

Servas International
SI Exco Meeting by Skype
Minutes
Sunday July 24, 2016 19:00 – 21:00 GMT/UTC

Version: 1

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

Absent, as indicated: **Ann Greenhough (AG)**

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 19:00 GMT/UTC.

1. Chit chat

2. Agenda Version 1 adopted as proposed

3. Adoption of minutes

a. Finalize June 19, 2016 Version 2 minutes

- Agreed to wording change sent by AG
- **Motion: Approve Version 2 of the June 19, 2016 minutes, with the above change. Passed**
- *Action: PP will make the change and finalize and post the June 19, 2016 SI Exco meeting minutes*

b. Review action items – deferred to next meeting

4. Email Decisions:

- a.** 2016/6/24 Passed. To purchase a fruit tree for Odile and Jean-Michel in appreciation of their hospitality and patience related to the 2016 SI Exco face-to-face meeting in their home, to be presented in conjunction with the Servas International Week, in September 2016. Expense maximum 50 CHF.
- b.** 2016/7/29 Passed. Version 6 of the April 8-12, 2016 SI Exco face-to-face meeting minutes be approved and posted.
- c.** 2016/7/29 Passed. To approve the 2016-2018 revised SI Budget (attached, named "Revised SI Budget for 2016 to 2018 20160627.xls") for submission to the November 2016 Distant Vote
- d.** 2016/7/4 Passed. To approve the allocation of 1225 Euros from the SI Budget under the Youth heading to support the Youth and Family Summer Camp organized by Servas Spain from Aug 21-28, 2016.

5. Decisions related to email discussions not completed

a. Confirm 3 SI Exco DV motions

i. 2014 Financial Statements

- **Motion: to post the 2014 financial statements and External Audit Report, as is past practice. Passed.**
 - Action: PP and LVS will assemble the necessary pdf files related to the 2014 financial statements and PP will post them with the motion in the Distant Vote area of www.servas.org
- ii. **Revised 2016-2018 SI Budget**
- **Motion: to post the revised 2016-2018 SI Budget as passed by email decision, along with a written explanation from the SI Treasurer. Passed.**
 - Action: LVS will finalize the written explanation and PP will assemble the necessary pdf files related to the revised 2016-2018 budget and post them with the motion in the Distant Vote area of www.servas.org
- iii. **Appointment (not election) of Archivist, DVA, SI News Editor**
- **Motion: to post the appointment motion . Passed.**
 - Action: PP will finalize the written explanation related to the appointment motion and post the motion and explanation in the Distant Vote area of www.servas.org
- b. **Proposal from Servas Italy re: different financial model pilot in 2017**
- There was a good discussion of this interesting proposal
 - Action: JS will respond to Servas Italy, indicating that it is not possible to begin a pilot as soon as 2017, and that they are urged to work with the 'payment simplification group' established at the 2015 GA (NS Servas Germany identified as the lead person)
- c. **Mid-term meeting in India**
- Deferred to the August 2016 meeting as the request of AG
- d. **Translation proposal from university in Chile**
- It was agreed that it is reasonable to expect the proposing group to translate the proposal into English
 - There have been no objections to the proposal from those involved with Spanish translation
 - There are no financial costs related to the agreement
 - Action: JS will request that the Chilean university translate the agreement, and will arrange for it to be signed in both Spanish and English
 - There was discussion of the need for an editor to review the translations, especially important ones. Lilly is the coordinator, and cannot be expected to also be the editor as well.
 - Action: PP will consult Lilly regarding finding a volunteer editor for the Spanish translation

6. Stretch legs

7. ServasOnline

- Action: JS will arrange to have the time period of the contracted resource to support ServasOnline changed to be June-Dec 2016
- There was a discussion of the launch of the new website and ServasOnline
 - The plan is to replace the current www.servas.org website with the new website on Sept 21, 2016
 - Before the launch date, there will be a communication to key people about the changes
 - It appears that some of the existing material on the current www.servas.org site will be retained in the same format, the site will be renamed, and the new website will point to it
 - The plan is to have the Servas France member information active in ServasOnline on the website when the new website is launched

