

**Servas International**  
**SI Exco Teleconference**  
**Minutes**  
**Wednesday September 16 19:00 – 21:00 GMT/UTC**  
**Over Skype**

Version: Final  
Participants: **Ann Greenhough (AG); Jonny Sågänger (JS); Danielle Serres (DS); Mirek Wasilewski (MW)**  
Pre-announced difficulty to attend: **Arnoud Philippo (AP)**  
Absent: **Jaime Romero (JR)**  
Minutes Recorder: **Penny Pattison (PP)**

**NEXT MEETING: In Auckland, Thursday October 8, 2015 1:00pm – 3:00 pm local time**

*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 19:10 GMT/UTC.**

1. Chit chat
2. Agenda Version 1 adopted
3. Adoption of minutes
  - **MOTION: August 25, 2015 minutes Version 3 was approved. Passed**
4. Follow up on August 12, 2015 Action Items
  - *Action: JS will send his SWG announcement to all delegates, all conference participants and all Member Groups, with a clear Subject Line NOT DONE, TOO LATE NOW, CLOSED*
  - *Action: The Non-GA workshops and topic group Team (JS, DS, AG) will write the schedule, and a separate timetable will be produced for the non-delegates by Sept 1, 2015 TO BE PRESENTED LATER IN THE MEETING*
  - *Action: DS will send her comments on the 2014 Status Report to JS DONE*
  - *Action: JS will finalize the 2014 Status Report DONE*
  - *Action: AG will follow up with the New Zealand Team in case Jean cannot be a neutral moderator for the GA DONE*
  - **Decision: Marijke volunteered to be one of the Neutral Moderators, and this was accepted with gratitude**
  - *Action: AG will reply to Marijke accepting her offer to be a Neutral Moderator*
  - *Action: AP will take the relevant wording from the two Servas Facebook groups, add other information such as the names of the administrators, put it into a document and send it to Jean-Mark to be posted in the News section of servas.org, replacing the link to the SI Facebook page, the newsfeed to the SI Facebook page and words that are currently there DONE*
  - *Action: JS will contact Alan Stone and Stefan to ask why the SI official Facebook page has been stuck since April 2015 DONE*
  - *Action: JS will investigate getting a new editor for the Facebook page*
  - *Action: AP will find and send the SI Exco email decision about an expense to make photos (on websites) for the ServasOnline website, for inclusion in the minutes of the next SI Exco meeting DONE*
  - *Action: JS will notify MW of the decision to purchase a laptop for the SI Treasurer DONE. Note: MW requested suspension of action on this item.*

5. SI Exco email decisions since August 25, 2015

- a. **Passed Sept 7, 2015: To let a professional photographer make a dozen pictures for the ServasOnline website. Maximum expenses for this: 1000 Euros from the ServasOnline budget.**
- Jonny expressed the view that he thinks what is needed at this point are photo agency/archive photos, not photos taken by a photographer for specific Servas purpose.
  - Action: JS will ask AP for the plan for the professional photographer, including when it will be done, how the photographer will be chosen, who will be photographed
  - Action: JS will ask AP to check with Michael Johnson (Canada) and Amir to see if they have appropriate photographs to use, before spending any money
- b. **Passed Sept 15, 2015: SI Exco approves an increase in travel limit for Moses Kigosi to 2190 Euros.**

6. SI Exco written reports

- Report received from AP, DS, JS and AG – see Appendices
- Verbal report from MW
- 2014 Financial Report is delayed; a Preliminary 2014 Financial Report will be sent to SI Exco by September 21, 2015
- A refund to Great Britain of 1000 pounds is delayed; it will be done as soon as possible

