021. Results of the E-SIGA vote will be announced as soon after as practicable.</li></ul> <input type="checkbox"/> <a href="#">Jonny Sägänger</a> <a href="#">Kiat Y Tan</a> to send out written notice, including agenda, time and place, to each member group. 31 Mar 2021 <input type="checkbox"/> <a href="#">Jonny Sägänger</a> <a href="#">Kiat Y Tan</a> Write proposal for planning the E-SIGA 2021 18 Apr 2021

4.1		e-conference tools	<a href="#">Jim Leask</a> (MTS)	Search for persons with knowledge of asynchronous e-conferences where decisions and elections take place.	<ul style="list-style-type: none"> <li>E-SIGA 2021 will be only online (virtual)</li> <li>SIGA 2022 will have an online component, and possibly only online</li> <li>looking for people to help with e-conferences and run it from a technical perspective.</li> </ul> <input type="checkbox"/> <a href="#">Carla Kristensen</a> Send name for person from Spain with e-conference experience. <input type="checkbox"/> <a href="#">Jonny Sägänger</a> Add request for e-conference help to the SI News Bulletin <b>23 Mar 2021</b> <input type="checkbox"/> <a href="#">Jim Leask Paul Nielsen</a> Setup working area for managing e-conferencing tools.
4.2		SIGA 2022		SI GA 2022 (status)	<input type="checkbox"/> <a href="#">Jonny Sägänger Kiat Y Tan</a> Write proposal for planning the SIGA 2022 18 Apr 2021 <input type="checkbox"/> <a href="#">Jim Leask Paul Nielsen</a> Write motion to propose for the removal of references in the SI statutes to the host list as a requirement for valid member group. 31 Aug 2021
5.0	14.55–15:00	Stretch Legs			
6.0				<b>Reports (max 5 minutes each)</b>	
6.1	15.00–15.35		<a href="#">Paige LaCombe</a>	Update on UNC65 (PL) The sixty-fifth session of the Commission on the Status of Women (UNC65) takes place 15 to 26 March 2021.	<b>Minutes:</b> Active page on Confluence: <a href="#">CSW#65, UN 2021</a> <ul style="list-style-type: none"> <li>31 people are actively participating</li> <li>28 registered for the conference.</li> </ul>
6.2	15:00–15:35	Zoom account	<a href="#">Radha Radhakrishna</a> <a href="#">Jim Leask</a>	Radha will setup the zoom account for use by SI. The account is needed for an upcoming meeting.	<b>Minutes:</b> <ul style="list-style-type: none"> <li>email account for zoom administration is created.</li> <li>zoom account to be created today March 21.</li> <li>payment by credit card will be done personally, then reimbursed.</li> <li>SI Exco will move to zoom for our meetings.</li> </ul>
6.2	15:00–15:35	SI Distant Vote (SI DV) May 2021 <b>(DEI)</b>	<a href="#">Kiat Y Tan</a> <a href="#">Jonny Sägänger</a> <a href="#">Radha Radhakrishna</a>	a) Status report SI DV May 2021 (KT) b) SI DV May 2021 documents on <a href="#">servas.org</a> c) SI DV May 2021 <a href="#">timetable</a> (KT)	<b>Minutes:</b> <ul style="list-style-type: none"> <li>eligible voter list has been submitted to SI DVA for May SI DV</li> <li>Nigeria, Slovenia &amp; Sierra Leone are in the provisional list because they have not submitted any Annual Report in the past 2 years. Servas Zambia is now eligible to vote as they have just submitted their 2020 Annual Report.</li> </ul>
6.3	15:00–15:35	<b>SI Exco member's verbal and written reports</b>  Questions about the reports, anyone?	<a href="#">Kiat Y Tan</a> <a href="#">Paige LaCombe</a> <a href="#">Jim Leask</a> <a href="#">Carla Kristensen</a> <a href="#">Jonny Sägänger</a> <a href="#">Radha Radhakrishna</a>	Please upload your written reports in Nextcloud, 24 hours before the meeting starts. Insert the weblink to your report in <a href="#">Nextcloud</a> (accessible via Nextcloud with appropriate sharing permissions).	<b>Minutes:</b> <ul style="list-style-type: none"> <li>some questions and answers about the MTS report.</li> </ul>