- Dolphin Host List Storage Area will continue to be used for country host lists during the transition period
- The Dolphin KeyList information will continue to be used until a similar feature is implemented in ServasOnline (and the related personal data will also be maintained in Host Dolphin until that time)
- For countries with host data in Host Dolphin, they will continue to update it in Host Dolphin until they transition to ServasOnline; those countries without Host Dolphin data will not update Host Dolphin
- Action: JS and PP will confirm where all data on the existing www.servas.org website will be accessed after the launch of the new website by Aug 16, 2016
- Action: JS and PP will ensure that a communication is sent to all key people before the launch of the new website
- Action: JS will ensure that information about ServasOnline being under development will be placed on the new website

8. SI registration and domicile

- DS researched options for the SI address in the UN database, and is recommending using Maison Internationale des Associations
- The cost is 150 CHF per year
- Related requirements and actions required:
 - Action: DS will finalize a letter to the Maison Internationale des Associations director explaining who we are
 - Action: JS will prepare and send a signed copy of the SI Statutes
 - DS will be designated as the person responsible
 - Action: DS will provide a residential certificate
 - Action: DS will find out the requirements related to insurance
- **Motion: To apply to Maison Internationale des Associations to be the SI address in the UN database. Passed**

9. Financial Decisions

- a. Financial Operating Procedures – posted on servas.org under Administration
- b. Accounts 2014 – ready for Distant Vote
- c. Internal Audit Report for SI Exco acceptance
 - Action: SI Exco will review LVS's comments on the IAC report and give comments to LVS to finalize SI Exco's reply
- d. Approval of IAC draft process for change of bank signatories – discussion deferred
- e. Finalize revised budget spreadsheet for DV – discussed under item 5
- f. Proposed audit program for 2015 accounts
 - In early Aug the bookkeeper will begin sending 2015 information to the Internal Audit Committee
- g. Budget Committee – appointments to be decided at next meeting
- h. Outstanding ServasOnline levy payments
 - Action: LVS will contact the individual countries who have not met their obligations, and will remind them that it affects their right to vote in the Nov 2016 Distant Vote
- i. Certificate of LVS's role in SI
 - Action: JS will send a letter related to LVS's role in SI by Aug 1, 2016
- j. Past financial papers
 - Action: LVS will temporarily store past financial papers until a long term solution is found

10. SICOGA 2018 Decisions – deferred to the Aug 2016 meeting

11. SI Exco communication with Servas community – discussion deferred to the Aug 2016 meeting

12. SI Exco members written reports – no discussion

13. Other Business

- **Decision: Individual members of SI Exco are free to write personally to National Groups related to events that occur in their countries, but will not write on behalf of SI Exco**
- It was agreed that there are many sensitive issues in the world, and it is important to involve the national groups in discussion of issues

14. Next meeting

- **The next meeting will be Sunday August 14, 2016 UTC/GMT 15:00 – 17:00**
- Regular time: third Sunday every month UTC/GMT 15.00-17.00

15. Meeting ended at 21:35 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 – included in Bulletin #2, separate call will be sent in October if no replies to the Bulletin

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 currents 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: AG will coordinate comparing costs for Czech Republic and Bangalore (AG will also check with Spain)

May 15, 2016 Action Items not completed:

- 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: JS and PP will add 'review of action items' to the next agenda, allowing sufficient time for discussion – for August meeting
- 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

July 24, 2016 Action Items

- Action: PP will make the change and finalize and post the June 19, 2016 SI Exco meeting minutes

