

Servas International
SI Exco Teleconference
Final Minutes
Thursday December 9, 2014 16:00 – 18:00 GMT/UTC
Over Skype

Version: 1

Participants: **Ann Greenhough (AG); Jonny Sågänger (JS); Mirek Wasilewski (MW); Arnoud Philippo (AP);**
[16:40 arrival: Danielle Serres (DS); Jaime Romero (JR)]

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

NEXT MEETING: January 13, 2015 16:00 – 18:00 GMT/UTC (2nd Tues of the month)

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

Meeting began at 14:15 GMT/UTC.

1. Chit-chat

- MW will be unavailable by computer Dec 9 – 11, due to computer repairs for a virus
- Action: MW will make the first payment for the ServasOnline project by Dec 12; if it is not technically possible, he will ask other signing officers to do it
- Action: JS will contact JR to express surprise and strong concern that he had not known about the SI Exco meeting

2. Today's agenda

- **DECISION: The agenda was approved, with the ending at 18:00**

3. Adoption of minutes

- a. **DECISION: Version 6 of the Nov 13-16, 2014 minutes are approved**

4. Next SI Distant Vote – status JR

- Note that JR and DS arrived during the discussion of this item
- **MOTION: Withdraw Motion #1 from the Distant Vote currently underway, and not count those votes already cast. Instead, guidelines will be sent out to replace it. Passed (4 in favour, 2 against)**
- Action: JR will contact the DVA to withdraw Motion#1 of the SI Distant Vote currently underway
- Action: JS, in cooperation with JR, will write guidelines related to each National Secretary of a National Servas Group creating a list of individual members (travelers, host and others) from relevant data bases before March of each year

5. Report: (6 x 5 3 min.)

- DS, AP, AG and JS sent report (see Annex 1)
- Action: JR and MW will send their reports in the next 2 days
- **DECISION: SI Exco reports are due 24 hours before the start of the meeting**
- **DECISION: The submitted SI Exco reports will be published as submitted.**
- **DECISION: If SI Exco reports are not received within 24 hours of the start of the meeting, they will be included in the next meeting minutes**

6. Usage Guidelines for the Servas logo
 - Action: SI Exco will review the policy usage document sent by JS, for discussion by email or at the next SI Exco meeting
7. SI on the web
 - a. Permanent website on servas.org
 - Design phase is proceeding
 - First payment will be made this week
 - b. Temporary website on servas.org
 - Many positive comments have been received
8. Stretch legs
9. SI Conference and SI GA 2015
 - Action: MW will review and confirm the draft 2015 SI conference budget, considering the New Zealand budget and internal GA budget, as soon as possible – hopefully by Dec 19, 2014
 - Action: AG will write the funding letters, and send them after MW's review of the estimated budget from the Portugal meeting
 - It was noted that the group of funding applications labeled 'discretionary' (which includes UN Observers) will be included in MW's analysis
 - It was noted that more requests for funding have been received
10. SA AC Election
 - **MOTION: SI Exco will ask the Nominations Committee to reopen nominations for the South America Area Coordinator position, with a new closing date and new election date. Passed**
 - Action: AG will ask the Nominations Committee to reopen nominations for the South America Area Coordinator position, with a new closing date and new election date
11. SI Finances
 - a. SI Budget Consultative Meeting – not discussed
 - b. Banking matters Credit Suisse
 - AG is proceeding to complete the process
12. Miscellaneous. Any other business? - None
13. **Next SI Exco meeting: January 13, 2015 16.00-18.00 GMT/UTC**
 - Second Tues of the month, from 16:00-18:00 GMT/UTC (to be reviewed after spring time change)
 - Subsequent meetings: Feb 10, Mar 10, Apr 14, May 12, Jun 9, Jul 14, Aug 11, Sep 8
14. Buffer Time – not used
15. Meeting ended at 18:08 UTC/GMT

See next page for Action Items summary

Dec 9, 2014 Action Items:

1. Action: MW will make the first payment for the ServasOnline project by Dec 12; if it is not possible, he will ask other signing officers to do it
Action: JS will contact JR to express surprise and strong concern that he had not known about the SI Exco meeting
4. Action: JR will contact the DVA to withdraw Motion#1 of the SI Distant Vote currently underway
Action: JS, in cooperation with JR, will write guidelines related to each National Secretary of a National Servas Group creating a list of individual members (travelers, host and others) from relevant data bases before March of each year
5. Action: JR and MW will send their reports in the next 2 days
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10. Action: AG will ask the Nominations Committee to reopen nominations for the South America Area Coordinator position, with a new closing date and new election date

Action Items from Previous Meetings:

See previous Action Items document: Action items 20130518 to 20140315 DS JS AP MW JR.doc and previous minutes.

Annex 1 SI Exco reports

DS: report for December 9, 2014 SI Exco meeting:

SI Peace Secretary Short report, November 17 to December 9, 2014

Since our f-t-f meeting in Portugal, I have been very busy with professional activity and other family business. So little time to dedicate to Servas, except for a long-time-planned meeting with Servas France Peace Committee on November 29 and 30 in Paris, where among other points it was decided to renew Servas links with UNESCO.

