

# 2022-07-24 SI Exco Meeting agenda & minutes

## Date and Time

UTC Time Zone Sunday July 24 2022 13:00-15.00

Los Angeles, USA July 24 2022 at 06:00 PDT (UTC -7)  
Ottawa, Canada July 24 19 2022 2021 at 09:00 EDT (UTC -4)  
New York, USA July 24 2022 at 09:00 EDT (UTC -4)

Stockholm, Sweden July 24 2022 at 15.00 CET (UTC +2)  
Lisbon, Portugal July 24 2022 at 14:00 WEST (UTC +1)  
Kuala Lumpur, Malaysia July 24 2022 at 21:00 MYT (UTC +8)  
Brisbane, Australia July 24 2022 at 23:00 AEST (UTC +10)

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

## Meeting platform

The meeting will take place in MS365 OneNote. Paul has set up the meeting here:

weblink

## 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	N
<a href="#">Kiat Y Tan</a> (KT)	SI General Secretary	Y
<a href="#">Paige LaCombe</a> (PLC)	SI Peace Secretary	Y
<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)	Y

**By invitation:** None this time.

**Pre-announced difficulty to participate:** Carla Kristensen

## 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.

Jonny to add to the agenda:

Visa situation for SICOGA 2022

Item	Time (UTC)	Item subject	Who	Reference & background material	Minutes (Notes, decisions, tasks, who & deadlines):
1.0	12.45-13.00	<b>Chit-chat:</b> "Social round"	optional		
2.0	13.00-13.30	<b>Today's agenda:</b> Any important last minute items for the agenda?		2.0.1: SI Exco to answer an inquiry from <b>Jesús Vinuesa Servas España VicePresidencia - Equipo de Coordinación</b> : ¿Could we know how many people and who are register to virtual SICOGA? We are beginning to design our online participation and want to be sure we are all.	<b>Minutes:</b> 2.0.1: Delegates are being tracked. PN will inform Jesus Vinuesa.
2.0.2				2.0.2: SI Exco to answer Kyuok Kim Peace Secretary of Servas Korea  Dear Jonny, I hope you have been doing well and healthy. Thank you for your efforts for preparing SICOGA 2022. Members of Servas Korea have applied for the registration. Some members want to know the deadline for the registration. According to the information posted at homepage of India SIGOGA 2022, the online site for the registration would be open until the end of June. I checked the site was still open.  <i>Please check the information on registraion at the homepage and let me know the deadline.</i>  Sincerely yours, Kyuok Kim Peace Secretary of Servas Korea	2.0.2: <ul style="list-style-type: none"><li>Jonny Sägänger will inform Kyuok Kim the deadlines that have been decided. 29 Jul 2022</li></ul>
2.0.3				2.0.3: Arnoud P, main admin of the <b>closed</b> Facebook Group Servas International requests SI Exco appoints a number of Servas members as administrators of the mentioned FB group.  Please find the document <a href="#">here</a> .	2.0.3: SI Exco approves the proposed new administrators for our SI Facebook group. <ul style="list-style-type: none"><li>Jonny Sägänger will inform Arnoud P about the admin accounts for Facebook. 25 Jul 2022</li></ul>

