

Servas International
SI Exco Meeting by Skype
Minutes
Sunday December 17, 2017 16:00 – 18:00 GMT/UTC

Version: 3

Participants: **Jonny Sångänger (JS); Ann Greenhough (AG); Penny Pattison (PP); Danielle Serres (DS); Pablo Colangelo (PC); William D'Souza (WD)**

Guest: Richard Cabassut (16.15-16.30)

Absent: None

Pre-announced difficulty to participate: None

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 16:08 GMT/UTC.

1. Chit chat

2. Agenda Version 1 adopted as amended

3. Adoption of minutes

a. Finalize November 12, 2017 meeting minutes

- **Motion: Approve Version 1 of the November 12, 2017 minutes, as amended at the meeting. Passed**
- *Action: PP will post Version 1 of the November 12, 2017 minutes*

4. Introduce Assistant SI Treasurer

- Richard Cabassut joined the meeting
- Richard and SI Exco introduced themselves to each other
- There was a short discussion of the stamp situation and the Servas Canada 2018 e-stamp pilot
- Richard emphasized that there is a difference between the stamp process and the SI or ServasOnline accounting process; for stamps, it is important to have security and to avoid numerical gaps
- Richard left the meeting

5. Email Decisions:

- a. 2017/11/14: Approval for ICT to purchase 3 IP addresses from Hetzner to allow 3 ServasOnline environments (development, test and production) Passed.
- b. 2017/11/20: That Servas Canada be permitted to use e-stamps (and not paper stamps) in 2018. Passed
- c. 2017/11/20: That SI pre-pay the server expenses provided by Hetzner on an annual basis. Passed
- d. 2017/12/12: To sign a contract for ServasOnline maintenance with Eliza Iacoblev, with Bernard Andrieu as contract manager, from Dec 6, 2017 to Mar 5, 2018, at 40 Euros per hour to a maximum of 6720 Euros. Passed
- e. 2017/12/17: SI Exco adopts the following requirements to be met by member countries before an application for funding a delegate to SICOGA 2018 can be considered:

1. The database of individual members (previously known as the host list) has been updated or produced in ServasOnline in 2016 or later.
2. This database or host list (for those countries in transition) contains 10 or more members and is seen to be at least 70% reliable.
3. Three or more officers are involved in the organisation of the member group and their details are updated in the Dolphin key list.
4. Less than 100 traveller stamps were used in 2017.
5. The member group has submitted a satisfactory 2016 annual report and undertakes to submit a 2017 annual report due by March 31st 2018.
If the member group did not submit a satisfactory 2016 annual report, then they must submit a 2017 annual report by February 28, 2018.
6. Stamp fees for 2016 and any other outstanding financial obligations to SI have been paid. The member group also undertakes to submit 2017 stamp fees due by March 1st 2018.
7. There is evidence of efforts to maintain Servas activity (including hosting, travelling, keeping members informed) in the member group.
8. There is evidence of a commitment to migrate an updated host list into ServasOnline if this has not already been done.
9. There is evidence of ongoing communication with Servas International.
10. A national secretary applying for funding has been in the position for no more than 6 consecutive years and has not received delegate funding on more than one previous occasion.
11. If the national secretary is not applying for delegate funding, the alternative applicant should be able to demonstrate that they have been active in a key role in their country.

Passed.

- f. 2017/12/17: SI Exco adopts the following requirements to be met by SI Officers and members of SI Committees, Teams and Groups before an application for funding to attend SICOGA 2018 can be considered:

1. The SI officer, committee or team has submitted a satisfactory 2016 annual report and undertakes to submit a 2017 annual report due by March 31st 2018. If the SI officer, committee or team did not submit a satisfactory 2016 annual report, then they must submit a 2017 annual report by February 28, 2018.
2. The applicant can demonstrate that they have been active in their officer role or the work of their committee/ team since elected or appointed in 2015.
3. A progress report is to be attached to the application. This should include a summary of the applicant's personal contribution to the work of the committee, team or role in 2016 and 2017 together with a plan of what they hope to achieve by SICOGA 2018.
4. The applicant is compliant with the SI Financial Operating Procedures

Passed.

