

Summary of Minutes v 1

Servas International

EXCO Face to Face (F2F) Meeting Cesseroas, France

Wednesday 26 March 2014 – Sunday 30 March 2014

Participants: Ann Greenhough (AG), Jonny Saganger (JS), Jaime Romero (JR), Danielle Serres (DS), Arnoud Philippo (AP), Mirek Wasilewski (MW)

Minute Recorder: David Asher (DA)

Actions and decisions are identified in Italics and Underline. A summary of action items is at the end of the minutes

Thursday 27 March 2014

Meeting began at 09.10 BST

1. Jonny welcomed EXCO members to the meeting and thanked Jean-Michel and Odile Leveque for their hospitality.
2. The team identified their expectations for the meeting.

3.Expectations by JS:

Goals:

- Establish work methods and processes
- From group to team
- Identify and set EXCO's
 - *goals / priorities
 - *decisions needed
- Agree on time tables for ServasOnline Project (SOL), SIGA 2015 etc.

4.Review of Agenda:

- *Decision: to add 'Servas Development (initial discussion)' and 'SOL/website overview' at 17.00 – 18.30 today (JS).*
- Reminder of overall priorities for EXCO set at 2012 GA
 - I. Website (current, present)
 - II. SOL
 - III. Legal / registration
 - IV. Future brand – identify / vision / mission
- Discussion that confirmed the top priority of getting Servas website working again given the current absence on the web.
- *Decision: to add 'Define specific content to be included in Servas.org' at 20.30 this evening (JS)*

5.Presentation on IMGD model of group development (JS)

- Individual votes taken on where the group believed it was functioning on scale of 1 – 5 (5 being highest)
- Total score: Openness 23; Trust / Confidence 18.5; Tolerance 22; Respect 22; Responsibility 18.
- *Action: To repeat IMGD exercise and compare scores at the end of the meeting (JS)*

6.EXCO member achievements since SIGA 2012 and plans for future up to SIGA 2015

Peace Secretary (DS):

- Report based on expectations of PS role in statutes:
 - Promote peace aspect of Servas:** Has used Facebook and SI News; met with Peace Secretaries; expanded Peace Secretary role in Handbook.
 - Coordinate work of national Peace Secretaries:** Can now reach 36 Peace Secretaries; updated Dolphin list of Peace Secretaries; lack of guidelines for national Peace Secretary role.
 - Represent interests of UN delegates:** Importance of supporting Magnus Adams (Servas Germany). Has now created a team making Servas more visible.
 - Encouraging liaison with other peace organisations:** Need to clarify which organisations.
- Confirmed that some national Peace Secretaries are trying hard to develop the role..
- DS has a Job description draft of UN observers and national Peace Secretaries.

Vice- President (AG):

- Reported on Development issues, including funding / practicalities of events; meetings in SE Asia, East Europe, Africa. Christina (Russia) assistant to Development Committee.
 - Youth Team – now 5 members and focussing on Kyrgyzstan.
 - Area Coordinators - looking at South America, election in South Asia. Need to confirm expectations of AC role.
 - Future Project - 'Where next for Servas' June event in Yorkshire, UK.
 - Decision made about SIGA 2015 venue in New Zealand.

Host List Secretary (AP):

- Only 12 countries left who don't want digital host lists. Only 2 countries not using Dolphin. Decreasing number of paper host lists.
- Presented current tasks, covering presence and communication on internet; increasing accessibility, and moving towards a more global organisation.
- Very involved in Servas Facebook group; volunteers contributing to Servas reliability test.
- Still a mind-set about annual updating host lists rather than continuous.
Action: Recommendation to be sent to host list administrators about need to regularly upload to Dolphin updated electronic host lists (AP)

General Secretary (JR)

- Karla Evangelina Jimenez (Servas Columbia) helping JR to develop communication systems for national groups.
Action: Need to share information about Karla Jimenez' role in supporting the work of EXCO through Facebook and SI News. This is in accordance with SIGA 2012 decision for SI EXCO members to recruit support assistants to help fulfil their roles. (JR)
- Updating SI Handbook: Need to find way of continuous updating of Handbook; Section 5 (Processes and Operations) and Section 7 (Finance Process) need extending; Job Descriptions to add to Appendix.
- 9 Annual report in 2013; 5 motions passed through Distant Vote in Spanish and English

Treasurer (MW):

- No stamp despatch delays.
- DV to approve financial reports for 2012. First report for 2013 by end of April 2014.
- All expenditure is accounted for and well documented.
- Discussion about Budget creation for 2015 – 2018 and potential for IAC meeting in Bangalore to help put together.

