

**Servas International**  
**SI Exco Meeting by Skype**  
**Minutes**  
**Sunday February 21, 2016 15:00 – 17:00 GMT/UTC**

Version: 2

Participants: **Jonny Sångänger (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 15:10 GMT/UTC.**

**1. Chit chat**

**2. Agenda adopted as proposed**

**3. Adoption of minutes**

- **MOTION: January 17, 2016 Version 2 are approved. Passed**

**4. Email Decisions:**

- **Passed 2016/2/8: Exco approves a financial contribution towards the purchase of a laptop for Prossy Nampijja , Servas Uganda, to enable her to carry out Servas work in her role as assistant to the SI general secretary. In addition she is working on an environmental project to be promoted by the vice president.**
- *Action: AG will send the required funds to Prossy for her computer*
- **Passed 2016/2/10: That SI reimburse Anna Koster, SI Archivist \$125.00 US to cover the cost of an archivist course**
- *Action: LVS will manage the SI payment for the SI Archivist course*
- **Passed: 2016/2/11: That SI Exco appoint Lilly Kerekes, Servas Mexico, as the SI Spanish Translation Coordinator**
- *Action: PP will notify SI Key People of the appointment of Lilly Kerekes as Spanish Translation Coordinator*

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

- There was general discussion of the goals of the meeting, and individual reports required
- It was agreed that we could adjust the agenda to break into small groups to work on particular items if required

**6. SI Finances**

**a. Treasurer recommendations related to audit committee communications re: 2014 financials**

- **Decision: 2014 Financials will be taken to the November 2016 Distant Vote**
- *Action: PP will ensure that LVS is kept aware of the July 30 2016 deadline for November 2016 Distant Vote motions*

- **Decision: SI Exco supports the addition of the provisions for stamps and SOL payments to the 2014 financial statements, as recommended by the Audit Committee.**
- Action: LVS will revise the 2014 financial statements, confirm them with the Audit Committee, and send a draft to the External Auditor
- Action: LVS will prepare the 2014 Financial statements for signature by the previous SI Exco members and bring them to the Face-to-face meeting and then to MW in Warsaw
- It was noted that clarification of outstanding questions related to stamps and SOL payments need to be handled respectfully, and will take time, since the information goes back several years; LV is aiming for March 31, 2016 to clear up the major questions
- Action: LVS will continue to follow up on outstanding stamp and SOL payment issues, involving JS if required
- It was agreed that SI Exco and the Audit Committee have a similar goal of getting the SI finances in order
- It was agreed that it is good that LVS will be going to Warsaw to meet with MW after the SI Exco face-to-face meeting
- It was agreed that the Audit Committee is in the best position to support LVS in financial matters
- Action: JS and LVS will arrange a Skype meeting with the Audit Committee not later than the first week of March 2016, to discuss the Audit Committee recommendations

#### b. Budget 2016-2018

- **Decision: Due to potential adjustment of the income from stamp fee income from CHF 80000 down to CHF 60000, it is agreed that the budget passed at the SICOGA 2015 should be reexamined**
- Action: LVS and the Audit Committee will propose a revised budget for 2016-2018, to be taken as a motion to the November 2016 Distant Vote

### 7. Stretch legs

### 8. Exco appointments (continued)

- **MOTION: SI Exco appoint the following people to the following committees:**
  - **SI Image and Design Support Team –Alan Stone and Stefan Fagerström**
  - **ServasOnline System Steering Committee Management Team – Bernard Andrieu (project manager), Frederic Morizot, JS, PC**
  - **Youth Team - Roberto Capezutto (SYLE Coordinator) to the Youth Team**
  - **UN Observers – appointments recommended by DS are confirmed, and are recorded in the SI Committees document, as well as indication of vacant positions**
- **Passed.**
- Action: JS will notify the SI Image and Design Support Team and ServasOnline System Steering Committee Management Team of the decision
- Action: DS will contact Servas Austria and US Servas to try to fill the New York and Vienna UN Observer vacancies
- Action: PP will arrange to post the SI Committees under Administration on the www.servas.org website
- **MOTION: budget@servas.org will be forwarded to treasurer@servas.org until a Budget Committee is appointed. Passed.**
- Action: PP will arrange forwarding of budget@servas.org to treasurer@servas.org