7. SICOGA 2015: SI Conference and SI GA 2015

- See AG's status report (Appendix 3) for a status report on SICOGA 2015
- To date, 4 visas have been denied
- Jessica will only be attending the first day of the conference
- The neutral moderator, Jean Seymour, is not able to attend the conference, due to illness
- As noted under item 4, Marijke volunteered to be one of the Neutral Moderators, and this was accepted with gratitude
- **SI Exco noted deep appreciation to the Organizing Team for their efforts**
- **Decision: The minimum Spanish translation will be of the Motion Titles and Wording**
- Action: AG will manage getting the translation of the titles and wording of the GA motions completed
- Action: MW will follow up with the OT to ensure that conference attendance certificates are prepared
- JS led the group through the draft Background material document
- **Decision: The letter to the GA and next SI Exco included in the Background Materials will be from the president, not SI Exco**
- Action: All SI Exco members will send comments on "Letter from Exco 2012-2015 to 2015 SI General Assembly. Advice on Priorities for the next SI Exco." to JS by Sept 19, 2015
- Action: JS will create the 2015 FAQ document, on a best efforts basis
- Budget report from MW:  
Each participant will get an allowance of 0,5 GB of Internet access  
Sleeping bags have been purchased  
Bus payment has been made
- Subject Working Groups  
The Sept 10, 2015 SWG updates have been posted on the conference website  
Convenors will bring updates since Sept 10, 2015 to the conference, as input to the face-to-face SWG sessions

- SICOGA workshops and Topic Groups  
JS, AG and DS have updated the list of workshops and topic groups, and presented a draft timetable for them  
Action: AG will coordinate offers from participants to lead a topic group; the Topic Groups will be self-directed  
Action: AG will coordinate timeslots and leaders for the Workshops  
Action: JS and DS will decide how to publicize the workshop
- Video and photo documentation  
New Zealand and JS have prepared a preliminary plan for video and photo documentation of the conference, and will be discussing it at the Sept 19, 2015 planning meeting  
Action: JS will produce a written report about video and photo documentation

**8. Stretch legs**

**9. SI Finances**

- No new updates

**10. SOLSYS project + Facebook**

- SOLSYS project develops according to plan. Bernard Andrieu puts in many hours of work as project manager, work in close cooperation with the supplier in India that has a contract for the development phase of the project.

**11. SI News Sep-Oct 2015**

- Some of SI Exco are contributing to the upcoming issue

**12. SI GS situation**

- There was no response from JR regarding attending this meeting
- It was agreed that SI Exco will concentrate on preparations for the 2015 SICOGA

**13. Any other business - None**

**14. Next SI Exco meeting: In Auckland, Thursday October 8, 2015 1:00pm – 3:00 pm local time**

**15. Meeting ended at 21:30 UTC/GMT**

**September 17, 2015 Action Items:**

- Action: AG will reply to Marijke accepting her offer to be a Neutral Moderator
- Action: JS will investigate getting a new editor for the Facebook page
- Action: JS will ask AP for the plan for the professional photographer, including when it will be done, how the photographer will be chosen, who will be photographed
- Action: JS will ask AP to check with Michael Johnson (Canada) and Amir to see if they have appropriate photographs to use, before spending any money
- Action: AG will manage getting the translation of the titles and wording of the GA motions completed
- Action: MW will follow up with the OT to ensure that conference attendance certificates are prepared
- Action: All SI Exco members will send comments on the report to the GA and next SI Exco to JS by Sept 19, 2015

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

See previous Action Items documents

## **Appendix 1**

### **Servas International Peace Secretary short report August 25 to September 16, 2015**

#### **Peace Subject Working Group**

Report submitted on September 10 with the SWG recommendations.

#### **AWG**

Skype meeting on September 7.

#### **SICOGA 2015 Workshops & Topic groups**

Work in progress with Ann and Jonny to set up a list of possible Workshops & Topic groups with convenors. The goal is to prepare a timetable for the non-delegates at the SICOGA.

#### **UN**

Finalized Lore Purroy Power Point on her internship at UNOG, for SICOGA UN presentation. Worked with Jeanne Devine on the SI UN Observers manual, and SICOGA UN presentation, including on Skype September 8.