President (JS):

- Presented current priorities: SOL; Future Group; SIGA 2015; Legal registration and establish domicile. Oversight of Committees; Legal Offices.
- Linking with other NGOs (CISV, Be Welcome, Friendship Force)
- Convenor of EXCO meetings and prompt email response; letter signatures for UN and registering national groups as NGOs

Action: JS to request copies of any official / legal letters he is asked to sign regarding registration of Servas national groups (JS)

- Discussion about how to encourage improved response rate to requests for support / information from SI EXCO members.

Decision: The following good practice guidance was agreed:

- EXCO should promote a culture of making and keeping to deadlines. Where we are not able to keep to deadlines, we will ensure this is well communicated. Agreed.
- In the event of an elected SI officer not being able to continue with any duties within their role, they should inform EXCO and the convenor of the committee as quickly as possible. Similarly, convenors of committees should inform EXCO where members are no longer able to fulfil their membership role.
- Where an EXCO member is temporarily not available to respond to emails or phone calls, then an 'out of office' message needs to be shared to ensure everyone is clear that a response will not be immediate. Where EXCO has a period of inactivity (such as during holiday periods), then this will be shared with national secretaries.

Action: Good practice guidance to be publicised to Servas membership (?).

Discussion on the value of team work to enable work of SI EXCO members to be achieved, with volunteers' contributions managed by EXCO members.

7.SI UN Team representatives Job Description (DS)

- DS has asked current job holders for their contribution to writing UN team member Job Description, including Magnus ; these were shared. Further suggestions then made by EXCO members.

8. Peace Secretaries (National) Job Description

- JS asked for contributions from EXCO members of what to include in job descriptions. These were made, and the contributions from the Australia Peace Secretary and the US Peace and Social Justice Secretary shared.

Action: DS to proceed in completing job descriptions for UN team and for national Peace Secretaries using contributions received from national groups and EXCO members (DS).

9. SOL / Website overview in advance of tomorrow's session (JS)

- Items covered including benchmarking other hosting organisations; looking at suggested logo; website and Sol contract; budget; costs and services to be provided; membership and organisational structure issues, including distant interviewing.

Meeting closed at 19.10

Friday 28 March 2014

Meeting began at 09.00

10. Review of yesterdays' meeting.

11. Review of today's agenda

12. Servas Start-up Contacts Plan (AP)

- Discussion of plan to recruit individual SI Servas members living in a country where Servas does not yet exist or where Servas is sleeping. Use of distant interview by internet / Skype. All members (travellers and hosts) listed on Dolphin / SOL as member of Servas International; use of search engine for common interests, but still need for national groups – new model should promote new national groups.
- Discussion about membership cards and how to create LOI for individual members – to discuss further with Matthew.

Action: EXCO agree to adopt the Start-up Contacts Plan v3 March 4 2014. This includes: adapting the LOI to fit individual Servas members; starting a trial with 25 members who will have free SI individual membership; ensuring new members are registered within Dolphin. Host List Secretary to have overview responsibility for distant interviewer group and process (AP)

13. Amir Levy (AL) joins the meeting by Skype at 10.00

14. Planning for SIGA 2015

- AL confirmed he was willing to contribute to planning for SIGA 2015; suggesting use of PayPal; clear boundaries between NZ and EXCO
- Discussion about communication systems: AL willing to help to create and maintain an 'information tree' and this to be included in new website 'SIGA 2015'

Action: Matthew to be asked to create a website to be specifically used for all the planning of SIGA 2015. This will incorporate a 'tree' of information and resources developed by Amir Levy, based on successful learning from SIGA 2012 (JS)

- Learning from SIGA 2012 includes flights issues – people should not be left to book tickets without support – need for early booking.

