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

<table>
<thead>
<tr>
<th>Participant</th>
<th>Position</th>
<th>Present (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jonny Sågänger (JS)</td>
<td>SI President</td>
<td>Y</td>
</tr>
<tr>
<td>Carla Kristensen (CK)</td>
<td>SI Vice President</td>
<td>N</td>
</tr>
<tr>
<td>Kiat Y Tan (KT)</td>
<td>SI General Secretary</td>
<td>Y</td>
</tr>
<tr>
<td>Paige LaCombe (PLC)</td>
<td>SI Peace Secretary</td>
<td>Y</td>
</tr>
<tr>
<td>Radha Radhakrishna (RBR)</td>
<td>SI Treasurer</td>
<td>Y</td>
</tr>
<tr>
<td>Jim Leask (JL)</td>
<td>Co - SI Membership &amp; Technology Secretary (MTS)</td>
<td>Y</td>
</tr>
<tr>
<td>Paul Nielsen (PN)</td>
<td>Co - SI Membership &amp; Technology Secretary (MTS)</td>
<td>Y</td>
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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 status report; only short discussion.

Jonny to add to the agenda:

Visa situation for SICOGA 2022

<table>
<thead>
<tr>
<th>Item</th>
<th>Time (UTC)</th>
<th>Item subject</th>
<th>Reference &amp; background material</th>
</tr>
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<tbody>
<tr>
<td>1.0</td>
<td>12.45 - 13.00</td>
<td>Chit-chat: &quot;Social round&quot;</td>
<td>op to na</td>
</tr>
</tbody>
</table>
| 2.0  | 13.00 - 13.30 | Today’s agenda: Any important last minute items for the agenda? | 2.0.1: SI Exco to answer an inquiry from Jesús Vinuesa Servas España VicePresidencia - Equipo de Coordinación: ¿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.
2.0.2: SI Exco to answer Kyuuk Kim Peace Secretary of Servas Korea

Dear Jonny,

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.

Please check the information on registraion at the homepage and let me know the deadline.

Sincerely yours,
Kyuuk Kim
Peace Secretary of Servas Korea

2.0.3: Arnoud P, main admin of the closed Facebook Group Servas International requests SI Exco appoints a number of Servas members as administrators of the mentioned FB group.

Please find the document here.

<table>
<thead>
<tr>
<th>Minutes (Notes, decisions, tasks, who &amp; deadlines):</th>
</tr>
</thead>
</table>
| - 2.0.1: Delegates are being tracked. PN will inform Jesús Vinuesa.
- Jonny Sågänger will inform Kyuuk Kim the deadlines that have been decided. 29 Jul 2022 |
| - Jonny Sågänger will inform Arnoud P about the admin accounts for Facebook. 25 Jul 2022 |
### 3.0 SI Exco Face-to-face meeting

<table>
<thead>
<tr>
<th>Time</th>
<th>SI Exco Face-to-face meeting</th>
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<tr>
<td>13:30-15:50</td>
<td>SI Exco Face-to-face meeting</td>
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#### 3.1 Minutes from SI Exco Face-to-face meeting May 25–31.

- **3.1.1:** Some short comments?
- **3.1.2:** Pros and cons with meeting face-to-face in combination with digital participation of SI MTS?
- **3.1.3:** To-do and/or action items from F2F meeting. What has been done and what needs to be done?

**Minutes:**
- The meeting was very productive and well worth the time and resources put into it.
- 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.
- We recommend an early meeting review the action items from the SICOGA and plan for the new mandate period.

### 3.2 Minutes from SI Exco Face-to-face meeting May 25–30.

- **3.2.1:** Minutes from May 30 needs to be finished and approved. Please add 4-5 five minutes items and approve.
- **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 https://servas.org/en/community/board-and-management/si-exco.

**Minutes:**
- Kiat Y Tan will finish the minutes from the F2F meeting and bring to the board for approval. 29 Jul 2022

### 4.0 Status reports & decisions about SICOGA2022

#### 4.1 SICOGA 2022 organisational structure,

- **4.1.1:** SI Exco SICOGA 2022 organisational structure.
  - SICOGA 2022 Conference Managers
  - SICOGA 2022 Conference Committee
  - SICOGA 2022 Program Committee
  - SICOGA 2022 Tech Support Team
  - Cultural Committee SICOGA 22

**Minutes:** SI Exco updated their knowledge about the SICOGA 2022 organisational structure. Some new names were added to positions.

