

Servas International
SI Exco Meeting by Skype
Minutes
Sunday June 19, 2016 15:00 – 17:00 GMT/UTC

Version: 3

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

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 Version 1 adopted as proposed

3. Adoption of minutes

a. Finalize April 8-12, 2016 Version 5 minutes

- It was noted that the Version 5 minutes have a lot of detail related to AG's tasks, and that she had agreed to summarize this report for the minutes; PP cannot find the summary
- *Action: AG will resend the face-to-face meeting summary of her report to PP*
- **Motion: Approve Version 5 of the April 8-12, 2016 minutes, with the inclusion of AG's summary. Passed**
- *Action: PP will make the changes and finalize and post the April 8-12, 2016 SI Exco meeting minutes*

b. Finalize May 15, 2016 Version 2 minutes

- Under "April 8-12, 2016 Action Items not completed", remove "Action: DS and Alvany spreading the word re: Plant a Tree for Peace – related to this, publicized Jun 5 Environment Day" since it was completed
- Remove all highlighting
- **Motion: Approve Version 2 of the May 15, 2016 minutes, with the above 2 changes. Passed**
- *Action: PP will make the changes and finalize and post the May 15, 2016 SI Exco meeting minutes*

c. Review action items

- It was agreed that a comprehensive review of all outstanding action items would be done at the next SI Exco meeting
- *Action: JS and PP will add 'review of action items' to the next agenda, allowing sufficient time for discussion*

4. Email Decisions:

a. ServasOnline change request:

- The email decision **"To approve € 580 expenditure to Netapps for ServasOnline functionality to allow activation of ServasOnline data that was uploaded from their existing member records "** was not completed. After discussion at the meeting, **the motion was passed.**

5. ServasOnline

- **Motion: SI Exco to ratify the ServasOnline Team decision to hire a contracted resource to support ServasOnline for Jul-Dec. Passed.**
- Action: JS will clarify points in the ServasOnline May 2016 Status Report with Bernard, and report to SI Exco
- Items identified as important during a general discussion:
 - It is useful to differentiate between
 - the website design and editorial content (the words, pictures, etc. that describe Servas and its programs and activities), and
 - the ServasOnline member system (the database and set of functions managing individual member details)
 - There is a need for a native English speaker who is also an expert in copy writing to work on the detailed wording and presentation on the new website, to make it appealing
 - There is need for clear communications related to the process of implementing ServasOnline and the new website, and the transition from the current SI processes to the new ServasOnline processes
 - Each SI Exco member will be responsible for producing content for the new website related to their mandate; there will also need to be an expert team to support this work, led by JS, and translation expertise
 - Decisions will be required about which information is 'open' and which is only visible to members
 - The website will evolve and so not everything will be complete or perfect immediately
 - Content on the current www.servas.org website will be transferred to the new website
 - Clarity is required about what 'launch of ServasOnline' means
 - A transition manual will be required
- Action: JS will discuss the points raised related to ServasOnline with Bernard, and report to SI Exco
- Action: Ann has received comments on English texts for the new servas.org website. She will ask for written feedback to be passed on to the ServasOnline coordinators.

6. Stretch legs

- The discussion of ServasOnline took a long time; therefore, the remaining agenda items were prioritized and others deferred until the following meeting

7. SICOGA 2018 Decisions

- The SICOGA 2018 timeline indicates that the call for interest and proposals from Member Groups to host the 2018 conference and General Assembly will occur in the summer of 2016; several decisions are required so that this can be done
- **Motion: The call for proposals will indicate that the conference will be structured in a similar way to recent conferences. Passed**
- PP prepared the criteria spreadsheet, originally developed in 2001, based on the 2012 criteria
- Action: AG and DS will look for the SICOGA 2015 criteria and send them to PP
- **Motion: The criteria spreadsheet, with possible additions from the 2015 process, will be used for selection of the 2018 host country. Passed**
- **Motion: The following dates will be used in the call for proposals:**
 - **Send out call for proposals – July 30, 2016**
 - **Receive expressions of interest and initial proposals – October 15, 2016**
 - **Review, clarification and finalizing of proposals – December 31, 2016**
 - **Decision on host country – January 31, 2017**
- **Passed**
- **Motion: The following are the responsibilities for the process for the call for proposals:**

