

Minutes
Servas International
EXCO Teleconference
Sunday September 18, 2016 UTC/GMT 15:00 – 17:00

Version: 3

Participants: Ann Greenhough (AG), Danielle Serres (DS), Jonny Sångänger (JS), LV Subramanian (LVS)

Preannounced difficulty to participate: Penny Pattison (PP), Pablo Colangelo (PC).

Minutes recording: David Asher (DA)

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 late at 15.33 GMT / UTC due to technical problems

1. Chit-chat

2. Agenda Version 1 adopted as proposed

3. Adoption of minutes

a) Finalize August 14 Version 1 minutes

b) Item 3 a): DS queried which changes were referred to (in relation to July 24 2016 minutes).

Item 3 b): DS queried whether Jan 17 Action Item referring to 'a new SI Registration system' was for the GA.

Action: PP to clarify changes to July 24 minutes prior to August 14 minutes being adopted as soon as possible by email.

c) Review of action items – not discussed

4. Email Decisions: - not discussed

5. Modernized website & ServasOnline

- **Website:** JS confirmed launch still aiming for Sept 21 with stories and photos, using archive from old website. If 21 Sept date isn't met, will happen soon afterwards. Allocation of remaining tasks still to be confirmed.
- **Migration of member data:** JS reported positive movement with a number of countries (up to 7) willing to migrate data. France made transition in July, others to follow. LV suggested that only after migration has happened should it be confirmed that the new system is operating. LV questioned whether Netiapps had been engaged to assist in migration of data as per invoice which has been approved and paid (invoice circulated by LV). JS stated that website should clearly indicate which countries have been added, and that during the transition process old systems will remain in place. JS confirmed that PC was responsible for migration, working with Bernard, Stefan, and JS.

- **Translation:** DS advised she is contributing translation into French and queried when this will be used. JS responded that he is collecting contributions to be added over time. JS suggested the need for basic explanatory material, as well as news items. Developers will create a news space on the website. Kevin currently taking responsibility for maintenance issues.
- Uploading data has to be done by Bernard, but how and who can upload? JS confirms that data such as SI minutes can be uploaded when PP sends it to Janek, Derek, Jonny and others, as at present. What will be new is that news items displayed on first page; these will also be uploaded by them. LV queried who will advise what will be uploaded. JS confirms he mostly does quality check on items for publishing, but in future more people will be able to upload. Need for quality check on things like photos.

6. SI EXCO bulletin

DS suggested timescale for SI EXCO bulletin is too tight for SI members to contribute. JS said he planned to send out next one with short deadline in order to meet the Servas Week deadline. Would like to send out this week. JS suggests the October edition be sent out with notice to allow contributions, and then editions every two months. DS suggests 2 week notice for next edition sufficient.

Decision. 2 weeks' notice to be given of publication deadline for new editions of SI EXCO Bulletin (JS).

LV proposes that Servas Spain, Indonesia and Germany activities are publicised in next edition. AG suggested that October edition better than Sept for these items. DS confirms the need to ensure bulletin does not duplicate SI News content.

7. Stretch legs

8. Financial Decisions

- JS said he has had request from Mirek about visiting Bangalore to resolve 2015 accounts issues. LV confirmed that Mirek has sent cash expense statements in respect of GA expenses and the book keeper has found them in order. However, certain documents are still required for audit purposes (supporting evidence of air travel tickets of some delegates). LV doubts there is need for Mirek to visit Bangalore to meet with book keeper and auditor; explanations can be provided regarding expenses claims etc. Mirek suggests he can bring documents with him. LV will gather required details from auditor and bookkeeper, review outstanding items and produce a status report regarding the need for Mirek to attend Bangalore.
- Action: LV to review outstanding issues to enable 2015 accounts to be completed and produce status report regarding Mirek's proposed visit to Bangalore.
- There was a full discussion about the proposals for a solution to the situation caused by LVs resignation. It was agreed that more information is needed to be provided to inform the discussion at the next meeting.
- Action: More information to be provided to inform proposals to address LV's resignation (JS).
- DS queried the process for payment of her recent expenses claim sent to LV. JS asked LV to resend the claim to him for approval. LV will then make payment to DS.
- LV raised issue of responsibility for payment of lost stamps. Up to 2015 lost stamps have been deleted from stamps payment by member countries. From 2016 onwards, LV has made explicit that member countries should now be responsible for all stamps payment. This was approved.
- **Decision: SI EXCO confirms that Servas member countries should be responsible for payment for all stamps requested, including stamps subsequently lost.**