### 9. SOLSYS

#### a. Status Report

- The projected launch date for SOLSYS is now June 2016
- There had been some difficulties with the supplier, but things are still moving forward
- There is some delay in the supplier providing the SOLSYS system to the ICT to install on the Servas server

**b. Exco as testing pilots**

- Some SI Exco members have looked at SOLSYS more than others
- Action: JS will send a reminder to SI Exco to try out SOLSYS, with the link to the test site
- It appears that SOLSYS needs a native English speaker on the team
- Action: JS will find a native English speaker for the SOLSYS team

**10. SI Archives Consulting Group**

- **Decision: SI Exco supports creation of an SI Archives Consulting Group to support the SI Archivist**
- Action: PP will send a call for volunteers for the SI Archives Consulting Group

**11. SI Exco member's written reports – no discussion**

**12. Any other business - none**

**13. Next meeting**

- **The next meeting will be March 20, 2016 from 15:00 – 17:00 GMT/UTC**
- Regular time: third Sunday every month UTC/GMT 15.00-17.00

**Meeting ended at 17:20 GMT/UTC**

**See next page for Action items**

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

- Action: PP will arrange for SI Exco review, and then posting of the 2015 GA minutes – in progress
- 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

**Jan 17, 2016 Action Items not completed:**

- Action: LVS will manage the process of getting unused 2015 stamps returned to him – in progress
- Action: When the SICOGA 2015 minutes are finalized, AG will print a copy, sign it and send it to JS for inclusion in the paperwork for Credit Suisse
- Action: LVS will manage the process of sending funds to the Servas Bangladesh National Secretary
- Action: JS and PP will work with Amir to completed step 1 related to a new SI Registration system – in progress

**Feb 21, 2016 Action Items:**

- Action: AG will send the required funds to Prossy for her computer
- Action: LVS will manage the SI payment for the SI Archivist course
- Action: PP will notify SI Key People of the appointment of Lilly Kerekes as Spanish Translation Coordinator
- Action: PP will ensure that LVS is kept aware of the July 30 2016 deadline for November 2016 Distant Vote motions
- Action: LVS will revise the 2014 financial statements, confirm them with the Audit Committee, and send a draft to the External Auditor
- Action: LVS will prepare the 2014 Financial statements for signature by the previous SI Exco members and bring them to the Face-to-face meeting and then to MW in Warsaw
- Action: LVS will continue to follow up on outstanding stamp and SOL payment issues, involving JS if required
- Action: JS and LVS will arrange a Skype meeting with the Audit Committee not later than the first week of March 2016, to discuss the Audit Committee recommendations
- Action: LVS and the Audit Committee will propose a revised budget for 2016-2018, to be taken as a motion to the November 2016 Distant Vote
- Action: JS will notify the SI Image and Design Support Team and ServasOnline System Steering Committee Management Team of the decision
- Action: DS will contact Servas Austria and US Servas to try to fill the New York and Vienna UN Observer vacancies
- Action: PP will arrange to post the SI Committees under Administration on the [www.servas.org](http://www.servas.org) website
- Action: PP will arrange forwarding of [budget@servas.org](mailto:budget@servas.org) to [treasurer@servas.org](mailto:treasurer@servas.org)
- Action: JS will send a reminder to SI Exco to try out SOLSYS, with the link to the test site
- Action: JS will find a native English speaker for the SOLSYS team
- Action: PP will send a call for volunteers for the SI Archives Consulting Group

## Appendix 1

Jonny's short report to Exco

2016-02-19

Action report 2015-12-17 - 2016-01-12

I have executed the following tasks that I was assigned by Exco on **Jan 17, 2016**:

- Action: JS will arrange with Bernard to arrive on Sunday afternoon and meet with SI Exco on Monday
- Action: JS will notify the SI Membership Team of the decision
- Action: JS and PP will work with Amir to complete step 1 related to a new SI Registration system
  
- Action: JS and PP will work with Amir to complete step 1 related to a new SI Registration system
- Action: JS will create a SICOGA 2015 Documentation Team that will: – in progress
  - \* 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

### SI Face-to-face meeting in April 2016

\* In cooperation with PP, further development of schedule, program and meeting agenda for the meeting.

\* Analysis of SI GA 2015 decisions, and selection of items that SI Exco needs to execute 2016-2018. A list has been refined and finalized by PP.

