

**Servas International**  
**SI Exco Meeting by Skype**  
**Minutes**  
**Sunday January 15, 2017 16:00 – 18:00 GMT/UTC**

Version: 2

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

Pre-announced difficulty to participate:

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 16:00 GMT/UTC.**

**1. Chit chat**

- The group welcomed WD to SI Exco and the meeting

**2. Agenda Version 1 adopted as revised**

**3. Adoption of minutes**

**a. Finalize December 18, 2016 minutes**

- **Motion: Approve Version 1 of the December 18, 2016 minutes. Passed**

**4. Email Decisions:**

- a. 2016/12/30. That the annual bill for the server supplied by iWeb be paid. Passed
- b. 2017/1/8. That William D’Souza is appointed as the SI Treasurer until SICOGA 2018. Passed
- c. 2017/1/15 (email discussion completed at the meeting). That the following long pending balances be written off in the 2016-2017 Financial Statements:
  1. Amount payable to Michael Johnson since 2008 (details not known )
  2. Non-recoverable from Hilda Burer UN Representative since 2008
  3. Non-recoverable from Muhammed Naseem Pakistan since 2012
  4. Non-recoverable from E F Meamble of Cameroon delegate for Poland GA 2012
  5. Non-recoverable from Sahadatu of Sierra Leone delegate for Poland GA 2012
  6. Postal inward remittance of 21/5/2012 (bankers have not been able to identify the remitter)

Passed, PC voted against.

- Action: PP to send motion decision about the write offs to IAC

**5. Modernized SI website**

**Website**

**a. Editorial process**

- JS is working with Picot Cassidy of Servas Britain to finalize the English wording; the final wording will be on prodsolsys.servas.org

- Action: JS and Picot will finalize the English wording on the new website, and clarify their process for finalizing future postings
- Action: DS will review and update the French wording on the new website once JS tells her that the English wording has been finalized
- Action: Lilly Kerekes and her team will review and update the Spanish wording on the new website once JS tells them that the English wording has been finalized

#### **b. Website launch**

- February 1, 2017 is the planned 'launch date' when [www.servas.org](http://www.servas.org) will be changed to the new improved website
- Action: JS will send out the 'launch' announcement by Jan 18, 2017

### **ServasOnline Member System**

#### **a. Migration of member data from Host Dolphin and other systems**

- A potential Transition Manager from Servas France has been identified, and he has spoken to Bernard and JS about the position; a 2-day meeting with Bernard is planned
- Action: JS will follow up with Bernard to confirm the Transition Manager
- The first task of the Transition Manager will be to identify the status of each National Group related to moving to the ServasOnline Member System, and track the progress:
  - Complete
  - Transition in progress
  - Transition planning begun
  - Not yet started
- A ServasOnline Member System User Group has been established, co-led by Harley Thomas (Servas Sweden) and Judy Bartel (Servas Canada); they will be responsible for user manuals and also the wording content of the system web pages and messages
- If National Groups have questions about the ServasOnline Member System and transition to it, they are to write to [servasonline@servas.org](mailto:servasonline@servas.org), and their email will be handled by the appropriate person

#### **b. Transition to the ServasOnline Member System**

- Many National Groups have identified a technical contact person for their group
- PC is working with many countries to get their basic member data into the ServasOnline Member System; he noted that the individual members then need to complete their profiles
- It was noted that the Servas France website says that many countries are already in ServasOnline, while in fact only the basic data may be there, and this will cause confusion
- Action: DS will contact the Servas France webmaster to arrange for wording that is clearer and more accurate
- Until a National Group indicates that their data is complete in the ServasOnline Member System, the Dolphin Host List Storage Area (HLSA) will be the place to obtain their host list; it was noted that the HLSA Host Lists are not being updated

### **6. SI Exco 2017 Face-to-face meeting**

- Arrangements are going well, and many thanks to Susana! DS visited Susana and sent a positive report.
- It was agreed that the meeting will end at 4:30 pm on Sunday April 2, 2017; AG will coordinate Sunday afternoon activities with Susana
- **Motion: SI Exco authorizes the expense of 30 Euros for a booster for the internet at the meeting. Passed.**
- It is assumed that there will be some activities on Wed. March 29, 2017, the day before the meeting begins, for those who can attend.

