

Servas International
SI Exco Face-to-Face Meeting
Minutes
March 30 - April 2, 2017

Version: 6

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

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

March 30, 2017

Meeting began at 09:35 CEST (Central European Summer Time)

1. Each SI Exco member introduced themselves.
2. May 2017 DV voter list: New Zealand was given an extension to Mar 31, 2017. Decision will be made first thing on April 1, 2017.
3. Development Committee grants:

Background:

The Development Committee (DC) supports emerging Servas National Groups. This usually entails internet or mobile phone communications, and other types of administrative activities in the country, all of which include small costs. In many cases, the people that the DC are working with to develop a Servas presence in a country do not have internet access from home, and must rely on internet cafes. They may also live in countries in which paper receipts are not easy to obtain. And these people may not have personal financial resources to use for such activities.

The DC has a program of offering small grants for such purposes, with a requirement to write a report describing the use of the grant. The DC is well aware of the issues listed above, and also of the need to properly manage SI funds. Where possible, they require proper documentation for expenses.

MOTION 1: That SI Exco acknowledges that the Development Committee may approve small grants up to a maximum of CHF 200 per grant, to support development initiatives in countries where Servas activity is minimal or non-existent. A form for each grant will be completed. PASSED

MOTION 2: That if the Development Committee approves grants over CHF 200, then normal receipts will be required for the amount over CHF 200. PASSED

- NOTE: Motion 2 is retroactive, because the GA decision was for grants up to CHF 200.
- *Action: PP to notify IAC and DC of the two decisions, with copy to SI Exco*

4. Assistant General Secretary internet:

- The Assistant General Secretary internet has run out

MOTION 3: That internet access for the Assistant General Secretary will be extended for an additional year, under the SI Exco budget. She will be asked to send a report on her accomplishments until now, and PP will work with her to define specific tasks to be done in the next year. Further funding will be based on the results of the tasks. PASSED

5. Expectations of the meeting:

- SICOGA 2018 decisions and direction – location, funding process, motions, setting expectations for delegates
- Decisions regarding stamp process and revenue
- How to deal with 1000 applicants to ServasOnline – decisions related to managing the many requests
- SI Exco good working relationship
- Succession planning for SI Exco and redefining roles (specifically Peace Secretary) - activate the Nominations Committee

6. Reviewed the Action Chart and updated it

- Action: WD will investigate getting an agency to manage flights and conference registration for the SICOGA 2018:
 - WD draft
 - SI Exco review
 - WD finalize and approach agencies

The investigation will require clear indication of how the agency gets paid for their services

Meeting ended at 1:30pm for lunch

Meeting began again at 2:45pm

7. Jonny presented a Powerpoint called Servas Big Picture, and much discussion followed.

- Action: JS will replace the main photos on the ServasOnline homepage with photos related to Servas
- Under 'What we need', some people liked 'growth'; others preferred 'visibility', 'diversification', 'meetings'
- Under 'Roadmap to 2024', we preferred 'face-to-face encounters' rather than 'hosting'; also some liked 'Awareness of complexity leading to peace'

8. SICOGA 2018

- There was discussion of the two possible host countries, and it was agreed that the Servas Korea feasibility report best meets the needs of SI for the SICOGA 2018

MOTION 4: The SICOGA 2018 will be held in the Republic of Korea (Korea) from October 13-20, 2018. PASSED

- It was noted that a 20% deposit for the venue is required by April 30,2017
- Action: PP will notify the following about the SICOGA host country decision:
 - Servas Korea, including discussion of the requirements for the payment of the deposit for the proposed venue
 - Servas Colombia
 - SI Member Groups
- Action: JS will send a general public announcement about the SICOGA host country decision

The meeting ended at 6:45pm

March 31, 2017

Meeting began at 09:04am

9. Reviewed and agreed to March 30, 2017 minutes

10. SI Exco short reports since last meeting

- Appendix 2 – PP
- Appendix 3 – DS
- Appendix 4 - PC

11. SI Registration

- JS gave overview of his contacts with lawyers in Switzerland and Sweden

MOTION 5: SI will use the services of Antoine Boesch of Poncet Turrettini to:

- 1. Register Servas International in Switzerland**
- 2. Investigate tax implications and arrange tax exempt status for SI**
- 3. Redraft the SI Statutes**

SI will talk to Antoine Boesch of Poncet Turrettini about establishing an ongoing relationship with them

Consult an SI Registration Committee before finalizing the revised statutes

PASSED

- Action: JS and PP will proceed with the SI registration motion

MOTION 6: SI will consult with Antoine Boesch of Poncet Turrettini about liability insurance (use IAC document for discussion). PASSED

- Action: JS will talk to Antoine Boesch about liability insurance

12. There was a full discussion of alternative financial models for SI, specifically related to the current stamp fee process. Discussion will continue later in the meeting.