- PP takes lead
- PP drafts call for proposals
- SI Exco review and comment
- PP finalizes and sends call to SI Member Groups
- PP handles questions
- SI Exco all involved in analysis and decision

Passed

8. SI News

- Since the new Servas International website will be implemented soon, SI Exco does not expect another SI News to be published in the historical format
- Action: JS will collect articles, text, illustrations, etc. which will be published in the SI Exco bulletin or through other channels
- Action: All SI Exco will review what they have sent to the latest version of SI News, and decide with JS how to publicize it in another way

9. Financial

- LVS confirmed that the 2014 Financial Statements will be included in the November 2016 Distant Vote
- The New Zealand Financial officer for SICOGA 2015 has sent the final accounting and residual funds to SI
- The 2015 Financial Statements, covering January 1, 2015 to March 31, 2016, will not be ready for the November 2016 Distant Vote
- Note related to the 2015 Financial Statements: Responsibility for this financial year is split between the previous and current SI Treasurers. Each will be responsible for their time period, and will receive and respond directly to questions and issues, including those from Internal Audit Committee and the External Auditor.

Deferred or not discussed agenda items

- Other Financial matters
- SI Exco communication with Servas community
- Exco member's written reports
- Any other business

10. Next meeting

- **The next meeting will be Sunday August 14, 2016 UTC/GMT 15:00 – 17:00**
- **If a July meeting is necessary, it is tentatively scheduled for July 24, 2016 UTC/GMT 15:00 – 17:00**
- Regular time: third Sunday every month UTC/GMT 15.00-17.00

11. Meeting ended at 17:11 GMT/UTC

Jan 17, 2016 Action Items not completed:

- 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 not completed:

- Action: PP will send a call for volunteers for the SI Archives Consulting Group

Mar 20, 2016 Action Items not completed:

- Action: DS will investigate UN implications of changing the country of domicile for SI

April 8-12, 2016 Action Items not completed:

- Action: AG will bring a proposal to SI Exco re: links with FEE and inviting travelers to offset their travel through FEE – call held May 17, 2016
- Action: PC, BA (LVS help) will prepare a Transition Manual and checklist – in progress
- Action: JS will set up calls to larger countries related to ServasOnline transition
- Action: AG will follow up with the current Area Coordinators, and later announce the decision more generally – The two current ACs have been informed about Exco’s discussions on the future of AC role and been asked for their comments. East Asia in agreement; await response from Africa
- Action: PP will follow up with the Job Descriptions and Statutes committee
- Action: JS to create document re: SI Committee decisions
- Action: AG will coordinate comparing costs for Czech Republic and Bangalore (AG will also check with Spain)
- Action: AG will confirm with Pramod Kumar that he will organize the mid-tem SI meeting in Delhi in Nov 2017 – Discussions continuing

May 15, 2016 Action Items not completed:

- Action: SI Exco will discuss other proposed changes to the revised budget with LVS, before Jun 22, 2016
- JS and PP will complete the SI Committees documentation action item from the f-t-f minutes
- Action: PP will set up a DV area on the website, and place the revised budget motion in it before the next SI Bulletin is published
- Action: SI Exco will try using the checklist, and give comments to PP
- Action: JS and LVS will make a plan for contacting countries with outstanding ServasOnline levy amounts

