

**Servas International**  
**SI Exco Meeting at Totara Springs, New Zealand**  
**Minutes**  
**Friday October 16, 2015**

Participants: **Jonny Sägänger (JS); Ann Greenhough (AG); Danielle Serres (DS); LV Subramanian (LVS); Pablo Colangelo (PC); Penny Pattison (PP); Aneris Cao (AC); Nampijja Prossy (NP); Mirek Wasilewski (MW); Arnoud Philipppo (AP)**

Minutes Recorder: **PP**

Chair: **JS**

Timekeeper: **DS**

*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**

**Section 1: Meeting of Old and New SI Exco**

1. PP was thanked for her support to the Old SI Exco.
2. It was requested to keep the meeting short.
3. AP formally passed 2 unopened envelopes to LVS. The envelopes are for Jaime Romero, the Old SI Exco General Secretary, and had been given to AP by MW, for delivery to Jaime Romero. AP had not been able to deliver the envelopes to Jaime Romero.
4. MW noted that he had sent a handover proposal email to the New SI Exco. He indicated that he will assist with the smooth transition if he receives specific instructions, until Dec 31, 2015.
5. LVS confirmed that the accounting year for 2015 will begin from 1st Jan 2015 and end on 31st March 2016, paving the way for the change of the accounting year thereafter as per GA decision.
6. It was generally agreed that forms and procedures will be handed over from the old to the new SI Exco members.

MW and AP left the meeting.

**Section 2: First Meeting of SI Exco 2015-2018**

1. It was noted that AC and NP were present in their roles supporting AG and PP respectively. It was agreed that at the first Skype meeting, only SI Exco would attend. At that time SI Exco would decide how to manage attendance of young assistants or others supporting the SI Exco members, at SI Exco meetings.
2. Meetings
  - Normally there will be 2-hour meetings, once a month, on Sundays
  - 48 hours in advance:
    - Agenda
    - Previous minutes
    - Written reports from SI Exco members
    - Other meeting materials

- SI Exco members will prepare for the meeting
  - First face-to-face meeting in early 2016
  - It was recommended that the face-to-face meeting should not be connected to another event
  - Action: All SI Exco report the dates that they are not available
  - Action: All SI Exco look for places to hold the first face-to-face meeting
3. SI Exco roles
- The roles of each SI Exco member will be clarified, so that they can take responsibility for their areas of responsibility
  - The intention is to avoid every SI Exco member having to be involved in every decision
  - It was suggested that each SI Exco member could make smaller budget decisions, working with another SI Exco buddy
  - SI Exco wants an emphasis on transparency
  - It is important to think before copying all of SI Exco on every email
  - Action: PC will update exco@servas.org on Dolphin
  - Action: LVS indicated that he will give SI Exco a quarterly financial report
4. IT Platform for SI Exco
- It is important that SI Exco decides on an IT Platform for use and exchange of documents
  - SI Exco will make it a priority to train all SI Exco members to use the chosen tools
  - Action: JS and PP will propose the IT tools to be used by SI Exco
5. Next meeting
- **It was agreed that the next SI Exco meeting will be on Nov 22, 2015** (the second choice of dates was Nov 29, 2015)
  - Action: PP will propose the time of the first Skype meeting

**Oct 16, 2015 Action Items:**

- Action: All SI Exco report the dates that they are not available
- Action: All SI Exco look for places to hold the first face-to-face meeting
- Action: PC will update exco@servas.org on Dolphin
- Action: LVS indicated that he will give SI Exco a quarterly financial report
- Action: JS and PP will propose the IT tools to be used by SI Exco
- Action: PP will propose the time of the first Skype meeting