

**Minutes**  
**Servas International**  
**EXCO Teleconference**  
**Saturday June 15, 2013 16:00 – 19:00 GMT**  
**Over Skype**

Version: **3**  
Participants: **Ann Greenhough (AG); Jonny Sågänger (JS); Mirek Wasilewski (MW); Danielle Serres (DS)**  
**(left at 18:00); Arnoud Philippo (AP) (arrived at 17:15)**  
Absent: **Jaime Romero (JR)**  
Minutes Recorder: **Penny Pattison (PP)**

**NEXT MEETING: Saturday July 20, 2013 16:00 GMT**

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

1. Chit-chat before the meeting began.

**Meeting began at 16:00 GMT.**

2. Today's agenda (review and agreement)
  - a. Version 2 of the agenda was approved as circulated
3. Review and adoption of minutes from meeting of May 18, 2013
  - a. Version 2 of the minutes with Danielle's comments was reviewed
  - b. Changes:
    - 5.a.i. change 'has been' to 'will be'
    - 5.a.ii. change "it is being used" to "plans to use it"
    - 5.b.v. Action item changed from "Action: JR will send an email to all South America member groups, asking if they want an Area Coordinator and if they do want one" to "Action: AG will write an email to all South America member groups, to be translated and sent by JR in Spanish, asking if they want an Area Coordinator and if they do want one, what they want the person to do."
    - 5.b.viii. Removed "A document for reference term about this"
  - c. **The revised May 18, 2013 minutes were approved.**
  - d. Action item follow up (excludes those discussed under other agenda items)
    - 5.a.ii. Servas France member is putting the questionnaire on Survey Monkey. Action: AG and DS will work with the Servas France member to implement the Survey Monkey questionnaire.
    - 5.b. items: Since JR was not present, any action items for him will appear at the end of the minutes under Action Items from Previous Meetings
    - 5.c.i: MW has proceeded without all outstanding expenses by creating a reserve
    - 5.e.ii: Since AP was not present during this discussion, this will appear at the end of the minutes under Action Items from Previous Meetings
    - 7.a: This idea has been reconsidered, and it was agreed that it is too complex to implement
    - 9.d: JS has signed the 2011 financial statements

4. **Short reports:** (voluntary, max 3 minutes each)

- a. Ann Greenhough (AG)
  - i. The Youth area needs general review, which Ann will prepare for the face-to-face meeting, since there are various different opinions and unclear roles
- b. Jaime Romero (JR) – absent – had 2013-06-15 emailed a report about activities.
- c. Mirek Wasilewski (MW)
  - i. EXCO needs to make a decision about paying the 2013 CoNGO membership fee. Action: JS will put 2013 CoNGO membership payment on the agenda for the face-to-face meeting.
  - ii. MW is waiting for the 2012 financial reports
  - iii. MW will be adding financial items to the face-to-face meeting agenda
- d. Danielle Serres (DS)
  - i. M. Adams from Servas Germany has volunteered to assist DS related to UN activities, and has presented a proposal to be done in August – October 2013. Action: Danielle will send a motion to EXCO related to M. Adams proposal for UN activities.
- e. Arnoud Philippo (AP) – absent at this time
- f. Jonny Sångänger (JS)
  - i. JS main project is ServasOnLine. He has consulted with Servas and non-Servas members. His main goal is to build a competent, reliable and engaged team
  - ii. JS spoke to BeWelcome representatives. BeWelcome is the only other democratic hospitality organization. They do not have human resources to share at this time, but agreed on the idea of mutual promotion. The BeWelcome source code is also available free to Servas (it is open source), and could be evaluated to see if it would be useful.
  - iii. JS helped Servas Turkey related to communications about their hosting
  - iv. Suzanne Stirling, the President's young collaborators, is enthusiastic about promoting involvement with the Servas Future Project in Servas Canada

5. **Update:** ServasOnLine – a new/modernized website

- a. Jonny's summary
  - i. JS has defined his role as the "Sponsor", with the job of liaising with the Project Manager, SI Exco and Servas International
  - ii. Bernard in Servas France has contributed to the Request for Proposal (RFP). Experts on the ServasOnLine Team will decide who the RFP how the RFP will be distributed.
  - iii. There has been a suggestion to break the RFP into 2 parts – one for the design and look and feel of Servas, and the other for the technical development
  - iv. A key RFP requirement is that the proponent has the ability to design internationally appropriate branding and imaging (avoiding 'local' images). Another key requirement is fluency in English.
  - v. **DECISION: SI Exco will review the short list of RFP responses and ask questions.**
- b. The ServasOnLine project time table was made available to everyone
- c. ServasOnLine Budget
  - i. The main expense so far was the meeting held a few years ago
  - ii. Action: MW will prepare a list of countries who have and have not paid the ServasOnLine levy, by June 30, 2013