3.0	13 30 -1 3. 50	SI Exco Face-to-face meeting		
3.1	13 30 -1 3. 50	SI Exco Face-to-face meeting	<p>Brief evaluation of the SI Exco Face-to-face meeting May 25–31.</p> <p>3.1.1: Some short comments?</p> <p>3.1.2: Pros and cons with meeting face-to-face in combination with digital participation of SI MTS?</p> <p>3.1.3: To-do and/or action items from f-t-f meeting. What has been done and what needs to be done?</p>	<p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>The meeting was very productive and well worth the time and resources put into it.</li> <li>the primary benefit was having the SI Exco team together. It would have been better to have all of us together, even though this was not possible this time.</li> <li>we recommend a meeting like this be done early in the mandate period.</li> <li>recommend an early meeting review the action items from the SICOGA and plan for the new mandate period.</li> </ul>
3.2	13 30 -1 3. 50	SI Exco Face-to-face meeting	<p>Minutes from SI Exco Face-to-face meeting May 25–30.</p> <p>3.2.1: Minutes from May 30 needs to be finished and approved. Please add 4-5 five minutes items and approve.</p> <p>3.2.2: Approved minutes from SI Exco Face-to-face meeting May 25–30 needs to be distributed to LMA, Servas Spain, for upload on <a href="https://servas.org/en/community/board-and-management/si-exco">https://servas.org/en/community/board-and-management/si-exco</a>.</p>	<p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li><a href="#">Kiat Y Tan</a> will finish the minutes from the F2F meeting and bring to the board for approval. 29 Jul 2022</li> </ul>
4.0	13 50 -1 4. 45		4.0: Status reports & decisions about SICOGA2022	
4.1	13 50 -1 4. 45	SICOGA2022	<p>4.1.1: SI Exco SICOGA 2022 organisational structure,</p> <ul style="list-style-type: none"> <li><b>SICOGA 2022 Conference Managers</b></li> <li><b>SICOGA 2022 Conference Committee</b></li> <li><b>SICOGA 2022 Program Committee</b></li> <li><b>SICOGA 2022 Tech Support Team</b></li> <li><b>Cultural Committee SICOGA22</b></li> </ul> <p>Please go to <a href="#">MS365 Teams</a>.</p> <p><b>Any updates of new names in:</b></p> <p><b>A) SI Exco's SICOGA 2022 Conference and Program Committee?</b></p> <p><b>B) SI Exco's SICOGA 2022 Program Committee?</b></p> <p><b>C) SICOGA Tech Support Team?</b></p> <p><b>D) Other committees and teams?</b></p>	<p><b>Minutes:</b> SI Exco updated their knowledge about the SICOGA 2022 organisational structure.</p> <p>Some new names were added to positions.</p>
4.1.1			<p><b>Proposal to Promote and Support 3rd Party Performance at SICOGA</b></p> <p>Shree Vagad Kala Kendra (SVKK) is an NGO which works for the welfare of the Vagad community. Their activities include various types of charitable work such as providing financial assistance to needy students and people needing medical treatment, organising cornea grafting camps, cataract surgery camps and even organising cultural events which serve as a platform for showcasing the talent of their members, including specially abled children. They have a website at <a href="http://www.vagad.org">www.vagad.org</a>, but it is in Gujarati language. Attaching their activity brochure in english.</p> <p><a href="#">Shree Vagad Kala Kendra (SVKK) have offered to bring their performers, around 40 from Mumbai to Panchghani for the SICOGA 2022 opening ceremony in which they will present different types of Indian dances. Their estimated expenses will be lot more than what we have budgeted for the opening ceremony, but SVKK are willing to bear the additional expense.</a></p> <p><a href="#">In return for the concessional rate, what SVKK wants from us is that their ngo name should appear along with the names of Servas International and Servas Foundation on a banner to be displayed during their performance at SICOGA. In addition, they also want that each of their performer at SICOGA should be given a certificate of participation by Servas International.</a></p> <p><b>The 3rd Party Nature of the NGO Group requires that EXCO approve this arrangement?</b></p>	<p><b>Minutes:</b></p> <p><b>Motion:</b> The proposal to allow cultural and dance performers at the opening ceremony to have a banner visible, and receive a certificate participation by SI. Proposed by <a href="#">Paul Nielsen</a> and seconded by <a href="#">Jonny Sägänger</a>.</p> <p>Approved unanimously by SI-Exco</p> <ul style="list-style-type: none"> <li><a href="#">Paul Nielsen</a> will inform the performing group that this proposal is approved. 29 Jul 2022</li> </ul>
4.2	13 50 -1 4. 45	SICOGA2022	<p><b>SICOGA 2022 Conference Committee (SICOGA 2022 CC)</b></p> <p>Responsibility: Contracts with venue owner, practical arrangements et cetera.</p> <p>Status report from SICOGA 2022 Conference Committee (SICOGA 2022 CC)</p> <p>4.2.1: 4-5 most important developments and/or decisions from the <b>SICOGA 2022 CC</b> to be minuted.</p>	<p><b>Minutes:</b></p> <p>RBR informed the group about the conference preparations. See also below.</p>
4.2.2			<p>4.2.2:</p> <p>Number of registered Servas members who plan to participate at SICOGA in person (status on July 24)?</p> <p>Number of registered Servas International member group delegates who will participate at SICOGA and/or SI General Assembly (SIGA) 2022 VIRTUALLY (status on July 24)?</p>	<p><b>Minutes:</b> RBR informed about the number of Servas members who have registered to:</p> <p>a) participate at SICOGA in person</p> <p>b) participate at SICOGA and/or SI General Assembly (SIGA) 2022 VIRTUALLY.</p>