Regarding action items from our f-t-f meeting, I made some progress on Points 16 and 25. But yet to deal with action items related to Points 13, 24 and 28.

Point 16 :

Intention of educational sessions is to have participants leave the GA with knowledge and experience that they remember – ideally linked to the keynote speech

Action: DS will contact the NZ Peace Secretary for suggestions

Suggestion sent by Ashley Burrowes, Servas New Zealand National Peace Secretary, on November 17 (copying Marijke Batenburg) :

Suggestion: for SIGA delegates a minimarathon and walkathon in Auckland before bussing to Matamata with the theme Peace Walk. October is United Nations month. Followed by a PEACE COUNCIL session at the SIGA conference with a panel.

Message of encouragement received from the same on November 28 :

It involved a girl saving beached starfish by throwing them back into the sea. When questioned by a man saying there were too many starfish for the girl's efforts to make any difference, the girl replied as she threw one back that she had made a difference to that starfish.

"We can look at the enormity of our problems and say 'what can you do?' but you can do it one by one - that's how you can."

Point 25 :

Palestine

Action: DS will ask Claudia Sagi if Servas Israel is still considering a consultation about a separate host list for Palestine and if so when, and does Servas Israel still want DS to contribute.

Action: DS will remind Servas Israel that motions for the GA must meet the deadline

I wrote a message to Claudia Sagi, Servas Israel National Secretary, on November 24, and we then agreed on a Skype conversation, which was followed by another exchange of emails, including Servas Israel National Peace Secretary. I was then included in a thread of emails with Naim Daour as well. He will be participating in the farewell party of the International meeting planned in Jerusalem during Xmas.

Discussion still going on.

UN Observers :

I will soon start the process of checking current and future accreditations. As for action related to point 24 of the minutes, a Skype meeting has been held on December 8 with Jeanne Devine (UN Additional Representative for UN NYC) about a future manual.

AP: for December 9, 2014 SI Exco meeting:

Arnoud's to do's and done

Report about: activities from Nov. 16 (end f-t-f meeting Portugal) until Dec. 8, 2014

Date: December 8, 2014 (sent to exco-members on December 8)

From: Arnoud Philippo

Facebookgroup Servas International

Done:

- Administrating Facebookgroup Servas International (in cooperation with co-administrator Ana Soler Pla). Some postings (with current information) were pinned and unpinned.
- The number of members increased from 671 (Oct 6) to 678 (Dec 27). 143 people are 'waiting' to join. There is still some delay with verifying the memberships of Servas.
[The number of members of the facebookgroup Servas raised from 2758 to 2824.]

To do:

Continue checking memberships and watch out if people follow the guidelines of the group.

Hostlistreliabilitytest 2014

Done:

The results of 70 (of 72) countries are received. Fortunately there are still 38 new helpers available (including 10 who are not the 'first choice'), because some helpers 'give up'. Until now 29 helpers (did) do the test. The draft 'Report Hostlist Reliabilitytest' (dated November 7, 2014) is approved by exco at the face-to-face-meeting in Portugal in November 2014.

To do:

Continue to work 'on' 2 countries: China and Pakistan and 8 countries who did not have a new hostlist uploaded in March 2014 and/or whose representative for the Conference 2015 applied for funding (Bolivia, Botswana, Honduras, Hungary, Lithuania, Peru, Russia and Singapore).

Project Servas Start-Op Contacts

Done:

A new version of the Plan has been written (dated November 13, 2014) which is, with minor amendments, supported by exco at the face-to-face-meeting in Portugal in November 2014.

To do:

- (continue to) execute the plan

Websites (temporary- and ServasOnline-site)

Done:

- Appointed members in the Website Team: Nader Fathzadeh (Servas Iran), Janek Dzierżawski (Servas Poland), Leo Menijn and Jérôme Le Tourneur (Servas Belgium);
- Contacted Stefan Fagerström, builder of the current temporary website.

To do:

collect information about ideas for temporary website, collect comments from team-members, communicate with Stefan and inform exco about changes. The 'job of the team' is: make suggestions for improvements to the design; incrementally complete the content of the website and be an internal think-tank for the development of the future permanent website.

Various matters

To do:

- write feasibilitystudy about the design, the printing and the distribution of a SI-businesscard, send this to exco-members with a motion;
- revise the SI Host List Coordinator Job description to reflect the ServasOnline role.

(End)

AG: for December 9, 2014 SI Exco meeting:

SI GA funding of delegates and SI officers.

- Continuing work to complete funding table.
- Draft table of applications forwarded to Mirek for review of overall funding budget.
- Various follow up on applications to identify agreed, pending and refused applications.
- Feedback to JS re invitations to those to be asked to take on specific GA roles.
- Received late applications.
- Travel team created to include Brian and Anne Heagney and Ruth Allen (new NS for Servas Britain. Initial planning meeting on 7th December in London. Meeting to work on estimates for flight costs arranged for 31st Jan to 2nd Feb.

