2022-09-18 SI Exco Meeting agenda & minutes

To be edited:

Should include JL, PN & JS SI Exco motion on "referal member". //JS

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 September 18 2022 13:00-16.00

Los Angeles, USA **September 18 2022 at 06:00 PDT (UTC -7)**
Ottawa, Canada **September 18 at 09:00 EDT (UTC -4)**
New York, USA **September 18 2022 at 09:00 EDT (UTC -4)**

Stockholm, Sweden **September 18 2022 at 15.00 CET (UTC +2)**
Lisbon, Portugal **September 18 2022 at 14:00 WEST (UTC +1)**
Kuala Lumpur, Malaysia **September 18 2022 at 21:00 MYT (UTC +8)**
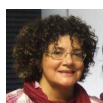**Brisbane**, Australia **September 18 2022 at 23:00 AEST** (UTC +10)

Local times

Use the Time Zone Converter set the date and times.

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	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)	Y

By invitation: None this time.

Pre-announced difficulty to participate: Kiat Y Tan.

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.

Item	Time (UTC)	Item subject	Who	Reference & background material	Minutes (Notes, decisions, tasks, who & deadlines):
0.0	12.45-13.00	**Chit-chat:** "Social round"	optional		
1.0	13.00-13.15	**Today's agenda:** Any important last minute items for the agenda?		1.0: 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. Claudia writes: *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.* *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.* Claudia has attached the draft summary of some suggestions. She would like to know if there is a time slot she can use for this discussion.	• **Minutes:** Carla Kristensen will answer CS that she should write a SICOGA 2022 Discussion Paper and submit to the conference 18 Sep 2022
1.1				1.1: Servas Confluence.	**1.1:** **Minutes:** PN shared a magic link to Servas Confluence**.**
1.2				1.2 Status on the number of nominations for SI officer positions?	• 1.2 Jonny Sågänger will send an email to SI Nominations Team and ask how many nominations they have received as of September 18. 18 Sep 2022
2.0		Follow-up points /items SICOGA 2022 timetable and program		SICOGA 2022 Servas singing. (KYT, JS) 4.2.1: Does Servas International have a theme song? 4.2.2: Equipment: what do we need? Microphones? Laptops? Background music? can we just use laptops for background music? Any app required? 4.2.3: The choir to perform a song on the opening day. 4.2.4: 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:** The SICOGA 2022 Servas Singing Team has been created! Please find it here .

2.1			2.1: SI EXCO will read the document about SICOGA sustainability criterias and share with IofC. The checklist should be screened and the outcome reported to SI Exco.	**2.1** **Minutes:** • 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.
3.0	13.15-14.00	SIGA 2022	JS	**3.0 Servas International General Assembly 2022 (SIGA 2022)**	
3.1		SIGA 2022	JS	**3.1: Process for** SIGA 2022 motions handling now **and until** the business meeting starts on November 25-26 2022. August 24: SI President disseminated the SIGA 2022 agenda and motions. September 14: SIGA 2022 SWGs were started Proposal: October 29: Discussions in SWGs end.	**Minutes:** **Decision:** October 29: Discussions in SWGs end.
3.1.1		SIGA 2022	JS	JS: We need to figure out how 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. **Ping** Paul Nielsen - this is a practical matter that we need to prioritize to solve as soon as possible.	**Minutes:** PN explained the 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.
3.2		SIGA 2022	JS	**3.2:** Agenda items for SIGA 2022. Please find the short list of SIGA 2022 agenda items in MS365 Teams here. (JS)	**Minutes:** JS oriented briefly about the agenda item.
3.2.1			Everybody	**Process for** SIGA 2022 motions handling **during** the business meeting November 25-26 2022. (JS, PN) JS asked for names of people for SIGA 2022 secretariat?	**Minutes:** • Jonny Sågänger will contact members for the SIGA 2022 secretariat 02 Oct 2022The secretariat should consist of at least six persons. • Carla Kristensen will give Jonny Sågänger three names. 25 Sep 2022
3.2.2		SIGA 2022	JS	SIGA 2022 motions MTS - A brief review of MTS Motions. Just one to consider for a Motion PN, JL and JS will phrase a SI Exco motion on a new member recruitment system for SI Exco's September 18 meeting. 11 Sep 2022 Paul Nielsen Jim Leask Jonny Sågänger	**Minutes:** This proposal will be a SICOGA 2022 Discussion Paper, not a motion for a SI Exco decision at this point of time. Based on feedback, an SI-Exco motion will be introduced if required. **Paul Nielsen Jim Leask** SICOGA 2022 Discussion Paper. 25 Sep 2022
3.2.3		SIGA 2022		SICOGA/SIGA procedural documents JS presents SICOGA/SIGA procedural documents: • RULES OF ORDER SIGA2022 CP JS 2022-09-10 • RULES OF CONDUCT FOR SIGA2022 CP JS 2022-09-10 • Abbreviations and definitions SICOGA2022 CP JS 220912 • Training Resources SIGA2022 CP JS 220910 (under construction) • Training Appendices SIGA2022 CP JS 220910 (under construction)	**Minutes:** JS informed about the SICOGA/SIGA procedural documents . • Jonny Sågänger will combine the two documents "Acronyms, abbreviations and defitions" and "Abbreviations and defitions". 25 Sep 2022