4. 2.3		4.2.3: Indian Visa situation	<b>Minutes:</b> <ul style="list-style-type: none"> <li>▪ initial batch of passport details has been submitted to the Indian government for the conference details</li> <li>▪ a second batch will be submitted shortly.</li> </ul>
4. 2.4		4.2.4: RBR & JS proposal: SI P JS to send announcement to all individual Servas members about registration deadline on August 15. SI Exco vote: Yes, No or Abstain.	<b>Minutes:</b> <ul style="list-style-type: none"> <li>• <a href="#">Jonny Sägänger</a> SI Exco agreed to send announcement to all individual Servas members about the registration deadline on August 15 31 Jul 2022</li> </ul>
		4.2.4: SI P JS to send inquiry to selected Servas member groups about anticipated participation at SICOGA 2022.	<b>Minutes:</b> <ul style="list-style-type: none"> <li>• <a href="#">Jonny Sägänger</a> will send an inquiry to selected Servas member groups about anticipated participation at SICOGA 2022. 27 Jul 2022</li> <li>• <a href="#">Radha Radhakrishna</a> will send <a href="#">Jonny Sägänger</a> the list of member groups that should be approached for participation in SICOGA 2022 26 Jul 2022</li> <li>• <a href="#">Jonny Sägänger</a> JS should add a questions about whom will be the delegate and ask for an answer not later than August 15. 27 Jul 2022</li> </ul>

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**SICOGA 2022 Program Committee (SICOGA 2022 PC)**

Responsibility: The content of the conference: Program, workshops, social events for example entertainment. List of volunteers who will need to be funded, their roles.

SI General Assembly (SIGA) is part of the Program Committee's responsibility. SI P JS has overall responsibility for SIGA, according to the SI Statutes (2021).

Status report from SICOGA 2022 Program Committee (SICOGA 2022 PC)

4.3.1: 4-5 most important developments and/or decisions from the **SICOGA 2022 PC** to be minuted.

Go to the program items which can be found here ([link to MS365 Teams](#)).

The Excel file has two sheets (Sheet 1 & Sheet 2).

Sheet 1 contains the overall Program Timetable:

	A	B	C	D	E	F	G	H
1		22-nov	23-nov	24-nov	25-nov	26-nov	27-nov	28-nov
2			Wednesday	Thursday	Friday	Saturday	Sunday	Monday
3	09.00-12.00		Seminars & workshops	Seminars & workshops	SIGA	SIGA	Seminars & workshops	Seminars & workshops
4	12.00-13.15		Lunch	Lunch	Lunch	Lunch	Lunch	End of SICOGA
5	13.15-18.00	Registration and "meet and greet"	Seminars & workshops	Seminars & workshops	SIGA	SIGA	Seminars & workshops	
6	18.00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
		Social activities &	Social activities &	Social activities &	Social activities &	Social activities & entertain	Social activities & entertain	