9. Report on Servas International Week in September (AG)

- Deferred to October meeting

10. Distant Vote Nov 2016

- Deferred to October meeting

11. SICOGA 2018 Decisions

- Deferred to October meeting

12. Exco member's written reports – no discussion

13. Any other business? None

14. Next meeting

- The next meeting will be Sunday October 16, 2016 UTC/GMT 15:00 – 17:00

15. Meeting ended at 17:05 UTC/GMT

Action items

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

Feb 21, 2016 Action Items not completed:

- 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

April 08 - 12, 2016 Action Items:

- Action: AG will bring a proposal to SI Exco re: links with FEE and inviting travelers to offset their travel through FEE
- Action: FM, JS (LV help) will look for Swiss legal expertise to complete the Terms of Use
- Action: PC, BA (LVS help) will prepare a Transition Manual and checklist
- Action: JS will set up calls to larger countries related to ServasOnline transition
- Action: JS will send PC the list of ServasOnline volunteers and competencies
- Action: AG will coordinate comparing costs for Czech Republic and Bangalore (AG will also check with Spain)
- Action: PP will follow up with the Job Descriptions and Statutes committee

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 will discuss the points raised related to ServasOnline with Bernard, and report to SI Exco

June 19, 2016 Action Items

- 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.

July 24, 2016 Action Items

- Action: JS will arrange to have the time period of the contracted resource to support ServasOnline changed to be June-Dec 2016 - Ongoing
- 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
- Action: JS will prepare and send a signed copy of the SI Statutes
- Action: JS will send a letter related to LVS's role in SI by Aug 1, 2016

August 14, 2016 Action Items

- Action: SI Exco will email anything they would like to see on the home page to JS
- Action: JS will initiate requests to SI Exco for text for the home page when it is needed
- Action: JS will manage the preparation than distribution of the communication, since PP will be on vacation
- Action: JS will work with the Swiss lawyer related to an SI Registration contract, and inform SI Exco

September 18, 2016 Action Items

- Action: PP to clarify changes to July 24 minutes prior to August 14 minutes being adopted as soon as possible by email.
- Action: LV to review outstanding issues to enable 2015 accounts to be completed and produce status report regarding Mirek's proposed visit to Bangalore.
- Action: More information to be provided to inform proposals to address LV's resignation (JS).

Appendix 1 SI President's Report

Jonny's short report to Exco

2016-09-17

Action report 2016-08-11 - 2016-09-16

Modernized/new website on servas.org and ServasOnline

Modernised/new website:

I have been executing the plan of action for the transition from the current website on servas.org to a modernized/new website on servas.org.

As of today the work is ongoing, in cooperation with the developers in India and the ServasOnline Team.

The goal is that all relevant texts, photos and other illustrations on the current website on servas.org shall be copied and loaded on the modernized/new website. The plan is that all this content has been transferred well in time for the launch of the modernized website in September 2016. I have also created:

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

The texts have been created in cooperation with Servas volunteers in Romania, Poland, Argentina, Netherlands, Sweden, Germany and other countries.

On the website and in social media there will be short stories that depicts different Servas activities where hosts, travelers and Servas volunteers are involved. It can be hosting, travelling, meetings, camps, education and other group activities related to peace building.

The stories will illustrate how it's possible to get unique and authentic experiences by travelling with Servas.

Text editing, proof reading and translations:

I have cooperated with Picot Cassidy (UK), who has edited the master texts in English as well as proof readed. I have also worked with the translators Lilly Kerekes, Mexico, and Danielle Serres, France.

I would like to express my deep gratitude for this fruitful, inspiring and enjoyable cooperation with these devoted and creative Servas volunteers.

ServasOnline

I've been working together with Stefan Fagerström, and been in dialogue with Bernard Andrieu (project manager for ServasOnline project), Pablo Colangelo and about the migration of member information from the Servas Dolphin system, the Servas Whale system and other systems to ServasOnline.

SI ICT has also been involved in the work.

Communications

* I have gathered text and photos for SI News Bulletin No 3 Vol 3 2016.

SI registration and SI domicile

- I have an ongoing email dialogue with legal experts to get advice from regarding the registration of SI as an NGO and for the establishment of a domicile.

Search for new SI treasurer & treasurer backup

During the SI Exco meeting in August 2016 Venkatasubramanian Lakshmanan Subramanian (LVS) informed the board that he will leave his position as treasurer for health reasons and due to the work load.

I have been in a meeting with LVS, Graham Robertson (GR) and Ashley Burrows (AB) in the SI internal Audit Committee where we discussed how to solve the situation. We came up with a plan. I have written and posted a motion to Exco with suggestions to appointment of temporary International Accounts Payable assistant and other measures to solve the situation.