15. Annual Reports covering period August 2012 – December 2013 (JS)

- EXCO members - 1 page required by 31 March 14; committee reports and officers mostly received by 1 March 14; Regional Coordinators – by 10 April 14: all reports to publish by 30 April 2014.
- Member Groups Annual reports: 52 countries sent annual reports for 2012. 75 countries on list that can be considered as voting member groups; 9 annual reports submitted for 2013, deadline is 31 March 2014.
- In 2011, 82 Annual Reports were submitted. In 2013, 86 countries listed as members. In 2013, 134 countries had Servas members.

Action: To remind all member groups that annual reports for 2013 are required by 31 March 2014 and that these will be published by 30 April 2014. This reminder will include a statement that SI sponsorship at SIGA 2015 will be determined by submission of Annual Reports. (JR)

Action: To send all national groups the compilation of the 2012 annual reports in order to stimulate groups that have not sent 2013 annual reports. (JR)

Meeting stopped for lunch at 12.15

Meeting resumed at 14.25. The meeting was joined by Bernard Andrieu (BA) through SKYPE and by Frederic Morizot (FM).

16. **New Website (ServasOnline, SOL)** - Benchmarking of Couchsurfers, BeWelcome, Warm Showers websites noting their good aspects.

17. **Update on ServasOnline (FM and JS) Part One** – covering background from Whale and then Dolphin being established, and SIGA decision making 2006, 2009, 2012. New SOL group created January 2013; by March 2014 13 companies showing interest in work to develop SOL / Website, with 4 selected for final choice.

Meeting was joined by Alan Stone (AS) via Skype at 15.30

18. Logo project (AS)

- AS presented a PowerPoint presentation on work undertaken so far by AS and Stefan Fagerström (SF) on developing a new logo and slogan for Servas: covering national inconsistency of logos; use of colours and shapes to appeal to market; c images of peace, travel, friendship.
- Prototype Concept 1 showed using orange as warm colour, green to reflect new birth.

Meeting joined by Stefan Fagerström (SF) at 16.20

- Prototype Concept 2 showed. Two hands connected which also represent two doves symbolising travel, meeting, different cultures, peace – also using orange and green. Slogan – 'Travel and Hosting for a more Peaceful World' added.

- Suggested that decisions about logo need to be finalised before work begins on the new Website. Also, a world-wide united visual image is important for the future Servas.
- Preference in the meeting for Concept 2 using suggested type face.
- Stefan and Alan thanked for their excellent contributions with a round of applause.

19.ServasOnline continued: Part 2

- Approach and Schedule – process of calling for tender using RFI (Request for Information) and the RFP (Request for Proposal) described, using potential suppliers identified by National Secretaries. Split of RFP in 2 parts – graphical design and SOL implementation
- Components of RFP described in details, including specifications, and selection criteria etc and guiding principles listed (security, tools, search functions etc)
- Status on responses to RFI and RFP detailed, leading to 7 proposals being received from 10 companies (3 Indian, 2 French, 1 Ukrainian, 1 Australian / Philippines)
- Analysis of responses to RFP shared, leading to 4 companies short listed (2 French, 2 Indian)
- Confirmation that 2 to 3 months allowed for design, 6 months for implementation
- Next steps- interviews, contracting, adjust timeline.
- Project schedule and governance arrangements discussed: assuming start by June 12 2014, project would be implemented by Feb 2015.
- Decisions and support requested from EXCO – validation of 4 short listed companies, legal review of contract, SOL deployment, costs.
- Thanks were given to BA, FM and Matthew Pashkovskiy for their excellent contributions.

The meeting finished at 18.30

Saturday 29 March 2014

The meeting started at 09.05

Review of yesterday's meeting:

- SOL –EXCO has confidence in how the process is being conducted.
- SIGA 2015 – Discussion has helped integration of planning.
- Support expressed for retaining some aspects of the original Servas logo which identified a globe
- Discussion about the merits of the slogan. Wording discussed and the meeting voted that the full logo should include a slogan (I abstention)

Decision: EXCO supports the new full logo including a slogan

- Vote taken on different wording of slogans, looking at the different emphasis on hosting, travel and peace

Action: AS and SF to be advised that EXCO is very satisfied with their work on the Servas Logo so far, and that EXCO supports further development on Concept 2

20. SI Finances Issues (MW):

- Session considered the SI banking relationship and banking agenda, including banking registration domicile; a potential move to euros; moving arrangements to current EXCO; the SIGA 2006 recommendation that Servas banking should be with an ethical bank.