6. Financial Issues

a. Search for new SI Treasurer

- Candidates for SI Treasurer and SICOGA 2018 Financial Coordinator have been found, and the IAC supports their appointment
- **MOTION: SI Exco appoints Radha B. Radhakrishna (RBR) to be the SI Treasurer for the period January 1 2018 until October 14 2018, or the day most suitable for the treasurer's handover to the SI Treasurer elected at SI GA 2018. Passed**
- **MOTION: SI Exco appoints Gülşen Elyak (GE) SICOGA 2018 Financial Coordinator. Passed**
- Action: JS will formally notify RBR and GE that they are the successful candidates
- Action: JS will notify the unsuccessful candidates
- Action: JS will arrange Credit Suisse signatory changes
- Action: WD will begin handover to RBR immediately

b. Signed 2016/2017 Financial Statements

- WD has forwarded the signed 2016/17 statements to the IAC, who have acknowledged receipt of them

c. 6 months 2017/2018 Financial Statement

- WD has arranged to have IAC review the 6 month (April – September) financial statements to simplify the fiscal year end process
- WD sent the April – September 2017 financial statements to the IAC; and the IAC are working on them
- Some poor communications related to the April – September 2017 financial statements has caused problems
- Action: Related to the Africa meeting accounting, AG will write to the IAC to confirm that work is underway in preparing the necessary information, and that AG will be the contact person for the IAC about the Africa meeting, in her role as the coordinator of regional meetings.

d. Draft SI budget for 2019-2021 Deferred

e. Any other financial business None

7. Stretch legs

8. 2018 SI Exco Face-to-face meeting

- The meeting is confirmed to be held March 14-19, 2018 in Milan, Italy
- There is still some uncertainty about the logistical details for the 2018 face-to-face meeting
- Action: AG will call Anna Cristina to discuss the logistical details for the 2018 face-to-face meeting and will work with her to finalize the arrangements
- It was noted that RBR will attend the meeting, not WD
- **MOTION: GE will be invited to attend the face-to-face meeting, arriving beginning on Friday March 16, 2018. Passed**
- Action: JS will invite GE to the 2018 Face-to-face meeting, to arrive late on Thursday March 15, 2018 and to attend the meeting from Thursday March 16, 2018 until the meeting ends on Monday March 19, 2018

9. SICOGA 2018

a. Draft SICOGA 2018 budget:

- Servas Korea has sent an expenditure budget, based on the template provided from SICOGA 2015
- RBR and GE are aware of the urgent need for a complete SI budget for SICOGA 2018
- Because the plan is to open registration in January 2018, SI Exco has discussed the participation fee
- **MOTION: The participation fee for SICOGA 2018 will be 575 Euros per person. Passed**
- Action: PP will inform Servas Korea and the SICOGA 2018 team

b. Current situation & contingency plan:

- A short article about the status of SICOGA 2018 will be included in the next SI Exco Bulletin
- Action: JS and DS will finalize the wording of the SICOGA 2018 article

c. Status and review of SICOGA 2018 plan:

- The timeline was updated on Dec 12, 2017
- There are a lot of planned activities in December, and it is possible that opening of registration will be delayed

- d. **Funding criteria, process and timing including HL Reliability:**
 - The funding timeline was updated on Dec 12, 2017
 - It was confirmed that evidence of cancellation insurance is required before funding is sent
 - Action: AG will finalize the communications about funding, and translation into Spanish, with the objective of sending them out before the end of December 2017
 - The planned dates for the flight analysis work are February 22-23, 2018

