2023-02-19 SI Exco Meeting agenda & minutes

Date and Time

UTC, Time Zone   Sun, 19 Feb 2023 at 1:00 pm

Ottawa, Canada   Sun, 19 Feb 2023 at 8:00 am EST
Brisbane, Australia   Sun, 19 Feb 2023 at 11:00 pm AEST
New York, USA   Sun, 19 Feb 2023 at 8:00 am EST
Stockholm, Sweden   Sun, 19 Feb 2023 at 2:00 pm CET
Lisbon, Portugal   Sun, 19 Feb 2023 at 1:00 pm WET
Mexico City, Mexico   Sun, 19 Feb 2023 at 7:00 am CST
New Delhi, India   Sun, 19 Feb 2023 at 6:30 pm IST

(Use the Time Zone Converter to calculate the above times)

We stretch legs after approximately 60 minutes of meeting. Paul will say good night?

Meeting platform

We meet in MS365 Teams. Log in here.

Participants

Radha Radhakrishna	Carla Kristensen	Jonny Sågänger	Hsueh-Mei Wang	Francisco Salomón Luna Aburto
Jim Leask	Paul Nielsen	Richard Cabassut	Jon Corrado	Suresh Jain

Participant	Position	Present (Y/N)
Radha Radhakrishna (RBR)	SI President (SI P)	Y
Carla Kristensen (CK)	SI Vice President (SI VP)	Y
Jonny Sågänger (JS)	SI General Secretary (SI GS)	Y
Suresh Jain (SJ)	SI Treasurer (SI T)	N
Jim Leask (JL)	Co-SI Membership & Technology Secretary (SI Co-MTS)	Y
Paul Nielsen (PN)	SI Membership & Technology Secretary (SI MTS)	Y
Francisco Salomón Luna Aburto (FSLA)	SI Peace Secretary (SI PS)	Y
Hsueh-mei Wang (HW)	Co- SI Peace Secretary (SI Co-PS)	Y
Jon Corrado	Associate Treasurer	Y
Richard Cabassut	Associate Treasurer	Y

By invitation: None this time.

Pre-announced difficulty to participate: CK

Goals

Being on track with fulfilling SIGA 2022 decisions and SI Exco tasks according to the SI statutes (2022).

Minutes recording: *JS, JL*

Time keeper: *JS*

Criteria for agenda items

Items are in priority order.

Decision Item (DEI) = needs immediate decisions. Long or short discussion.
Discussion and Decision Item (DDI) = Item that requires discussion & possibly involves decision
Discussion Item (DII) = Item that involves discussion and brainstorming
Update item (UI) = Normally documented in SI Exco members monthly status report; only short discussion
Information item (II) = On brand new ideas or earlier SI Exco decisions. Normally documented in SI Exco members monthly in status report; only short discussion.

Item	Time (UTC)	Item subject	Who	Reference & background material	Minutes (Notes, decisions, tasks, who & deadlines):

0	12.45 - 13.00	**Chit-chat:** "Social round"	optional		0.0 Jonny & Paul made a successful trial to use SI M365 Teams for the agenda and minutes.
1	13.00 - 13.15	**Today's agenda:** Any important last minute items for the agenda?			**Minutes 1:** No last minute items.
2		SI Exco members verbal reports		SI Exco members verbal reports as recurring feature in the agenda for the monthly SI Exco meetings. Maximum 2 minutes, more time provided if needed.	**Minutes:**
2.1		SI President report	Radha	- Worked with Richard and Jon to transition them into their position as Co-Treasurers. - Attended the monthly meeting of the SI Development Committee and made a presentation - Attended the Peace Secretaries' meeting and met with national peace secretaries to discuss their agenda. - Worked with Jim/Paul (MTS) on ways to standardize and simplify the use of Technology platforms we use. - Worked with Carla and Jonny to responding on the Turkey earthquake, and building SI Teams - Worked with Carla, Paige, Hamsa and Gopal on UN access and CSW meeting needs - Working with Rene and Daniel Bare to set up a Stripe account for SI to accept financial payments	

2.2		MTS Report	Jim Leask Paul Nielsen	• Servas email has been migrated into a Web app that makes management possible – Thanks Steve Gaarder • Servas.org version 1 is now running on a new server. We will be shutting down and stop paying for the old server shortly. • Confluence issues are unresolved and with the licencing expiring at the end of 2023, it is recommended we move away from confluence and embrace the Microsoft 365 platform. • Preparing for DV with MS 365 Forms • Assigning IT Roles to Individuals e.g. SINB Mailer • Servas.Org V2 as below • Working on Virtual Conference and GA – Talking to Amir Levy	
2.3		SI-GS Report	Jonny Saganger	I have: • In collaboration with SI P RBR prepared the draft agenda for upcoming SI Exco board meetings. • Updated a list of SI Officers, Committees and Teams. • made preparations for SI Annual Report 2022: Mainly dissemination of forms for SI Officers in Committees and Teams to fill with their activity reports. For full report go to this teams channel (weblink needs to be inserted).	
2.4		SI-Peace Report	Francisco / Mei W.	We have: • First International PS meeting. • Meeting with SERVAS Reps. at UN. • Update email list of all NPS. • CSW meetings with Paige. • Planning first SI Peace Forum • Proposal for a Latam SP coordinator. • Meeting with Servas Rep s. In NY to meet the new team. • Participate in National meetings starting with Servas UK.	

