

Servas International  
SI Exco Meeting by Skype  
Minutes  
Sunday December 20, 2015 15:00 – 17:00 GMT/UTC

Version: 4

Participants: **Jonny Sågänger (JS); Ann Greenhough (AG); Danielle Serres (DS); LV Subramanian (LVS); Pablo Colangelo (PC); Penny Pattison (PP)**

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**

**Meeting began at 15:04 GMT/UTC.**

**1. Chit chat**

**2. Agenda adopted as proposed**

**3. Adoption of minutes**

- **MOTION: November 17, 2015 minutes Version 2 are approved. Passed**
- All Nov 17, 2015 action items were reviewed; those not completed are listed at the end of the minutes
- Update of action item: DS will draft a proposal for a special SI disaster fund, to follow-up on the workshop “Servas: “S” as in Solidarity” held on October 15 at SICOGA – after email input from the rest of EXCO, decided this is not appropriate at this time
- Action: SI Exco members will include a report on their action items in the short reports that they submit before the meetings
- Action: LVS will draft a reporting document for use by SI Exco members to track their action items

**4. Email Decisions:**

- **Passed 2015/11/25: to give an advance of 500 CHF to the SI Treasurer for SI Treasurer-related expenses. Note, this is an amendment to the motion passed at the Nov 17, 2015 SI Exco meeting, where the amount was 200 CHF.**

**5. Face to Face meeting in Cesseras in April 2016**

**a. Main Purpose and Goals of the meeting**

- **MOTION: The proposed goals and agenda items for the face-to-face meeting in Cesseras in April 2016 presented by JS were adopted as a good basis to move forward. Passed.**
- Action: All SI Exco members will review the proposed goals and agenda items for the face-to-face meeting in Cesseras in April 2016 carefully and also consider other agenda items; comments to be sent by Jan 9, 2016 for compilation by JS for the Jan 17, 2016 meeting

**b. Draft agenda of the meeting**

- **DECISION: 5 or 6 of the SI Exco members will arrive in time for dinner on Thursday April 7, and will begin meeting on Friday Apr 8 (JS unsure if he will be able to arrive on Thurs).**
- **DECISION: While the meeting will officially end at 14:00 on Tues Apr 12, SI Exco members may stay until Wed. morning if they wish.**

### c. Practical Arrangements

- DS indicated that the extended days will not be a problem for our hosts
- Action: Each SI Exco member will arrange their travel to Cesseras
- Action: DS will prepare official invitation letters for those who need them to attend the Face-to-face meeting
- Action: AG will work with PC on his flight arrangements to Cesseras and payment
- Action: PP will compile the travel arrangements to Cesseras into a spreadsheet and share it in Dropbox

## 6. SI Exco appointed SI committees

- DS explained that the UN Observer appointments are annual and controlled by a formal UN process, and so are not part of this discussion; in the SI Committees publication, appointments will be referred to the SI Peace Secretary
- **DECISION: It is important to remind all appointees that there will be a review of all SI Committees, as passed at SICOGA 2015. Committee members will be consulted as part of the process and the review could affect their position.**
- Action: JS will inform the SI Committee members and officers of the review of all SI Committees when he writes to the people who have been appointed
- **DECISION: To make it clearer which groups are elected and which are appointed, it was agreed that appointed groups will be called 'Teams'.**
- **DECISION: The SI Website Team will be discontinued.**
- **MOTION: SI Exco appoint the following people to the following committees:**
  - SI Helpdesk – Lisete Murik
  - SI Dolphin Team – Rita Dessauvage, PC – need more
  - SI Membership Team – to be decided at next meeting
  - SI ICT – Michael Silbert, Mark Hahn, PP
  - SI Budget Team – to be decided at next meeting
  - SI Newsletter Team – Terry Stone, Alan Stone – need more
  - SI Image and Design Support Team –to be decided at next meeting
  - ServasOnline System Steering Committee Management Team – to be decided at next meeting
- **Passed.**
- Action: PP will contact Lisete and tell her that PP will be her backup, and that any queries that she cannot answer can be sent to [generalsecretary@servas.org](mailto:generalsecretary@servas.org) and PP will deal with them
- Action: PC and Rita will approach Harley Thomas and others, to recruit knowledgeable members to the Dolphin team
- Action: JS will ask Carla Kristensen and Conni Giessendorf if they will consider working on other priority projects
- Action: LVS will ask Graham Robertson, chair of the SI Audit Committee, if he will be on the SI Budget Team
- Action: JS will ask Stefan Fagerström if he agrees to be on the SI Image and Design Support Team and the ServasOnline System Steering Committee Management Team
- Action: JS will ask Frederic Morizot if he agrees to be on the ServasOnline System Steering Committee Management Team
- Action: JS will consult with Bernard Andrieu to find out if the current members of the SI Website Team could participate in other projects which suit their expertise