#### 4.2 Proposal to Promote and Support 3rd Party Performance at SICOGA

**Minutes:**
- Motion: 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 Paul Nielsen and seconded by Jenny Sågånger.
- Approved unanimously by SI-Exco.
- Paul Nielsen will inform the performing group that this proposal is approved. 29 Jul 2022

**Minutes:**
- RBR informed the group about the conference preparations. See also below.

#### 4.0 Status reports & decisions about SICOGA2022

- **4.0.1:** SI Exco SICOGA 2022 organisational structure.
  - SICOGA 2022 Conference Managers
  - SICOGA 2022 Conference Committee
  - SICOGA 2022 Program Committee
  - SICOGA 2022 Tech Support Team
  - Cultural Committee SICOGA 22

**Minutes:**
- Approved unanimously by SI-Exco.

#### 4.2.1: SICOGA 2022 Conference Committee (SICOGA 2022 CC)

**Minutes:**
- RBR informed the group about the conference preparations. See also below.

#### 4.2.2:

**Minutes:**
- RBR informed about the number of Servas members who have registered:
  - a) participate at SICOGA in person
  - b) participate at SICOGA and/or SI General Assembly (SIGA) 2022 virtually.

#### 4.2.3:

**Minutes:**
- MS365 Teams.

**Any updates of new names in:**

- **A)** SI Exco’s SICOGA 2022 Conference and Program Committee?
- **B)** SI Exco’s SICOGA 2022 Program Committee?
- **C)** SICOGA Tech Support Team?
- **D)** Other committees and teams?

**Minutes:**
- Paul Nielsen will inform the performing group that this proposal is approved. 29 Jul 2022
<table>
<thead>
<tr>
<th>4.2.3</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>Minutes:</td>
</tr>
<tr>
<td></td>
<td>• Initial batch of passport details has been submitted to the Indian government for the conference details</td>
</tr>
<tr>
<td></td>
<td>• A second batch will be submitted shortly.</td>
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</tbody>
</table>

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<tr>
<th>4.2.4</th>
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<tr>
<td></td>
<td>SI P JS to send announcement to all individual Servas members about registration deadline on August 15.</td>
</tr>
<tr>
<td></td>
<td>SI Exco vote: Yes, No or Abstain.</td>
</tr>
<tr>
<td></td>
<td>Minutes:</td>
</tr>
<tr>
<td></td>
<td>• Jonny Sågänger SI Exco agreed to send announcement to all individual Servas members about the registration deadline on August 15 31 Jul 2022</td>
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4.3.1 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)

4.3.1.1 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:

![Program Timetable](image)

Sheet 2 contains the detailed Program Timetable:

Excerpt:

**SICOGA 2022 DETAILED PROGRAM TIMETABLE (SUBJECT TO CHANGES!!!)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Programme Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/11/2022</td>
<td>Morning activities (Yoga, Meditation or other events to be organized)</td>
</tr>
<tr>
<td>11/12/2022</td>
<td>Morning activities (Yoga, Meditation or other events to be organized)</td>
</tr>
<tr>
<td>11/24/2022</td>
<td>Morning activities (Yoga, Meditation or other events to be organized)</td>
</tr>
<tr>
<td>11/25/2022</td>
<td>Morning activities (Yoga, Meditation or other events to be organized)</td>
</tr>
</tbody>
</table>

*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.

14.09.10 Stretch legs

Minutes: We stretched legs.

4.4.4 Timeline and timetables for SICOGA
| 4.4.1 | SICOGA2022 | 4.4.1 Timeline* for SICOGA 2022
|       |           | MS365 Teams location for SICOGA 2022 timeline.
|       |           | Both JS & RBR have made timelines, which should be merged or should not be merged.
|       |           | *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.
|       |           | Minutes:
|       |           | JS presented the SICOGA 2022 timeline.

