

EXCO MEETING MINUTES

Convenor: Jonny Saganger

Date: 23 September 2012

Timing: 16.00 – 17.00 GMT

Location: Skype meeting

Attendance: Jonny Saganger (JS), Ann Greenhough (AG), Jaime Alberto Romero (JR), Mirek Wasilevski (MW), Danielle Serres (DS), Arnoud Philippo (AP).

Minutes: JR

Main Purpose of meeting: Being on track with GA 2012 decisions and procedures on making distant decision between EXCO.

Development of the meeting, decisions and actions

1. Greetings, quick updates, comments

All members speak about his own situation in his home; Arnoud is without speaker but listening well. He will write when needed.

2. Agenda's today review

Discussion: the agenda of today are the 12 points considered in this minute. All together develops items until time of 1,5 hour will be finished, next meeting will continue with following items.

Conclusion: ok we go in advance with items until time is enough.

Action: All

3. Review of notes from meeting of August 23 and 24, 2012

Discussion: agree 23 august and 24 august minutes are approved.

Conclusion: approved .

Action: JR

4. Email EXCO decisions made since last meeting

Discussion: . The Treasurer will visit SI bookkeeper and auditor in Bangalore, India, in mid-November 2012; the costs of this visit are budgeted to be approximately EUR 1650. Additionally, SI stamps for 2013 will be ordered to be produced in India as in previous years with a cost of approx. EUR 400

Additional background information:

- a) the purpose of the proposed visit is to speed up the accomplishment of closing of the SI 2011 financial books, closing all settlements resulting from GA 2012 and preparing documentation for closing the 2012 financial year;
- b) the SI stamps for 2013 will be ordered in India and will be taken by the treasurer for distribution to all national groups;
- c) several working meetings with SI bookkeeper will be arranged;
- d) meetings with the SI external auditor will be arranged and they will cover the 2011 and 2012 audit issues;
- e) meetings with LV Subramanian, a member of SI Internal Audit Committee, will be arranged and they will cover internal audit issues and procedure for 2011 and 2012.

Conclusion: Motion approved by all EXCO members. the EXCO Treasurer, Mister Mirek Wasilewski, is authorized to travel to India for meetings with External Audit and members of the audit committee LV Subramanian, to order the printing in India of the 2013 stamps of Servas International and bring them with himself to be distributed to all National Groups. EXCO meeting confirmed by All exco members in 23 sep 2012.

Action: MW

5. SI Exco to appoint a ServasOnline Steering Committee (ServasOnline Working Group SOLWG) (GA decision no 5 2012-08-23)

Discussion: we have to decide on a group of people which continues working on ServasOnline project. 5 people would work better than more people group. JS cannot continue on charge of this group. This group will be assisted by a contracted organization. Alan Stone will be the team project leader.

It would liked to let the possibility to work on the project to other people. EXCO can suggest to the team to add people to work on the project.

Jonny will be kept informed about the development of the project by the ServasOnline Working Group, SOLWG

Conclusion: EXCO appointed 5 people with Alan Stone leader team approved with the possibility to suggest to the team the inclusion of some other volunteers to work on it.

Action: JS

6. SI EXCO to recruit a web designer to create a unified design standard for all Servas International web sites (including servas.org, siexco.org, ServasOnline and servasyouth.org). (GA decision no 6 2012-08-23)

Discussion: it would be need to receive names of people interested on this position. Does there are all the criteria to contract this person and the budgeted item for paying this?

Conclusion: it is acknowledge about this web designer is needed, JS will bring to exco next meeting more details o the how will work this contract, exco deferred the decision.

Action: JS

7. Register Servas International to gain status as an international non-governmental organization, NGO Discussion:

Discussion: this is a very important point has to be done as quick as possible. There are many issues and activities done by MW.

Conclusion: JS will inform that people involved in previous activities from Denmark and Sweden will take in touch with MW in order to study the possibilities to do this work. It could be established a work team to go in advance with this topic.

Action: MW

8. SI Exco biographies (to update this in the web):

Discussion: it is need to have a personal description in order to put them in the web site of Servas International.

Conclusion: ok it will be done for next 28 sep each EXCO member will send to JS his own description.

Action: all and JS will send info to web page responsible person

9. SI EXCO to immediately establish a Servas Planning Group (SPG) (GA decision no 5 2012-08-24).

Discussion: There must be immediate operability in the Servas Planning Group (SPG).

Conclusion: it needs further discussion and more development on how it functions and with whom.

Action: AG and JR

10. Two Youth officer in the SI Committees document to be replaced with the 8-person Youth Committee. To informing the Youth Committee members, with a description of what will change, how it will affect the current programs, etc.

Discussion: it is needed to know about the way in which the committee will function.

Conclusion: It will communicate with YC who will be the convenor and the rules and roles.

Action: AG

11. SI Committees that need to be appointed by EXCO. Go on with the team that is currently in place or make changes?

Discussion: .

Conclusion:

Information and communications team, ICT by mail decision

Dolphin Team by mail decision

Budget Committee 3 people with Herald from Germany who remain in this position but others are not working, the decision is deferred until MW contact them and will provide complete information about possible

Help Desk (Lisete Murik) Lisete Murik is working well with MW, Lisete Murik remain on this charge, JR will speaks with Pablo Colángelo in order to be added to this team

Staff Helper (Renee Gendron) very good person on this charge, remain on this charge, it will

be helped by Penny Pattison if she agree and by a youth member
UN Observers by mail decision

.

Action: JS and JR

12. Next meeting: Saturday 20 October 2012 16.00 GMT.