- Action: PP and LVS will assemble the necessary pdf files related to the 2014 financial statements and PP will post them with the motion in the Distant Vote area of www.servas.org
- Action: LVS will finalize the written explanation and PP will assemble the necessary pdf files related to the revised 2016-2018 budget and post them with the motion in the Distant Vote area of www.servas.org
- Action: PP will finalize the written explanation related to the appointment moiton and post the motion and explanation in the Distant Vote area of www.servas.org
- Action: JS will respond to Servas Italy, indicating that it is not possible to begin a pilot as soon as 2017, and that they are urged to work with the group established at the 2015 GA (NS Servas Germany identified as the lead person)
- Action: JS will request that the Chilean university translate the agreement, and will arrange for it to be signed in both Spanish and English
- Action: PP will consult Lilly regarding finding a volunteer editor for the Spanish translation
- Action: JS will arrange to have the time period of the contracted resource to support ServasOnline changed to be June-Dec 2016
- Action: JS and PP will confirm where all data on the existing www.servas.org website will be accessed after the launch fo the new website by Aug 16, 2016
- Action: JS and PP will ensure that a communication is sent to all key people before the launch of the new website
- Action: JS will ensure that information about ServasOnline being under development will be placed on the new website
- Action: DS will finalize a letter to the Maison Internationale des Associations director explaining who we are
- Action: JS will prepare and send a signed copy of the SI Statutes
- Action: DS will provide a residential certificate
- Action: DS will find out the requirements related to insurance
- Action: SI Exco will review LVS's comments on the IAC report and give comments to LVS to finalize SI Exco's reply
- Action: LVS will contact the individual countries who have not met their obligations, and will remind them that it affects their right to vote in the Nov 2016 Distant Vote
- Action: JS will send a letter related to LVS's role in SI by Aug 1, 2016
- Action: LVS will temporarily store past financial papers until a long term solution is found

Appendix 1 SI President's Report

Jonny's short report to Exco

2016-07-22

Action report 2016-06-17 - 2016-07-22

Sending condolences

* I have drafted a preliminary plan for contacts with Servas in Turkey, France and Germany in the aftermath of the attacks on innocent people after the coup attempt (Turkey), the attack in Nice and the attack in Munich.

I will get the opinion of SI Exco, before I write anything.

SI registration and SI domicile

• I have found four legal experts to get advice from regarding the registration of SI as an NGO and for the establishment of a domicile. I will contact them in August.

I hope the jurists in Switzerland (two) are competent persons who can clarify what the optimal solution for Servas International's registration issue in Switzerland.

I have also found three, and maybe four, prospective candidates in Sweden.

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.

This action is related to this Action: FM, JS (LV help) will look for Swiss legal expertise to complete the Terms of Use

Action items that I was assigned by Exco on **April 8-12, 2016**:

SI's banking relations

* I repeatedly been in touch with SI's bank CS via email and phonecalls in order to manage the banking rights/authorization for members of SI Exco's member finally gets handled and finalized.

On July 10 LV and I could start handling the backlog of payments as fast as possible.

I suggested a general message with apologies to a group of people who also have been waiting indecently long for their payments and reimbursements, including Netiapps, from SI.

Exco will now, in cooperation with SI Internal Audit Committee, try to learn from our experiences and make it easier for the next Exco for the mandate period 2018-2021 to get the banking rights/authorization needed to start using SI's bank accounts.

Out reach activities

* I have been in dialogue with an organisation in the field of travelling, sharing economy and collaborative consumption. The members of SI Exco have presented their opinions about a proposal. The organisation would like to explore possible ways of cooperation between SI and the organisation.

Translation

* I have been in dialogue with a university in Chile and Aneris Cao, Servas Chile, regarding their proposal to explore possible ways of cooperation between the university and SI.

The university: El Instituto de Literatura y Ciencias del Lenguaje de la Pontificia Universidad Católica de Valparaíso on Av. San Martín 1206, Torre 2, Depto. 1502, Viña del Mar.

Communications

* I have gathered text and photos for SI News Bulletin (No 2 Vol 2 2016) which is currently being translated to Spanish.