3.2.4		SICOGA/SIGA training sessions	SICOGA/SIGA training sessions SIGA moderators training session/s (JS, RBR?): 2022-09-25	**Minutes:** JS informed about the training sessions x 2.
3.2.5		SICOGA/SIGA training sessions	Invitation to SICOGA participants to make sure everybody have Servas International M365 accounts. SICOGA participants training sessions: (PN, JS, - who else? RBR?, PN?, CK?, JL?, KYT?, PLC?) **Weekend 2** **Saturday September 24th Session 1** - 6:00 UTC **Saturday September 24th Session 2** - 13:00 UTC **Sunday September 25th Session 1** - 0:00 UTC **Weekend 3** **Saturday October 8th Session 1** - 6:00 UTC **Saturday October 8th Session 2** - 13:00 UTC **Sunday October 9th Session 1** - 0:00 UTC Additional specific SIGA 2022 voting delegates training sessions? 2022-10-26 (Asia/Middle East)	**Minutes:** Offers to join: JS, PN, CK and KYT would like to join the training session /sessions.
	14.05-14.10	Stretch legs		**Minutes:** We streched legs.
4	14:05–14:30	SICOGA 2022 timetable and program	SICOGA 2022 timetable and program - an update CK, PLC and JS walk the board through the time table and program items, from November 2022 22 to November 28. Please find the MS365 Teams file here. We work with these two files: - Program items for SICOGA 2022 (short list) - Timetable_detailed_SICOGA_2022_V5_20220825	**Minutes:** Carla updated the board on the SICOGA program and timetable.
4.1		SICOGA 2022 timetable and program	b) Give status reports on each program item to find outstanding questions, things that needs to be done et cetera.	**Minutes:** No outstanding questions.
5.0		SICOGA2022 admin	**SICOGA 2022 Conference Committee (SICOGA 2022 CC)** Responsibility: Contracts with venue owner, practical arrangements et cetera. Status report from SICOGA 2022 Conference Committee (SICOGA 2022 CC)	
5.1		SICOGA2022 admin	4-5 most important developments and/or decisions from the **SICOGA 2022 CC** to be minuted.	**Minutes:** Buses leave Pune 08.00 India time on November 22 for Panchgani. On November 28 SICOGA participants will leave the venue in time to reach Pune at lunch time.

5.2		SICOGA2022 admin		Current status of number of participants on September 18. SICOGA 2022 total number if participants: • Physically present in Panchgani: 128 (58 funded by SI) • Only virtually present: 96 (7 delegates) SIGA 2022 voting delegates: • Physically present in Panchgani: 41 • Only virtually present: 7	**Minutes:** Please see the box in the middle. There are 7 spots for in person registration available.
5.4		SICOGA2022 admin		Status report on preparations for the use of MS365 as main tech tool for planning of SIGA2022/SICOGA2022.	**Minutes:** PN shared information.
5.5		SICOGA2022		SICOGA 2022 funding of volunteers & SIGA delegates	**Minutes:** RBR shared information.
6.0	14:40–14:45	**SI Exco member's verbal and written reports** Questions about the reports, anyone?	Everybody	**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:** The SI Exco members' activities are recorded in these minutes.
7.0	14:45–14:50	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) 2022-11-20 UTC 13.00-15.00	**Minutes:** Next meeting: Proposal: 2022-10-16 UTC 13.00-16.00
8.0	14:50–15:00	Instant minutes	All	Review the minutes from today's meeting so they can be finalized.	**Minutes:**
8.0		Instant minutes		Review the minutes of SI Exco May face to face 2022 meeting so they can be finalized. The minutes should also be uploaded on servas.org, here: https://servas.org/en/community/board-and-management/si-exco	**Minutes: Kiat Y Tan** will have the minutes uploaded. 18 Sep 2022
10.0	Time:	**End of meeting:** 15:01 UTC	PLC		

Task Summary

Incomplete Tasks from this meeting

Description	Due date	Assignee	Task appears on

• Carla Kristensen will give Jonny Sågänger three names. 25 Sep 2022	25 Sep 2022	Carla Kristensen	2022-09-18 SI Exco Meeting agenda & minutes
• **Minutes:** Carla Kristensen will answer CS that she should write a SICOGA 2022 Discussion Paper and submit to the conference 18 Sep 2022	18 Sep 2022	Carla Kristensen	2022-09-18 SI Exco Meeting agenda & minutes
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• Jonny Sågänger will contact members for the SIGA 2022 secretariat 02 Oct 2022The secretariat should consist of at least six persons.	02 Oct 2022	Jonny Sågänger	2022-09-18 SI Exco Meeting agenda & minutes
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• 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.	25 Sep 2022	Radha Radhakrishna	2022-09-18 SI Exco Meeting agenda & minutes

Completed Tasks

Task report

Get going, no tasks completed yet.

NoteDeeport in NextclouIAcs