# 2022-10-16 SI Exco Meeting agenda & minutes

**Date and Time**

**The meeting has been extended with one hour, and will be for three hours, not two hours as was first planned. //JS**

**UTC Time Zone Sunday October 16 2022 13:00-16.00**

**Los Angeles**, USA **October 16 2022 at 06:00 PDT (UTC -7)**
**Ottawa**, Canada  **October 16 at 09:00 EDT (UTC -4)**
**New York**, USA  **October 16 2022 at 09:00 EDT (UTC -4)**

**Stockholm**, Sweden **October 16 2022 at 15.00 CET (UTC +2)**
**Lisbon**, Portugal **October 16 2022 at 14:00 WEST (UTC +1)**
**Kuala Lumpur**, Malaysia **October 16 2022 at 21:00 MYT (UTC +8)**
**Brisbane**, Australia **October 16 2022 at 23:00 AEST** (UTC +10)

**Local times**

Use the Time Zone Converter set the date and times.

**We stretch legs after approximately 60 minutes of meeting.**

**Meeting platform**

We meet in MS365 Teams. Log in here.

# 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 | N (conflict with Servas US meeting) |
| 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 (Travelling to SICOGA) |

**By invitation:**  None this time.

**Pre-announced difficulty to participate:** Paige LaCombe, Paul Nielsen

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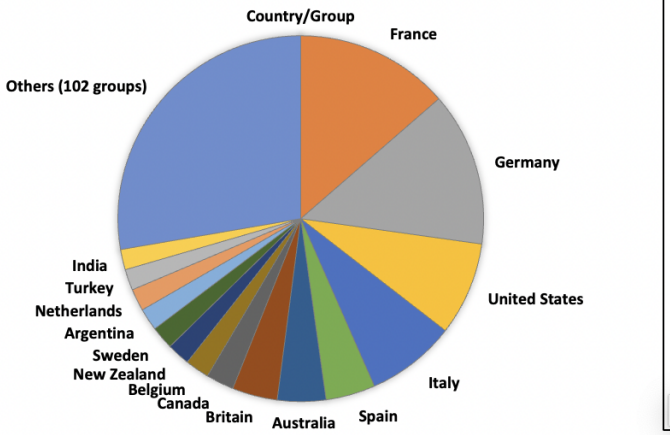
**Discussion Item (DII)** = Item that involves discussion and brainstorming

**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.

Minutes:

