

Servas International
SI Exco Teleconference
Saturday December 14, 2013 17:00 – 19:30 UTC/GMT
Over Google Hangout

Version: 4
Participants: **Ann Greenhough (AG); Jonny Sångänger (JS); Danielle Serres (DS); Mirek Wasilewski (MW)**
Arnoud Philippo (AP)
Absent: **Jaime Romero (JR)**
Minutes Recorder: **Penny Pattison (PP)**

NEXT MEETING: Saturday, January 25, 2014 17:00 UTC/GMT

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

1. Chit-chat before the meeting began. There were some technical difficulties.

Meeting began at 17:13 UTC/GMT.

2. Today's agenda (review and agreement)

- The Agenda was approved as amended

3. Review and adoption of minutes from November 9, 2013

- **MOTION: The November 9, 2013 minutes (version 3) be approved. Passed**
- *Action: All SI Exco members will update their action items listed below.*

4. Short reports

- **Emailed reports will be written in a form suitable to attach to the minutes**

a. AG: (Email report sent to SI Exco)

- The planned Jan 2014 Africa meeting has been cancelled
- All SCW Asia countries have been notified of the AC's suspension
- The Central America AC is concerned about the health of some national groups
- East Asia had a successful meeting in Nov 2014 and elected Song Dong Whan of Servas Korea as AC
- There has been a request for clarity of the South America AC situation
- Request to discuss the future of the AC role at the SI Exco face to face meeting
- 2014 international events: meeting in Thailand in March, Servas Future event in the UK in June, possible youth meeting in Kyrgyzstan
- Working to get SI News distributed as widely as possible; translation is a difficulty
- Servas Italy has plans for a SYLE type arrangement for young people under 18
- Ongoing discussions with Ewa of the DC about the updated DC funding application form and likely planned activities in need of support and funding
- Youth team is waiting for the results of the DV, and looking at a possible youth meeting in Kyrgyzstan
- Over 50 expressions of interest for attending Servas Future meeting in June 2014; looking at maximum of 60 people

- Servas Youth fund discussions continuing with Servas Britain
- Met with a respondent to the ServasOnline Request for Information, and received some good advice

b. DS: (Email report sent to SI Exco)

- Working with the Job Descriptions Committee on job descriptions for the UN Observers and National Peace Secretaries
- Forwarded Magnus' work overview to SI Exco, and asked him to help with the annual designations renewal paperwork
- Action: JS will give Magnus a reference letter for his work for SI at the UN from Aug to Oct 2013
- Been in contact with potential US Servas members to be SI representatives at the UN NYC
- Translated material into French for Servas Cameroon hosts
- Translated SI Exco's face to face meeting announcement into French, to be sent to the Servas France Board

c. AP:

- Action: AP's plan for the project "Servas start-up contacts" to list new Servas contacts in countries where Servas is not present will be prepared for SI Exco by Jan 1, 2014. The list "Servas start-up contacts" will be run by AP, according to the minutes from the SI Exco meeting 2013-09-20/22.
- Administration of the Facebook Servas International group is taking more and more time, even with the 3 assistants
- Currently there are 554 individual members and 49 applications for membership, from 69 countries
- **It was agreed that it is important to be sure that Servas issues are not only discussed on the Facebook page. The planned social networking and discussion functions on the planned new Servas website (ServasOnline project) could be a forum for these discussions.**

d. JS:

- There are current Servas server hardware problems affecting
 - Dolphin
 - email addresses ending in @servas.org (this seems to be working now)
 - web sites servas.org, siexco.org, servasyouth.org
- Action: PP will contact the ICT Technical Team, prepare an email communication about the server problems, and send it to JS for distribution to all countries
- Working with Servas Argentina on their registration as an NGO

e. MW:

- Action: MW will send SI Exco a proposal for SI Banking one month before the face-to face meeting in March 2104, to be discussed at the meeting.
- All 2014 stamp orders have been processed, and all payments made
- Now working on the 2013 accounts

5. ServasOnline, SOL – a new/modernized website

a. Status report

- There is a good management team, and it seems that the project is going well
- The Request for Information ICT was sent out, and more than ten responses received
- The deadline for responses has been extended to Jan 10, 2014; JS is going to send out a reminder to National Secretaries of larger countries to see if there are any more expressions of interest

- The project plan indicates a prototype to be available in Sept-Oct 2014
- b. SOL levy, which countries have pain, not paid the levy? skipped due to time constraints
 - c. SOL - next steps skipped due to time constraints
6. Brief break
 7. 2015 General Assembly location
 - It was noted that the agreement at the Sept 2013 Face-to-face meeting was to finalize the venue by Feb 2014
 - Action: All SI Exco to review the New Zealand and Colombia proposals for hosting the 2015 GA, and to send their comments to AG by Jan 11, 2014
 - **MOTION: Related to the accessibility criterion, the maximum journey time should be 3 to 4 hours by land. Passed**
 - Action: AG will notify Colombia of the decision that related to the accessibility criterion, the maximum journey time should be 3 to 4 hours by land, with a copy to JR
 8. SI Internal Audit committee request to SI Exco (document was circulated)
 - There were no questions or comments
 9. Financial & Servas economy
 - See action item under 4.e.
 - There were no other questions or comments
 10. Multilateral Servas International teleconference
 - JS is looking at the different media that could be used for the teleconference; when the invitation is sent, it will include options of telephone, Skype and Google Hangout
 11. Matters & Goals 2012-2015 overview: skipped due to time constraints and absence of JR
 12. Next f-t-f meeting beginning of 2014 skipped due to time constraints
 13. Next meeting: Time and date **Saturday January 25, 2014 17:00 UTC/GMT**
 - The meeting will begin on Google Hangout, but switch to Skype immediately if there are technical problems
 14. Any other business/miscellaneous:
 15. End of meeting: 19:38 UTC/GMT