SI's Financial reports

I have followed the continued 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

* 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

August 14, 2016 Action Items

Done:

- Action: JS will ask if the Servas description section can be moved above the News section on the home page
- Action: JS will find out who can make changes to the ServasOnline menus
- Action: JS and PP will contact the Internal Audit Committee related to the SI Treasurer's resignation
- Action: JS will contact the other SI Treasurer candidate and the Nominations Committee after consulting with the Internal Audit Committee related to the SI Treasurer's resignation
- Ongoing
- Action: SI Exco will email anything they would like to see on the home page to JS

- Action: JS will initiate requests to SI Exco for text for the home page when it is needed
- Action: JS will manage the preparation than distribution of the communication, since PP will be on vacation
- Action: JS will work with the Swiss lawyer related to an SI Registration contract, and inform SI Exco

July 24, 2016 Action Items

Done:

- 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

Ongoing

- 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: JS will prepare and send a signed copy of the SI Statutes (to DS)
- Action: JS will send a letter related to LVS's role in SI by Aug 1, 2016

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 Sångänger

President

Servas International

2015-2018

Appendix 2 SI Vice President's Report

Not completed in time

Appendix 3 SI Peace Secretary's Report

Servas International Peace Secretary August 14 to September 18, 2016

Servas at the UN

Maison des Associations address in Geneva

All the papers were sent on August 26. I called them on September 5 to follow up. It seems the director was on vacation. Still awaiting their reply.

HRC 33rd session in Geneva:

Servas International Main representative, Daniela Doenges, and I, have prepared a written statement to be submitted at the 33rd HRC session in Geneva. We also had a Skype conference on September 9. I am going to attend from September 21 to 23rd, including on the special event organized by Geneva Peace Talks on International Peace Day. Margaret Seelig, former Servas Britain Peace secretary, will also attend.

Activities related to Peace other than UN

Servas Peace School proposal sent by Mehmet Ates, Servas Peace School Coordinator/Former Peace Secretary of Servas Turkey

US/regional Servas Conference in October, asked to make a presentation. Not able to attend. Jeanne Devine will be in charge.

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

Spreading the word about Servas Innovation group week project in September.

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

Others

Translating several articles for the new website into French.

Appendix 4 SI General Secretary's Report

Not completed due to vacation.

Appendix 5 SI Host List Coordinator's Report

SI HLC 2015-2018 Working Report #11

PABLO H COLANGELO
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Aug 15th to Sep 17th 2016

- Assist Key people from the following countries regarding Dolphin issues: Georgia, Japan, Honduras, Indonesia, Iran, Vietnam, Peru.
- Assist Key people from the following countries regarding Servasonline issues: Spain.
- I'm currently in touch with People from Cuba (facebook messenger) and Kenya (Whatsup) in order to guide them on how to create their Host Lists and assist them on administrative Servas Issues related to my role.
- Try to contact key persons from Algeria with wrong information in Dolphin so they can update it (with no success). And send an updated SI Key People list to SI President for official communications.
- Checked eligibility for SI DV regarding to Host lists update on every Member Country
- Had a conversation with Key people about the need of use of SI Logo and suggested to add a sentence at the SI logo website saying 'As approved at the GA2015 according to EXC-023 motion passed by majority'
- Servasonline report: Get access to administration panel on Servasonline

Important tasks to be done next

- Seek a youth volunteer for the position of SI HLC
 - Start working with small countries with manual one by one transition to Servasonline.
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Appendix 6 SI Treasurer's Report

Agenda of the Treasurer for the 18th September 2016

1. 2015 Accounts: The city of Bangalore had wild mob rioting which has subsided as of today, owing to some sharing of river water between two southern states namely Karnataka and Tamil Nadu. I had a face to face discussion with the book keeper and the

external auditor who have agreed that they will send a status update by this weekend or by Monday. I will follow up on this.

2. Stamps and SOL Fees dues: Servas Taiwan and Servas Italy have agreed to pay up the SOL fees as per confirmations received from them. I have also been able to get the correct picture of the stamps accounting after spending the whole day with the book keeper Pramod with updates till 2015 stamp accounting. Many countries have considered lost stamps as deductible from the stamp payable amount as this was accepted in the past years. I suggest that the cost of lost stamps being the responsibility of the member countries be formalized from 2016 stamps with the circular when inviting for 2017 stamps. With this I will be handing over a clear picture of Stamp accounting to the new treasurer who will step in.

3. Whether stamp to be issued to Servas Mongolia as per recent mail.