13. Preparation for meeting Apr 1 with Bernard and Guy

- Reviewed types of messages sent to servasonline@servas.org, and decided where they should be forwarded, by a central gatekeeper

General Servas questions → helpdesk@servas.org (Lisete)

Dolphin questions → dolphin.team@servas.org

Suggestions for ServasOnline changes → ServasOnline User Group

ServasOnline technical questions from National Group ServasOnline key people → Bernard

Transition, non-technical questions from National Group ServasOnline key people → Pablo (small countries) / Guy (big countries)

Questions from individuals – new members, current members, automatic emails from → country@servas.org / development@servas.org

ServasOnline, training questions

NOTE: Distant Interviewers needed for non-established countries and other urgent situations; also guidelines to define who they interview (what happens if a country doesn't reply? tracking responses by countries?)

- Action: PP will do the gatekeeper role, beginning after April 15, 2017 and make recommendations based on a test period of about 1 month
- Prepared an agenda for the meeting with Bernard and Guy

Meeting ended at 1:15pm for lunch

Meeting began again at 5:15pm

14. There was a lot of brainstorming about the SI structure.

MOTION 7: SI Exco will make a motion for the 2018 GA to change the statutes to require a "None of the above" option on every election ballot. If the most votes go to "None of the above", then no one will be elected to the position in that election. PASSED

- Action: PP will prepare the "None of the above" motion for the 2018 GA

15. February 19, 2017 minutes.

MOTION 8: The minutes of the SI Exco meeting of February 19, 2017 are approved. PASSED

- Action: PP will post the Feb 19, 2017 minutes

16. SI Structure(continued)

- 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

17. SI Vision and Governance

- There was an in-depth discussion about each SI Exco member's vision for the future of Servas
- Action: JS will draft a Vision paper which is intended to stimulate informed debate about possible ways to encourage democracy in our process by June 30, 2017

18. Improvements to the 'Join Servas' page in ServasOnline

- There was discussion of ways to make the 'Join Servas' page clearer, to minimize requests from people who are not really interested, or won't follow up with the interview process
- It was agreed that this would be discussed with Bernard and Guy tomorrow at our Skype call with them

Meeting ended at 8:10pm

April 1, 2017

19. Reviewed newly received ServasOnline reports, and the draft minutes for Mar 31, 2017. The draft minutes were accepted with revisions.
20. Distant Vote Eligibility list

MOTION 9: That after communication with the key people in Taiwan and South Africa, they will be permitted to pay 2016 payments with their 2017 stamp payment. PASSED

MOTION 10: That the following countries are not eligible to vote in the May 2017 Distant Vote: Botswana, Brazil, Ecuador, Lithuania, Morocco, New Zealand, Pakistan, Paraguay, Uruguay for the reasons documented in the attached spreadsheet. PASSED

- Action: PP will inform the Distant Vote Administrator

21. Distant Vote Nov 2017

- Archive budget required

MOTION 11: Archive budget will be taken from the mid-term meeting, since there is no need for the mid-term meeting budget and the archive budget was omitted from the revised budget. PASSED

- There will need to be a Nov 2017 DV, since there will be a motion for a revised budget
- Revisions to the budget will include clarifying capital projects (completion of the ServasOnline capital project) versus use of the reserve, and including maintenance of ServasOnline in the operation budget.
- Action: WD will prepare the revised budget for the DV Nov 2017
- It is expected that the 2016/2017 financial reports will be ready for the Nov 2017 DV
- It was noted that the 'Audit' under SI Committees refers to the Audit Committee

22. ServasOnline meeting with Bernard and Guy

- Seems to be general agreement that many of the "Join" requests might not be really interested
- 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)