## 7. Distant Vote May 2017

- **Motion: The 2015-2016 Financial Statements will be taken to the DV May 2017. Passed**
- No other SI Exco DV motions were identified
- Action: PP will write to all Member Groups indicating that there will be a DV May 2017 and that the deadline for motions is Jan 31, 2017
- Action: PP will work with WD to word the motion for the 2015-2016 Financial Statements by January 31, 2017 and to post the details of the 2015-2016 Financial Statements by February 28, 2017

## 8. Stretch Break

## 9. SI Financials

### a. Recruitment of new SI Treasurer

- Sincere thanks to AG for her efforts to finalize the arrangements for WD to become the SI Treasurer
- WD acknowledged LVS' amazing work, and AG's encouragement and support; he is looking forward to the face-to-face meeting in March, and has some proposals to bring to the table
- **Motion: To allow time to announce the new SI Treasurer, WD will begin his role as SI Treasurer on February 1, 2017. Passed**
- Action: PP will draft the announcement of the new SI Treasurer and coordinate the translation into Spanish
- Action: AG will send out the announcement of the new SI Treasurer to all SI Key People

### b. ServasOnline Maintenance Contract 2017-2018

- Bernard reported that he is happy with Kevin's work, and finds it to be good value for money
- **Motion: To extend the contract for ServasOnline maintenance with Kevin Gautreau from Jan 1, 2017 to March 31, 2018. Passed.**
- Action: PP will notify Bernard of the ServasOnline maintenance contract extension to March 31, 2018

### c. ServasOnline Capitalization date

- There is a need to define the date at which the ServasOnline development project is completed, and ongoing operational maintenance begins
- **Motion: Add an agenda item for the 2017 face-to-face meeting to decide the capitalization date for ServasOnline, and also to discuss budgeting for ongoing maintenance and enhancements. Passed.**
- Action: JS and PP will add ServasOnline capitalization and budgeting to the 2017 Face-to-face meeting agenda

### d. SI Registration impact on SI Finances

- LVS noted that there is urgency to complete the SI Registration process, since it impacts different countries financial obligations
- It is important to know how many National Groups are legally registered in their countries.
- Action: JS and PP will send out a request to all National Groups to indicate if they are registered in their country
- Action: JS will prepare an update and revitalization of the SI Registration topic for the 2017 Face-to-face meeting
- Action: JS and PP will add SI Registration to the 2017 Face-to-face meeting agenda

## 10. SICOGA 2018

- Activity on this topic was delayed because of PP's illness
- Action: PP and DS will proceed with the identified process of gathering information to support an SI Exco decision about the host country, to be made at the 2017 face-to-face

## 11. SI Exco members written reports

## 12. Other Business

### a. Annual Reports

- It was noted that stamp fees, annual reports and other obligations are for a calendar year, even though the SI financial year end has changed
- About 60 2015 Annual Reports have been received and consolidated into a spreadsheet
- Action: PP will put the latest 2015 Annual Report spreadsheet in Dropbox
- There was no response to a call for people to analyze the Annual Report responses.
- Action: DS will approach one of the applicants for SI treasurer to see if she might analyze the 2015 annual reports
- **Motion: Because the annual reports contain quite a bit of personal information, they will be posted in a 'Members Only' Administrative section of the ServasOnline Member System. Passed**
- Action: JS and PP will draft a 'Members Only' Administrative section for ServasOnline, for discussion at the 2017 face-to-face meeting
- **Motion: Due to other high priority items for SI Exco, the 2016 Annual Report will contain the same questions as the 2015 annual report. Passed.**
- Action: PP will send out the 2016 Annual Report form to the Member Groups
- It was noted that a different Annual Report format is required for SI Officers; also that the first SI officers' annual report will be for the period Oct 2015 – Dec 2016.
- Action: PP will draft a 2015-2016 annual report format for SI Officers for discussion at the 2017 face-to-face meeting