6.4	15:00–15:35	SI News Bulletin (SINB)  (UI)	<a href="#">Jonny Sägänger</a>  <a href="#">Carla Kristensen</a>	SI News Bulletin (SINB 1-2021)  Table of Content, ToC  Top story: Servas at UN Women's conference UNCSW65	<b>Minutes:</b>  ■ main story will be about the SI participation at UNCSW65 conference March 15-26.
6.5	15:00–15:35	Update  (UI)	<a href="#">Kiat Y Tan</a>  <a href="#">Jonny Sägänger</a>	SI Annual Report 2020 templates to be sent out to:  A) Servas countries. Deadline: March 31.  B) SI officers and other key persons. Deadline: March 31.	<b>Minutes:</b>  ■ <a href="#">Kiat Y Tan</a> gave status report on SI Annual reports. They are coming in at a similar rate as previous years.
7.0	15:35–15:45	<b>Open space for SI Exco member's proposed items</b>  Items anyone?	<a href="#">Kiat Y Tan</a>  <a href="#">Paige LaCombe</a>  <a href="#">Jim Leask</a>  <a href="#">Carla Kristensen</a>  <a href="#">Jonny Sägänger</a>  <a href="#">Radha Radhakrishna</a>		Minutes: See item 2.1.
8.0	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)  2021-05-15 UTC 14.00-16.00  2021-06-19 UTC 14.00-16.00  2021-07-18 UTC 14.00-16.00  2021-08-15 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	<b>Minutes:</b>  Next meeting:  Decision: 2021-04-18 UTC 14.00-16.00
9.0	15:50–16:00	Instant minutes	All	Review the minutes so they can be finalized.	
10.0	Time:	<b>End of meeting: 16:00 UTC</b>	<a href="#">Paige LaCombe</a>		

## Task Summary

### Incomplete Tasks from this meeting

Description	Due date	Assignee	Task appears on
<input type="checkbox"/> <a href="#">Carla Kristensen</a> Send name for person from Spain with e-conference experience.		<a href="#">Carla Kristensen</a>	2021-03-21 SI Exco Meeting agenda & minutes

<input type="checkbox"/>	<a href="#">Jim Leask Paul Nielsen</a> Setup working area for managing e-conferencing tools.		<a href="#">Jim Leask</a>	<a href="#">2021-03-21 SI Exco Meeting agenda &amp; minutes</a>
<input type="checkbox"/>	<a href="#">Jim Leask Paul Nielsen</a> Write motion to propose for the removal of references in the SI statutes to the host list as a requirement for valid member group. 31 Aug 2021	31 Aug 2021	<a href="#">Jim Leask</a>	<a href="#">2021-03-21 SI Exco Meeting agenda &amp; minutes</a>
<input type="checkbox"/>	<a href="#">Jonny Sägänger</a> Add request for e-conference help to the SI News Bulletin <b>23 Mar 2021</b>	23 Mar 2021	<a href="#">Jonny Sägänger</a>	<a href="#">2021-03-21 SI Exco Meeting agenda &amp; minutes</a>
<input type="checkbox"/>	<a href="#">Jonny Sägänger Carla Kristensen</a> Send survey for national editors and publications. <b>28 Mar 2021</b>	28 Mar 2021	<a href="#">Jonny Sägänger</a>	<a href="#">2021-03-21 SI Exco Meeting agenda &amp; minutes</a>
<input type="checkbox"/>	<a href="#">Jonny Sägänger Carla Kristensen</a> Will report on the results of the survey for nation editors and publications 18 Apr 2021	18 Apr 2021	<a href="#">Jonny Sägänger</a>	<a href="#">2021-03-21 SI Exco Meeting agenda &amp; minutes</a>
<input type="checkbox"/>	<a href="#">Jonny Sägänger Kiat Y Tan</a> to send out written notice, including agenda, time and place, to each member group. 31 Mar 2021	31 Mar 2021	<a href="#">Jonny Sägänger</a>	<a href="#">2021-03-21 SI Exco Meeting agenda &amp; minutes</a>
<input type="checkbox"/>	<a href="#">Jonny Sägänger Kiat Y Tan</a> Write proposal for planning the E-SIGA 2021 18 Apr 2021	18 Apr 2021	<a href="#">Jonny Sägänger</a>	<a href="#">2021-03-21 SI Exco Meeting agenda &amp; minutes</a>
<input type="checkbox"/>	<a href="#">Jonny Sägänger Kiat Y Tan</a> Write proposal for planning the SIGA 2022 18 Apr 2021	18 Apr 2021	<a href="#">Jonny Sägänger</a>	<a href="#">2021-03-21 SI Exco Meeting agenda &amp; minutes</a>

#### Completed Tasks

## Task report

Get going, no tasks completed yet.

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