#### **SI News**

Sent 2 articles with photos for next issue of SI News, in UN section.

#### **Others**

Sent my comments on the 2014 Status Report to JS.

## Appendix 2

Jonny's short report to Exco  
2015-09-16

### 1. **SICOGA2015**

Work on:

- \* Document for SI GA: Background material to be published on the web and to be printed (39 pages)
- \* Final plans for SI GA with Penny Pattison and Ann Greenhough
- \* Subject Working Group about Technology and Future
- \* SICOGA Workshops and Topic Group Team (with Ann G, Danielle S)
- \* Dialogue with Sergey Kibitkin, Ukraine, about SI Exco & SOLSYS presentation at SICOGA.
- \* co-op with other organisations during SICOGA (CISV, Origami creators)
- \* Planning for SICOGA 2015 daily newsletter

### 2. **Planning for SI News (Sept/Oct 2015 issue)**

Preparation for SI News (co-op with Holly Xiao, Terry Stone)

### 3. **New website and SOLSYS project**

- \* Development of SOLSYS prototype

### 4. **Outreach activity**

Further contacts about cooperation with Word Service Authority (World Passport)

### 5. **SI domicile for registration as NGO**

JS in dialogue with possible resource persons who could assist in writing a prestudy and on Sweden as possible domicile for registration of SI as NGO. Contact with Swedish lawyer. Continued contact with Daryl and Phyllis Chinn, Servas USA, and with SI IAC, about possible solutions to the current non-satisfactory SI registration and domicile situation.

### 6. **Miscellaneous**

- \* SI GS issue: handling questions about SI GS situation.
- \* Day-to-day business

# Appendix 3

## SICOGA 2015 PLANNING - AG

### 1. Minute-taking

Now have enough offers to help with minute taking for David to begin to build a team. They include :

Robert Powell: NZ helper – can be notetaker but can't type. Will help David with summarising notes for final minutes

LV : notetaker or eyes and ears not clear if can also type

Bill Fine: able to type on screen in English. But also keen to help with Spanish translation so could type on screen if Spanish dictated to him.

Phyllis Chinn offering a session note taking.

- Would expect to find other English speakers to be eyes and ears for notetakers.
- Would aim to identify one minute taker for each SWG workshop in advance.
- Would be useful to identify some fast typists who could take dictation from notetakers.

### 2. Spanish translation

Aneris has in her team: Saskia from NZ, Livier an observer from Mexico. Bill Fine also to be shared with minute takers team. Others likely to be available for whispering translation in workshops and maybe during GA sessions.

3 delegates taken up offer of Spanish translation (Pedro Puente AC for SA is not coming)

Decision needed about how much of written motions should be translated, either before or during the GA.

Several offers to assist Spanish speakers with understanding (rather than translating) written material (language friends).

### 3. Language friends and delegate 'buddies'

There a number of requests from delegates and offers to help including English speakers with good knowledge of Spanish.

Replies still need collating but no plans to inform people before arriving at the conference.

Andree Roberts-Keen observer from France has offered to work with NZ helpers to organise language friends. She has experience of helping people with limited English/French to understand written material.

### 4. Daily news sheet

Jonny is in discussion with Pablo Colangelo about him taking charge of this. Young people will be available to be 'reporters' for the news sheet –main task to produce updates from each SWG and if possible other workshops.

They will also help notetakers from each SWG to type up minutes and pass on to minute taking team including any amendments. Also to post summaries of SWG workshops on Motions Wall.

### 5. Final arrangements for funded participants

Working with Amir to track last few people who need decision about visas and to book flights. Final participation list almost ready from Amir.

Working with Jessica re final visa applications and further letters to Immigration to support appeals after refusal.

### 6. Other arrangements with NZ team

Continuing discussions with NZ team on various practical arrangements Including:

working with Jessica on priority list for those wanting hosts on arrival in Auckland.

Ongoing discussions with Peter (NS) re bed allocation at venue and deciding number of younger participants to go in more basic cabins. Crisis over bedding for those in Cabins now resolved.