| 4.4.2 | SICOGA2022 | 4.4.2 SIGA motions handling
|       |           | 4.4.2.1: Timeline for SIGA motions handling.
|       |           | SI Exco motions - deadline August 18.
|       |           | Presentation to SI member groups: August 24.
|       |           | 4.4.2.2: Possible SI Exco motions:
|       |           | • JS proposal for SI Exco SIGA 2022 motion on extra checkbox in ServasOnline System,
|       |           | • Stimulate the use of Servas International National Standard Statutes (SI NSS) (SI P JS)
|       |           | 4.4.2.3: SI Exco motions:
|       |           | • SI long term budget (SI T RBR & SI P JS)
|       |           | • New membership system (affiliate account), network of referrals and SI Buddy system (SI MTS JL & PN)
|       |           |      "Jonny Sågänger 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.
|       |           |      "Carla Kristensen 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"
|       |           |      "Carla Kristensen will write a SI Exco SIGA motion about standardization of Servas Letter of Introduction (LoI). Deadline?"
|       |           | • Paul Nielsen and Jim Leask will prepare a motion to amend the SI Statutes (2021) in relation to membership. 12 Jun 2022
|       |           | Radha will go through the financial part of the Statutes to see if any amendment is needed.
|       |           | 4.4.2.4: SIGA 2022 motions in MS 365 Teams:
|       |           | https://teams.microsoft.com/l/channel/19%3a13417a13404f3a33bdc046434f54%40thread.tacv2/Motions%2520for%2520SIGA%25202022?groupId=3e802507-1d57-4257-a939-d97869e70c02
|       |           | Minutes:
|       |           | SI Exco discussed the SIGA 2022 motions.
|       |           | • 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
|       |           | • Kiat Y Tan 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

| 4.5.1 | SICOGA2022 | 4.5.1: Status report on preparations for the use of MS365 as main tech tool for planning of SIGA2022/SICOGA2022.
|       |           | Minutes: PN informed SI Exco.

| 4.5.2 | SICOGA2022 | 4.5.2: Double check on connectivity at SICOGA 2022 venue
|       |           | Status report on internet connection and bandwidth on tentative venue for hybrid virtual-physical SIGA/SICOGA 2022.
|       |           | Minutes: underway

| 4.7.1 | SICOGA2022 | 4.7 SICOGA conference registration website & SICOGA conference website
|       |           | Status reports:
|       |           | a) Conference website
|       |           | https://servas.org/en/international-conferences
|       |           | b) Registration website (for participants to register)
|       |           | https://solsys-test.servas.org/en/content/sicoga-2022
|       |           | c) Payment facility to make payments to SI for the conference and other - do we have that?
|       |           | Minutes:
|       |           | Both websites have been deployed and are functional.

| 5.0 | SICOGA2022 | SICOGA 2022 funding of volunteers & SIGA delegates
|       |           | Minutes: Postponed to next meeting.

| 5.1 | SICOGA2022 | 5.1 Status report on SICOGA 2022 funding of volunteers & SIGA delegates
|       |           | Minutes:
6.0 40 4:45

SI Exco member’s verbal and written reports
Questions about the reports, anyone?

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).
SI President, SI P
SI Membership & Technology Secretary, SI MTS (joint function)
SI Vice President, SI VP
SI General Secretary, SI GS
SI Treasurer, SI T
SI Peace Secretary, SI PS

Minutes: No questions.

7.0 45 1:45

Next meetings - time and dates

Proposals:
(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)
2022-09-18 UTC 13.00-15.00
2022-10-16 UTC 13.00-15.00
2022-11-20 UTC 13.00-15.00

Minutes:
Next meeting
Proposal: 2022-08-21 UTC 13.00-16.00 (3 hours)

8.0 50 1:50

Instant minutes

Review the minutes so they can be finalized.

Minutes:
SI Exco reviewed the minutes.

9.0 15:48 UTC

End of meeting: 15:48 UTC

Task Summary
Incomplete Tasks from this meeting

<table>
<thead>
<tr>
<th>Description</th>
<th>Due date</th>
<th>Assignee</th>
<th>Task appears on</th>
</tr>
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<tbody>
<tr>
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- **Paul Nielsen** will inform the performing group that this proposal is approved. 29 Jul 2022

- **Radha Radhakrishna** will send Jonny Sågänger the list of member groups that should be approached for participation in SICOGÁ 2022 26 Jul 2022

**Completed Tasks**

**Task report**

Get going, no tasks completed yet.

NoteDeeport in NextcloudAcs