

## EXCO MINUTE MEETING

**Convenor:** Jonny Saganger

**Date:** 17 November 2012

**Timing:** 16.00 – 17.00 GMT

**Location:** Skype meeting

**Attendance:** Jonny Saganger, Ann Greenhough, Jaime Romero, Mirek Wasilevski, Danielle Serres, Arnoud Philippo.

**Minutes:** Jaime Romero

**Main Purpose of meeting:** Routine matters plus being on track with implementing GA 2012 decisions.

### Development of the meeting, decisions and actions

1. **Greetings, quick updates, comments.** Each EXCO member tell others about his local environmental and personal situation, there is a warm environment for communication.

2. **Agenda's today review**

**Discussion:** the agenda of today consist of eight points for this meeting. All together develops items until time of 2 hours, when the meeting was finished.

**Conclusion:** ok

**Action:** All

3. **Review of notes from meeting of October 20 , 2012**

**Discussion:** there is discussion about the minutes published will include only the decision. No conclusion on that. ...

Exco reviewed the points of the last meeting:

**Information in the website**

Renne is on charge to put the information in the web site, ICT do changes but the information is included in the web site under instructions of EXCO.

In order to change the web site Michael Silbert says that there is people who know how it could be done but they have to be contracted.

**Conclusion:** JS will receive a list of things the web site has to have from exco members before the end 7 december

**Action:** all exco members to JS

**Youth Committee:**

**ask Ann to have a report from youth about the 3 nov meeting and an action plan**

**Conclusion:** approved.

**Action:** JR

#### 4. Responses to two requests for regional area meetings in Asia

**Discussion:** Nassem is not good time to do the meeting in december

Kiat for march 2013 she has to fill and send the formats sent by JR

**Conclusion:** send the message to the AC to have the formats filled in order to consider the request encouraging for your initiative.

**Action:** JR ask to Nassem and Kiat about the process

#### 5. Reports & updates

**Discussion:**

##### 5a) ServasOnline Working Group, SOLWG (Jonny)

There is a division on the working group between Stefan, Mark and Michael, who are technical oriented people. JS is confident on the skills and ideas of Alan in order to guide them. It could be needed an impartial person who mediates the positions of members

JS is sending the report of the SOLWG to EXCO members by mail before the meetings, EXCO will send comments about this by mail.

Mark has to be with SOLWG with Michael and Mathew because Alan has not timetable. So JS will mediate this situation in order to go in advance. Arnoud sends the request to SOLWG

##### 5b) Project to get a unified design standard for all SI websites (Jonny)

There has to be coordination between SOLWG, the web page update project and the actions of the ICT, JS will ask to have the reports from these teams

##### 5c) Update of the SI Handbook (Arnoud)

Penny has offered to EXCO by means of Arnoud conversations and management maybe with help from Maryjane and Pablo Chufeni. to help on the actualization of the Draft version of Servas International Handbook

It was decided to accept the offer of Penny Pattison, to update the Handbook. Arnoud will ask Penny to do this. Penny will confirm the availability of Maryjane and Pablo.

##### 5d) Servas Planning/Future Group, SFG (Jonny)

Michael Wechsler from Servas Norway has sent a mail saying that He is not sure to be the convener of the team, maybe this team will be compound by

youth people, Aneris Cao, Michael Silbert, when Ann comes back from India, EXCO will continue with the organization of the team. It is clear that this team has to have people different from EXCO members and that will be working closely with EXCO.

It is needed to have more details about the tasks coming from GA, it is needed to prepare more clearly how this group would operate, which deliverables and requirements this team has. This group is very important for Servas. Identity and mission has to be clear in order to involve and focus people on actions.

Michael will be the convener for the next meeting in order to have a report for 15 December meeting.

5e) GA 2015 country candidates (Hungary, New Zealand, Colombia. JS will send a mail to tell the National Group that they officially are considered as candidates for next GA.

**Conclusion:** in each point

**Action:** ALL

#### **6. Policy for the use of Facebook for SI + advice to national groups, about policy for the use of Facebook for national groups**

**Discussion:** JS sent the policy.

**Conclusion:** the policy will be send by JS to all the National Groups in order to be used on the management of each facebook group.

1. one Page SERVAS INTERNATIONAL used for external communication
2. one Open group SERVAS for external communication
3. one Closed group SERVAS INTERNATIONAL for internal communication.

**Action:** JS

#### **7. System to document, follow up and evaluate Exco long term goals derived from the GA2012 decisions for the period 2013- 2015.**

Excel file attached.

Sample Excel chart here

[http://www.servas.org/siexco/images/6/67/GA\\_Action\\_Chart\\_V15\\_Jun\\_2012.pdf](http://www.servas.org/siexco/images/6/67/GA_Action_Chart_V15_Jun_2012.pdf)

**Discussion:** Renne is on charge to put the information in the web site, ICT do changes but the information is included in the web site under instructions of exco.

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**Conclusion:** JS will receive a list of things by exco members before the end 7 december

**Action:** all exco members to JS

**8. Next meetings: Saturday 15 December 2012. 16.00 GMT**

**The principle is third Saturday of each month after January 2013**