### SI Archivist

\* Attempt to establish contact with Anna Koster, the new SI Archivist. Asked for brief history of Servas for new website on servas.org. SI President is, according to the SI statutes, supposed to look after the interests of the SI Archivist.

It turned out that the Anna Koster had established a working relation with Penny Pattison, SI General Secretary and other Servas officers, namely officers in Servas USA.

I offered Anna Koster to support her if needed and offered her the opportunity to consult me.

### SOLSYS project

\* Has cooperated with SOLSYS SCMT + the SI Treasurer in discussions and execution of supplement to the contract with our website and website system developer company. Successful completion of discussion and creation of supplement to existing contract.

\* Discussions with the SOLSYS Project Manager on how to form a SOLSYS admin group and a content group. Ongoing discussion on how to find the competent and willing volunteers.

\* I have provided the SOLSYS Project Manager with texts, updates of texts and illustrations for the website on the Internet domain servas.org which is under construction.

\* Contacts with SF about his participation in SOLSYS SCMT and SI logo team. Reached agreement.

### SI News & monthly newsletter

\* I have prepared the temporary editor of SI News (Terry Stone) and the temporary layout resource person (Alan Stone) to be ready to receive texts and photos on February 28 in order to put out first issue of the newsletter during the spring.

\* I have discussed with Alan Stone how to create a "stripped" version of SI News that can be sent by Exco to all Servas National Secretaries and other key persons once a month. AS has promised to help create a dummy for a monthly newsletter based on the existing SI News format.

### **Documentation from SICOGA 2016**

\* I have given input to our SICOGA 2016 film documentation film maker Ben Childs. The video has been finalized and is now available for SI Exco to watch and the to be disseminated to the Servas community and to the external world.

- \* See above, the item Action: JS will create a SICOGA 2015 Documentation Team that will: – in progress  
Weblink to the video (version 4):  
[https://app.wipster.io/Review/AxH0BQA4C1cWgOZkMiiwqqmHhDzcSzm5z6M6Bp2fL\\_W0INoA8g#timecode=0m7s8f](https://app.wipster.io/Review/AxH0BQA4C1cWgOZkMiiwqqmHhDzcSzm5z6M6Bp2fL_W0INoA8g#timecode=0m7s8f)

### **Miscellaneous**

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

On hold:

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

On hold.

#### **2. Ethical fund and bank '**

On hold.

Jonny Sågänger  
President  
Servas International  
2015-2018

## Appendix 2

### Servas International Peace Secretary Report January 18, 2016 to February 20, 2016

#### **Jan 17, 2016 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 February 13, 2016 for compilation by JS for the February 21, 2016 meeting

Although I have reviewed the proposed goals and agenda items for the face-to-face meeting in Cesseras in April 2016, I wasn't able to send my comments by February 13, nor to consider other agenda items, as I had other priorities at the time.

Action: DS will try to contact Arnoud **Done**

Practical Arrangements Face to Face meeting in Cesseras in April 2016  
**In progress**

#### **Servas at the UN**

Updating UN page on [www.servas.org](http://www.servas.org) ongoing task, good cooperation from Jean-Marc Eyot

UN Observers committee members update **Done**

A UNOG team meeting is planned during my visit to Geneva for the 31<sup>st</sup> session of the Human Rights Council, from March 7 to 10. For this, several Skype meetings have been held to coordinate our action and prepare a written statement to be submitted for HRC 31<sup>st</sup> session. The statement has been shared with all EXCO. In this statement, we included reports from Servas volunteers helping with refugees in Lesbos, Greece, end of 2015. We plan to write an article together for next issue of SI News.

#### **Tasks in progress**

Plan to summarize and analyze Peace section of annual reports  
Contacts with some Peace Secretaries

Paper for IPRA with Alvany Santiago.

Still of concern :

For the UN database, we need to find another address in Geneva as the one currently mentioned is not relevant anymore. I have asked Daniela Doenges, our new SI UNOG Main Representative, to collect info about a possible address in Geneva. No result so far.

I believe this issue is linked to the more global issue of Servas International registration. My personal view is that it should be in Switzerland.