December 14, 2013 Action Items:

- 3. Action: All SI Exco members will update their action items listed in the previous minutes
- 4.b. Action: JS will give Magnus a reference letter for his work for SI at the UN from Aug to Oct 2013
- 4.c. Action: AP's plan for new Servas contacts in countries where Servas is not present will be prepared by Jan 1, 2014
- 4.d. Action: PP will contact the ICT Technical Team, prepare an email communication about the server problems, and send it to JS for distribution to all countries
- 4.e. Action: MW will send SI Exco a proposal for SI Banking one month before the face-to face meeting in March 2104, to be discussed at the meeting
- 7.a. Action: All SI Exco to review the New Zealand and Colombia proposals for hosting the 2015 GA, and to send their comments to AG by Jan 11, 2014
- 7.b. Action: AG will notify Colombia of the decision that related to the accessibility criterion, the maximum journey time should be 3 to 4 hours by land, with a copy to JR

Action Items from Previous Meetings:

November 9, 2013:

- 3.a. Action: JR will finalize the Sep 20-22, 2013 Summary Minutes and send them to Renee for posting
- 3.b. Action: JR will finalize the Oct 19, 2013 minutes and send them to Renee for posting
- 4.f. Action: AP will send a message to SI Exco in order to find an Assistant Administrator or backup SI Exco person for the SI Facebook group (which is only open for Servas members).
- 5. Action a: SI Exco will send comments about the Slogan, core values and mission that they have received to JS by Nov 11, 2013
Action b: JS will compile the comments about the Slogan, core values and mission and distribute to SI Exco by Nov 18, 2013
Action c: SI Exco will comment on the compiled comments about the Slogan, core values and mission by Nov 25, 2013
- 7.a. Action: JS will submit a summary of the status of the ServasOnline project to SI News by Nov 11, 2013, and AG will review the English before that
- 7.c. Action: JS will arrange with the ServasOnline Steering Committee to prepare a project description (including expected outcome) and budget; they will then prepare a request for approval of the request. JS will give a timetable for the ServasOnline project description, budget and request for approval by Nov 18, 2013
- 7.d. Action: AP will distribute the inventory of information on Servas.org and siexco.org to SI Exco before the Jan 2014 Exco meeting
Action: AG will send a questionnaire about the look and feel of the new website to Exco before the Jan 2014 Exco meeting
Action: Everybody in SI Exco was asked by JS to think about what they think should be 1) the most important design signals on "landing site" of the new website, 2) the most important content on the "landing site" of the new website.
- 11. Action: JS will ask the SIIAC to extend their deadline for responses to their questions to Nov 30, 2013
- 12. Action: JS will continue his planning of a Multilateral Servas International teleconference, in consultation with SI Exco
- 14. Action: JS will write to Servas France to formalize the plan for the March 2014 SI Exco face-to-face meeting, before the next SI Exco meeting
- 12. Action: JS will continue his planning of a Multilateral Servas International teleconference, in consultation with Exco

14. Action: JS will write to Servas France to formalize the plan for the March 2014 Exco face-to-face meeting, before the next Exco meeting

October 19, 2013

3.b. Action: Each SI Exco member will send JS their individual achievements and goals. JS will add them to the minutes as appendices

3.b. Action: JS will make the changes and circulate the updated document for further finalizing by email.

3.c. Action: In future, JS will send final documents for the meeting a short time before the meeting, to ensure that everyone is looking at the same version.

3.c. Action: For the 2015 GA proposals, AG will contact Colombia regarding additional information needed to complete the evaluation criteria.

3.c. Action: JS will add an item 'to review comments on the slogan, core values and mission decided at the face to face meeting' to the November 2013 agenda

August 17, 2013

4.a.iv. Action: AG will continue to try to contact Naseem, and the SCW Asia situation will be discussed at the face-to-face meeting.

5.a.v. Action: JS coordinate draft RFPs for ServasOnLine by August 26, 2013 and presentation of the RFPs for proposals on Sept 30, 2013

6.d. Action: DS will formalize Magnus' temporary mission description

6.f. Action: DS will work with the Job Descriptions Committee to create job descriptions for UN Observers and National Peace Secretaries

8.b. Action: JR and AG will propose a Youth Team election motion, SI Exco will vote on it by email and then it will be finalized for the Distant Vote

8.c. Action: JR will coordinate approval of all of the motions by SI Exco by email

9.d. Action: AG and DS will send an update by Sept 7, 2013

Jun 15 2013 (status indication is as of Aug 17, 2013)

5.c.ii. Action: MW will prepare a list of countries who have and have not paid the ServasOnLine levy, by June 30, 2013 NOT DONE

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 NOT DONE

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 WILL BE SENT AGAIN FOR EMAIL DECISION

May 18, 2013 (status indication is as of Aug 17, 2013)

5.b.iii. Action: JR will coordinate a proposal for an Action Chart in July 2013. DRAFT WRITTEN

New action item: Action: JR will send draft proposal for an Action Chart to JS

5.b.iv. Action: JR will coordinate motions for the Nov 2013 DV. ONGOING

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 ONGOING

New action item: Action: JR and AG will agree on how to circulate the letter 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. They will also agree on the deadline for response, and will send the letter

5.e.ii. Action: AP will send SI Exco more information about the company that developed the Globetrotters web site. NOT DONE