- Applications are a mix of potential new members and current members (because of the transition)
- Agreed that people need to have a 2-step process to submit an application, where the default is 'no'
- Agreed that there needs to be words on the web page with instructions to current members
- It was noted that the User Group has ideas to improve the Join webpage, and they are the ones who are responsible for the wording in the membership system
- **It was agreed that the 'Join' page will be the highest priority change to ServasOnline**
- Action: PC and JS will work with the User Group to define the changes, and send them to Bernard and Guy for implementation

- Kevin is only available half a day a week; and Kevin does not know other Drupal programmers to suggest; Bernard found a programmer to help with creating a mobile app
- **It was agreed that it is more important to improve the system than to expand to other media such as mobile phones**

- **AGREED PRIORITY: Search for an Application Manager**
- If no volunteer can be found, we must consider hiring someone

- Action: Bernard will send JS the previous ad, JS will revise it as necessary and post it
- **AGREED PRIORITY: Search for a company to maintain ServasOnline, since there are no volunteers to do it**
- Action: Everyone will think about possible good candidates known to them for ServasOnline maintenance
- There are about 1000 emails to servasonline@servas.org; it was agreed that it is a priority to manage this situation.
- **The group supports PP acting as gatekeeper for about a month beginning Apr 17, 2017**
- Admin tools are needed
- Action: Guy and Pablo will identify needed admin tools
- **It was agreed that the User Group should track suggested changes to ServasOnline and also set the priorities for changes and new phases, in consultation with the ServasOnline team**
- Action: JS will confirm with Judy and Harley that they agree with this User Group role
- There was discussion of inclusion of an online payment process
- Action: WD will talk to Credit Suisse about a gateway option for online payments
- Bernard explained that the backup and recovery system is sufficient
- **Creating a 'Members Only' section is Priority #2:**
 - It was agreed that a 'For Members' menu item will be added as the second menu item under 'Community'
 - After the meeting, SI Exco agreed that the menu item should be visible on the open website before a person logs in, to give an idea that there are membership activities
 - SI Exco reviewed and revised the draft items for the Members Only section. Changes to draft:
 - Keep SI Statutes in open area
 - Post last 3 years of financial statements in open area
 - Action: PP will update the draft specifications and send it to Bernard and Guy to arrange the implementation
- Action: DS and JS will send email addresses for the US Servas Board to Guy, so that he can take over communications with US Servas from Bernard
- Bernard and Guy were thanked for their efforts, and left the meeting at 11:45am

23. ServasOnline continued discussion

- Action: JS will consult with Bernard to determine if the ServasOnline budget in the revised budget is adequate, so that it can be confirmed when the budget is updated again for the Nov 2017 DV
- It was agreed that at this time, the transition is quite chaotic, and so it is not possible to define timelines for its completion, or for future phases
- It was agreed that there are no plans for the timing of the replacement of the Host List Storage Area or Key Dolphin
- Action: JS, Pablo, Guy and others sending ServasOnline communications will stress that Key Dolphin and the HLSA remain active and must be kept up to date in every communication that is sent

Meeting ended at 1:45pm for lunch

Meeting began again at 3:10pm

24. SICOGA 2018

- It was agreed that the meeting will be 7 days and more or less the same format as the past few conferences
- The first full day will include compulsory training for delegates to the GA
- There was a good discussion about the funding criteria, and the fact that ServasOnline makes some of the previous funding criteria obsolete
- It needs to be clear if funding is for the individual or the position
- Action: AG and DS will draft funding criteria for delegates and for officers by April 16, 2017 for discussion at the Apr 23, 2017 SI Exco Skype meeting
- General timeline:
 - May 2017 – finalize criteria
 - Jun 2017 – send out call for funding applications
 - Jun 2017 – draft budget for funding prepared
 - Sep 2017 – deadline for funding applications
 - Oct 2017 – funding decisions
 - Oct 2017 – estimated flight costs determined
- Action: AG will send the funding message
- Action: PP will prepare a timeline leading to the SICOGA 2018, with input from AG
- Action: JS will investigate virtual attendance options
- PP will lead the registration and visa process, with Korea handling the actual visa arrangements
- Action: WD will send a registration document to PP for use in planning the registration approach
- Specific SI Exco roles will be defined later
- Action: JS will handle SICOGA 2018 publicity