June 19, 2016 Action Items

- Action: AG will resend the face-to-face meeting summary of her report to PP
- Action: PP will make the changes and finalize and post the April 8-12, 2016 SI Exco meeting minutes
- Action: PP will make the changes and finalize and post the May 15, 2016 SI Exco meeting minutes
- Action: JS and PP will add ‘review of action items’ to the next agenda, allowing sufficient time for discussion
- Action: JS will clarify points in the ServasOnline May 2016 Status Report with Bernard, and report to SI Exco
- Action: JS will discuss the points raised related to ServasOnline with Bernard, and report to SI Exco
- Action: Ann has received comments on English texts for the new servas.org website. She will ask for written feedback to be passed on to the ServasOnline coordinators.
- Action: AG and DS will look for the SICOGA 2015 criteria and send them to PP
- Action: JS will collect articles, text, illustrations, etc. which will be published in the SI Exco bulletin or through other channels
- Action: All SI Exco will review what they have sent to the latest version of SI News, and decide with JS how to publicize it in another way

Appendix 1 SI President's Report

Jonny's short report to Exco

2016-06-14

Action report 2016-05-15 - 2016-06-16

* I have been part of - and partly convened - a group of people from SI internal Audit Committee and from the Servas Online team that have been trying

* I have several times via email and phonecalls been in contact with SI's bank CS to manage so that the banking rights/authorization for members of SI Exco's member finally gets handled and finalized. I have also tried to find out why a rather large number of payments that I have listed and approved still need to be approved by a second person with banking rights in SI Exco.

My actions has resulted in clarifications and a promise that PP and LVS will be able to approve payments at the end of June or beginning of July.

* I have been contacted by an organisation in the field of travelling, sharing economy and collaborative consumption. The organisation would like to explore possible ways of cooperation between SI and the organisation.

* I have continuesly and with good success gathered text and photos for SI Bulletin & SI News Articles from Servas Germany and UK.

What will happened to these texts and photos (=in which Servas channel they will be published) has still not been decided.

* United Nations

Requested UN Grounds Passes for Ms Ulker PIKER and Mr. Radha RADHAKRISHNA, as Servas International United Nations New York Additional Representatives.

I have executed/not executed the following action items that I was assigned by Exco

* on **April 8-12, 2016:**

Executed action items:

- Action: JS will write and send a message regarding ServasOnline transition, focusing on expectations management
- Action: FM, JS (LV help) will look for Swiss legal expertise to complete the Terms of Use

Not yet executed:

- Action: JS will set up calls to larger countries related to ServasOnline transition

Jonny needs more instruction to execute the following:

- Action: JS to create document re: SI Committee decisions
 - Action: JS will find a native English speaker for the SOLSYS team

Feb 21, 2016 Action Items not completed:

- Action: JS will find a native English speaker for the SOLSYS team

May 15, 2016 Action Items:

- Action: JS will send final SICOGA 2015 minutes to PP (Done)

a. SI News

- Indications are that the next issue will be ready soon
- Action: JS will contact Terry to see what is happening with SI News (Done - contact reestablished)

Registration of SI

* I have searched for jurists in Switzerland and Sweden, in order to find competent persons who can clarify what the optimal solution for Servas International's registration issue.

I now have names of two prospective candidates in Switzerland yet, and in Sweden I have found three competent persons.

This action item is based on the need for Servas to get a registration as a recognized international non governmental organisation, as well as a global domicile. I have described the current situation and its implications in a document that I have presented to SI Exco.

The document is written as a starting point for Exco to fulfill on of the decision that was made at the SI GA 2015.

SI's Financial reports

I have participated in correspondence of members of SI Internal Audit Committee, the current and former SI treasurers in order to be interactive and à jour with the work that is being done to produce financial reports for the SI years 2014 and 2015.

ServasOnline

* I have been in dialogue with Bernard Andrieu (ServasOnline System project), about our contract under development to contract an application manager for the ServasOnline System.