21. Current information on SI financial matters and reporting:

- 7018 stamps sent in 2012; 5659 stamps used; 4280 stamps reported used in annual reports (but historically annual reports unreliable)
- 6478 stamps sent in 2013; 5059 stamps used
- 6874 stamps sent in 2014; no figures as yet.

22. Accrual banking issue:

- Noted that problems arise where projected income for stamps is not realised by actual income and whether accounts are delayed to allow for income to be received, or closed prior to being received. Best picture is what is in the bank at the end of the year. Currently 100,000 Swiss Francs stamp income has not been paid over previous 10 year period, although 20,000 Swiss Francs accumulating each year – allowing possible increase in SOL funding.
- Recognition that since MW's period as Treasurer, that finances have been carefully managed. For the first time in Servas history all transactions are now available electronically. MW confirmed 2013 accounts should be closed by end of April 2014, for first cut.
- Servas France requesting finance reports for 2011 and 2012. 2011 report on Servas.org but 2012 report not published prior to web site collapse.

23. SI budget 2014:

- Review of budget in June/July should take place to include proposals for new expenditure.

24. SI budget 2013-2016:

- Budget for 2016 will need to be confirmed at SIGA 2015.

25. SI budget 2016-2019:

- Discussed the usefulness of a budget meeting to help MW prepare budget, potentially in Warsaw.

Action: MW will consult with possible people to be members of a Budget Team 2016 - 2019 and will report results to next EXCO meeting.

Action: The SI banking change to officially register current EXCO members is agreed, to be completed by the end of the current ftf meeting. (MW)

Action: Financial reports for financial reports for Servas International 2012 will be presented for Distant Vote in November 2014. (MW)

26. SI Event June 2014 'Where next for Servas?' Dalesbridge, Yorkshire UK (AG)

- Presentation about funding and programme. 65 participants from 21 countries attending including 8 national secretaries
- Builds on SIGA 2012 work by Chris and Marijka from NZ. Further work on programme to be done, and outcomes from event to be written up.

The meeting broke for lunch at 12.30

The meeting reconvened at 14.30

27. Servas Finance issues Part 2: 2012 – 2015 budget (MW)

- Operational expenses and income detailed
- Balance at 31.12.2013 (approx. based on 2012 figures)
 - Cash in bank: 35,000 CHF
 - Bank account: 85,000 CHF
 - Savings account: 181,000 CHF
 - Receivables: 100,000 CHF420,000 CHF
- Current figures as of 29 March 2014
 - 116,000 CHF approx in bank account.
 - 8500 in Euro account
 - 34,500 in US\$ account
 - 181,000 CHF in savings account
 -

Action: To request Michael Johnson, Servas Canada, to create a graph to represent Servas income and expenditure using figures from financial reports 2012 and 2013 (using examples from Amnesty International, Medicin sans Frontiers) (MW)

28. Where next for Servas, Dalesbridge UK Part 2 (AG):

- Discussion about ensuring the programme will lead to clear reportable outcomes. Agreed that a report of outcomes to be available by end of September
- Vote taken to support event with £490 funding (5 in favour, AG did not vote)

Action: EXCO to provide up to £490 funding for 'Where next for Servas' meeting June 2014 (MW / AG)

Action: AG to provide report from 'Where next for Servas' meeting by end of September 2014

29. Part 2 of 'Where next for Servas' meeting motion (AG)

- Funding proposal by AG for EXCO to pay for 2 people in SI roles to attend event: £240 each covering registration fees for Amir Levy and Danielle Serres as SI representatives. Full travel costs for both participants to be paid (Amir US\$500 Danielle EUR 150).
- Vote taken: 4 in favour, 1 abstain (DS did not vote).

Action: Funding to be provided by EXCO to cover registration costs and travel costs for Amir Levy and Danielle Serres to attend June 2014 'Where next for Servas' meeting. (AG)

Summary of funding for June 2014 meeting provided by MW following checking of the minutes:

GBP 490- the June meeting in UK

GBP 240 - DS registration for the June meeting in UK

GBP 240 - AL registration the June meeting in UK
EUR 150 - DS travel to the June meeting in UK
USD 500 - AL travel to the June meeting in UK

The above CHF 2035 will be paid out of SI EXCO budget line.