| Item | Time (UTC) | Item subject | Who | Reference & background material | Minutes (Notes, decisions, tasks, who & deadlines): |
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| 0.0 | 12.45-13.00 | **Chit-chat:** "Social round" | optional | | |
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| 1.0 | 13.00-13.15 | **Today's agenda:** Any important last minute items for the agenda? | | 1.0:<br><br>SICOGA 2022 - Discussion on the following during the meeting.<br><br>➕ Logistics:  Run through of the logistical arrangements of SICOGA 2022 from arrival till departure.  Report on virtual meeting preparations. **(See agenda item 3.3 below)**<br><br>➕ Conference Program: Run through of the program - session by session and information on any additional recreation activities. **(See agenda item 3.3 below).**<br><br>➕ SI General Assembly (SIGA 2022):<br><br>▪ Go through the program plan session by session.  **(See agenda item 4.4 below.)**<br>▪ Report on preparation for moderators and report taking (Secretariat). **(See agenda items 4.4 and 4.1 below.)**<br>▪ Report on Technology needs. **(See agenda item 5.3 below.)** | **Minutes:** 1.0<br><br>▪ Reviewed items and moved to other locations in the agenda |
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| 1.1 | | | 1.1: Current status on numbers of profiles in the Servas.Org System (previously called ServasOnline System).<br><br>**SERVAS ON LINE - NUMBER OF THE PROFILES (3 OCT**<br><br>Country/Group, France, Germany, United States, Italy, Spain, Australia, Britain, Canada, Belgium, New Zealand, Sweden, Argentina, Netherlands, Turkey, India, Others (102 groups)<br><br>Work in progress. File available for SI Exco here. | **Minutes 1.1:**<br><br>JS presented data from October 2 2022 on the number of individual Servas members and profiles/households. |
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| 2.0 | Short reports on follow-up points/items<br><br>from previous SI Exco meetings | SICOGA 2022 Servas singing. (KYT, JS)<br><br>The SICOGA 2022 Servas Singing Team has been created! Please find it here.<br><br>2.0.1: Does Servas International have a theme song?<br><br>2.0.2: Equipment: what do we need? Microphones? Laptops?  Background music? can we just use laptops for background music? Any app required?<br><br>2.0.3: The choir to perform a song on the opening day.<br><br>2.0.4: Proposal: SI Exco does a song & dance number to open the SIGA (or on the first day of the conference) and get everyone to participate in a Bollywood dance? | **Minutes 2.0:**<br><br>- KYT is in contact with the Servas Singing primus motor Luigi U. with Servas Italy.<br>- 2.0.1: The Servas song has been found: http://pages.intnet.mu/servas/index/servassong.pdf<br>- 2.0.2: Radha Radhakrishna will communicate with Dan Bare/ Paul Nielsen about equipment.  Radha will also check with Servas India members on dance ideas.<br>- 2.0.3: KYT will form av choir.<br>  We need to put the choir in the timetable and program for opening day Nov 22, unless it's already there.<br>- Sound files with songs and  music from Servas country groups are needed. |
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| 2.1 | | | 2.1:<br><br>SI EXCO will read the document about SICOGA sustainability criterias and share with IofC.<br><br>The checklist should be screened and the outcome reported to SI Exco.<br><br>- Radha Radhakrishna will review the sustainability checklist and complete to the extent possible and alert Jonny Sågänger 25 Sep 2022 JS will edit and update the text for SI News Bulletin etc. | **Minutes 2.1:**<br><br>- Radha Radhakrishna added some items to the list of criteras. SI Exco members are encouraged to look at the list.<br>- Carla Kristensen will share the list with IofC and Servas Foundation India. 20 Oct 2022 |
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| 2.2 | | | 1.0:<br><br>Claudia Sagi of Servas Israel would like to lead a group discussion (online) on Making Connections during one of the free time slots at SICOGA 2022.<br><br>Claudia writes:<br><br>*This follows a very successful Zoom meeting we held with Servas participants in all Servas International events  held in Israel in 2013, 2014, 2016, 2017, 2019.*<br>*Friends from nearly 30 countries shared their ideas on how to make new connections, renew old ones, and motivate friends to initiate and participate in Making Connection projects.*<br><br>Claudia has attached the draft summary of some suggestions.<br>She would like to know if there is a time slot she can use for this discussion.<br><br>Carla Kristensen will answer CS that she should write a SICOGA 2022 Discussion Paper and submit to the conference 18 Sep 2022 | **Minutes 2.2:**<br><br>- Claudia Sagi and Servas Israel's concept will"be merged with Radha Radhakrishna 's SICOGA 2022 workshop "What does Servas mean to me?"<br>- Carla Kristensen will will ask Bianca to register the workshop "What does Servas mean to me?" to the SICOGA program<br><br>  https://servas.org/en/sicoga2022/timetable |