Sheet 2 contains the detailed Program Timetable:

Excerpt:

SICOGA 2022 DETAILED PROGRAM TIMETABLE		(SUBJECT TO CHANGES!!!)		
	22/11/2022	11/23/2022- Day 1	11/24/2022- Day 2	11/25/2022- Day 3
	Tuesday	Wednesday	Thursday	Friday
6.30 AM		Morning activities (Yoga, Meditation or other events to be organized)	Morning activities (Yoga, Meditation or other events to be organized)	Morning activities (Yoga, Meditation or events to be organized)
8.00 AM		Breakfast	Breakfast	Breakfast
9:00-9:15am		Announcements	Announcements	Announcements
9.15-10.45am		KEY NOTE SESSION --Presentation of draft agenda --Appoint minute takers --Intro to SIGA voting process)	Subject Working Groups (SWG) sessions (preparing SIGA motions) 10am "Meet the SI candidates" "Breath, Conscious and Mind-an introduction to Yoga" (for non-delegates)	<b>SIGA</b> - Approve agenda - Approve Rules of order (membership and voting rights) - Vote on A) SI officers reports; B) auditor's report and audited accounts; C) motions with budget implications
10.45-11.00 am		Coffee Break	Coffee Break	Coffee Break
11.00-12.30		Oral reports+ Q&A: Membership; Y&F; DC; SI Exco	(continue) Subject Working Groups (SWG) sessions	<b>SIGA</b> Vote on a projected SI budget fo

\*Timetable=describes when program items will take place during SICOGA 2022

Minutes:

- the program was reviewed and updated to revise the workshop and keynote details.

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Stretch  
legs

Minutes: We stretched legs.

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**4.4 Timeline and timetables for SICOGA**