25. SI Internal Audit Committee

- The IAC sent a Management Representation draft letter to JS and WD for their signature

MOTION 12: That SI Exco agrees to reply to the IAC that the Management Representation is not required. PASSED

- Action: WD will reply to the IAC regarding the Management Representation letter
- Action: JS will follow up with the IAC

- The IAC 2016 Annual Report was discussed

MOTION 13: That SI Exco agrees to the IAC face-to-face meeting in Melbourne, to a maximum cost of CHF 3000 (combined IAC budget for 2015/16 and 2016/17). PASSED; AG Abstained

- SI Exco recommends that the SI Treasurer be invited to attend the meeting, for a better working relationship
- Action: PP will notify the IAC regarding the IAC face-to-face meeting
- SI Exco reviewed section D. Feedback of the IAC 2016 Annual Report. Replies are in Appendix 1.

- Action: PP will notify the IAC regarding SI Exco's replies to the IAC Feedback

Meeting ended at 6:20pm

April 2, 2017

Meeting began at 9:00am

26. SI Internal Audit Committee (continued)

- A response was received from Graham to WD's email related to Motion 13, speaking for the whole IAC (Graham, Ashley and Emmanuel) requesting that SI Exco reconsider that decision.
- Although SI Exco does not agree, we defer to the IAC on this matter.
- Since WD takes over from LVS on April 1, 2017, LVS will be asked to sign the Management Representation letter

MOTION 14: That SI Exco agrees that JS will sign the Management Representation letter for 2016/2017, and that LVS will be requested to sign it. PASSED

- Action: JS will sign and scan the letter and email it to LVS; LVS will sign (if he agrees) and scan the letter and email it to the IAC with a copy to SI Exco

27. Minutes of April 1, 2017 reviewed and agreed

28. Discussed reporting for funded attendees of the SICOGA 2018. 2016 annual reports will be used as part of eligibility for funding. Consider also asking for personal report before the conference, identifying what they have done personally and what they will contribute at the GA, and also requiring a report on their activities, and comments after the GA.

29. Discussed each SI Exco member's 2016 annual report, and points that arose during the discussion

- The reports will be included in the 2016 Servas International Annual Report
- Action: AG will update her report to include the requested sections
- Action: DS, JS, LVS/WD will add financial information to their reports
- Action: It was discovered last night that Western Union can be used to pay expenses in Argentina. WD will use this method which will be used henceforth
- Action: PP will suggest that presentations, such as the one Alvany made in Sierra Leone, be considered as items for the Archives
- Action: JS will follow up with Maison des Associations in Geneva regarding an SI mailing address
- Action: DS will send JS the contact information for Maison des Associations in Geneva and for one of DS contact persons in Geneva.
- WD reported that LVS has committed to supporting WD in the SI Treasurer role, and SI Exco sincerely thanks LVS

Meeting ended at 12:20pm for a break

Meeting began again at 1:00pm, broke for lunch at 2:00 for 1.5 hours and then continued

30. Further discussion of Vision, Mission, etc.

JS did a workshop with Exco (WD was not present) on Servas Vision, Mission, Values, Strategy, core activity and payment model, asking for contributions for the Vision Paper that he has been commissioned by Exco to deliver on June 30 2017.

The questions discussed were:

Values: Which values is Servas as an organization based on? Which sources document Servas values?

It was decided that the existing vision & mission statement should be shortened to create a more effective message which is a combined mission/vision statement: Building understanding, tolerance and peace through person-to-person encounters

JS presented a short slogan which is more in tune with Servas of today and which was approved:
Connecting people for peace

Payment model

Advantages and disadvantages with the current payment model were discussed (charge of yearly fee, as opposed to donations. A commercial payment model was ruled out since SI is a non-commercial and not for profit organization).

The conclusions will be summarized in the coming Vision paper.