To do :

- Finalise funding table ahead of messages to applicants by mid-December if possible to confirm funding to be offered, decision still pending or refused. (with explanation that contribution to travel expenses to be confirmed in February).
- Follow up offers of donations for funding delegates from national groups.
- Put forward to Exco additional and late applications for decisions.
- Meeting of travel team from 31st January.

Other GA planning

To do:

- Follow up with Marijke about youth activities and other pre-conference activities.

Dalesbridge summary

To do:

- Begin work on compiling draft motions arising from Dalesbridge summary to present to Exco for discussion.
- Follow up with those identified to follow up on projects.

South America AC election

- Having announced no nominations received by deadline of 9th November Xavier Heussar from Servas Chile maintains put forward Pedro Puentes, ex NS for Peru to be nominated as AC.
- Although correct nomination form has not been completed it is clear that it was thought a nomination had been received. NC has been sent by XH a number of support messages for Pedro with his CV but no nomination form from PB himself.
- It is clear some misunderstandings between NC and XH and would be grounds for Exco to consider reopening nominations. Possible language difficulties.
- Pedro Puentes now confirmed that he did think he had been nominated.

To do:

- Put forward proposal for Exco decision about next steps .
- One possibility – rather than reopen nominations to all, appoint PP up until the next GA.

Servas International youth fund

- Planning in core group continuing
- Announcement planned by end of 2014 to make known grants will available to fund limited number of young people to attend SIGA 2015.
- Two young people active in Servas who would fit the criteria for the grants have been identified as potential applicants.

Nominations procedures.

- Discussions with Nominations Committee ongoing about final draft of nomination form, guidance and procedures.

Exco news to national groups and key list

To do:

- Get contributions from Exco members for first Exco news. Agreed this to be mid- December but due to lack of time could be in early January.

JS: for December 9, 2014 SI Exco meeting:

1. SOL development work on new permanent website with Bernard, Frederic and Stefan
2. Development work with Stefan on new temporary website
3. Day-to-day correspondence
4. Action items from Exco meeting 2014-11-13 – 2014-11-16

Action: JS will ask the NZ organizers if they have Spanish and French speakers to help with translation

Done. No answer yet from NZ.

Action: JS will ask Amir to include a question in the registration form asking participants to indicate if they have language skills to offer during the GA.

Done.

Amir wrote:

A relevant question has been added to the general exiting question as you may see below.

I personally believe that we should be more specific and list what we are expecting from them. Like typing, translating and so on.

please note that there is also a field which ask about your spoken languages in general. so we can "fish" from there potential volunteers as well.



06 - Contribute to the Meeting Program

Contribution to the meeting program (In what way?):

Offer a workshop or activity (Please specify):

Present a topic (Please specify) :

Make a short presentation about my home country:

Contribution Further Suggestions:

Would you like to offer any other kind of help? Can you offer any language skills the help during GA?

Action: JS will distribute the final version of the Oct 28, 2014 minutes.

Done.

Action: JS will give MW a copy of the signed Oonpos contract

Done.

Action: JS will ask Germany and Israel if they received answers to their questions posed at the Dalesbridge SI meeting in June 2014

Done. All questions have been answered by Bernard Andrieu, SOL project manager.

Action: JS will continue researching Sweden as a country in which to register SI

JS has established a contact with the Swedish tax authorities. Some questions have been answered, some remain to be answered.

Action: SI Exco will look at the results of the Sweden investigation, and then consider whether to pursue getting a Swiss legal opinion about the SI status there, or decide to continue with the current situation

Action: Jonny, Penny, NZ discuss GA business activities as they relate to the timetable

JS will do this in December.

Action: JS will link CISV workshop possibilities with NZ – picture 2 sessions on different days

JS will do this in December.

Action: JS to consult SI Image & Design Team about the NZ-designed 2015 SI conference logo

Done. Background from discussion with AS and SF will be used at Exco meeting December 9 and in January.

Action: JS will write and update on the ServasOnline project for the Audit Committee by Nov 30, 2014

JS need time until December 31 2014. Has asked Exco for respite.

Action: JS will update the Audit Committee and SI Exco about the status of the SI Registration project by Dec 31, 2014

JS will do.

Action: JS will request that SI Committees and SI Officers send their 2014 Annual Reports by Jan 31, 2015

JS will do.

Action: JS to send comments about 5 key ServasOnline pages to Bernard

Done.

Action: JS will reply to the email from Naim Daour

Done. Hopefully the start of a fruitful dialogue.

Action: JS and PP will continue working on the 2015 SI conference timetable

JS will initiate this in December.

Action: JS will officially announce the Temporary website by email by Nov 20, 2014

Done.

Action: JS will consider how to approach the communications strategy for the 2015 SI conference

Action: JS's first priority will be to communicate with the Servas members in NZ

Action: JS will prepare 1 to 3 press releases

JS will do. Self imposed deadline: January 2015.

Pressreleases will be prepared in sequence.

Action: JS will ask Amir and Derek for a status report on the broadcasting project for the 2015 SI conference

Done. Ongoing dialogue. Derek will connect with IT people at Totara Springs conf center.