## 7. Stretch legs

## 8. Refund expenses

### a. Visa – Moses

- Action: AG will consult with MW and LVS to confirm that Moses' submitted documentation is sufficient
- Action: AG will send an email motion related to paying Moses' visa expenses

**b. Funding - Bangladesh**

- Action: JS will brainstorm with AG and prepare a proposal regarding the Bangladesh funding request
- Action: JS will inform the Bangladeshi applicant that evaluation of his request is in progress

**c. Others – none**

**9. SI Finances**

- The 2014 Financial Accounts are not yet finalized; stamp reconciliation is outstanding
- LVS responded to a series of questions from the newly elected SI Audit Committee, including a question related to the 2014 Financial Accounts
- LVS has concerns about when MW will complete his work on the 2014 Financial Accounts; alternative plans for completing the work are being considered
- The 2014 Financial Accounts need to be taken to the Distant Vote in May 2016
- 2015 stamps and payments are arriving to LVS, but he does not have a record of the stamps that were sent to each country
- LVS has mailed the Credit Suisse paperwork to PP, but it has not yet arrived; it will then go to AG and finally to JS to send to Credit Suisse

**10. SOLSYS** – the project report submitted by the SOLSYS Project Manager Bernard Andrieu is available in one of Exco's Dropbox folder. Other items connected to SOLSYS was deferred due to lack of time, urgent items will be dealt with by email

**11. Translation Coordinator** – deferred due to lack of time, will be dealt with by email

**12. Mail Chimp** – deferred due to lack of time, to January 2016 meeting

**13. SICOGA 2015 Documentation video & photo**

- **Motion: The photo and video documentation of SICOGA 2015 will be used to achieve:**
  - \* maximum internal and external marketing impact within and for SI
  - \* an historic documentation of the event

To achieve this, an ad hoc workgroup (SICOGA 2015 Documentation Team) will be appointed by SI Exco. Passed

- Actions (taken from the motion proposal): JS will create a SICOGA 2015 Documentation Team that will:
  - \* suggest to SI Exco how the documentation should be used
  - \* suggest to SI Exco which channels of communication should be used for maximum impact
  - \* prepare for documentation of the next SICOGA in 2018
  - \* present a report with suggestions for action items to SI Exco by January 30 2016

**14. Exco member's written reports:**

- All SI Exco members posted written reports (see appendices 1-6); SOLSYS report is in Appendix 7

**15. Any other business**

- **DECISION: SI Exco members will only copy other SI Exco members on emails if they feel it is necessary**
- Action: JS and PP will add 'method to present motions to SI Exco meetings and by email' to the agenda for the face-to-face meeting