SI and social media

I'm in cooperation with Stefan Fagerström gathering text and illustrations about Servas to be published in different social media channels. One such channel now is :

<http://www.siidst.servas.org/>

Miscellaneous

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

* On hold:

1. Ethical fund and bank '

Jonny Sågänger
President
Servas International
2015-2018

Appendix 2 SI Vice President's Report

Ann Greenhough VP Report for Exco skype meeting on 19th June 2016

Outstanding action items

- *Action: AG will send PP contact information for possible additional ICT members -Done*
- *Action: AG will follow up with the current Area Coordinators, and later announce the decision more generally.*
The two current ACs have been informed about Exco's discussions on the future of AC role and been asked for their comments. Await response.
- *Action: AG will coordinate comparing costs for Czech Republic and Bangalore (AG will also check with Spain)*
Not yet done.
- *Action: AG will confirm with Pramod Kumar that he will organize the mid-tem SI meeting in Delhi in Nov 2017 – in progress*
Nothing yet confirmed with Pramod. Discussions continuing.
- *Action: AG will consult with Youth and DC on revised budget*
Work with convenors of DC and youth team is being concluded so proposed changes to section on Developmental Projects can be sent to SI treasurer by 22nd June deadline.

Other activities

1. Innovation Project

- The Innovation group has now been set up on Dolphin by Pablo. Aneris(Chile), Maria Fernanda (DC) and Susana (YT) are the lead members. Christina (DC) is also likely to be involved.
Email address innovation@servas.org is now operational and will be used by the group to communicate with national groups and others.
- The plan is to go ahead with the proposed international Servas week in September. Publicity is being finalised for circulation to the Dolphin key-list and on social media in the near future.
- Skype language friends- further discussion with Innovation group will be needed about how Skype friends (so far volunteers from Servas Britain) can best be matched with those interested in language support.

2. Youth and Families

- The youth meeting organised by Servas Spain in late August is now fully booked with around 120 participants, over half children and young people.
- Servas Italy has decided not to go ahead with the youth meeting planned for early September due to insufficient numbers.
- The Youth and Family Summer camp to be organised by Servas Romania has not had many bookings but is to go ahead with a small number of participants.
- The Youth team is continuing to work on material for the website about youth activities including SYLE.

Environment Project and ethical travel

- Skype call went ahead on 17th May with Finn Bolding Thomsen at FEE (Foundation for Environmental Education) in Copenhagen.
- Our two organisations share some common aims and philosophy even though we focus on different areas of activity. FEE is moving towards greater focus on the social justice issues raised by its environmental projects.
Its federated structure has similarities to Servas with a GA every two years.
- Agreed that initially we should work together informally with the possibility of a more formal memorandum of understanding at a later date.
- Main focus will be to explore how Servas members could be encouraged to offset their carbon emissions from travel by donating to FEE's Global Forest Fund. Also how to link Servas members interested in tree planting and Environmental education with FEE projects.
- Agreed I would invite the NSs (or others) for Servas Denmark to meet face to face with the FEE staff members in Copenhagen to increase mutual understanding about our two organisations.
- To do –provide a more detailed update of progress to Exco by September 2016.
- Circulate some initial information to national groups about contact with FEE so far together with other environmental and ethical issues.

Regional development

- Regional meeting in Indonesia in July.
Ewa will be attending in a personal capacity and will highlight some key issues and topics for discussion about Servas development in the region.
- Following discussions with organisers of E Asia meeting in October a funding application is expected to support the NS for Servas Mongolia to attend.
- Fidele as DC member in Africa is exploring possibilities for a regional meeting in Africa in 2017. Before proceeding with any planning priority will be to identify a suitable host country and to ensure there are sufficient resources to make such a meeting financially viable.

Servas Youth fund

Report to be completed

Making Connections

To do: Prepare an announcement to national groups about how the Making Connections page on the new website will be developed initially on the new website.

Availability in July and August:

I will post an out of office notice to indicate there will be delay in my response to emails from 21st July to 22nd August.