10. ServasOnline

- a. **New developer contract:**
 - The new developer contract for Eliza Iacoblev has been signed, for a 3 month period
 - It was confirmed that the previous contract with C. Baptiste is cancelled, with no cost
 - There are no other contracts in place related to ServasOnline
- b. **Servas Canada 2018 e-stamp pilot and more than 1 person on LOI**
 - ServasOnline was designed with the intention of one record for each adult Servas member
 - Servas Canada has indicated that the ServasOnline User Group, in consultation with Bernard, have agreed to allow more than one person in a household to share n LOI, and therefore, an e-stamp
 - After discussion, SI Exco made the following motion:
 - **MOTION: Allow shared LOIs/e-stamps for the Servas Canada 2018 trial period, and as soon as possible, make the decision to not allow shared LOI/e-stamps and publicize it. Passed (DS abstained)**
 - Action: PP will notify Servas Canada, the ServasOnline Team and the ServasOnline User Group that Servas Canada will allow shared LOIs/e-stamps during 2018
- c. **ServasOnline Survey:**
 - PC received 36 replies from 33 National Groups
 - 5 said they needed assistance, and 12 said they were in progress and needed assistance
 - **PC 's priority will be assisting those 17 National Groups who replied to the survey and need assistance**
 - Action: PC will send another reminder about all National Groups migrating to ServasOnline
 - DS noted that there is a need for a public update about ServasOnline
 - Action: DS will send specific questions to PC and JS
 - Action: PC and JS will prepare an official public update about ServasOnline
 - Action: PP will work with PC and JS on finalizing the official public update about ServasOnline
- d. **SI Exco members profiles in ServasOnline: Not Discussed due to time constraints**
- e. **Transition to ServasOnline: Not Discussed due to time constraints**
- f. **SI Exco participation in ServasOnline User Group and meetings: Not Discussed due to time constraints**

11. Communication:

- Exco members confirmed they will send ideas for articles in SI News Bulletin 1-2018 as soon as possible to JS
- No more communication-related questions discussed due to time constraints

12. SI Exco members written reports: Not Discussed due to time constraints

13. Other Business:

a. Servas 70th anniversary

- There is discussion about which year is the 70th anniversary of Servas
- Action: DS and JS will research the start date of Servas

14. Next meeting

- **Next meeting will be Sunday January 14, 2018 16:00 – 18:00 UTC/GMT**
- Action: JS will invite RBR and inform him about time and date.
- Regular time: third Sunday every month UTC/GMT 15.00-17.00 (1 hour later November-March)

15. Meeting ended at 18:16 GMT/UTC

Action Items

- Action: PP will post Version 1 of the November 12, 2017 minutes
- Action: JS will formally notify RBR and GE that they are the successful candidates
- Action: JS will notify the unsuccessful candidates
- Action: JS will arrange Credit Suisse signatory changes
- Action: WD will begin handover to RBR immediately
- Action: Related to the Africa meeting accounting, AG will write to the IAC to confirm that work is underway in preparing the necessary information, and that AG will be the contact person for the IAC about the Africa meeting, in her role as the coordinator of regional meetings.
- Action: AG will call Anna Cristina to discuss the logistical details for the 2018 face-to-face meeting and will work with her to finalize the arrangements
- Action: JS will invite GE to the 2018 Face-to-face meeting, to arrive late on Thursday March 15, 2018 and to attend the meeting from Thursday March 16, 2018 until the meeting ends on Monday March 19, 2018
- Action: PP will inform Servas Korea and the SICOGA 2018 team
- Action: JS and DS will finalize the wording of the SICOGA 2018 article
- Action: AG will finalize the communications about funding, and translation into Spanish, with the objective of sending them out before the end of December 2017
- Action: PP will notify Servas Canada, the ServasOnline Team and the ServasOnline User Group that Servas Canada will allow shared LOIs/e-stamps during 2018
- Action: PC will send another reminder about all National Groups migrating to ServasOnline
- Action: DS will send specific questions to PC and JS
- Action: PC and JS will prepare an official public update about ServasOnline
- Action: PP will work with PC and JS on finalizing the official public update about ServasOnline
- Action: DS and JS will research the start date of Servas
- Action: JS will invite RBR and inform him about time and date.