## Appendix 3

### SI General Secretary Report: January 18, 2016 – February 21, 2016

#### Accomplished:

- Finalized and sent out 2015 Annual Report form
- Sent out notification of cancellation of May 2016 Distant Vote, since no motions were received by the Jan 31, 2016 deadline (translation coordinated with Lilly)
- Spanish Translation Coordinator
  - Sent out request to Spanish speaking countries and Brazil for an SI Spanish Translation Coordinator
  - Discussed with Aneris Cao how students in Chile might help with translation
  - Met with Lilly Keredes and Rodolfo Alvarado, NS Mexico, to discuss Lilly taking the role of Spanish Translation Coordinator
  - Finalized Lilly as Spanish Translation Coordinator
- [www.servas.org](http://www.servas.org)
  - Created an Events page on [www.servas.org](http://www.servas.org), and began posting events
  - Notified the Key People of the [www.servas.org](http://www.servas.org) updates
- SI Archivist:
  - Met with Archivist, reviewed her role and how to move forward; planned to take test photographs that are then run through OCR (Optical Character Recognition) so that they become a searchable PDF
  - Gave Archivist access to [siexco.org](http://siexco.org) past SI and country newsletters
  - Discussed an archive website, which can later be linked into ServasOnline
  - Drafted an email to Key People re: archives
  - Arranged for Archivist to take an archiving course
- Gave access to the past SI and country newsletters on old [siexco.org](http://siexco.org) website to Colleen Paeff, who is writing a book on Bob Luitweiler and Servas
- Met with Michael Silbert, ICT, and facilitated movement towards putting SOLSYS on the Servas server
- Worked with Jonny re: agenda for the face-to-face meeting
- Completed the paperwork for Credit Suisse and mailed the package to Jonny
- Worked with Ann on getting a computer for Prossy
- Drafted a spreadsheet for monitoring SICOGA 2015 action items, and assigned an SI Exco member to be responsible for each one (to be discussed of course!)
- Updated the SI Committees spreadsheet, including identifying the SI Exco liaison person with each Committee (to be discussed of course!)

#### Action item update:

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

- Action: PP will arrange for SI Exco review, and then posting of the 2015 GA minutes – in progress

#### **Jan 17, 2016 Action Items:**

- (carried forward) 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 February 13, 2016 for compilation by JS for the February 21, 2016 meeting - DONE
- Action: JS and PP will work with Amir to complete step 1 related to a new SI Registration system – in progress

#### Short Term Priorities:

1. Day to day SI Exco and General Secretary correspondence and pressing issues



2. Work with Prossy to define roles
3. Compile 2015 Annual Reports

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 and internet content – roles and responsibilities
3. Transition to ServasOnline, including Key Dolphin, [www.servas.org](http://www.servas.org)

## Appendix 4

Brief update of my work as Treasurer for the Exco meeting scheduled 21<sup>st</sup> Feb 2016 ( as I will be out of town from 14<sup>th</sup> to 21<sup>st</sup> Feb)

1. I have sent the draft Financial Statements for the year ending 31<sup>st</sup> December 2014 to the Internal Audit on 31<sup>st</sup> Jan as scheduled along with the support schedules and accounting records for their review. The Audit has reviewed the same and have given their comments and suggestions to which I have replied. There are some countries who are yet to give the unused stamp return details which I am following up. I hope to bring the accounts to France for signing and get signature from Mirek as Treasurer if the review is completed by then. This will save the botheration of sending the accounts to each one for signature.
2. I have received the unused stamps for the year 2015 from most of the countries and I am positive that by 1<sup>st</sup> March 2016 all the countries would have posted the unused stamps and also made payment for the used ones. The account closing for 2015 will be as per schedule subject to getting the accounting documents from Mirek relating to 2015.
3. The book keeper has indicated his intention to hand over two big cartons of old Servas accounting records to me since he is facing office space constraints. I have agreed to take it after my return.
4. I have been associated in the wording of the extension of the SOLYSY contract with Jonny and Bernard.
5. The banking application has been sent and yet to receive my password and integrator for operating the SI Bank account.
6. All my travel arrangements for the Cessaes Exco meeting scheduled for 8<sup>th</sup> April has been made. I have received the travel visa, purchased the travel insurance and also purchased the air tickets for Bangalore to Toulouse and back and also for Toulouse Warsaw Toulouse for getting all the accounting records from Mirek as per Exco decision. I have also booked the train ticket from Toulouse to Carcasonne and back to catch the connecting flights. The only work left is purchase of Euros for travel and stay requirements.