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| 2.3 | | | 2.3 Status on the number of nominations for SI officer positions to be elected at SIGA 2022:<br><br>Please visit https://www.servas.org/en/nominations-and-elections to see all the names and forms. | **Minutes 2.3:**<br><br>SI Exco went through the list that SI Nominations Team (SI NT) has provided on October 16 2022. |
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| 2.4 | | | Updated list: Elected and Appointed SI officers (CK)<br><br>The updates were about the changes in the SI UN representatives and SI Facebook group administrators.<br>So, this list is in google drive and it would be useful to upload it on Teams.<br><br>Where's the best place? | **Minutes 2.4:**<br>The list is now here in SI M365 Teams in a team called "Servas International (SI)" in the channel "SI Committees and Teams". |
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| 2.5 | | Instant minutes | Review the minutes of SI Exco May face to face 2022 meeting so they can be finalized.<br><br>The minutes should also be uploaded on servas.org, here:<br><br>https://servas.org/en/community/board-and-management/si-exco<br><br>**Minutes: Kiat Y Tan** will have the minutes uploaded. 18 Sep 2022 | **Minutes 2.5:**<br><br>• Done. |
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| 2.6 | | SI Handbook | Update of SI Handbook (KYT) | **Minutes 2.6:**<br><br>• Kiat Y Tan needs help to complete the SI Handbook. She will reach out to board members and other resourse persons. KYT will finish the update SI Handbook 23 Oct 2022 and will share the information with SI Exco. |
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| 3.0 | | | **3.0 Servas International Conference and General Assembly 2022 (SICOGA 2022)** | |
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| 3.1 | 30 minutes | Main key note about Servas. Org | "Servas.Org 2.0" presentation and key note at SICOGA 2022-11-23<br><br>### D1S1O1 Introducing Servas.Org membership system V2<br><br>(JL, PN)<br><br>• Power point presentation<br>• Key new functions<br>• Main improvements compared to Servas.Org 1.0 (ServasOnline System)<br>• Questions? | **Minutes 3.1:**<br><br>• Radha Radhakrishna will create a Powerpoint file template for SICOGA presentation and share with SI Exco 17 Oct 2022<br>• Jim Leask gave a sneak preview of the prestation about the new Servas.Org System for SICOGA 2022. |
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| 3.2 | | Day one: November 22 | SICOGA day one: November 22<br><br>• SI Exco's team message to all SICOGA participants | **Minutes 3.2:**<br><br>• SI Exco members will say some words from the stage on November 22. Jonny Sågänger in charge of the manuscript. |
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| 3.3 | | SICOGA 2022 timetable and program | SICOGA 2022 program and timetable - an update<br><br>3.3.1: Logistics: Run through of the logistical arrangements of SICOGA 2022 from arrival till departure. Report on virtual meeting preparations.<br><br>3.3.2: CK, PLC and JS walk the board through the SICOGA program, from November 2022 22 to November 28.    -any imporant outstanding questions?<br><br>■ SICOGA 2022 timetable<br>■ A SI M365 Team called "Program items for SICOGA 2022" has been created by JS. In this team different Servas teams and individual presenters will have one channel for each workshop or other session.<br>Under files in these channels your tech colleagues will be able to download Powerpoint presentations and other resources needed for the production at SICOGA.<br>■ Any questions about SICOGA 2022 program and timetable? | **Minutes 3.3:**<br><br>3.3.1: **Radha Radhakrishna** briefed the group om logistics. The SICOGA Advanced Team (SICOGA AT) will meet on November 19 in Pune.<br><br>The SICOGA AT meet at Asia Plateau (MRA Centre) and IofC in Panchgani November 20 to arrange tech equipment, rearrange tables.<br><br>November 28: Buses leave from at 10.00 or 10.45 o'clock.<br><br>Radha Radhakrishna emphasized the importance to bring printed copies of visa and other documents.<br><br>3.3.2: CK presented the SICOGA program and timetable. |
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| 3.4 | | SI MCT for SICOGA 2022 | SI Media & Communications Team (SI MCT) for SICOGA 2022 (JS, CK)<br><br>• SI MCT Teams team has been established here.<br>• The SI MCT Teams team channel "Action plan SICOGA2022 SI MCT" has been established here.<br>• The names and contact information for the members of SI MCT can be found here.<br>• Any questions about SI MCT? | **Minutes 3.4:**<br><br>Jonny Sågänger informed the meeting about the MCT. |
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| 3.5 | SICOGA show of appreciation | | Suggested Servas International prizes (JS).<br><br>• Certificate to all participants of SICOGA 2022<br>• Show of appreciation to all IofC's employees<br>• Extraordinary services in the duty of Servas International:<br>• ⊕ Servas International's backbone(s)<br>• ⊕ Rookie of 2018-2022<br>• ⊕ Outstanding development effort<br>• ⊕ Outstanding growth effort<br>• ⊕ Most important new thoughts and thinking<br>• ⊕ Most frequent receiver of Servas travellers<br>• ⊕ ??? | **Minutes 3.4:**<br><br>Jonny Sågänger informed the meeting about possible prizes as a show of appreciation. |