November 11, 2017 Action Items Not Completed:

- Action: WD and AG will prepare the SICOGA 2018 budget
- Action: JS will send an ad to look for a new ServasOnline Project Manager
- Action: DS will contact a person she knows to see if they are interested in the project of producing a YouTube video to teach Servas members how to use ServasOnline
- Action: JS will send his specific reimbursement request to SI Exco for an email decision
- Action: AG will, in consultation with DS, reply to the Servas France comment on DV No 2017 motion 2
- Action: JS will circulate deadlines for SI News Bulletin submissions for the rest of 2017 and all of 2018

October 29, 2017 Action Items Not Completed

- Action: PC will ask Bernard how he could access the data about enquiries to join Servas as a step to identifying the outcomes, that is, how many of those making an enquiry finally become members.
- Action: AG will promote Emmaus as one of the topics for the proposed shared interest networks to be publicised soon.
- Action: JS will circulate a new recruitment advert for SI treasurer to members groups.
- Action: WD will send background information to JS with a view to all member countries being asked to volunteer to join the trial.
- Action: JS to consider an article on electronic stamps for the next Exco bulletin.

October 1, 2017 Action Items Not Completed

- Action: WD will instruct the bookkeeper to make the necessary changes to the SI Reserve
- Action: SI Exco will address the need for a new bookkeeper and External Auditor as soon as possible

September 24, 2017 Action Items Not Completed

- Action: AG will inform Servas Brazil that SI funding would not be available for a national event but encourage it to consider alternative ways of bringing young members together.

August 20, 2017 Action Items Not Completed

- Action: AG will revise the timeline for processing funding requests for SICOGA 2018
- Action: WD will begin the preparation of the SICOGA 2018 budget, and AG will help him to make contact with those involved in the 2015 conference budget
- Action: WD will distribute a first quarter financial report (budget to actual) to SI Exco by August 31 2017
- Action: JS will prepare an ad for an SI Assistant Treasurer, rephrasing the one used to find the SI Treasurer WD, and also making reference to the fact that WD will not be running for SI Treasurer in 2018; AG will send it out.
- Action: PC will define the ServasOnline specific administrative tools required
- Action: JS will draft a Vision paper which is intended to stimulate informed debate about possible ways to encourage democracy in our process, for comments by SI Exco

May 28, 2017 Action Items not completed:

- Action: JS to reply to IAC re: 2009 GA decision to rename Internal Audit Committee as Finance Committee, and WD to discuss it further at the IAC face-to-face meeting in July 2017

Mar 30 – Apr 2, 2017 Action Items not completed (may be completed, not discussed):

- Action: JS will send a general public announcement about the SICOGA host country decision
- Action: JS will talk to Antoine Boesch about liability insurance
- Action: PP will prepare the “None of the above” motion for the 2018 GA
- Action: AG will survey the SI committees to get their comments on possible SI committee restructuring, and report back to SI Exco by Nov 15, 2017
- Action: Bernard will look into what search key words are set up for servas.org (which affects when servas.org comes up with an online search)
- Action: PC and JS will work with the User Group to define the changes, and send them to Bernard and Guy for implementation
- Action: Guy and Pablo will identify needed admin tools
- Action: WD will talk to Credit Suisse about a gateway option for online payments
- Action: JS will investigate virtual attendance options
- Action: JS will handle SICOGA 2018 publicity

- Action: Each SI Exco member will look carefully at their job description, and also the SI Exco job description, and ensure that it reflects current reality. They will also define a realistic time commitment for the position
- Action: JS will suggest to the Nominations Committee that they write a special article in Sept 2017 to begin the SI Exco candidate recruitment process
- Action: WD will finalize the budget and actual expenses for the 2017 SI Exco face-to-face meeting

October 16, 2016 Action Items not completed:

- Action: PC will ask Servas France how they managed the hosts without easy internet access, without email addresses, or without unique email addresses for different household members, when converting their data to ServasOnline
- Action: PC will consult and recommend on how to handle Servas members who do not have internet or email accessibility

April 08 - 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 – in progress

Appendix 1 SI President's Report

No Report

Appendix 2 SI Vice President's Report

No Report

Appendix 3 SI Treasurer's Report

No Report

Appendix 4 SI Peace Secretary's Report

Servas International Peace Secretary November 13 to December 16 2017

I have been mostly busy with the making and publishing of 2018 Servas Peace Calendar, with great help from Alan Stone.

I wrote related articles in English and French for servas.org website, Facebook groups, SI News Bulletin... and arranged for Spanish translation.

I also found a volunteer for servas.org Spanish page.

I have been involved locally helping with ServasOnLine and recruiting new interviewers.

I have helped and supported an article about Servas artists network project, to be published on next SI News Bulletin.