### b. SI News Bulletin

- The deadline for the next SI News Bulletin in Jan 31, 2017

### c. US email re: SI activity

- US Servas wrote to SI Exco asking for information to take to their Annual General Meeting in February 2017
- Action: JS will reply to US Servas emphasizing the ServasOnline project, and telling them that a Jan 18, 2017 communication will be sent about it

### d. SI Exco thanks to LVS

- JS spoke for all of SI Exco to express our deep appreciation for LVS' dedication to Servas and his commitment to maintaining the SI Treasurer role after his resignation
- This was the handover SI Exco meeting, and LVS does not plan to attend the February 2017 SI Exco meeting
- LVS reiterated his commitment to supporting WD as he takes on the SI Treasurer role

## 13. Next meeting

- **The next meeting will be Sunday February 19, 2017 UTC/GMT 16:00 – 18:00**
- The regular March 19 2017 meeting will not be held unless it is considered necessary (PP indicated that she will not be available to meet on Mar 19, 2017)
- Regular time: third Sunday every month UTC/GMT 15.00-17.00 (1 hour later November-March)

## 14. Meeting ended at 18:00 GMT/UTC

## Action Items

- Action: PP to send motion decision about the write offs to IAC
- Action: JS and Picot will finalize the English wording on the new website, and their process for finalizing future postings
- Action: DS will review and update the French wording on the new website once JS tells her the English wording has been finalized
- Action: Lilly Kerekes and her team will review and update the Spanish wording on the new website once JS tells them that the English wording has been finalized
- Action: JS will send out the 'launch' announcement by Jan 18, 2017
- Action: JS will follow up with Bernard to confirm the Transition Manager
- Action: DS will contact the Servas France webmaster to arrange for wording that is clearer and more accurate
- Action: PP will write to all Member Groups indicating that there will be a DV May 2017 and that the deadline for motions is Jan 31, 2017
- Action: PP will work with WD to word the motion for the 2015-2016 Financial Statements by January 31, 2017 and to post the details of the 2015-2016 Financial Statements by February 28, 2017
- Action: PP will draft the announcement of the new SI Treasurer and coordinate the translation into Spanish
- Action: AG will send out the announcement of the new SI Treasurer to all SI Key People
- Action: PP will notify Bernard of the ServasOnline maintenance contract extension to March 31, 2018
- Action: JS and PP will add ServasOnline capitalization and budgeting to the 2017 Face-to-face meeting agenda
- Action: JS and PP will send out a request to all National Groups to indicate if they are registered in their country
- Action: JS will prepare an update and revitalization of the SI Registration topic for the 2017 Face-to-face meeting
- Action: JS and PP will add SI Registration to the 2017 Face-to-face meeting agenda
- Action: PP and DS will proceed with the identified process of gathering information to support an SI Exco decision about the host country, to be made at the 2017 face-to-face
- Action: PP will put the latest 2015 Annual Report spreadsheet in Dropbox
- Action: DS will approach one of the applicants for SI treasurer to see if she might analyze the 2015 annual reports
- Action: JS and PP will draft a 'Members Only' Administrative section for ServasOnline, for discussion at the 2017 face-to-face meeting
- Action: PP will send out the 2016 Annual Report form to the Member Groups
- Action: PP will draft a 2015-2016 annual report format for SI Officers for discussion at the 2017 face-to-face meeting
- Action: JS will reply to US Servas emphasizing the ServasOnline project, and telling them that a Jan 18, 2017 communication will be sent about it

### **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, Amir is preparing a proposal

### **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

**August 14, 2016 Action Items not completed:**

- Action: JS will work with the Swiss lawyer related to an SI Registration contract, and inform SI Exco