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| 4.0 | SIGA 2022 | JS | **4.0 Servas International General Assembly 2022 (SIGA 2022)** | |
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| 4.1 | SIGA 2022 | JS | **4.1: Update on SIGA 2022 (JS, KYT)**<br><br>• A SIGA 2022 Secretariat has been established. KYT manager.<br>• Six SIGA 2022 Secretariat has a staff of six Servas members plus KYT as manager.<br>• Any questions about the SIGA 2022 Secretariat? | **Minutes 4.1:**<br><br>Jonny Sågänger informed the meeting about the secretariat and its members. |
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| 4.2 | SIGA 2022 | | Status report on this matter (PN)<br><br>PN's method to make sure the SIGA 2022 motions' supporting documents can be accessed by the SWG participants and - later on - by both the SIGA 2022 voting delegates and ALL SICOGA participants.<br><br>Note from SI Exco meeting in September: PN: this is a practical matter that we need to prioritize to solve as soon as possible. | **Minutes 4.2:**<br><br>EXCO noted that this is a work in progress. |
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| 4.3 | SIGA 2022 | JS | **4.3:** Central agenda items for SIGA 2022.<br><br>**4.3.1:** Current SI Exco's recommendations for SI Exco 2022-2023 to be approved and/or recognized by SIGA 2022 (PN, JS). Please find the draft recommendation here.<br><br>**4.3.2:** SI Exco recommended draft SI budget for 2023-2025 (RBR, JS)<br><br>**4.3.2:** Any other Central agenda items for SIGA 2022? | **Minutes 4.3:**<br><br>4.3.1: SI Exco voted "Yes" on the recommendation.<br><br>4.3.2: SI Exco voted **"Yes"** on the recommendation for the draft budget. |
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| 4.4 | | | **Agenda and timetable for SI General Assembly 2022 (SIGA 2022)**<br><br>Go through the program plan session by session. *(From agenda item 1.0 below.)* | |
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| 4.5 | SICOGA/SIGA training sessions | | SICOGA/SIGA training sessions<br><br>SIGA moderators training session was executed 2022-09-25 (JS)<br><br>SI M365 training sessions: How did it go? (PN)<br><br>SIGA 2022 voting delegates training session. How to do it? (PN, JS) | **Minutes 4.4:**<br><br>Jonny Sågänger informed the EXCO that the training for moderators was conducted. |
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| 5.0 | SICOGA2022 admin | | **SICOGA 2022 Conference Committee (SICOGA 2022 CC)**<br><br>Responsibility: Contracts with venue owner, practical arrangements et cetera.<br><br>Status report from SICOGA 2022 Conference Committee (SICOGA 2022 CC) | |
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| 5.1 | SICOGA2022 admin | | Discussion of draft agenda for the SIGA | **Jonny Sågänger** presented the draft agenda. |
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| 5.2 | | SICOGA2022 admin | Current status of number of participants on September 18.<br><br>SICOGA 2022 total number if participants:<br><br>• Physically present in Panchgani: 134 registrations<br>• Only virtually present: 95 (7 delegates)<br>• Total: 229<br><br>SIGA 2022 voting delegates:<br><br>• Physically present in Panchgani: 39<br>• Only virtually present: 7<br>• Total: 46<br><br>Any spots available still?<br><br>Any cancellations? | **Minutes 5.1:**<br><br>• The figures were added to the minutes. |
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| 5.3 | | SICOGA2022 admin | Status report on preparations for the use of MS365 as main tech tool for planning of SIGA2022 /SICOGA2022.<br><br>• Report on Technology needs. (agenda item from 1.0 above) | **Minutes 5.3:**<br><br>• This agenda item was handled earlier during the board meeting. |
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| 6.0 | 14:40 –14:45 | **SI Exco member's verbal and written reports**<br><br>Questions about the reports, anyone? | Ev er yb ody | **Please write your written reports and store in the regular place in Servas Confluence (for the time being, until we have a channel for this in MS365 Teams).**<br><br>SI President, SI P<br><br>SI Membership & Technology Secretary, SI MTS (joint function)<br><br>SI Vice President, SI VP<br><br>SI General Secretary, SI GS<br><br>SI Treasurer, SI T<br><br>SI Peace Secretary, SI PS | **Minutes:**<br><br>The SI Exco members' activities are recorded in these minutes. |
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| 7.0 | | Next meetings – time and dates | Proposals:<br><br>(Proposed regular time: third Sunday every month UTC 13.00-15.00 (1 hour later during summer months). The time and/or date gets adjusted if the ServasOnline Team meeting date is adjusted) | **Minutes:**<br><br>Next meeting:<br><br>Proposal: 2022-11-20 UTC 13.00-15.00 |
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| 8.0 | | Instant minutes | All | Review the minutes from today's meeting so they can be finalized. | **Minutes:** |
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| 9.0 | Ti me : | **End of meeting:**<br><br>04:47 UTC | PLC | | |
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Task Summary