Appendix 3 SI Peace Secretary's Report

Servas International Peace Secretary Report May 15 to June 19 2016

Servas at the UN

- Very good progress was accomplished for **Servas UN representation in NYC** venue, thanks to strong involvement by Jeanne Devine. Two new Servas members were interviewed by Skype and are now additional representatives at UN NYC. Their names were added to the SI Committee by SI GS. An article was written by Jeanne Devine with a photo of her and Fanny Bello, attending hearings at the UN April 22, 2016 (Earth Day) before the momentous signing by 175 Heads of State and Government of the original copy of the Paris Agreement.
- Ten Servas Korea members participated actively in **66th UN DPI/NGO Conference**, "Education for Global Citizenship: Achieving the Sustainable Development Goals Together" 30 May - 1 June, held in South Korea this year. An article was written by Junghee Park with a photo to be published, so far on Facebook SI group.
- Servas representatives and other Servas members will be attending **HRC 32nd session** in Geneva. Preparation for accreditation and meeting.
- Upon request from Lore Purroy, Servas Spain member intern at the UNOG for three weeks in June 2015, I wrote a reference letter to DAI, who might recruit her in the UK.

Activities related to Peace other than UN

Paper prepared by Alvany Santiago and myself, entitled "*Travelling for peace: The case of Servas International*" submitted for consideration in the **Peace Tourism Commission** has been accepted for presentation at the 26th IPRA General Conference scheduled to take place in Freetown, Sierra Leone (November 27 to December 1 2016).

Follow-up on the initiative about **June 5 Environment Day**, which was implemented in several countries, including Mexico, Guatemala, Brazil, Britain, USA, Israel, ect...

Interaction with National Peace Secretaries network, including Ireland, Canada, France, Mexico...

Appendix 4 SI General Secretary's Report

SI General Secretary Report: May 16 – June 19, 2016

Accomplished:

- Received V4 of 2015 GA minutes, posted them and the updated 2015 GA decisions on the SICOGA 2015 website and notified the Member Groups, SI Exco and ACs
- Began work with the Distant Vote Administrator in preparation for the November 2016 Distant Vote, and planning for posting the DV information online
- Extensive work with LV and the Audit Committee on the FOP, in preparation for posting
- Participated in ICT and contract work for ServasOnline
- Discussing with Bernard how to integrate the current www.servas.org website into ServasOnline, and maintain it easily
- Continue to receive 2015 annual reports – 56 of 77 received by June 15, 2016
- Continued communication with Prossy
- Maintaining contact with SI Archivist
- Continuing to track time spent on Servas activities since the face-to-face meeting to get an idea of the time commitment replied

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 not completed:

- Action: JS and PP will work with Amir to complete step 1 related to a new SI Registration system – in progress

Feb 21, 2016 Action Items not completed:

- Action: PP will send a call for volunteers for the SI Archives Consulting Group – will be sent once Anna completes her Archives course

April 08 - 12, 2016 Action Items not completed:

- Action: PP lead preparation of expectations for SICOGA 2018 – in progress
- Action: PP will follow up with the Job Descriptions and Statutes committee

May 15, 2016 Action Items:

- Action: SI Exco will discuss other proposed changes to the revised budget with LVS, before Jun 22, 2016 – none sent or seen
- JS and PP will complete the SI Committees documentation action item from the f-t-f minutes – not done
- Action: PP will set up a DV area on the website, and place the revised budget motion in it before the next SI Bulletin is published – not done
- Action: SI Exco will try using the checklist, and give comments to PP – no comments received

Short Term Priorities:

1. Day to day SI Exco and General Secretary correspondence and pressing issues
2. Post revised FOP
3. Work to get remaining 2015 Annual Reports and identify a team to analyze the data
4. Integrating the current www.servas.org content with ServasOnline
5. Support SI Archivist to move forward effectively and setting up supporting team

Key Concerns/Issues:

1. Transition to ServasOnline, including process for travelers and hosts connecting during the transition, ICT responsiveness, Key Dolphin, www.servas.org