6. Exco and Cameroon
- a. There is some uncertainty about who the key people are in Servas Cameroon. Action: MW will contact Rolande Hodel, the Cameroon mentor, with a copy to Moses the Africa Area Coordinator, asking for a report on Servas Cameroon key people
7. Exco matters and goals
- a. Stalled EXCO matters
    - i. SI Exco is very concerned about stalled issues. The main stalled issues are:
      - SI Registration. Action: SI Exco will consider SI Registration at the face-to-face meeting
      - Distant Vote and Youth Team nominations and elections
      - Conflict areas
    - ii. Action: Since JR is not present, JS and DS will speak to JR about the stalled issues
8. Stretch legs:                      Successfully completed
9. Two Youth Motions
- a. **Youth meeting budget 2013 motion**                      **Passed; AP abstained**  
 Servas Spain is allocated a grant from the 2013 youth meeting budget for the youth and family meeting to be held in Alicante in August 2013. An initial grant is agreed of a maximum of 600 euros (740 CHF) of the total Youth meeting budget 2000 CHF to cover the registration fees of 3 young people from Russia (C. Buynova), Poland (Andrzej) and Malawi (young woman on a SYLE in Spain) who are to be volunteers at the meeting. Servas Spain will offer a reduced registration fee of a maximum of 200 euros each.  
  
 Each young person will offer specialist skills which they will contribute to the programme. They will cover their own travel expenses. They are not included in the separate project of the Development Committee which is to support young people to attend from Russia, Belarus and the Ukraine.  
  
 It is left open that prior to the meeting, Servas Spain may request Exco to consider making a further grant from the budget, should needs arise that cannot be met from the existing budget for the event.
  - b. **Youth team budget**                      **Passed; AP abstained**  
 J. Dzierzawski and R. Harel of the current youth team will receive a contribution from the youth team budget to cover the cost of their registration fees to attend the youth and family meeting in Alicante in August 2013. This will be to a maximum of 300 euros ((370 CHF) of the 500 CHF budget. The youth team is not charging for administrative costs, and so there are no other costs for the youth team this year. They are key players for the youth team, it is an opportunity for them to meet face-to-face, and they have key roles at the event.
10. **Update:** Servas economy                      MW had nothing to add
11. **Discussion & decision:** Draft recommended best practice procedures for SI Exco minutes recording and agendas
- a. Action: JS will send a motion about best practice procedures for SI Exco minutes recording and agendas for email decision by Jun 19, 2013
12. **Update & discussion:** Face-to-face meeting September 2013

- a. A special meeting will be held to discuss the face-to-face meeting. Tentatively it will be on Wednesday, June 26, 2013 beginning at 16:30 GMT. Action: JS will finalize the meeting date and time.

13. **Discussion & decision:** Communication channel for Exco Internet discussions and decision DEFERRED

14. **Next meeting:** Time and date July 20, 2013 beginning at 16:00 GMT

15. Any other business/miscellaneous? NONE

16. End of meeting 19:00

#### **Summary of Action Items:**

- 3.a.ii. Action: AG and DS will work with the Servas France member to implement the Survey Monkey questionnaire
- 4.c.ii. Action: JS will put 2013 CoNGO membership payment on the agenda for the face-to-face meeting.
- 4.d.i. Action: Danielle will send a motion to EXCO related to M. Adams proposal for UN activities.
- 5.c.ii. Action: MW will prepare a list of countries who have and have not paid the ServasOnLine levy, by June 30, 2013
- 6.a. Action: MW will contact Rolande Hodel, the Cameroon mentor, with a copy to Moses the Africa Area Coordinator, asking for a report on Servas Cameroon key people
- 7.a.i. Action: SI Exco will consider SI Registration at the face-to-face meeting
- 7.a.ii. Action: Since JR is not present, JS and DS will speak to JR about the stalled issues
- 11.a. Action: JS will send a motion about best practice procedures for SI Exco minutes recording and agendas for email decision by Jun 19, 2013
- 12.a. Action: JS will finalize the meeting date and time

#### **Action Items from Previous Meetings:**

- 5.b.ii. Action: JR will coordinate defining what is a Servas member, and adding it to the SI Handbook.
- 5.b.iii. Action: JR will coordinate a proposal for an Action Chart in July 2013.
- 5.b.iv. Action: JR will coordinate motions for the Nov 2013 DV.
- 5.b.v. Action: JR will send an email to all South America member groups, asking if they want an Area Coordinator and if they do want one, what they want the person to do.
- 5.b.vi. Action: JR will follow up with Pramod and the Youth group (who use Google) to find other communications tools and their costs.
- 5.e.ii. Action: AP will send EXCO more information about the company that developed the Globetrotters web site.