

**Servas International
Minutes
SI Exco Teleconference
Monday March 15, 2014 16:00 – 18:30 UTC/GMT
Over Skype**

Version: 2

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

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

NEXT MEETING: Face to Face meeting in Cesseroas, France Mar 26 – 30, 2014

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 16:10 UTC/GMT.

2. Today's agenda (review and agreement)

- The Agenda was approved by email

3. Review and adoption of minutes from February 10, 2014

- **MOTION by email: The February 10, 2014 minutes (version 1) be approved. Passed**
- Action: SI Exco will clear up all of the old Action items from the minutes at the March 2014 face-to-face meeting

4. Three items from JR (these items were discussed at the end of the meeting)

a. Motions for May 2014 Distant Vote

- The motions must be finalized and given to the DVA by March 31, 2014
- There are 2 financial motions – no questions about them
- There are 2 or 3 from the General Secretary, which will be finalized at the face-to-face meeting

b. Update of Servas International Handbook

- The SI handbook will be discussed at the face-to-face meeting

c. South America Area coordinator

- This will be discussed as part of the 'Development' discussion item at the face-to-face meeting

5. **Update: SIGA2015**

- JS and AG had a teleconference with the New Zealand key people; it was a positive meeting
- Action: JS will distribute the minutes from the first SIGA2015 teleconference
- Action: JS will ensure that MW is included in all discussions related to financial decisions
- Action: MW and Chris Patterson, the New Zealand financial person, will agree on the financial rules and controls
- Action: JS will send out to SI Exco the exact dates and location of the SIGA2015
- The SIGA2015 registration website is being worked on

6. **SI Annual Report Deadline March 31, 2014**

- JS has requested 2013 annual reports from all SI committees and officers, with a deadline of March 1, 2014; most have been received
- Action: JS will request 2013 annual reports from all Area Coordinators
- Action: SI Exco members will prepare their individual reports (1/2 to 1 page), with appendices if more detail is required on a particular item
- Action: JS will compile and integrate all reports into the 2013 SI Annual Report, to be distributed by May 10, 2014

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

- The procurement process is underway, and currently the ServasOnline Steering Committee Management Team is considering 2 design proposals and 2 development proposals.
- Action: JS will consult with the ServasOnline team regarding providing information about the short listed proposals (e.g. the evaluation chart) to EXCO by March 19, in preparation for discussions at the face-to-face meeting
- The project is almost on schedule to write contracts in April 2014
- The successful companies will require input related to the main Servas message – logo, vision, mission
- Specifically, is Servas:
 - a Peace organization that offers hospitality, or
 - a Hospitality organization that promotes peace?
- The March 2014 face-to-face meeting will build on the work on these topics that was done at the Sept 2013 face-to-face meeting
- It was noted that it is crucial that when there is functionality, there must also be resources to maintain it and to handle customer service for the long term
- The volunteer (Arun Bharatula) who had been recruited to do web site content maintenance (replacing Renée Gendron) has resigned. A new web site content maintenance person and/or web master is urgently needed.
- It was noted that access to the content on servas.org and servas.org/siexco (the latter is safe and complete) is required. Especially the content on the Wikimedia website servas.org/siexco is needed, to aid in defining the content on the new site as well as for Exco's, SI committee's and SI Officers daily work
- Action: JS will be the person who requests content for SI Exco from the ICT
- Action: JS will request the General Secretary section on servas.org/siexco for JR
- It was noted that a SIGA2015 website will be required
- It was noted that there are two important requirements right now:
 - a presence on the web as the view of Servas to the world, and
 - access to Servas International administrative information, for example the existing but not visible information on servas.org/siexco
- Mathew is the person who updates content on the temporary servas.org web page,
- Action: AG, AP and JR will define specific content to be added to the temporary servas.org web page, and JS will ask Mathew to add it

8. **Discussion:** Servas – an activist organization?

- As a result of recent discussions on the Servas Facebook pages (both open and members only). there is an identified need to decide how to manage Facebook discussions about conflict areas in the world, human rights violations, et cetera.
- A more fundamental question is whether Servas is an activist organization
- It was noted that when discussions are worldwide, many issues are controversial

- Possibly Servas could facilitate setting up separate forums for discussion of specific issues, for example on Facebook or on the modernized website on servas.org
- Action: SI Exco will discuss "Servas – an activist organization" further at the face-to-face meeting

9. **Stretch legs:**

10. SI Exco face-to-face meeting March 26-30, 2014

- Several agenda modifications were agreed
- Action: DS will arrange for a projector for the March 2014 meeting
- Action: SI Exco will send their comments on the 'Servas Contacts Plan' to Arnoud by March 23, 2014

11. **SI financial & economy:**

- The 2012 Financial Statements are completed
- The 2013 Financials are almost completed, including ongoing stamp payments. There's mainly one outstanding matter that needs to be completed: JR's expenses claim for 2013. The deadline for this is overdue since January 2014.
- Action: MW will include in the Financial Report in the 2013 SI Annual Report that 2012 is completed, and 2013 is closed, in draft form
- Action: JR to present his expenses claim to MW.

12. Outstanding matters:

13. Any other business/miscellaneous?

- There was discussion of the periodic Development Bulletins that AG sends out. Since the normal web sites are not available, these bulletins will be used more for SI Exco information dissemination
- Normally the bulletin directs readers to web sites. In the current circumstances, the link locations will be defined as they arise.
- Action: AG will send out the Development Bulletins more often

14. **Next Exco meeting:** Face-to-face March 26-30, 2014

15. Meeting ended at 18:37 UTC/GMT

March 15, 2014 Action Items:

- 3. Action: SI Exco will clear up all of the old Action items from the minutes at the March 2014 face-to-face meeting
- 5.a. Action: JS will distribute the minutes from the first SIGA2015 teleconference
- 5.b. Action: JS will ensure that MW is included in all discussions related to financial decisions
- 5.c. Action: MW and Chris Patterson, the New Zealand financial person, will agree on the financial rules and controls
- 5.d. Action: JS will send out to SI Exco the exact dates and location of the SIGA2015
- 6.a. Action: JS will request 2013 annual reports from all Area Coordinators
- 6.b. Action: SI Exco will prepare their reports (1/2 to 1 page), with appendices if more detail is required on a particular item
- 6.c. Action: JS will compile and integrate all reports into the 2013 SI Annual Report, to be distributed by May 10, 2014
- 7.a. Action: JS will consult with the ServasOnline team regarding providing information about the short listed proposals (e.g. the evaluation chart) to EXCO by March 19, in preparation for discussions at the face-to-face meeting

- 7.b. Action: JS will be the person who requests content for SI Exco from the ICT
- 7.c. Action: JS will request the General Secretary for JR
- 7.d. Action: AG, AP and JR will define specific content to be added to the temporary servas.org web page, and JS will ask Mathew to add it
- 8. Action: SI Exco will discuss "Servas – an activist organization" further at the face-to-face meeting
- 10.a. Action: DS will arrange for a projector for the March 2014 meeting
- 10.b. Action: SI Exco will send their comments on the 'Servas Contacts Plan' to Arnoud by March 23, 2014
- 11.a. Action: MW will include in the Financial Report in the 2013 SI Annual Report that 2012 is completed, and 2013 is closed, in draft form
- 11.b. Action: JR to present his expenses claim to MW
- 12. Action: AG will send out the Development Bulletins more often

Action Items from Previous Meetings:

February 10, 2014 Action Items:

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

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 DONE
- 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 SIIAC 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. AP: This company does not reply on my messages. Now (I suppose) this action is outdated, so I propose to remove it from the action list.