## 16. Next meeting

- The next meeting will be January 17, 2016 from 15:00 – 17:00 GMT/UTC

Meeting ended at 17:00 GMT/UTC

### **Nov 22, 2015 Action Items not completed:**

- Action: PP will arrange for SI Exco review, and then posting of the 2015 GA minutes
- Action: PP will draft a format for monitoring the decisions from the 2015 GA
- Action: AG will follow up on the minutes and action plan from the Speakers Corner – in progress
- Action: LV will work with MW to complete the transfer of financial responsibility – in progress
- Action: PC will arrange with Arnoud Philippo to get administrator privileges for the closed Servas International Facebook group – in progress
- Action: PP will update the 2015 conference website, in consultation with JS – in progress

### **Dec 20, 2015 Action Items:**

- Action: SI Exco members will include a report on their action items in the short reports that they submit before the meetings
- Action: LVS will draft a reporting document for use by SI Exco members to track their action items
- Action: All SI Exco members will review the proposed goals and agenda items for the face-to-face meeting in Cesseras in April 2016 carefully and also consider other agenda items; comments to be sent by Jan 9, 2016 for compilation by JS for the Jan 17, 2016 meeting
- Action: Each SI Exco member will arrange their travel to Cesseras
- Action: DS will prepare official invitation letters for those who need them to attend the Face-to-face meeting
- Action: AG will work with PC on his flight arrangements to Cesseras and payment
- Action: PP will compile the travel arrangements to Cesseras into a spreadsheet and share it in Dropbox
- Action: JS will inform the SI Committee members and officers of the review of all SI Committees when he writes to the people who have been appointed
- Action: PP will contact Lisete and tell her that PP will be her backup, and that any queries that she cannot answer can be sent to [generalsecretary@servas.org](mailto:generalsecretary@servas.org) and PP will deal with them
- Action: PC and Rita will approach Harley Thomas and others, to recruit knowledgeable members to the Dolphin team
- Action: JS will ask Carla Kristensen and Conni Giessendorf if they will consider working on other priority projects
- Action: LVS will ask Graham Robertson, chair of the SI Audit Committee, if he will be on the SI Budget Team
- Action: JS will ask Stefan Fagerström if he agrees to be on the SI Image and Design Support Team and the ServasOnline System Steering Committee Management Team
- Action: JS will ask Frederic Morizot if he agrees to be on the ServasOnline System Steering Committee Management Team
- Action: JS will consult with Bernard Andrieu to find out if the current members of the SI Website Team could participate in other projects which suit their expertise
- Action: AG will consult with MW and LVS to confirm that Moses' submitted documentation is sufficient
- Action: AG will send an email motion related to paying Moses' visa expenses
- Action: JS will brainstorm with AG and prepare a proposal regarding the Bangladesh funding request
- Action: JS will inform the Bangladeshi applicant that evaluation of his request is in progress
- Action: JS will create a SICOGA 2015 Documentation Team that will:
  - \* suggest to SI Exco how the documentation should be used

\* suggest to SI Exco which channels of communication should be used for maximum impact

\* prepare for documentation of the next SICOGA in 2018

\* present a report with suggestions for action items to SI Exco by January 30 2016

- Action: JS and PP will add 'method to present motions to SI Exco meetings and by email' to the agenda for the face-to-face meeting

## Appendix 1

Jonny's short report to Exco

2015-12-17

Action report 2015-11-22 - 2015-12-17

I have executed the following tasks that I was assigned by Exco:

- Action: JS will write a proposal for how the 2015 conference video and still photographs will be used

Done. Proposal submitted as motion for Exco in the Dropbox folder assigned for the Exco meeting 2015-12-20.

- Action: LVS will instruct MW to prepare the payment for the web server Invoice #IH1560229, which JS will then approve

Done.

- Action: All SI Exco will proceed with formalizing their assistants, at their own pace

Executing, but in low pace. No concrete result yet.

- Action: JS, with a copy to LVS, will instruct MW to prepare the 200 CHF advance to LVS, which JS will then approve

Done.

- Action: JS will reply to Terry Stone, telling her that at this time SI Exco recommends that Servas members or countries donate to existing organizations, and that DS is drafting a proposal for a special SI disaster fund

Done. Words of appreciation in the response from TS.