**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

**December 18, 2016 Action Items not completed:**

- Action: PP will correspond individually with each of the groups to define what information is still required
- Action: AG will prepare the budget for the 2017 face-to-face meeting in Valencia
- Action: All SI Exco will send SI Exco and Susana their travel details when they have been made
- Action: AG will prepare a working paper on SI Committee restructuring for SI Exco discussion and revisions before the 2017 face-to-face meeting
- Action: PC will prepare an automated response , giving the words beside the 'Join Servas' form, and also indicating that there is a backlog for people who are already Servas hosts/members

## **Appendix 1 SI President's Report**

Jonny's short report to Exco

2017-01-15

Action report 2016-12-17-2017-01-15

### **Modernized website on servas.org and ServasOnline member system**

#### ***Recruitment of ServasOnline Transition Manager***

I have sent out a recruitment ad for a ServasOnline Transition manager. I have received two applications, which have been discussed with the ServasOnline Project Manager Bernard Andrieu and others in the ServasOnline Team.

I have talked via Skype with one of the applicants. The recruitment process is still going on.

#### ***ServasOnline member system***

I'm keeping a dialogue with Bernard Andrieu (project manager for ServasOnline project), Pablo Colangelo and others in the ServasOnline Team about the migration of member information from the Servas Dolphin system, the Servas Whale system and other systems to ServasOnline member system. January 8 2017: I convened a meeting with a ServasOnline Team with focus on admin and migration matters.

#### ***Modernised/new website***

I have continued to execute the plan of action for the transition from the current website on servas.org to a modernized website on servas.org at the beginning of 2017.

I have given instructions to others in the ServasOnline Team to make changes to the content on the website, change of menus, sub-menus and sub-submenus.

I have produced editorial content for the modernized website on servas.org.

I have given instructions for final proof reading of the english version of the page/front page will be translated into spanish and other languages.

#### ***ServasOnline communication***

I have drafted and circulated a written communication to SI national secretaries and other SI key people. The communication will be sent out on January 18.

### **SI in cooperation with university in Chile**

On January 14 I received two originals of the agreement between Servas International and Instituto de Literatura y Ciencias del Lenguaje at Pontificia Católica de Valparaíso, Viña del Mar in Chile regarding translations english-spanish. Will sign and send the originals to the university via postal mail.

### **Communications**

\* I had planned for a SI News Bulletin No 4 Vol 4 2016 in December but was not able to finish because of issues around my move to a new apartment.

### **Search for new SI treasurer & treasurer backup**

I have been instrumental in the selection process for the recruitment of a new SI treasurer. I have had a dialogue with SI Internal Audit Committee about SI Exco's tentative choice of candidate. The recruitment has been finalized, thanks to fast and effective intervention from Ann and Penny.

### **Miscellaneous**

\* Day-to-day business (email communications, preparation of agenda for SI Exco meeting, monitoring Servas Facebook pages and groups)

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

## **Dec 18 2016, Exco meeting: Action Items**

### **Done:**

- Action: All SI Exco will send SI Exco and Susana their travel details when they have been made
- Action: JS will share all applications with SI Exco by Dec 19, 2016
- Action: SI Exco will review the short list, ask clarifying questions if required, and then individually rank them, by December 21, 2016
- Action: JS will prepare a draft communication about the launch of the modernized SI website and send it to PP for comment
- Action: JS will follow up with Bernard to arrange giving country representative permission to handle the 'Join Servas' forms for their country or region

### **Ongoing:**

- Action: JS will make English the default language on the modernized SI website startup page

**Not done: None.**

## **Nov 20 2016, Exco meeting: Action Items**

### **Done:**

- Action: JS will make English the default language on the modernized SI website startup page
- Action: JS will contact Stefan regarding automating the migration from Dolphin to ServasOnline