30. Review and prioritising of remaining agenda items

31. SI Reliability study (AP)

- Update on the Reliability study of host lists requested at SIGA 2012: being undertaken in 70 countries where previous Reliability study showed accuracy of less than 70%. 19 people in Host List Reliability Test team (HRT) helping HLC with the survey (found through Servas Facebook group). To complete between November 2013 and September 2014.
- Agreed that EXCO should publish a summary report arising from reliability survey, ideally on new website.
- AP will produce a list of country email addresses that 'bounce' and will let JR know to check.

Action: A summary report of results arising from Reliability Survey to be published in SI News and ideally on new website (AP)

Action: JR to test the reliability of communications between EXCO and National Secretaries and other main national contacts in order to ensure contact details are accurate (JR)

- AG confirmed that Rita D updates Dolphin with key list data changes. AP confirming that current problem about reliability is that National Secretary and Host List Coordinators do not always undertake their role of uploading current data to Dolphin.

32.SI Legal registration and domicile issues

- Noted that Servas International domicile legal address in Zurich is the home of a Servas host, and that this information is often required during registration of national groups. Research into legal entities of organisations in Switzerland since SIGA 2012 confirmed Servas is appropriately classified at present, but the response to the 5 formal questions still needs to be formally confirmed. MW suggesting that a review of Servas statutes should take place by a legal entity from Switzerland to ensure we meet all necessary requirements and not breaching Swiss law. Approval given for JS to continue working on options that considers Sweden as possible base for Servas legal registration.

Action: JS to work on options for the legal base of Servas to be registered in Sweden and produce a report on available options. (JS)

Action: Magnus Adams to be asked to identify a legal person to review the legal statutes of Servas International to see whether they meet the requirements of Swiss law.(JS)

33. Respectful (and peaceful) communication and improvement in teambuilding (DS)

- An issue was raised about communication between members of EXCO and was fully discussed. This led to further discussion about a suggestion that SI was male dominated, and the need to strive for gender equality, including at the nominations stage for the next SIGA.

Action: EXCO to send a message to the Nominations Committee that it should strive hard to achieve a 50/50 balance of men and women in nominations for SI positions including EXCO at the SIGA 2015. (JS)

The meeting finished at 19.15

Sunday 30 March 2014

The meeting started at 9.10

34. SIGA 2015 preparations and venue

- Venue is Totara Springs Christian Centre, near Auckland NZ: Slogan 'A great place to grow'. Totara is the name of an indigenous tree, and this is reflected in Totara Springs logo. Zosia, daughter of Ewa Dzierzawska, and daughter of Susanna Thestrup-Okkels, have both designed logos. Both to be asked whether they can design SIGA 2015 logo.

Action: Zosia Dzierzawska and the daughter of Susanna Thestrup-Okkels be asked whether they would be willing to design the logo for SIGA 2015 (AG)

- MW suggests 3 blocks of areas:
Participants list, Agenda, Financial rules and budget. MW suggests that budget is primary task, the rest to follow.
- The team:
Marijka Batenburg, Chris Patterson, Derek Carver (Servas NZ) – have met Ann, Jonny, Mirek (Exco) – Ann and Jonny have met Matthew Pashkovskiy (Russia), Amir Levy (Israel), Penny Pattison (Canada), Pramod (India) – Matthew and Amir have discussed the website
- MW strongly suggests the team should have a general rule for cooperation:
The organisers are SI Exco; the agents are SNZ representing SI Exco. SI Exco organise the agenda, SNZ organised the practicalities

Action: A general rule for email communications by SI Exco about SIGA 2015 is that the subject heading should always be **SIGA 2015**.(all)

- Statutes say that President has responsibility for the SIGA assembly agenda. All members of SI Exco confirmed that they supported JS having this responsibility.
- Statutes also say that the General Secretary has responsibility for the recording of minutes of SIGA at the end of their term of office. JR confirmed that he is happy with this responsibility and will organise a team to undertake this role.
- Discussion about the SIGA 2015 Timetable:
Clarification about difference between SI Action chart and SIGA 2015 timetable: Timetable is external, publically available. Action chart is internal to Exco.