2.5		SI-Treasurer	Richard / Jon	• Richard worked on making payments, managing the bank accounts and sending bank reports to the remaining members of the finance team. He also worked on adding Paul as a signatory to the Servas Bank Accounts. • Jon worked on setting up Zoho Books to transfer Servas accounting to the new software.	
3		Personal annual goals for SI Exco members		SI Exco members phrase and present personal short and long term (including annual goals) to be achieved.	**Minutes 3:** The SI Exco members' presented their personal goals. [Goals and Plans document is here.](#) Action: All SI Exco members need to fill in the long term goals in the document.
4		SIGA 2022 Statutes Approval		Updated SI Statutes (2022) Approval of updated version of SI Statutes (2022 will replace 2021) The amended version and final versions are available in [SI M365 Teams](#). Yes, No or Abstain.	**Minutes 4:** SI Exco approved the amendment of the SI Statutes (2021).

5.1		New Interim Treasurer		5.1: Call for a vote of no confidence in the current SI Treasurer Suresh Jain. RBR (SI P) reported that Suresh Jain has not performed any of the duties of the treasurer. He has also not attended any of the meetings. He has been aware of the SI Exco's concern, but he has not reached out to anybody to indicate his interest in continuing with the position. This is a very important position and SI requires an active Treasurer. The motion is based on Section Number X (Duties and Responsibilities of Officers) of the SI Statutes (2021). **Motion**: SI Exco expresses a motion of no confidence for Suresh Jain as SI Treasurer, based on non-compliance of the duties of treasurer, and non-attendance at meetings.	**Minutes: Vote**: SI Exco approved the motion of no confidence in the current SI Treasurer Suresh Jain.
5.2		Appoint new treasurer		5.2 Appoint new SI Treasurer **Motion**: To appoint Richard Cabassut (RC) as the Treasurer of Servas International. Jon Corrado (JC) will serve as the Co-Treasurer.	**5.2** **Vote**: Richard Cabassut (RC) was appointed SI Treasurer. Jon Corrado (JC) will serve as the SI Co-Treasurer.
6		SI Publishing Tools for SINB and other publications	Radha Radhakrishna Paul Nielsen	SI Exco motion with proposal to buy an annual family license for M365, including Publisher (PC Version). Those working on SI Communications such as SINB will be given the license for use. We will also get Canva Pro (Free License) for those who wish to use (The Youth SI Instagram Team in interested in using it). Yes, No or Abstain.	**Minutes: SI Exco approved the motion.**

7.1		Turkey-Syria earthquake update	Radha Radhakrishna Carla Kristensen	SI Exco motion with proposals: Servas Turkey will be waived their fees for the year 2022, which is due by March 31 2023. SI Exco proposes that they will request Turkey Servas members to instead donate for Earthquake relief. Vote: Yes, No, Abstain.	**Minutes: SI Exco approved the motion.**
7.2		Turkey-Syria earthquake update	Radha Radhakrishna Carla Kristensen	Mehmet Ates has suggested that Servas Turkey will do development work in Ekinci (where the Peace School is run) later this year when feasible. When such a request is received, SI will explore setting up a fund at that time for members to contribute their funds. Servas members may also offer services in kind. During the discussion SI Exco agreed that it will also consider other similar projects in the future based on this prototype. **Motion: SI Will look at fund raising to support the restoration of the Servas Turkey Peace School in Ekinci.** Yes, No or Abstain.	**Minutes 6.2:** SI Will look at fund raising to support the restoration of the Servas Turkey Peace School in Ekinci.

8.1		SI Distant Vote May 2023	Jonny Sågänger Radha Radhakrishna Paul Nielsen	Update on: 9.1) SI Distant Vote (SI DV) May 2023	**Minute:** 8.1: The aim (and plan A) is to use M365 Forms for voting at the SI DV May 2022. Plan B is to use the established email procedure for SI DV voting. Plan B will be implemented if plan A has issues.
8.2		SI Annual Conference and General Assembly in Second Half of the Year	Jonny Sågänger Radha Radhakrishna Paul Nielsen	8.2) Proposed motion on SI Virtual Annual Conference and General Assembly in the second half of the year in place of SI Distant Vote. The details of the proposed meeting will be presented at the next meeting. Motion: Yes, No, Abstain.	8.2: The SI Statutes basis for virtual SI Annual Assembly was discussed. **Vote:** SI Exco approves the motion.
8.3		Planning Team for Annual Conference/General Assembly	Paul Nielsen	8.3) Team to be created in order to prepare for the next SICOGA and start planning immediately.	8.3: PN is continuing the formation of a SICOGA Team.

