

Servas International
SI Exco Teleconference
Monday February 10, 2014 17:00 – 19:30 UTC/GMT
Over Skype

Version: 1

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

Minutes Recorder: **Penny Pattison (PP)**

**NEXT MEETING: Saturday, March 15, 2014 beginning at 17:00 - UTC/GMT (5:00 pm in England,
18:00 or 6:00 pm in continental Europe, 12:00 am in Colombia, 9:00 am in Victoria)**

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.

Meeting began at 17:00 UTC/GMT.

2. Today's agenda (review and agreement)

- The Agenda was approved

3. Review and adoption of minutes from January 25, 2014

- **MOTION: The January 25, 2014 minutes (version 6) be approved. Passed**

4. **Discussion & decision:** Location for SIGA2015

- **MOTION 1: The Exco decision will be based on the Thailand 2001 criteria for location of venues for SIGAs. This includes the feasibility reports from Colombia and New Zealand, deadlines for feasibility reports and other important input from applicants. Passed**
- **MOTION 2: To choose New Zealand as the venue for the 2015 SIGA. Passed (Jaime did not vote)**
- **MOTION 3: To encourage Colombia to apply to be the host for the 2018 SIGA. Passed ((Jaime did not vote)**
- *Action: Ann and Jonny will inform New Zealand and Colombia about the decision, and then make a general announcement to National Secretaries, Facebook, etc.*

5. **Update:** SI website project (ServasOnline, SOL)

- The project is proceeding, with questions received from 2 of the 10 recipients of the RFP

6. **Discussion:** "Respectful communication"

Danielle has called for this discussion because some issues have arisen within the group in our exchange of emails in the context of the GA 2015 location decision.

- Deferred to the March 15, 2014 meeting

7. **Stretch legs:**

8. Agenda for f-t-f meeting March

Next f-t-f meeting March 2014 - outstanding matters

* Lessons learned from f-t-f from Wharfdale Sept 2014

* Agenda for the meeting.

- Key issues: ServasOnline, SI Registration, Vision and Mission, banking relationship

9. **SI financial & economy:**

The items below will be handled at length during our f-t-f meeting in March, but they will be prepared during this meeting.

- **DECISION: SI Exco agrees to pay US\$120 from the DC account to support Servas Cameroon via Richard Tambe for internet services.**

a) Update on stalled item from the F-T-F-meeting in Burley-i-W, UK, September 2013:

- Accumulated 2012 GA surplus being used to cover SI expenses
- An SI EXCO managed transaction account has been prepared, and will be signed at the Face-to-face meeting in March 2014
- **MOTION: Finalize the SI banking change to current EXCO, at next face-to-face meeting. Passed**

b) Budget

- A three-year budget 2013-2016 is approved at the 2012 GA; It is reviewed each year, and there have been no revisions to it
- SI financial year 2012. Internal audit report completed. External audit essentially completed, only need confirmations and finalized papers from bookkeeper and auditor.
- SI financial year 2013. Waiting for some 2013 SI Exco expenses and stamp reports. All other financial transactions closed. Deadline for 2013 SI financial books Feb 28, 2014

At this point, the meeting time ended. There was no discussion of the remaining agenda items.

c) SI budget 2014

d) plan for SI budget 2015

e) the creation of the upcoming long term SI budget (2016-2019)

f) Current information on SI financial matters and reporting of SI's financial state

g) SI membership development - what do we know at this point?

10. **Next Exco meeting:** March 15, 2014, 17:00 – 19:30 UTC/GMT.

11. Any other business/miscellaneous?

12. Meeting ended at 19:30 UTC/GMT

See following pages for action items

February 10, 2014 Action Items:

4. Action: Ann and Jonny will inform new Zealand and Colombia about the decision, and also the other countries via National Secretaries, Facebook, etc.

Action Items from Previous Meetings:

January 25, 2014 Action Items:

- 4.b. Action: All SI Exco to give comments on the Plan for people to join Servas in countries where Servas is not currently operating
- 4.d. Action: Ann will email directly with Michael of the ICT for advice related to her current distribution method
6. Action: Jonny will send regular updates to National Secretaries about the ServasOnline project
8. Action: Arnoud will write to all countries that do not allow electronic distribution of their host lists to travelers, to find out their reasons. He will also explain the option of encrypting the pdfs. He will have individual discussions with them about their reasons, and compile the information for SI Exco.
Action: Arnoud will keep Jonny informed of the replies and discussions
9. Action: Ann will prepare a new motion related to funding the June 2014 meeting in Britain
12. Action: Jonny will prepare a draft agenda for the March Face-to-face meeting by Feb 2, 2014

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 Ann 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 Jaime

November 9, 2013:

- 3.a. Action: Jaime will finalize the Sep 20-22, 2013 Summary Minutes and send them to Renee for posting
- 3.b. Action: Jaime will finalize the Oct 19, 2013 minutes and send them to Renee for posting
- 4.f. Action: Arnoud 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 Jonny by Nov 11, 2013
Action b: Jonny 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: Jonny will submit a summary of the status of the ServasOnline project to SI News by Nov 11, 2013, and Ann will review the English before that
- 7.c. Action: Jonny 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.

Jonny will give a timetable for the ServasOnline project description, budget and request for approval by Nov 18, 2013

- 7.d. Action: Arnoud will distribute the inventory of information on Servas.org and siexco.org to SI Exco before the Jan 2014 Exco meeting
Action: Ann 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 Jonny 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: Jonny will ask the SIAC to extend their deadline for responses to their questions to Nov 30, 2013
12. Action: Jonny will continue his planning of a Multilateral Servas International teleconference, in consultation with SI Exco
14. Action: Jonny 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: Jonny will continue his planning of a Multilateral Servas International teleconference, in consultation with Exco
14. Action: Jonny 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 Jonny their individual achievements and goals. Jonny will add them to the minutes as appendices
- 3.b. Action: Jonny will make the changes and circulate the updated document for further finalizing by email.
- 3.c. Action: In future, Jonny 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, Ann will contact Colombia regarding additional information needed to complete the evaluation criteria.
- 3.c. Action: Jonny 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