Appendix 5 SI Host List Coordinator's Report

SI HLC 2015-2018 Working Report #08

PABLO H COLANGELO
hostlistcoordinator@servas.org
Skype: Pablo Colangelo
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May 16th to Jun 19th 2016

- Assist Key people from the following countries regarding Dolphin issues: Mexico, Taiwan, Thailand, Botswana, Britain, Kenya, Japan, Vietnam, Uganda,.
- Give support to Servas Chile on how to create a new updated HL meanwhile Servasonline wont be operative.
- Created the Branch SI Innovation Group and email in Dolphin system innovation@servas.org as per VP request. Forwarding is currently going to Maria Fernanda Vomero (Brazil) Aneris Cao (Chile) Susana Martinez (Britain)
- Host List Analysis its done and published at SI EXCO HLC Material. Hosts vs households issue were clarified to some countries with wrong data imputed at their annual report. (Portugal, Czech Republic, Spain, France, Argentina, Australia)
- Reply questions about transition to ServasOnline
- Attended a teleconference shared screen meeting on May 28th about Servasonline. Following topics were treated:
 - Publish/Un-publish option for the Editor
 - Documentation for the Menu Management
- Attended a teleconference shared screen on June 11th about Servasonline.
- Following topics were treated:
 - CMS content (create / update) + slider content training + Multilingual setup + string translation training
 - Servas not installed in Production Server how do we resolve this
 - We need Development, Staging and Production Setup at your infrastructure how do we resolve this
- Published a volunteer job request at idealistas.org according Spanish Coordinator needs.

Important tasks to be done next

- Establish priorities for Servasonline migration and work with the excel cvs file to be sent to the first group of countries so they can start preparing the migration file.
 - Seek a youth volunteer for the position of SI HLC
-

Appendix 6 SI Treasurer's Report

Treasurer's Agenda for discussion for EXCO meeting on 2016-06-19

1. 2014 Accounts: The final statements along with the Audit committee recommendations have been incorporated. Internal Audit report is awaited. Subsequently the financial statements along with the Audit reports – Internal and External can be put to distant vote.
2. 2015 Accounts: the details of expenses incurred for NZ GA 2015 along with support documentation have been sent to Pramod the book keeper by Mirek and Chris. The book keeper is verifying the contents and will revert back to them for any further clarification. Chris will deposit the SI money held by him to the bank account.
3. Bank Signatory: The List of Pending payments have been updated and the banking rights are yet to come despite the follow up being made.
4. Kevin's Contract has been finalized. The final contract signed and sent to Jonny.
5. SOL operation and implementation:

Appendix 7 ServasOnline Status Report

ServasOnline status 2016 May - June.

NetiApps sent its final delivery on June 10th. Then on June 18th this delivery was configured on three environments on the Servas server: development, user-acceptance-test (also named staging) and production (will soon be renamed www.servas.org). The previous Acquia environment for user-acceptance-testing (*) was closed on June 15th and no longer can be used by the Servas testers and volunteers!

On June 15th the same delivery has been sent for a technical audit to the freelance Kevin Gautreau (KG), a French Drupal specialist. The six-month contract for hiring KG on a part-time basis is examined and to be signed by Jonny & LV.

During two sessions in June, six key members have been trained to update the website by NetiApps: Pablo, Derek, Janek, Jean-Marc, Stefan, and Bernard. They should be able to share their skills in order to update the future website. Bernard suggested KG to be an administrator and a trainer to help the six key members to manage ServasOnline. Several important tasks are still to be done before launch: check and validate the importing process of a country's members file (NetiApps still has to complete this process); customize the website with real data (last news, contacts email addresses, create new pages - most of them come from the present Servas website); etc.

In France we have started the training of key members (coordinators, volunteers), to prepare the import of the data and the use of the website. User guides are being written (in French!).

We intend to open the website to the members during the summer (July or August).

(*) <http://servasonlinesystemvkbhfhznzu.devcloud.acquia-sites.com>

Bernard Andrieu