### **Ongoing:**

- Action: JS will ensure that we have Curriculum Vitae from all of those applying to be SI Treasurer
- Action: JS will ask all applicants for the SI Treasurer position to complete the Nomination Form to provide additional information about their skills and experience
- Action: After the deadline has passed, LVS will review the applicants' financial experience to create a shortlist of qualified applicants for the SI Treasurer position
- Action: SI Exco will review the short list, and then make a decision of who to appoint to the position of SI Treasurer

### **Not done:**

- Action: JS will prepare a draft communication about the launch of the modernized SI website and send it to PP for comment by Dec 4, 2016

## **October 16, 2016 Action Items**

### **Done**

- Action: JS will ensure that the 2014 Audited Accounts are posted on the new website before the new website is launched
- Action: JS, AG, LVS and PP will continue to search for a solution to the resignation of the SI Treasurer

### **Not done:**

- Action: JS will prepare the communications for the launch of



the new website

### **September 18, 2016 Action Items**

#### **Done**

- Action: More information to be provided to inform proposals to address LV's resignation (JS).

### **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](http://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**

### **Ann Greenhough VP Report for Exco Skype meeting on 15<sup>th</sup> January 2017**

#### **Recent activity:**

##### **Making Connections**

Ongoing work on preparing page for website.

##### **Search for new SI treasurer**

Following the Exco decision to appoint William D'Souza as SI treasurer I took over from JS to facilitate the handover from LV. This has included first confirming with William that he is willing and able to take on the role then providing him with information he will need to become orientated as an Exco member. I have also informed the other applicants about the decision, together IAC and the NS for Servas India.

##### **Next face to face meeting**

Further planning of practical arrangements for the face to face meeting with Susana Martinez in Spain.

##### **Review of SI Committees and officer roles**

Ongoing work on how the review of SI roles (as in SICOGA 2015 decision) might be carried out with a view to discussion at the face to face meeting.

##### **Youth Language Programmes information for new website.**

Final review and proof reading of material for website

#### **Priority for action:**

1. Continue work on Making Connections and FEE projects.
2. Budget for face to face meeting including information form William.
3. Circulate update to national secretaries with Spanish translation about Exco decision about area coordinator role
4. Get update from DC including about planned regional meeting in Phillipines
5. Discussion with Susana , youth team about proposals for a 2017 youth meeting

## **Appendix 3 SI Peace Secretary's Report**

**Servas International Peace Secretary December 19, 2016 to January 13, 2017**

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### **Servas at the UN**

Updating info in the UN database for current SI UN Representatives.

Maison des Associations address in Geneva : still awaiting signing of the contract.

Completing collection of annual reports from SI UN Representatives, (12 persons).

Contacting two possible new SI UN representatives for 2017 (one for NYC, one in Geneva).

### **Activities related to Peace other than UN**

Servas 2017 Peace Calendar project still going on (with Alvany Santiago). Getting some contribution from several members/countries.

### **Others**

Translating some documents into French for Servas website.

Taking advantage of some vacation in Spain to visit Susana Martinez, for preparation of next SI EXCO face-to-face meeting in Spring.

Usual activities and communication as EXCO member about various issues, and decision-making.

## Appendix 4 SI General Secretary's Report

### SI General Secretary Report: December 19, 2016 – January 15, 2017

#### Accomplished:

- Distant Vote: DV May 2017 motion deadline is Jan 31, 2017 - plan is to include 2015-2016 financials
- GA 2018
  - Updated Colombia and Korea on process to finalize host country
- ICT related:
  - Distributed document describing ICT expenses
  - Arranging for annual ServerLoft billing to be paid through the SI account
- Participating in meetings regarding SI Treasurer resignation and ServasOnline
- Arranged travel to 2017 face-to-face meeting

#### Action item update:

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

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

##### April 08 - 12, 2016 Action Items:

- Action: PP will follow up with the Job Descriptions and Statutes committee – spoke to Amir (convenor) awaiting response from the committee