**7. Offers of help from participants including Topic Groups**

Follow up of offers ongoing.

**8. Subject Working Group –Host /Travellers/ Regional development**

This has been a much more time-consuming and challenging task than anticipated. Arnoud then Jean were unable to help with convening as planned.

Summary for AWG to be completed as priority.

**9. Support to young people's group**

Final arrangements in place for YP's flights and arrival in Auckland.

Introductory meeting with young people's group planned for Friday 9<sup>th</sup> early afternoon.

**10. Timetable for workshops and topic groups**

Work with Danielle and Jonny on-going.

**11. Proposed meeting with key organisers Friday 9th 4pm at Meeting Point.**

Discussion needed about who to be invited and what planned for this time.

**Appendix 4 (see down)**



## Arnoud's to do's and done

Report about: activities August 24 to September 16, 2015  
Date: September 8, 2015 (sent to exco-members on this date)  
From: Arnoud Philippo

### **Facebookgroup Servas International**

#### Done:

- Administrated the Facebookgroup Servas International (in cooperation with co-administrator Ana Soler Plá). About 34 people applied for membership, but did not follow the procedure. They were sent the description of the procedure.
- The number of members increased from 772 (August 24) to 773 (September 8).

#### To do:

(Continue to) check memberships and monitor if people follow the guidelines of the group.

### **Hostlistreliabilitytest 2014**

Done: Wrote summary of Final Report and sent it to exco on September 6 and Jean-Marc Eyot (for the temporary website) and Bernard Andrieu (for the new website) on September 8.

To do: -

### **Project Servas Start-Up Contacts**

#### Done:

Remarks from the Development Committee (DC) and the Dolphin Team (DT) were used to write the final version of the Project (7 documents), except the Servas Letter of Introduction (SLOI). The final version is sent to exco, the DC and the DT. The SLOI has to be designed in accordance with the ServasOnline Project. Sent 3 requests to potential interviewers if they are willing to be interviewer. Put a message in the Facebookgroup Servas International to find interviewers.

#### To do:

Send the Project documents to the Servas community (key-people). Find people to do the interviews through internet.

### **Temporary website and ServasOnline-website**

#### Done:

The member who is not a member of Servas quited the Team, because he was asked to join the team in an earlier stage.

The priority is moved from the temporary website (as it was when the Website Team was established) to the ServasOnline website. This fits well with the priorities of exco as well. There is little time left before the SICOGA2015 in New Zealand and we follow the project leader with his call for '*rapid and decisive*' input in March. This priority means that we will spend little or no time on the temporary website anymore.

To get a better view on what is happening with the new website the members of the website team joined as testers of the test-website.

Suggestions for the ServasOnline website were sent to the Project Manager Bernard Andrieu on September 8, 2015.

About the temporary website: because of an exco-decision (August 25) a message for changes on the page with 'links' was send to Jean-Marc Eyot. Another message was send with a list of links of websites which are related to Servas International.

To do:

- (continue to) work in the team in accordance with the 'adapted job-description'

## **Host List Test September 2015**

Done:

September 4 all 119 host lists in Dolphin were checked on their date of production. 67 host list were produced in 2015 and 52 in 2014 or before: 23 in 2014, 11 in 2013, 11 in 2012, 4 in 2011 and 3 in 2010. All key-people were send a message with a table of country names and the years of production and two requests: 1. if the host list is not from 2015: to upload an updated hostlist before October 1 and 2. if the host list is not a pdf-file: to upload a pdf-file before October 1.

A message about this test was send to Jean-Marc Eyot for the temporary website and to Bernard Andrieu for the new website.

To do:

Write a message with a updated table of country names and the year of production to all key-people in the first week of October.

## **Servas International Conference and General Assembly 2015 in New Zealand**

Done:

- filled the Nomination Form for the elections of a new exco at the SICOGA2015 in New Zealand.

To do:

prepare the SICOGA2015