31. 2009 GA decision to rename the IAC to be the Finance Committee

- This decision, made in 2009, got lost, and the 2015-2018 IAC ran for office in the IAC.
- It is important to consider why the 2009 GA decision was made.
- Action: JS to discuss 2009 GA decision to rename IAC as Finance Committee with IAC
- Action: WD to discuss 2009 GA decision to rename IAC as Finance Committee with IAC at July 2017 IAC Face-to-face meeting

32. SICOGA Roles

- It was agreed that PP is the Project Manager for the SICOGA 2018. She has not yet got a big picture of the project.
- Most other SI Exco members have experience with previous conferences and will have significant roles.
- Ann has expressed interest in coordinating the topic groups and youth aspects of the conference
- Other considerations discussed include taking care about registration numbers and planning for the moderators
- Action: PP will present an overall plan for SICOGA 2018 preparations by May 31, 2017

33. Succession planning

- There was discussion of beginning early to plan for SI Exco successors after SICOGA 2018
- 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 SI EXCO Bulletin to begin the SI Exco candidate recruitment process

34. Africa meeting August 2017 in Rwanda

- SI Exco supports efforts towards a 2017 Africa meeting, and looks forward to seeing a more detailed proposal
- Action: AG will continue to work with Fidele on the 2017 Africa project initiative

35. International Servas Week 2017

- SI Exco supports the idea of a 2017 International Servas Week , to coincide with the International Peace Day on September 21, 2017
- Action: AG will continue to work with the Innovation Team on the International Servas Week initiative

36. 2016 Annual Reports

- SI Exco is pleased to see that many annual reports from Member Groups and SI Committees and officers were submitted on time, and encourages the remaining Member Groups and SI Committees and officers to send their 2016 Annual Reports as soon as possible.
- Action: PP will continue to receive the 2016 Annual Reports

37. 2017 SI Exco face-to-face budget

- Action: WD will finalize the budget and actual expenses for the 2017 SI Exco face-to-face meeting

38. Conclusions

- Each SI Exco member expressed their feelings about the meeting
- The group felt that there was a lot of productive discussion
- We leave with a good idea of how we have progressed with the 2015 GA decisions
- There was interesting discussion of potential major changes to Servas, and the challenges related to them
- It was agreed that, with the implementation of ServasOnline and transition of National Groups to it, it is an extremely complex and busy time
- Moving forward is challenging; identifying issues, solutions and approaches with an eye to the SICOGA 2018 and beyond
- The next SI Exco face-to-face meeting is planned for the second week in May 2018, after the 2018 General Assembly motions close

Meeting ended at 5:15pm

Action Items

- Action: PP to notify IAC and DC of the two decisions, with copy to SI Exco
- Action: WD will investigate getting an agency to manage flights and conference registration for the SICOGA 2018:
 - WD draft
 - SI Exco review
 - WD finalize and approach agencies

The investigation will require clear indication of how the agency gets paid for their services
- Action: JS will replace the main photos on the ServasOnline homepage with photos related to Servas
- Action: PP will notify the following about the SICOGA host country decision:
 - Servas Korea, including discussion of the requirements for the payment of the deposit for the proposed venue
 - Servas Colombia
 - SI Member Groups
- Action: JS will send a general public announcement about the SICOGA host country decision
- Action: JS and PP will proceed with the SI registration motion
- Action: JS will talk to Antoine Boesch about liability insurance
- Action: PP will do the gatekeeper role, beginning after April 15, 2017 and make recommendations based on a test period of about 1 month
- Action: PP will prepare the "None of the above" motion for the 2018 GA
- Action: PP will post the Feb 19, 2017 minutes
- 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: JS will draft a Vision paper which is intended to stimulate informed debate about possible ways to encourage democracy in our process by June 30, 2017
- Action: PP will inform the Distant Vote Administrator