Incomplete Tasks from this meeting

| Description | Due date | Assignee | Task appears on |
|---|---|---|---|
| • Carla Kristensen will share the list with IofC and Servas Foundation India. 20 Oct 2022 | 20 Oct 2022 | Carla Kristensen | 2022-10-16 SI Exco Meeting agenda & minutes |

- [Carla Kristensen](#) will will ask Bianca to register the workshop "What does Servas mean to me?" to the SICOGA program

  https://servas.org/en/sicoga2022/timetable

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| | | Carla Kristensen | 2022-10-16 SI Exco Meeting agenda & minutes |

- [Jim Leask](#) gave a sneak preview of the prestation about the new Servas.Org System for SICOGA 2022.

| | Jim Leask | 2022-10-16 SI Exco Meeting agenda & minutes |
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- SI Exco members will say some words from the stage on November 22. [Jonny Sågänger](#) in charge of the manuscript.

| | Jonny Sågänger | 2022-10-16 SI Exco Meeting agenda & minutes |
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- [Kiat Y Tan](#) needs help to complete the SI Handbook. She will reach out to board members and other resourse persons. KYT will finish the update SI Handbook 23 Oct 2022 and will share the information with SI Exco.

| 23 Oct 2022 | Kiat Y Tan | 2022-10-16 SI Exco Meeting agenda & minutes |
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- 2.0.2: [Radha Radhakrishna](#) will communicate with Dan Bare/ Paul Nielsen about equipment. Radha will also check with Servas India members on dance ideas.

| | Radha Radhakri shna | 2022-10-16 SI Exco Meeting agenda & minutes |
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- [Radha Radhakrishna](#) added some items to the list of criteras. SI Exco members are encouraged to look at the list.

| | Radha Radhakri shna | 2022-10-16 SI Exco Meeting agenda & minutes |
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- Claudia Sagi and Servas Israel's concept will"be merged with [Radha Radhakrishna](#) 's SICOGA 2022 workshop "What does Servas mean to me?"

| | Radha Radhakri shna | 2022-10-16 SI Exco Meeting agenda & minutes |
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- [Radha Radhakrishna](#) will create a Powerpoint file template for SICOGA presentation and share with SI Exco 17 Oct 2022

| 17 Oct 2022 | Radha Radhakri shna | 2022-10-16 SI Exco Meeting agenda & minutes |
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- 2.0.1: The Servas song has been found: http://pages.intnet.mu/servas/index/servassong.pdf

| | 2022-10-16 SI Exco Meeting agenda & minutes |
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- 2.0.3: KYT will form av choir.
  We need to put the choir in the timetable and program for opening day Nov 22, unless it's already there.

| | 2022-10-16 SI Exco Meeting agenda & minutes |
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- Sound files with songs and music from Servas country groups are needed.

| | 2022-10-16 SI Exco Meeting agenda & minutes |
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- KYT is in contact with the Servas Singing primus motor Luigi U. with Servas Italy.

| | 2022-10-16 SI Exco Meeting agenda & minutes |
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- Done.

| | 2022-10-16 SI Exco Meeting agenda & minutes |
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- The figures were added to the minutes.

| | 2022-10-16 SI Exco Meeting agenda & minutes |
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- This agenda item was handled earlier during the board meeting.

Completed Tasks

## Task report

Get going, no tasks completed yet.

NoteDeeport in NextcloulAcs