4.4.1	SICOGA2022		<p><b>4.4.1 Timeline* for SICOGA 2022</b></p> <p>MS365 Teams location for SICOGA 2022 timeline.</p> <p>Both JS &amp; RBR have made timelines, which should be merged or should not be merged.</p> <p><i>*Timeline=important dates from SI Exco's decision to arrange SICOGA 2022 until the execution of the event in November 2022, including follow-up items.</i></p>	<p><b>Minutes:</b></p> <p>JS presented the SICOGA 2022 timeline.</p>
4.4.2	SICOGA2022	JS S CK	<p><b>4.4.2 SIGA motions handling</b></p> <p><b>4.4.2.1: Timeline</b> for SIGA motions handling.</p> <p>SI Exco motions - deadline August 10.</p> <p>Presentation to SI member groups: August 24.</p> <p><b>4.4.2.2: Possible SI Exco motions:</b></p> <ul style="list-style-type: none"> <li>• JS proposal for SI Exco SIGA 2022 motion on extra checkbox in ServasOnline System.</li> <li>• Stimulate the use of Servas International National Standard Statutes (SI NSS) (SI P JS)</li> </ul> <p><b>4.4.2.3: SI Exco motions:</b></p> <ul style="list-style-type: none"> <li>• SI long term budget (SI T RBR &amp; SI P JS)</li> <li>• New membership system (affiliate account), network of referrals and SI Buddy system (SI MTS JL &amp; PN)</li> <li>•</li> </ul> <p>Jonny Sägänger will write a SI Exco SIGA motion about a requirement that the SI Nominations Team (SI NT) will be a team that is elected by SI General Assembly. The status of SI NT is currently that it gets established by a SI Exco appointment.</p> <ul style="list-style-type: none"> <li>• <b>Carla Kristensen</b> will write a SI Exco SIGA motion about a requirement that the SI Conflict and Resolutions Team (SI CRT) will be a team that is elected by SI General Assembly. The status of SI CRT is currently that it gets established by a SI Exco appointment. 02 Jul 2022</li> <li>• <b>Carla Kristensen</b> will write a SI Exco SIGA motion about standardization of Servas Letter of Introduction (LoI). Deadline?</li> </ul> <ul style="list-style-type: none"> <li>• <b>Paul Nielsen</b> and <b>Jim Leask</b> will prepare a motion to amend the SI Statutes (2021) in relation to membership. 12 Jun 2022</li> </ul> <p>Radha will go through the financial part of the Statutes to see if any amendment is needed</p> <p><b>4.4.2.4: SIGA 2022 motions in MS 365 Teams:</b></p> <p><a href="https://teams.microsoft.com/l/channel/19%3aa13417f309404fdea3abcd04643a1c54%40thread.tacv2/Motions%2520for%2520SIGA%25202022?groupId=3e802507-1d57-4257-9b89-32fa3e8fd1c&amp;tenantId=7c0acbc0-5129-425f-a930-d6f78d869e7c">https://teams.microsoft.com/l/channel/19%3aa13417f309404fdea3abcd04643a1c54%40thread.tacv2/Motions%2520for%2520SIGA%25202022?groupId=3e802507-1d57-4257-9b89-32fa3e8fd1c&amp;tenantId=7c0acbc0-5129-425f-a930-d6f78d869e7c</a></p>	<p><b>Minutes:</b></p> <p>SI Exco discussed the SIGA 2022 motions.</p> <ul style="list-style-type: none"> <li>• <b>Jonny Sägänger</b> , <b>Jim Leask</b> will review the SI statutes to see if any changes requiring a motion are required. Preliminary review suggests no changes will be required. 29 Jul 2022</li> <li>• <b>Kiat Y Tan</b> will review the handbook and identify areas that need to be changed for existing motions that have already happened. Areas that will require changes and new motions will be identified. 29 Jul 2022</li> </ul>
4.5.13.50.4.45	SICOGA2022	PN CK J	<p>4.5.1: Status report on preparations for the use of MS365 as main tech tool for planning of SIGA2022/SICOGA2022.</p>	<p><b>Minutes:</b> PN informed SI Exco.</p>
4.6	SICOGA2022		<p>4.5.2: Double check on connectivity at SICOGA 2022 venue</p> <p>Status report on internet connection and bandwidth on tentative venue for hybrid virtual-physical SIGA/SICOGA 2022.</p> <p>PN</p>	<p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>▪ underway</li> </ul>
4.7.13.50.4.45	SICOGA2022		<p>4.7 SICOGA conference registration website &amp; SICOGA conference website</p> <p>Status reports:</p> <p>a) Conference website</p> <p><a href="https://servas.org/en/international-conferences">https://servas.org/en/international-conferences</a></p> <p>b) Registration website (for participants to register)</p> <p><a href="https://solsys-test.servas.org/en/content/sicoga-2022">https://solsys-test.servas.org/en/content/sicoga-2022</a></p> <p>c) Payment facility to make payments to SI for the conference and other - do we have that?</p>	<p><b>Minutes:</b></p> <p>Both websites have been deployed and are functional.</p>
5.0	SICOGA2022		<p>SICOGA 2022 funding of volunteers &amp; SIGA delegates</p>	
5.1			<p>5.1 Status report on SICOGA 2022 funding of volunteers &amp; SIGA delegates</p> <p>RBR</p>	<p><b>Minutes:</b> Postponed to next meeting.</p>

6.0	14 : 40 -14:45	SI Exco member's verbal and written reports  Questions about the reports, anyone?	Every body	<p>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).</p> <p>SI President, SI P</p> <p>SI Membership &amp; Technology Secretary, SI MTS (joint function)</p> <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>	Minutes: No questions.
7.0	14 : 45 -14:50	Next meetings - time and dates		<p>Proposals:</p> <p>(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)</p> <p>2022-09-18 UTC 13.00-15.00</p> <p>2022-10-16 UTC 13.00-15.00</p> <p>2022-11-20 UTC 13.00-15.00</p>	<p>Minutes:</p> <p>Next meeting:</p> <p>Proposal: 2022-08-21 UTC 13.00-16.00 (3 hours)</p>
8.0	14 : 50 -15:00	Instant minutes	All	Review the minutes so they can be finalized.	<p>Minutes:</p> <p>SI Exco reviewed the minutes.</p>
9.0	Time: 15:48 UTC	End of meeting:	R BR		