##### May 15, 2016 Action Items:

- Action: SI Exco will try using the SI communications checklist, and give comments to PP – no comments received

##### December 18, 2016 Action Items

- Action: PP will send Servas Colombia and Servas Korea a summary of their Skype meetings, and will ensure that they have the criteria analysis chart and the New Zealand Feasibility Study
- Action: PP will correspond individually with each of the groups to define what information is still required
- Action: All SI Exco will send SI Exco and Susana their travel details when they have been made

#### Short Term Priorities:

1. Day to day SI Exco and General Secretary correspondence and pressing issues
2. Moving forward on GA 2018
3. Communications re: moving from the current [www.servas.org](http://www.servas.org) to the new website/ServasOnline

#### Key Concerns/Issues:

1. Transition to ServasOnline, including process for travelers and hosts connecting during the transition, ICT responsiveness, link to Key Dolphin
2. SICOGA 2018 location

## Appendix 5 SI Host List Coordinator's Report

SI HLC 2015-2018 Working Report #15

PABLO H COLANGELO  
[hostlistcoordinator@servas.org](mailto:hostlistcoordinator@servas.org)  
Skype: Pablo Colangelo  
+54 (911) 5569-7446

Dec 19<sup>th</sup> to Jan 15<sup>th</sup> 2017

- Assist Key people from the following countries regarding Dolphin issues: Iran, Chile
- Assist Key people from the following countries regarding Servasonline issues: Argentina, Ethiopia, Ukraine, Russia, Brazil, Greece, Turkey, India, Jordan-Lebanon and Saudi Arabia.
- Servasonline report: Servas Costa Rica was transferred to ServasOnline, Servas Turkey sent the excel file but were sent back as per needed corrections in order to be able import the data. Servas Hunagy transfer to Servasonline is on hold waiting for decision from their national secretary.
- Next countries to be transferred: Nepal
- GA2015 minutes translation review and corrections done
- A report was sent regarding number of individual members and countries there are currently listed in Servasonline by the end of 2016 sent by email to ExCo
  - Dolphin database, Exco structure and forwarding was updated with New treasurer information.
- Participated on the 3<sup>rd</sup> Teleconference meeting about Servasonline
- I was making a list of key persons with need to get the perit to be the sevasonline administrator for their countries and was sent to Servasonline IT manager to be implemented.

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Important tasks to be done next

- Seek a youth volunteer for the position of SI HLC
- Check making connection link upon Ann request, and its forwarding in dolphin as it seems not to be working well
- Check bouncing back email address from key list sent by Ann
- In view of our next FtF meeting and treasurer resignation find a way that SI will reimburse my expenses for 2015 and 2016 period according to FoP and considering that as SI is still not registered thus Im not able to get an official document regarding the source of money to show Argentinian authorities and permit recieving the money using electronic transfers.
- Translation Reiew sent by Lilly Kerekes SICOGA 2015 DECISIONES ESPAÑOL

## **Appendix 6 SI Treasurer's Report**

### **Treasurer's Report for the Exco Meeting of 15<sup>th</sup> January, 2017**

Work Completed by LVS

1. Processed bank payments based on Exco approval of all pending invoices/expense claims.
2. I have followed up with the book keeper and external auditor for the finalization of 2015/16 accounts.
3. I am following up with the member countries for recovery of 2016 stamp money and also return of the unused stamps.
4. Mailing of 2017 stamps completed as per requests received from the member countries.
5. Incurring post and mailing expenses for 2017 stamps.
6. I will arrange to hand over all records both hard copies and emails and balance cash to Mr William by end of 31st Jan 2017.
7. I have initiated the signatory change with Credit Suisse for removing my name and incorporating Mr William as the new treasurer. I have followed with a reminder today.

## **Appendix 7 ServasOnline Status Report**

No separate report submitted

ServasOnline Administrative Team meeting held Jan 8, 2017; minutes available from [servasonline@servas.org](mailto:servasonline@servas.org).