- Action: All SI Exco will confirm their ability to attend the face-to-face meeting all day Apr 7-10, 2016 in Cessero France

Done.

- Action: JS will discuss with Bernard creating a monthly update on ServasOnline, which can be published widely

Done. Bernard Andrieu is positive about writing a monthly report on the development of the SOLSYS project.

JS suggests that Ann Greenhoughs SI Monthly Bulletin is used as communications channel.

- Action: JS will consult with Stefan Fagerström and Alan Stone regarding management of the Servas Facebook page

Done. Proposal submitted as motion for Exco in the Dropbox folder assigned for the Exco meeting 2015-12-20.

- Action: PP will consult with JS and Bernard on changes to the servas.org website, and then send the proposal to SI Exco for review

Dialogue initiated. Ongoing discussion.

- Action: JS, Bernard and PP will review the mandate of the SI Website Team

Dialogue initiated. Ongoing discussion.

### In addition:

#### **1. Contact prospective persons for SI Exco to appoint to SI committees and ad hoc work groups.**

Done, with PP. Proposal submitted as motion for Exco in the Dropbox folder assigned for the Exco meeting 2015-12-20.

**2. Creation of draft program for SI Exco face-to-face meeting April 9-12 , 2016 in Cesseroas, France.**

**3. SI domicile for registration as NGO**

Small preparations for execution of SI GA to create possible solutions to the current non-satisfactory SI registration and domicile situation.'

**4. Ethical fund and bank '**

Email follow-up communications with Dr Robert Howell, Auckland, New Zealand on:

- a) strategies for choosing and ethical fund and bank.
- b) theories on the creation of long term strategies for NGO's

**5. Key Concerns/Issues:**

- a) SOLSYS (JS project sponsor and bridge Exco-SOLSYS team)
- b) Registration of SI
- c) Development of SI News
- d) Some more to come ...

**6. Miscellaneous**

\* Day-to-day business (email communications, preparation of agenda for SI Exco meeting)

\* Extensive dialogue with Penny Pattison in preparations for SI Exco meeting 2015-12-20 and structure for cooperation SI president and SI GS.

Jonny Sågänger  
President  
Servas International  
2015-2018

## Appendix 2

### Servas International Peace Secretary Report November 22 to December 17, 2015

#### Tasks completed

**Servas 2016 Peace Calendar:** finalized with Alvany Santiago, sent to SICOGA participants with Amir Levy's help, sent to UN Representatives and to National Peace Secretaries

**Servas UN Working team:** set up a team of 5, Jeanne Devine (US), Adela Segura (Guatemala), Anna Cristina Siracusa (Italy), Keletso Monpati (Botswana) and Nga Vu (Vietnam).

**UN Representatives Guide:** finalized with Jeanne Devine and sent to relevant people

**SICOGA 2015 SI involvement at the UN presentation:** finalized with Anna Cristina Siracusa, and shared with UN Reps (current and potential), Nat Peace Secs and SI UN working team

**All 4 documents in Dropbox:** SI Exco Peace Sec documents 2015-2018 folder

#### Tasks in progress

**EXCO face-to-face meeting April 2016 preparation:** went to Cesseras to meet our hosts and discuss logistics.

**SI UN Representatives, current and potential new members:** asked for reports, and will to continue.

**SI UN page on servas.org:** started preparing material.

#### Others

**Alan and Terry Stone solidarity initiative with refugees in Greece:** supported the project, giving visibility on social media and sharing with Nat Peace Secretaries network.