SIGA 2015 Timetable will include the following elements:

May 2014 – ask for requests for GA funding
ask for national groups to identify additional funding
April 2015 – outline motions submitted
July 2015 – deadline for detailed motions

Agreed to defer any further detailed discussion about the timetable for further work by JS and AG to take place.

JS's personal dream is that the SIGA 2015 makes a starting point to the New York Times sometime in the future having the headline 'SI wins Nobel peace prize'.

- Promotion of SIGA 2015: JS suggesting this needs to be done from now, with AG finding someone with marketing skills to support her in doing this.

35. SI Exco Action chart

- JS requests that everybody keeps track of the Action Chart. Can be found in Google Drive – latest version is v5 dated 24 Oct 2013. AP proposes that JR Incorporates the date of the new version within the document itself.

Action: JR & JS to ensure that the date and version number of the Action Chart when is updated is included within the Action Chart.(JR & JS)

- JS has reviewed the Action Chart and found that 30% of Actions have not yet been addressed and would like to review Exco motions for next Distant Vote.
- Request from Dinorah Sanz (Servas Uruguay) for response to her email

Action: JS agrees to respond to email enquiry from Dinorah Sanz, Uruguay.(JS)

- Review of actions. Important that Exco members to fulfil their actions and record if they do not agree to complete their action
- A decision made in SIGA 2012 that a Planning Group (Future Group) should be formed. Need to record that various options were tried unsuccessfully and that the June 2014 meeting is a way of undertaking this action.

Action: The decision No 5 at SIGA 2012 indicated a Servas Planning Group will be formed. This was not possible, and it is formally agreed that the June 2014 'Where now for Servas' meeting will now seek to address the intentions of this decision. (AG)

Action: All Exco will update their actions in Action Chart by 30 April 2014 (all)

36. Further EXCO Face to Face Meetings

- Discussion about the merits of holding one or two FtF meetings between now and SIGA 2015. Meetings cost approx. 5000 euros. If SI Exco has a further meeting, annual budget will be slightly overspent.

- Agreed that one FfF meeting would focus on SIGA 2015, but that the critical work phase of EXCO such as SOL, reliability study results, new contact arrangements also would be more effectively addressed through a FtF session.
- Suggestion that meetings should be in autumn 2014 and spring 2015, and that various venue be explored including Spain and Columbia, bearing in mind costs and travel times.

Action: SI Exco agrees to have a FtF meeting in November 2014, ideally 13 – 16 November 2015

Action: AP to look at options for a FfF meeting in Spain. JR to look at options for meeting in Columbia. AG to look at options for meeting in Italy and other countries. JS to look at options in Sweden. (AP, JR, AG, JS)

37. Servas Uganda

- Useful contact has been made by member with Moses Kigozi to support development of Servas locally.

38. New Servas Slogan – options:

- Agreed to separate logo text from slogan. Votes taken on choices.

Decision: Exco decides that Logo Text should be 'Peace and understanding through travel and hosting'. Slogan should be 'Building peace and understanding across cultures'. (JS)

- Discussion about whether individual countries should have the option of changing colour of the logo, and adding the country name. It was agreed Exco would want to see more examples of different colours being used for countries before making a decision.

Action: Exco to decide at future meeting if different countries can have freedom to use own colour in logo and incorporate own name (all)

- DS would like to incorporate a representation of the world globe as a shadow behind the proposed logo, to provide a link to previous logo.

Action: AS and SF are asked to produce variations on Concept 2 logo and slogan which incorporates a world globe image as a shadow background. (JS)

39. SI Management strategy (JR)

- JR proposing a new motion for the next DV reflecting changes to the registration process:
In the context of the development of Servas Online, each national secretary should create a list of individual members (travellers, hosts, others) before March each year from Dolphin data base. This is different to the current way of recording in host lists, which details host households, rather than individual members.

Action: JR to complete revisions to motion regarding changes to the registration process and circulate by email to SI Exco prior to submission for Distant Vote. (JR).

40. Discussion about cut-off time for decision about venue for next FtF meeting

Decision: Cut-off time for decision about venue for next FtF meeting is the next Skype SI Exco meeting in May (all).