- Action: WD will prepare the revised budget for the DV Nov 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: Bernard will send JS the previous ad, JS will revise it as necessary and post it
- Action: Everyone will think about possible good candidates known to them for ServasOnline maintenance
- Action: Guy and Pablo will identify needed admin tools
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- Action: DS and JS will send email addresses for the US Servas Board to Guy, so that he can take over communications with US Servas from Bernard
- Action: JS will consult with Bernard to determine if the ServasOnline budget in the revised budget is adequate, so that it can be confirmed when the budget is updated again for the Nov 217 DV
- Action: JS, PC, Guy and others sending ServasOnline communications will stress that Key Dolphin and the HLSA remain active and must be kept up to date in every communication that is sent
- Action: AG and DS will draft funding criteria for delegates and for officers by April 16, 2017 for discussion at the Apr 23, 2017 SI Exco Skype meeting
- Action: AG will send the funding message
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- Action: JS will investigate virtual attendance options
- Action: WD will send a registration document to PP for use in planning the registration approach
- Action: JS will handle SICOGA 2018 publicity
- Action: WD will reply to the IAC regarding the Management Representation letter
- Action: JS will follow up with the IAC
- Action: PP will notify the IAC regarding the IAC face-to-face meeting
- Action: PP will notify the IAC regarding SI Exco's replies to the IAC Feedback
- Action: JS will sign and scan the letter and email it to LVS; LVS will sign (if he agrees) and scan the letter and email it to the IAC with a copy to SI Exco
- Action: AG will update her report to include the requested sections
- Action: DS, JS, LVS/WD will add financial information to their reports
- Action: It was discovered last night that Western Union can be used to pay expenses in Argentine. WD will use this method will be used henceforth
- Action: PP will suggest that presentations, such as the one Alvany made in Sierra Leone, be considered as items for the Archives
- Action: JS will follow up with Maison des Associations in Geneva regarding and SI mailing address and for one of DS contact persons in Geneva.
- Action: DS will send JS the contact information for Maison des Associations in Geneva
- Action: PP to inform the Nominations Committee and Job Descriptions and Statutes Committees
- Action: PP will prepare an overall plan for SICOGA 2018 preparations by May 31, 2017
- 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: AG will continue to work with Fidele on the 2017 Africa project initiative
- Action: AG will continue to work with the Innovations Team on the International Servas Week initiative
- Action: PP will continue to receive the 2016 Annual Reports

- Action: WD will finalize the budget and actual expenses for the 2017 SI Exco face-to-face meeting

APPENDIX 1

SI Exco replies to IAC 2016 Annual Report, section D. Feedback

A. Feedback:-

- 1) The use of personal bank accounts for Servas income and expenditure is absolutely NOT acceptable. This practice should cease forthwith. The Internal Audit Committee has strongly recommended that the new treasurer, appointed in Feb 2017 be given a Servas International Credit card to avoid using personal bank accounts and minimize the amount of cash the treasurer is expected to carry.
ACCEPTED AND ALREADY IMPLEMENTED
- 2) It is expected in future that all expense claims will be paid by Servas International by funds transfer directly into the claimant's bank account.
ACCEPTED WHERE FEASIBLE (not possible in some countries, e.g. Argentina)
- 3) The treasurer of SI is responsible for timely reimbursements to officers.
ACCEPTED
- 4) The treasurer of Servas International is the responsible officer for the yearly issuing and billing of SI Stamps to member countries, accounting for the returns of unused stamps and payments received in terms of Servas International Statutes Rule II (2) and Rule IV (3). Any stamp account over 6 months after the due date of March1 should be reported as delinquent to EXCO each month, together with details of any follow up he has done to collect the overdue amount. Where the Treasurer is having difficulty with these collections he should seek EXCO's help.
ACCEPTED
- 5) In this regard we strongly recommend an early appointment of **ASSISTANT TREASURER** as provided for in the constitution to assist with this work
ACCEPTED
- 6) In the light of the start of the SOL host system and the abolition of stamps, we strongly recommend that EXCO develop a financial policy for billing Servas National Organizations' at the start of each year based on the number of members in the SOL data base. The National Secretary / Treasurer for that Servas Organization will also have to confirm annually the details each financial member and ensure unfinancial members are deleted.
FINANCIAL MODEL STILL TO BE DEFINED
- 7) The Internal Audit Committee is still concerned that EXCO has not yet been able to find a person to handle the registration and incorporation of Servas International leaving its officers exposed to personal liability on Servas International debts.
REGISTRATION IS IN ACTIVE PROCESS
- 8) Alongside this is the lack of public liability and directors and officers insurance for possible personal injury and sexual harassment claims.
The cost even to defend a malicious claim could be many thousands of Swiss Francs.
OBTAINING LEGAL ADVICE

9) Year End Review Write Off Procedures FOP 2.23 e iii Authorisations

This procedure need to be revised to include levels of write off authority.