Servas at the UN

I had several talks with various stakeholders for a future side-event to be organized in March 2018 at the UN in Geneva.

I have asked for reports from SI UN representatives ahead of renewing their annual passes for 2018.

With the help of Jean-Marc Eyot, I published an article about Manon Yzerman's internship in September in Geneva on Servas France website, as well as articles about Servas at the UN in Geneva.

Concerns

Need to improve communication with National Peace Secretaries and others, preparing for potential candidates in 2018.

Need to get support to fulfill tasks within the more complex context of ServasOnLine.

Appendix 4 SI General Secretary's Report

SI General Secretary Report: November 13 – December 17, 2017

Accomplished:

- Managed email votes and other day to day activity of SI Exco
- Nov 2017 Distant Vote: Voting completed, both motions passed with a double majority (equivalent to GA decision); Member Groups notified and results posted on servas.org
- ICT:
 - Successfully transitioned servas.org to Hetzner from Serverloft server
 - Serverloft contract terminated, last payment was Oct 28, 2017
 - Process underway to complete transition from iWeb to Hetzner by Dec 25, 2017 which is the end date for the current contract with iWeb
 - Tasks completed related to country@servas.org forwarding
 - Task underway to create 3 environments for ServasOnline
 - Monitoring questions and queries to ICT
- GA 2018
 - Korea annual meeting held Nov 18-19, and detailed replies to questions sent to Penny and Amir
 - Prepared follow up questions for Korea, and also a plan for monthly status meetings
 - Korea sent expenditure spreadsheet with scenarios for 150, 170 and 200 participants, which was used to propose a participation fee for decision by SI Exco
 - Updated timeline
 - Preparing posting of information on servas.org
 - Registration process communications have been drafted by Amir
 - Working with Ann re: funding process
 - Communicating with Servas Korea by email
- Annual Reports:
 - 61 of 77 2016 annual reports received from member groups by December 16, 2017
 - Drafted 2017 annual report form, using very similar questions
- ServasOnline:
 - Participated in discussions re: Servas Canada and use of e-stamps for 2018
 - Participated in other discussions – migration to new server, etc.
- Working with Anna re: HI Archives electronic data to be added
- Working with Jonny and Michael on big picture vision for the future of SI

Action item update:

June 25, 2017 Action Items:

- Action: AG, DS and PP will finalize the advanced warning letters to Member Groups and to SI Officers/Committees/Teams, for review by SI Exco.

Mar 30-Apr 2, 2017 Action Items:

- Action: PP will prepare the "None of the above" motion for the 2018 GA; consulting with Chris Patterson
- Action: PP will suggest that presentations, such as the one Alvany made in Sierra Leone, be considered as items for the Archives- discussed in general terms; need to decide if they go in archives, online historical documents both or neither
- Action: Each SI Exco member will look carefully at their job description, and also the SI Exco job description, and ensure that it reflects current reality. They will also define a realistic time commitment for the position

Short Term Priorities:

1. Day to day SI Exco and General Secretary correspondence and pressing issues
2. SICOGA 2018
3. ICT move to new server provider
4. Review of past GA decisions and how to handle them

Key Concerns/Issues:

1. Transition to ServasOnline
2. SICOGA 2018 myriad details
3. ICT workload

Appendix 5 SI Host List Coordinator's Report

SI HLC 2015-2018 Working Report #19

PABLO H COLANGELO
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Nov 13th to Dec 17th 2017

- Assist Key people regarding Dolphin issues
- Assist Key people regarding Servasonline issues
- Servasonline report: Servas Uzbekistan has migrated to ServasOnline

There was a survey sent to all National groups expecting a reply from almost one key person from every country.

The outcome of the survey during a 1 month period to reply was the following

Only 36 countries reply

12 countries are in transition progress

5 countries are needing assistance

19 countries already migrated their members to Servasonline

Spreadsheet is attached as Appendix 1 for reference

Important tasks to be done next

- Seek a youth volunteer for the position of SI HLC
 - Check bouncing back email address from key list sent by Ann
 - Assist those countries in needs towards the migration to Servasonline
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NOTE: Appendix is a separate pdf.