41. Management strategy towards member groups (JR)

- Discussion about Servas Support Activities Chart previously circulated.
- Agreed the amended version to be sent by JR to AG for proof reading.

Action: JR to amend chart detailing Servas Support Activities with footnotes explaining terminology and send to AG for proof reading before publishing in handbook (JR and AG)

42. Handbook (report) (JR)

- Agreed that there was insufficient time to look at flow chart of communication for publishing in the handbook.

43. Review of Area Coordinator role, Review of Youth Team (AG)

- AG wishing it to be recorded that these items were not covered, were unfinished business and needed to be covered at a future meeting.

44. South America Coordinator (AG)

- SI Exco agree that the request for an election for South America Regional Coordinator is approved. Suggestion is that the Nomination Committee be asked to organise the election. AG will discuss with Jean Seymour from Nominations Committee when meeting ftf with her shortly.

Action: Nominations Committee be asked to organise the nominations for the election for the South American Regional Coordinator. Election then to be managed by Chris Patterson through the Distant Vote procedure (AG).

- No expressed interest other than from Pramod in whether there should be a Regional Coordinator role for South West Central Asia. Agreed AG will follow similar format to S. America.

Action: AG to contact National Secretaries in South West Central Asia to ask them to discuss the issues around having a Regional Coordinator (AG).

45. Kyrgyzstan (AG)

- AG proposing that proposal for youth meeting in Kyrgyzstan for end of July 2014 be supported by SI EXCO. Agreed that letter to be sent by AG as VP confirming approval to proceed. JS to send a letter of support. Funding will be dependent on usual requirements including clear agenda and clear outcomes.

Action: AG to contact Youth Team to confirm Exco support for proposed meeting July 2014 in Kyrgyzstan. (AG)

Action: In the event of the Kyrgyzstan meeting proceeding in July 2014, JS to send a letter of greeting and encouragement from the President. (JS)

46. Comparison of IMG scores at the end of the meeting:

Openness: (23) 24
Trust: (18.5) 24
Tolerance: (20)24
Respect: (20) 24
Responsibility: (18.5) 24

47. Summing Up

- Review of achievements during this ftf meeting:
- Need to focus on meeting efficiency in next meeting

The meeting finished at 15.25

* Footnote: According to the SI Statutes, The SI General Secretary shall, among many other duties, be responsible for the recording of the **minutes** of meetings and conferences, including the **minutes** of the General Assembly at the end of the term of office.

Due to the high level of work pressure on the current General Secretary the operative **minutes** recording is performed by an external resource person.

**Summary of actions and decisions at EXCO FfF meeting Cesseras
26 - 30 March 2014**

Thursday 27 March 2014

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2. Action: Recommendation to be sent to host list administrators about need to regularly upload to Dolphin updated electronic host lists (AP)
3. Action: Need to share information about Karla Jimenez' role in supporting the work of EXCO through Facebook and SI News. This is in accordance with SIGA 2012 decision for SI EXCO members to recruit support assistants to help fulfil their roles. (JR)
4. Action: JS to request copies of any official / legal letters he is asked to sign regarding registration of Servas national groups (JS)
5. Decision: The following good practice guidance was agreed:
 - EXCO should promote a culture of making and keeping to deadlines. Where we are not able to keep to deadlines, we will ensure this is well communicated.
 - In the event of an elected SI officer not being able to continue with any duties within their role, they should inform EXCO and the convenor of the committee as quickly as possible. Similarly, convenors of committees should inform EXCO where members are no longer able to fulfil their membership role.
 - Where an EXCO member is temporarily not available to respond to emails or phone calls, then an 'out of office' message needs to be shared to ensure everyone is clear that a response will not be immediate. Where EXCO has a period of inactivity (such as during holiday periods), then this will be shared with national secretaries.
6. Action: Good practice guidance to be publicised to Servas membership (?).
7. Action: DS to proceed in completing job descriptions for UN team and for national Peace Secretaries using contributions received from national groups and EXCO members (DS).