- Up to CHF500 the treasurer can approve and notify EXCO
- From CHF501 to CHF5000 EXCO can approve.
- Over CHF5000 EXCO recommends to GA or Distant Vote for Approval

ACCEPTED

10) Payment Authorisation Levels FOP 2.1

This procedure should also be revised to include levels of payment authority.

- Payments up to CHF2000 by treasurer and on authorized bank signatory YES
- Payments from CHF2001 to CHF10,000 by EXCO YES
- Payments over CHF10,000 recommended by EXCO for approval by Distant Vote or GA

IF THE AMOUNT IS BUDGETTED, THEN EXCO HAS THE AUTHORITY TO SPEND IT, NO MAXIMUM

11) Agreement Authorisation Levels FOP2.1

This procedure should also be revised to include levels of agreement authority

- agreements up to CHF5000 by treasurer and on authorized bank signatory YES
- Agreements from CHF5001 to CHF20,000 by EXCO YES
- Payments over CHF20,000 recommended by EXCO for approval by Distant Vote or GA IF THE

AMOUNT IS BUDGETTED, THEN EXCO HAS THE AUTHORITY TO SPEND IT, NO MAXIMUM

12) Quarterly Financial Reporting to EXCO FOP2.15 e FOP 2.23

The treasurer shall submit a brief financial report to the next EXCO meeting after the end of each quarter

- Showing the bank account balances at the end of the quarter.
- Showing the payments made over CHF1000 in the previous quarter.
- Showing the payments to all EXCO members in the previous quarter.
- Showing any payables including estimates over CHF5000 due in the next quarter
- Showing a list of stamp receivables over CHF1000 and six months overdue for Distant Voting purposes

ACCEPTED

APPENDIX 2

General Secretary's report to the meeting since the last SI Exco meeting

SI General Secretary Report: February 20, 2017 – March 30, 2017

Accomplished:

- Distant Vote:
 - 1 motion – 2015-2016 Financial accounts approval
 - DV May 2017 announcement sent
 - Chart of eligible countries prepared; PP, LVS and PC contacting countries that are not eligible
 - SI Exco decision re: eligible countries drafted
- GA 2018
 - Received updated feasibility study from Servas Korea
 - No further communication from Servas Colombia
- 2016 Annual Reports being received
- ServasOnline:
 - Participating in meetings regarding ServasOnline and took the minutes
 - Working with JS on a 'Member Only' administrative section for ServasOnline, and definition of what goes in it versus what is published on the open website
- Planning Archives working weekend in May 2017
- Updated draft agenda for 2017 SI Exco face-to-face meeting, and prepared other materials
- Prepared SI General Secretary 2016 Annual Report

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

May 15, 2016 Action Items:

- Action: SI Exco will try using the SI communications 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. Moving forward on GA 2018
3. Preparation for 2017 SI Exco face-to-face meeting

APPENDIX 3

Peace Secretary's report to the meeting since the last SI Exco meeting

Servas International Peace Secretary February 20, 2017 to March 24, 2017

Servas at the UN

Helping SI UN Reps in NYC and Vienna registration for meetings.

Working with our main Rep in Vienna on a document to be presented at UNODA (UN on Disarmament Affairs) for further cooperation on peace education programs.

Helping Fidèle from Servas Rwanda making contact with SI UN Reps in NYC.

Various meetings by Skype with SI UN reps in Geneva and NYC.

Preparing for UNOG team to attend next HRC session in Geneva and for holding a panel on Sustainable travel for peace, within the International Year of Sustainable Tourism.

Panel was held on March 8, with good attendance of Servas members and several NGOs members. We invited Emmaüs International among the panelists. Good perspectives of further cooperation. Introduction to some of the 17 SDGs, including Poverty & social inclusion, and Gender equality. We mentioned Ethical chart for travellers to be designed and posted on servas.org

We cosigned a statement with other NGOs calling for further action against racism and discrimination, receiving direct answer from the Human Rights Commissioner at the 34th HRC session.

As a result, Servas is gaining better recognition among NGOs international community.

Planning to strengthen links between Servas Switzerland and Servas France members on both sides of the border.

I prepared an article to be published on servas website UN page, and Facebook groups..

Activities related to Peace other than UN

Servas 2017 Peace Calendar completed (with Alvany Santiago). We need to get more help for the next one!

Preparing a workshop to be presented at Servas France AGM.

Starting a working group to elaborate an Ethical chart for Servas travellers.