## Task Summary

### Incomplete Tasks from this meeting

Description	Due date	Assignee	Task appears on
<ul style="list-style-type: none"> <li>Jonny Sågänger will inform Kyuok Kim the deadlines that have been decided. 29 Jul 2022</li> </ul>	29 Jul 2022	Jonny Sågänger	2022-07-24 SI Exco Meeting agenda & minutes
<ul style="list-style-type: none"> <li>Jonny Sågänger will inform Arnoud P about the admin accounts for Facebook. 25 Jul 2022</li> </ul>	25 Jul 2022	Jonny Sågänger	2022-07-24 SI Exco Meeting agenda & minutes
<ul style="list-style-type: none"> <li>Jonny Sågänger SI Exco agreed to send announcement to all individual Servas members about the registration deadline on August 15 31 Jul 2022</li> </ul>	31 Jul 2022	Jonny Sågänger	2022-07-24 SI Exco Meeting agenda & minutes
<ul style="list-style-type: none"> <li>Jonny Sågänger will send an inquiry to selected Servas member groups about anticipated participation at SICOGA 2022. 27 Jul 2022</li> </ul>	27 Jul 2022	Jonny Sågänger	2022-07-24 SI Exco Meeting agenda & minutes
<ul style="list-style-type: none"> <li>Jonny Sågänger JS should add a questions about whom will be the delegate and ask for an answer not later than August 15. 27 Jul 2022</li> </ul>	27 Jul 2022	Jonny Sågänger	2022-07-24 SI Exco Meeting agenda & minutes
<ul style="list-style-type: none"> <li>Jonny Sågänger , Jim Leask will review the SI statutes to see if any changes requiring a motion are required. Preliminary review suggests no changes will be required. 29 Jul 2022</li> </ul>	29 Jul 2022	Jonny Sågänger	2022-07-24 SI Exco Meeting agenda & minutes

<ul style="list-style-type: none"> <li>• <a href="#">Kiat Y Tan</a> will finish the minutes from the F2F meeting and bring to the board for approval. 29 Jul 2022</li> </ul>	29 Jul 2022	<a href="#">Kiat Y Tan</a>	<a href="#">2022-07-24 SI Exco Meeting agenda &amp; minutes</a>
<ul style="list-style-type: none"> <li>• <a href="#">Kiat Y Tan</a> will review the handbook and identify areas that need to be changed for existing motions that have already happened. Areas that will require changes and new motions will be identified. 29 Jul 2022</li> </ul>	29 Jul 2022	<a href="#">Kiat Y Tan</a>	<a href="#">2022-07-24 SI Exco Meeting agenda &amp; minutes</a>
<ul style="list-style-type: none"> <li>• <a href="#">Paul Nielsen</a> will inform the performing group that this proposal is approved. 29 Jul 2022</li> </ul>	29 Jul 2022	<a href="#">Paul Nielsen</a>	<a href="#">2022-07-24 SI Exco Meeting agenda &amp; minutes</a>
<ul style="list-style-type: none"> <li>• <a href="#">Radha Radhakrishna</a> will send <a href="#">Jonny Sägänger</a> the list of member groups that should be approached for participation in SICOGA 2022 26 Jul 2022</li> </ul>	26 Jul 2022	<a href="#">Radha Radhakrishna</a>	<a href="#">2022-07-24 SI Exco Meeting agenda &amp; minutes</a>

#### Completed Tasks

## Task report

Get going, no tasks completed yet.

NoteDeeport in NextcloudAcs