## Appendix 3

### SI General Secretary Report: 2015 November 21, 2015 – December 20, 2015

#### Accomplished:

- Handled a wide variety of day to day issues
- Distributed Distant Vote schedule to Member Groups in English and Spanish (thanks to PCol)
- Prepared updates to SICOGA website with JS, and sent them to the technical team to be posted
- Posted SI Handbook on servas.org, including improving and completing the Appendix C, which contains the past GA minutes since 1964
- Prepared proposal to change [www.servas.org](http://www.servas.org) menus
- Sent 2016-2018 budget to elected SI Committees
- With JS, prepared for SI Exco decisions on appointed SI committees
- Job Descriptions and Statutes committee confirmed that there were no changes to the SI Statutes related to 2015 GA
- Working with ServasOnline Project Manager and ICT to move the ServasOnline system to the Servas server
- Confirm appropriate strength of password security in ServasOnline
- Reviewed '@servas.org' forwarding created by Dolphin, and also those '@servas.org' email addresses created outside Dolphin that are updated by ICT

#### Short Term Priorities:

1. Day to day SI Exco and General Secretary correspondence and pressing issues
2. Work with Prossy to define roles
3. Complete the update of the 2015 conference website, and distribute the 2015 GA Minutes when they are ready
4. Revise servas.org to make it functional now, and for ServasOnline in the future
5. Prepare the Annual Report format for 2015
6. Organize the 2015 GA decisions into a format that SI Exco can use to monitor progress

#### Key Concerns/Issues:

1. Beginning the new SI Exco term with clear roles and understanding of each other
2. Management of Servas International social media – roles and responsibilities
3. Spanish translation – a coordinator needs to be found

## Appendix 4

Treasurer Agenda for the EXCO Meeting of 20<sup>th</sup> December 2015

1. 2014 Accounts yet to be finalized: Tried to talk to Mirek on Skype but was not available. My internet was also down due to rains here. Stamps receivables of France Italy need to be sorted out. Some Invoices for expenses made not sent by Mirek.
2. 2015 Stamps sent out worksheet yet to be received. It is only with this I can calculate after taking into account the returned stamps, the stamp due amount can be established. All the GA expenses spent need to be sent to the book keeper as well along with the supporting invoices.
3. Bank application forms forwarded to Penny after filling my personal details and signature.
4. Sent out 5242 stamps to 44 countries as of now spending about Rs 4000 in postage and stationery.
5. Can the ticket to France be booked and is my travel plan and fare approved for reimbursement. I have to book the ticket now as the fares are going up as we close in.

## Appendix 5

### SI HLC 2015-2018 Working Report #02

PABLO H COLANGELO  
[hostlistcoordinator@servas.org](mailto:hostlistcoordinator@servas.org)  
Skype: Pablo Colangelo  
+54 (911) 5569-7446

November 22nd to December 20th 2015

- Assist Key people regarding issues related on how to upload HL and update data on Dolphin. Ukraine, Gambia, France. I arranged a teleconference with Sergey from Ukraine to assist him with Dolphin (team viewer).
- Changed the Name France by France and Overseas Territories (Following the example of Belgium and Luxembourg which have the hosts on the same list)
- DV process translation from English to Spanish for SI GS
- Prepared a file containing updated number of hosts in each country for the SI Website
- Waiting former SI HLC Arnold Philipppo to inform about unfinished tasks to be done. He promises to send the information and documents on the following days but I still don't have news.
- I Contacted former SI HLC as he is the administrator for Servas group in Facebook to request being included as admin to help him (as Im in other timezone) but I still did not get feedback from him.
- Work on Servas International video and institutional SICOGA picture for Facebook
- Im currently working on the message to be sent soon regarding HL 2016 update and upload into the dolphin database

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Important tasks to be done next

- Get connected with Arnold Philipppo regarding unfinished tasks and documents
  - Send HL 2016 update reminder to all National Groups and define if there is a need to update HLRF from 2015 to 2016 as there are almost no countries with paper lists.
  - Get directions about Closed Facebook Group administration issue
  - Contact Servas France about their HL update and upload in Dolphin as they are the only country with no HL in digital format available in Dolphin. I already wrote them but I did get no reply so far for now.
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## Appendix 6

### Report by Ann Greenhough VP for Exco Skype meeting 20.12.15

#### Activity on actions arising from November meeting:

**1. Action: AG will follow up on the minutes and action plan from the Speakers Corner**

Discussion with Aneris about a write up of the Speakers Corner discussions.