Others

Keeping tracks of next location for SICOGA 2018, supporting SI GS.

Publishing various contributions on Facebook groups.

Travel plans and others for next SI EXCO face-to-face meeting.

Concerns

Maison des Associations project still lagging behind, due to Director's illness.

Human resources/volunteers strongly needed for initiatives follow-up, as we expand our activities.

APPENDIX 4

Host List Coordinator's report to the meeting since the last SI Exco meeting

SI HLC 2015-2018 Working Report #17

PABLO H COLANGELO
hostlistcoordinator@servas.org
Skype: Pablo Colangelo
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Feb 19th to Mar 29th 2017

- Due to the huge number of emails Im getting I had created a special email address for Servas related emails which is different than my personal email address (servasonlinehlc@servas.org) and its linked to the following emails dolphinn.team@servas.org, exco@servas.org and servasonline@servas.org
- Assist Key people regarding Dolphin issues. Rita Dessauvage as Team Convener is helping me to deal with most of the issues related to Dolphin
- Assist Key people and ServasOnline Administrators from every country regarding ServasOnline requests.
- Contacted Development committee about all the applications received in ServasOnline from countries with no current servas presence so they can assist them.
- Prepared a list of 912 persons waiting to be included in ServasOnline to be sent to every country involved so they can take the responsibility to deal with new applications , arranging interviews etc.
- Servasonline report: Servas Denmark and Switzerland Brazil were fully transferred to ServasOnline.
- Next countries to be transferred: Nepal (on hold until I will have more time)
- Participated on the 5th Teleconference meeting about Servasonline
- Check bouncing back email address from key list sent by Ann Done
- ServasOnline email to be sent Translation from ENG to Spanish Done

Important tasks to be done next

- Seek a youth volunteer for the position of SI HLC
 - Translation Reiew sent by Lilly Kerekes SICOGA 2015 DECISIONES ESPAÑOL (on hold)
-

APPENDIX 5

President's report to the meeting since the last SI Exco meeting

Jonny's short report to Exco

2017-03-30

Action report 2017-02-16-2017-03-30

ServasOnline member system

March 5 2017: I convened a meeting with a ServasOnline Team with focus on admin and migration matters.

I'm keeping a dialogue with Bernard Andrieu (project manager for ServasOnline project), Pablo Colangelo, Guy Gourmellet (ServasOnline Transition Manager), Harley Thomas and Judy Bartel (ServasOnline User Group) 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.

Modernised/new website & ServasOnline communication

Work to obtain and edit new texts and get photos for the new website.

Communications

* In cooperation with some other Servas members I have written and edited texts for the SI News Bulletin No 1 Vol 4 2017, which was published to Servas national secretaries and other Servas key persons in February 26.

* I have written three recruitment ads for SI's search for web editors, other editors (several positions) and administrators (2 positions) for Facebook.

SI registration and SI domicile

• I have been in contact with legal experts with different law firms for pre-consultation regarding the registration of SI as an NGO and for the establishment of a domicile for the organisation.

SI Exco face-to-face meeting

Preparation of presentation about Servas Big Picture, agenda and other actions for the upcoming SI Exco face-to-face meeting in Spain March/April 2017.

Other business

* Several contacts with the incoming and leaving SI treasurer and the SI internal Audit Committee regard regarding the financial reports and budget matters for coming years.

* Day-to-day business: email communications, monitoring Servas Facebook pages and groups as administrative person and editor)

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

Feb 19 2017, Exco meeting: Action Items

Action Items

Done:

- Action: LVS, JS, AG and PP will sign and scan the Financial Statements and return them to LVS so that he can obtain the External Auditor's Report
- Action: JS and PP will put 'growth and new member management and interviews' on the 2017 face-to-face meeting agenda

- Action: JS will reply to Dr. Sharma, acknowledging his email and indicating that SI Exco has considered the information available and accepts the results and validity of the election, and believes that his concerns are an internal Servas India matter

Jan 15 2017, Exco meeting: Action Items

Done:

Ongoing:

Action: JS and PP will add ServasOnline capitalization and budgeting to the 2017 Face-to-face meeting agenda

* On hold:

1. Ethical fund and bank '

Jonny Sågänger
President
Servas International
2015-2018