I have also gathered:

- text and photos for SI's new website.
- stories (text and photos) for a communications project to promote Servas via the new website and social media.

ServasOnline

* I have been in regular dialogue with Bernard Andrieu (project manager for ServasOnline project), about the development of 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/>

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.

Miscellaneous

* I have written a Certificate of membership in Servas for Fidèle Rutayisire, national secretary of Servas Rwanda.

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

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

June 19, 2016 Action Items

Done:

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

Will do 2016-07-22:

- 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

Not done:

- Action: JS and PP will add 'review of action items' to the next agenda, allowing sufficient time for discussion

* 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)

* On hold:

1. Ethical fund and bank '

Jonny Sågänger
President
Servas International
2015-2018

Appendix 2 SI Vice President's Report

Not submitted, due to vacation

Appendix 3 SI Peace Secretary's Report

Servas International Peace Secretary June 20 to July 22 2016

Servas at the UN

HRC 32nd session in Geneva:

- Servas representatives (5 including myself) and other Servas members (including 2 Servas France board members) attended **HRC 32nd session** in Geneva, in particular from June 20 to 24. There are a few people ready to support the team, even without being officially SI Reps holding annual grounds pass.
- We attended not only general debate in HRC room XX, but also several panels and side events, organized by countries permanent missions, UN bodies, Special rapporteurs on specific issues, and NGOs. Business cards distributed.
- We advanced the new address in UN database issue (Catherine, Daniela, and I).
- We presented 2 oral statements on Item 9 and Item 7 of the General debate, and cosigned a joint statement on the Durban Declaration and Program of Action (DDPA), and another one about combating racism.
- We agreed on 3 questions for the Questionnaire project, to be sent to the Servas National Peace Secretaries and all SI Representatives, about human rights situation.

SI and UN NYC:

A dropbox folder has been created to share resources with Jeanne Devine, Fanny Bello, Radha Radhakrishna, Sedef Piker, and myself.

Questionnaire about human rights situation in Servas countries:

A Skype meeting with Jeanne Devine (SI UN NYC Representative) and Daniela Doenges (SI UNOG Main Rep) was held on July 11 to finalize the Questionnaire. It has then been translated into Spanish and French, and sent to the National Peace Secretaries network and to all SI UN Representatives. An article has been prepared for SI Exco Bulletin N°2.

Human rights defenders in Cameroon

We have been approached by Servas member former UN NYC representative. Discussion is going on.

Activities related to Peace other than UN

« Roadmap » related to how we select « NGOs with similar values », environment, human rights: in progress.

Contacts with Servas Innovation group and Servas week project in September.

Servas Guatemala: Adela Segura and education for girl's awareness information. Activities related to SDGs Quality education, Gender equality, and End of poverty.

Servas Vietnam: contact with Nga Vu about initiatives to reduce poverty in Vietnam, for the implementation of the SDGs "No hunger and Gender Equality" by Servas Vietnam in January and March 2016, noting poverty and domestic violence against women are important issues in Vietnam.

Appendix 4 SI General Secretary's Report

SI General Secretary Report: June 19 – July 24, 2016

Accomplished:

- Posted updated SI Committees
- Posted Version 3.1 of Financial Operating Procedures and notified Member Groups, SI Committees, ACs and SI Exco Assistants
- Continued work with the Distant Vote Administrator in preparation for the November 2016 Distant Vote, and planning for posting the DV information online
- Continue to receive 2015 annual reports – 56 of 77 received by July 24, 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:

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 – not done

May 15, 2016 Action Items:

- 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 – DV area created, revised budget still under discussion
- 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. Finalize DV work before leaving for vacation Aug 18
3. Integrating the current www.servas.org content with ServasOnline
4. Work to get remaining 2015 Annual Reports and identify a team to analyze the data
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 #09

PABLO H COLANGELO
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Jun 20th to Jul 24th 2016