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8. Action: EXCO agree to adopt the Start-up Contacts Plan v3 March 4 2014. This includes: adapting the LOI to fit individual Servas members; starting a trial with 25 members who will

have free SI individual membership; ensuring new members are registered within Dolphin. Host List Secretary to have overview responsibility for distant interviewer group and process (AP)

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Saturday 28 March 2014

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13. Decision: EXCO supports the new full logo including a slogan (JS)
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16. Action: Financial reports for financial reports for Servas International 2012 will be presented for Distant Vote in November 2014. (MW)
17. Action: To request Michael Johnson, Servas Canada, to create a graph to represent Servas income and expenditure using figures from financial reports 2012 and 2013 (using examples from Amnesty International, Medicin sans Frontiers) (MW)
18. Action: EXCO to provide up to £490 funding for 'Where next for Servas' meeting June 2014 (AG)
19. Action: AG to provide report from 'Where next for Servas' meeting by end of September 2014
20. Action: Funding to be provided by EXCO to cover registration costs and travel costs for Amir Levy and Danielle Serres to attend June 2014 ' Where next for Servas' meeting. (AG)
21. Action: A summary report of results arising from Reliability Survey to be published in SI News and ideally on new website (AP)
22. Action: JR to test the reliability of communications between EXCO and National Secretaries and other main national contacts(JR)
23. Action: JS to work on options for the legal base of Servas to be registered in Sweden and produce a report on available options. (JS)
24. Action: Magnus Adams to be asked to identify a legal person to review the legal statutes of Servas International to see whether they meet the requirements of Swiss law.(JS)
25. Action: EXCO to send a message to the Nominations Committee that it should strive hard to achieve a 50/50 balance of men and women in nominations for SI positions including EXCO at the SIGA 2015. (JS)

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26. Action: A general rule for email communications by SI Exco about SIGA 2015 is that the subject heading should always be **SIGA 2015**.(all)
27. Action: Zosia Dzierzawska and the daughter of Susanna Thestrup-Okkels to be asked whether they would be willing to design the logo for SIGA 2015 (AG)
28. Action: JR & JS to ensure that the date and version number of the Action Chart when updated is included within the Action Chart.(JR & JS)
29. Action: JS agrees to respond to email enquiry from Dinorah Sanz, Uruguay.(JS)

30. Action: The decision No 5 at SIGA 2012 indicated a Servas Planning Group will be formed. This was not possible, and it is formally agreed that the June 2014 'Where now for Servas' meeting will now seek to address the intentions of this decision. (AG)
31. Action: All Exco will update their actions in Action Chart by 30 April 2014 (all)
32. Action: SI Exco agrees to have a ftf meeting in November 2014, ideally 13 – 16 November 2015
33. Action: AP to look at options for a ftf meeting in Spain. JR to look at options for meeting in Italy and Columbia. AG to look at options for meeting in Italy and other countries. JS to look at options in Sweden. (AP, JR, AG, JS)
34. Decision: Exco decides that Logo Text should be 'Peace and understanding through travel and hosting'. Slogan should be 'Peace and understanding across cultures'. (JS)
35. Action: Exco to decide at future meeting if different countries can have freedom to use own colour in logo and incorporate own name (all)
36. Action: Alan S and Stefan F are asked to produce variations on Concept 2 logo and slogan which incorporates a world globe image as a shadow background (JS)
37. Action: JR to complete revisions to motion regarding changes to the registration process and circulate by email to SI Exco prior to submission for Distant Vote. (JR).
38. Decision: Cut off time for decision about venue for next FtF meeting is the next Skype SI Exco meeting in May (all)
39. Action: JR to amend chart detailing Servas Support Activities with footnotes explaining terminology and send to AG for proof reading before publishing in handbook (JR & AG).
40. Action: Nominations Committee be asked to organise the nominations for the election for the South American Regional Coordinator. Election then to be managed by Chris Patterson through the Distant Vote procedure (AG)
41. Action: AG to contact National Secretaries in South West Central Asia to ask them to discuss the issues around having a Regional Coordinator(AG).
42. Action: AG to contact Youth Team to confirm Exco support for proposed meeting July 2014 in Kyrgyzstan. (AG)
43. Action: In the event of the Kyrgyzstan meeting proceeding in July 2014, JS to send a letter of greeting and encouragement from the President. (JS)

DGA 30.5.14