PABLO H COLANGELO  
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January 18<sup>th</sup> to February 21<sup>th</sup> 2016

- Assist Key people regarding issues related on how to upload HL and update data on Dolphin. Panama, ExCo, Croatia, Switzerland, Nigeria, Thailand.
- Created the role of Spanish Translator Coordinator and the email [spanishcoordinator@servas.org](mailto:spanishcoordinator@servas.org) which is being forwarded to the appointed key person Lilly Kerekes from Servas Mexico.
- Sent the list of member countries to Pramod (india) and Lilly (mexico) upon their request.
- Waiting former SI HLC Arnoud Philippo to inform about unfinished tasks to be done. He promises to send the information and documents more than a month ago but I still don't have news.
- Former SI HLC appointed me as Administrator for Servas group in Facebook so I can help him to monitor the content and verify members to be added. He sent me a detailed document explaining the process to verify and add a new member and I make some comments and suggestions about it because I find it very time consuming and bureaucratic. I'm waiting for his feedback... by the meantime I'm advocating to monitor content.

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Important tasks to be done next

- Get connected with Arnoud Philippo regarding unfinished tasks and documents
  - Get feedback about Closed Facebook Group membership process issue
  - Check text content at SOLSYS site according to decisions taken during SOL teleconference on January 13<sup>th</sup> 2016.
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## Appendix 6

### Report from Ann Greenhough VP for Exco meeting on 21<sup>st</sup> February 2016

#### Activity on actions arising from Jan'16 meeting:

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

*Aneris has been on summer vacation. Reminder sent for update on progress of work with Maria Fernanda on issues from the sessions. Write-ups of sessions circulated to Exco.*

**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 February 13, 2016 for compilation by JS for the February 21, 2016 meeting**

Suggestion made to include review of SICOGA 2015 on the agenda.

**Action: PP will wait until AG clarifies her status with Credit Suisse, before sending on the paperwork**

After some delay Credit Suisse sent a new password. I am now able to access the SI bank account and could act as signatory if needed.

#### Other activities:

**1. Messages to key list**

Follow up to responses to messages sent to keylist on events and SYLE.

**2. SYLE**

After discussion with Susana and Roberto it is agreed that Roberto to be recognised as SYLE coordinator and added to Dolphin on this basis.

Susana confirmed she will be convenor of Youth Leadership Committee and that this committee should continue as before to be known informally as the SI Youth Team.

**3. Youth and Families in Servas**

On-going discussion with Susana, about the Youth Team's work. Face to face meeting with her in Nottingham is planned in March.

**4. SOLSYS**

Ongoing work with Bernard after he has asked to help with English wording of key headings and sections on new website.

**5 Making Connections, Youth, Families and Special Interest Network pages on new website.**

Request from Bernard to provide initial material to set up these pages following on from our discussions before the conference. Work begun with youth team, Penny and others to meet quite tight deadline.

**6 SI Youth Fund**

Work on report on youth fund continuing including collating feedback from recipients of grants.

**7. Computer for Prossy**

Motion proposed and passed to provide a laptop for Prossy to carry out work as assistant to GS.

## **Priority for Action**

1. Follow up with those who have previously offered help with Making Connections to set up working group to take project forward.
2. 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.
3. Organise purchase of Prossy's laptop
4. Face to face meeting with Susana in March re youth and family issues.

## **Appendix 7**

**Monthly report SOLSYS project**  
Bernard Andrieu, project manager  
2016-02-17

### **SOLSYS status 2016 February.**

The extension of the contract, signed by Jonny, has been sent to the supplier. So far, it is not signed by supplier, which disputes possible penalties versus a drop-out we asked of an unpaid invoice.

This extension of the contract is based on their schedule, stating that end of March will see the end of the development. Then starts a warranty period of three months, which normally covers the website being launched.

ICT has prepared a server with test and production environments. ICT is expecting a package of the website, which supplier seems to have some difficulty to build.

It is time now to identify a pilot country.

It is time, too, to define the roles for administrating SOLSYS, and find volunteers for those roles, organized in teams.

The supplier delivered the administration functions on due time February 20th, but we still have to check the quality and accuracy of the functions. Testers have been mobilized.

On March 8th they should give the fully operational merge of milestones 2 and 3, well tested by them. It is a challenge for Servas to deeply verify the delivered product in real conditions.