9.1		MTS - Servas.Org	Jim Leask
			
			Paul Nielsen
				• Servas.org Version 2 – Some recent Beta platform performance issues have been resolved
				• Content Migration is happening
				    ○ Need help with designing home page and final layouts
				    ○ Need more help with Help documents and Videos
				• Translation work is happening
				• Hope for an initial release in May but we are being held back mainly by human resources.
				• Current tasks Dev Tasks
				    ○ Designing Notification System For every task/event type identify and tag for use with email template per country
				    ○ Content Migration and Establishment Plan for Migration
				
				1. Planned launch date - Hopefully May.
				2. Managing Tasks and Human resources requires a project manager. Have asked David Hill but have yet to see proactive attention from him.
					Minutes 9.1: JL presented a report.

9.2		Servas.Org Content	Jonny Sågänger	This is the result of SI Exco subgroup meeting on December 11 2022: A group will work on Servas.Org v. 2.0 content and update it for V2. This will be done on a dedicated server, and will become the source for the new system • Jonny Sågänger will help lead this team to create the public content, and the content only accessible from behind the member login. • Jonny Sågänger will approach members from SI Media & Communications Tems (SI MCT) and ask them if they would like to work on the content on the public servas.org space.	**Minutes 9.2:** Jonny Sågänger has approached members of SI Media & Communication s Tems (SI MCT)
10		Donation Webpage for SI members	Paul Nielsen Radha Radhakrishna	Brief on initiative to accept Servas donations made with credit cards/PayPal through our website servas.org	**Minutes 10:** RBR made short report.
11		SI committees and Teams coordination with SI Exco	Radha Radhakrishna	10: Brief on SI committees and teams coordination with SI Exco	**Minutes:** JS & CK briefed the board on a) the roles and functions of SI Committees and SI Teams b) the distiction between elected and appointed SI Officers. c) Composition of different Teams should be completed by 28 Feb 2023.

12		Co-Opting members on Si Development Committee	@Carla Kristensen (Portugal)	The Si DC has requested that Marguerite Hill (USA) and Exton Mtande (Malawi) be co-opted into the SI Development Committee. Vote: Yes, No, Abstain	**Minutes 11: Vote:** Marguerite Hill (USA) and Exton Mtande (Malawi) were appointed to be co-opted into the SI Development Committee.
13.1		Peace Forum Meetings Update	Francisco Salomón Luna Aburto / Mei Wang Peace Secretary	12.1 Proposals Make virtual meeting with a guest in order to spread peace ideas each 4 months. Proposed topics: SYLE, PEACE SCHOOL, FAMILY CAMPS, UN representation. Platform: Zoom with SI's account.	**Minutes 12:** FS informed about the executed and upcoming Peace Forum Meetings.
13.2		Area Coordinators	Mei Wang	12.2 Mei discussed about reviving Area Coordinators.	
14.1		From SIGA 2022 Finance Procedures		SI Financial Operating Procedures 13.1 Richard Cabassut & Jon Corrado (and Finance Team) to report the board on the update of the SI Financial Operating Procedures (as needed)	**Minutes 13.1:** RC & JC will report at the March 2023 SI Exco meeting.
14.2		From SIGA 2022 Conflict Resolution		Plans for SI Conflict Resolution Team (SI CRT) as per the mandate provided until next SIGA. Report by Radha Radhakrishna	**Minutes:** Tabled.

14.3		From SIGA 2022 SIGA Decisions		**Implementation of other SIGA 2022 decisions** Priority, action chart and time plan for implementation of SIGA 2022 decisions Tracking SIGA 2022 decisions Weblink to the SIGA 2022 a) minutes and b) extracted SIGA 2022 decisions: https://servas.org/en/community/board-and-management/administration	**Minutes:** Tabled.
15.		From SIGA 2022 SI Handbook		• SI Handbook • Carla Kristensen to report to the board on update of SI handbook (as needed) to give effect to decisions made during SIGA. • Team to implement it. Members: Carla Kristensen will set up a new team to take up this work.	**Minutes:** CK presented plans for the SI Handbook update.

16		Next meetings – time and dates		Proposals: (Proposed regular time: third Sunday every month UTC 13.00-15.00 (1 hour **earlier** during summer months). The time and/or date gets adjusted if the ServasOnline Team meeting date is adjusted) 2023-04-16 2023-05-21 2023-06-18 2023-07-16 2023-08-20 2023-09-17 2023-10-15 2023-11-19 2023-12-17	**Minutes:** Next meeting: Proposal: 2023-03-26 UTC 13.00-15.00
17		Instant minutes	All	Review the minutes from today's meeting so they can be finalized.	**Minutes:** SI Exco approved the minutes of this board meeting.
18	Time:	**End of meeting:** 16:37 UTC	RBR		