- Assist Key people from the following countries regarding Dolphin issues: Mexico, Korea, USA, Ethiopia, Malaysia, India, Uganda, Chile, Switzerland, Kenya.
- Wrote a short article about Servasonline and the importance of keeping HL updates for the SI EXCO bulletin
- Created the Branch SI Making Connections Group and email in Dolphin system makingconnections@servas.org as per VP request. Forwarding is currently going to VP and Aneris Cao (servas Chile) emails.
- Added a letter at the download link in dolphin, for those countries with are not currently active in Servas so anyone willing to get the list from them will know about the current situation on those places.
- Reply questions about transition to ServasOnline
- Attended a teleconference with Jurg Tolber (Servas Switzerland) to get introduced to a possible video tutorial for servasonline. We discussed it and I gave him a feedback on how to improve it according to my point of view. It was a bit fast and with no sound.. it may need subtitles and a nice voice to guide us into the process. The videos were quite heavy but it may be uploaded at a servas channel in youtube instead to upload them into our server.
- Volunteer job request published at idealistas.org generated a lot of communications. Spanish Coordinator expressed their happiness about that.
- I started working on Servasonline user manual

Important tasks to be done next

- Seek a youth volunteer for the position of SI HLC
-

Appendix 6 SI Treasurer's Report

Treasurer's Report for the Exco Meeting for 24th July 2016

1. I have completed the outstanding payments. Many of the beneficiaries have confirmed having receipt of the amounts. Two beneficiaries have expressed concern. a) Fidele : He is yet to get. Credit Suisse had with-held the remittance though they had debited our account. Only when I asked for it, they said they wanted to know what DFC was and since it was remittance to Rwanda, they were more concerned. I have clarified and hope the remittance goes to Fidele. b) Nettiapps have informed they have received short amount in Indian Rupees though our account has been debited with the two invoices amount totalling to Euros 6688. I have written to the bank and awaiting their confirmation as to why there is a difference in exchange rate on 14th July when the transfer was made. The exchange used by bank is 1 Euro = 71.14 whereas the prevailing rate that day is 1 Euro = 74.15. Generally there will be bank charges but it will not amount to such great difference.
2. FOP Financial Operating Procedures final version posted on the website in English.
3. The Internal Audit report with Exco acceptance of the actions required to be confirmed to the Internal Audit committee so that the 2014 Accounts and External Audit Report can be posted for the November 2016 distant vote .
4. The revised Budget for 2016 to 2018 to be finally approved by Exco and then posted for the November 2016 distant vote.
5. The Internal Audit have suggested a process for expediting bank signatory change with effect from the next GA. Exco to approve on this if acceptable.
6. A question has been raised about the membership on the Budget group. Several people have expressed interest.
7. ServasOnline Outstanding: It would be better to address each of the 10 defaulting countries to pay up the outstanding dues so that they could participate in Distant Voting process. If Exco approves I can send out a mail to their NS and treasurer of this. Putting in SI newsletter will be a way of information but an individual mail will bring this to their attention.
8. Exco to give me the certificate confirming my appointment as Treasurer in the last GA along with a brief write up of SERVAS so that I can make a formal application to Reserve Bank of India with special regard to the operation of Credit Suisse account on behalf of SI.
9. Internal Audit team has given a program for 2015 accounting review. I have taken time till end of this month since the book keeper is busy with the tax filing work by the end of this month. He will start furnishing the records from first week of August onwards. He has received the accounting information along with support documents from Mirek and Chris which he will verify and then account for.
10. I have taken delivery of the prior year accounting records lying with the External Auditor and will keep till I get direction from Exco for permanent safekeeping.
11. SI Registration is of paramount importance and it will have to be done on fast track since many of our future plans and projects will greatly depend on this. Stamp fee remittance from certain countries cannot be made unless it has formal registration.

These are some of the points which I would like to discuss in the Exco meeting of the 24th July 2016.

Appendix 7 ServasOnline Status Report

Not yet received