She has undertaken to finish work on this with Maria Fernanda and come back to me as soon as possible with a record of what discussed.

Aneris is offering to take a lead on a plan of action once agreed.

Reminder sent asking for indication when it will be available.

**2. Action: AG will work with Moses to complete an SI claim form for his out-of-pocket expenses associated with the 2015 conference for which his funding did not arrive.**

Immediately following meeting I invited Moses to complete claim for expenses incurred in making visas applications. Form provided. and help offered to complete it.

Moses acknowledged receipt. Awaiting his completed form. Reminder sent.

**3. Action: All SI Exco will proceed with formalizing their assistants, at their own pace**

Some initial discussion with Aneris about her role in supporting VP.

#### Other activities

- Acknowledgement of Adela Segura's message retiring as Area Coordinator for South America.
- Follow up with Adela on previous proposal for new NS for Honduras to apply for DC grant to visit neighbouring Servas group as induction to role and responsibilities.
- SYLE: Discussion with Roberto, Servas Italy, about implementing GA decision to create list of potential SYLE opportunities offered by countries, to be circulated six-monthly. Invite to Pablo Chufeni, youth team to create similar list of young people interested in participating in SYLE in coming year.
- Servas Youth Fund: Follow up with young people who received grants to provide report of experience of attending SICOGA 2015.

#### Priority for action

1. Prepare plan of work based on SICOGA decisions which are responsibility of VP.
2. Provide Penny with details of discussion so far on ideas for new SI website for future Youth, Family and Making Connections pages. Also suggestions for possibility to set up temporary pages on existing website so work can start on developing them.
3. Discussions with DC, Youth Team and remaining two area coordinators about progressing plans to implement various GA decisions. To include face to face meeting with Susana on Families in Servas whilst she is living in the UK until mid-2016.
4. Follow up with Aneris re progress on Speakers Corner action plan and job description for her role supporting VP.
5. Conclude issue of refund to Moses re visa expenses.
6. Servas Youth Fund. Prepare report on use of youth fund for SICOGA 2015 to include young people's evaluation and financial report for fund held currently by Servas Britain.

## Appendix 7

SOLSYS status 2015 December.

At this date, more than 200 testers are registered on the test website.

Mark Hahn has been invited to prepare with Sudhilal (Netiapps) the implementation of the development on the Canadian servers.

The last changes and adjustments are progressively made and checked. The Indian company takes time doing that.

The Letter of Introduction is now operational. The example shown on the website simulates a French one. Every country will be able to customize it.

The Members host list is quite done. You can test it after a search *via* Find members: the result in a list view offers a "print list" button.

What is not done and may surprise the volunteers testing the website, is the "responsive" quality of the site: the behaviour of the website should be similar, whatever the kind of device (desktop, smartphone, etc.) or the language version. The German and Spanish version have been hidden, waiting that responsiveness and translation are ready. The main remarks of the testers are:

- why a unique *individual* email address? The future website is designed like many social network sites, but it disturbs the habit of members using one address for the household.
- why two full records for a single household, it partly doubles the data to fill, it doubles the search results and the map display? This technical choice could have been different, but we can't change it now for the first version.
- 1P, 2C, 3W, 4M, these "able to host" options are said confusing, even if it is what you see in *all* hostlists. They have to seriously be re-defined in a future version.
- password is too complex for some members.
- notifications of internal requests are needed towards personal email.
- it isn't easy to "place me on the map". And you have to do it because the system doesn't automatically use the full address to do that.

All remarks are taken in account, some are immediately implemented, some will be included in a future version, some have to be investigated, changing the habits of Servas. And some have to be rejected, with explanation.

Amitiés  
Bernard