

Servas International
SI Exco Meeting by Skype
Minutes
Sunday June 25 2017 15:00 – 17:00 GMT/UTC

Version: 2

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

Absent: None

Pre-announced difficulty to participate: **DS (arrived at 16:00 GMT/UTC)**

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 15:05 GMT/UTC.

1. Chit chat

2. Agenda Version 1 adopted as revised

3. Adoption of minutes

a. Finalize May, 2017 meeting minutes

- **Motion: Approve Version 4 of the May 28, 2017 minutes. Passed**
- Action: PP will post Version 4 of the May 28, 2017 minutes

4. Email Decisions:

- a. 2017/6/1: PASSED: That ServasOnline Work Order Request 6 v1 (attached) be approved, for a maximum of 10530 Euros for the period Apr 1 to Sep 30. The work will be monitored and approved by Bernard Andrieu. This amount is consistent with the ServasOnline budget.
- b. 2017/6/6: PASSED: That Danielle Serres, SI Peace Secretary, be reimbursed 50% of the cost of a new computer and 50% of the data retrieval costs, up to 275 Euros, to allow her to continue with her volunteer mission.
- c. 2017/6/17: PASSED: SI Exco approves funding of a total of 2050 CHF (1885 euros) towards the cost of the International youth meeting to be held in Italy from 20th to 27th August 2017. This is based on the two applications received from Susana Martinez, convener of the SI youth team who will manage the event.

5. SICOGA 2018

a. Logo

- Normally the conference logo is created by the host country
- Action: PP will contact Servas Korea to discuss a logo for SICOGA 2018

b. Theme

- The theme for SICOGA 2015 was 'Servas in Transition'
- Action: JS will think about and propose a theme for SICOGA 2018

c. Timeline

- There was discussion of the June 17, 2017 version of the timeline for the SICOGA 2018
- Action: PP will continue to revise the SICOGA 2018 Timeline as time passes

d. Registration Website

- Registration website will be basically a duplicate of the SICOGA 2015 website (Mark can create it and Amir can update the content); however, someone who can program in Drupal is needed to support any necessary changes
- Action: PP will pass on names of Drupal programmers from JS to Amir for follow up

e. Funding of attendees

- Funding of attendees will be basically using the same forms as SICOGA 2015
- The important first step is advanced warning about the process, to raise awareness and manage expectations – the result will be ‘provisional funding approval’, to be finalized once the budget and 2017 reporting is completed
- One criteria for delegate funding is Host List Reliability
- **MOTION: Due to the transition to ServasOnline, the Host List Reliability survey of Member Groups will not be done as it has been in the past. Individual Member Group checks will be done based on need, related to delegate funding. Passed**
- Annual reports will also be reviewed to understand the activity in Member Groups
- Funding for SI Officers/Committees/Teams will be based on their contribution during the 2015-2018 period, and also their planned contribution before, during and after the conference
- It was agreed that the content of the advanced warning communication is very important, and so it may not be completed and sent until later in the summer
- 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.

f. Translation

- It was noted that SICOGA passed a motion “Include Spanish as a language used in communication in Servas International”
- **MOTION: The following are the objectives for translation of SICOGA 2018 materials and communications:**
 - Registration website – will be in English, with registration completed in English
 - Written communications about the General Assembly - will be in English and Spanish
 - Documents related to the General Assembly – will be in English and Spanish
 - Individual questions in Spanish about the conference, registration in English, or the General Assembly– will be handled using a ‘buddy’ who is fluent in both languages
 - Passed
- Action: DS will coordinate the ‘buddy’ system for Spanish speakers who require assistance with English related to SICOGA 2018

6. Stretch legs

7. Financial Decisions

a. 2016/17 Financial Statements for Nov 2017 DV

- The financial statements have been sent to the IAC, comments received and the statements updated
- One outstanding issue related to a proposed write off, which is expected to be resolved by mid July
- In mid-July 2017, the statements are expected to be finalized, sent to the External Auditor and then signed by SI Exco

- The motion to approve the 2017/17 Financial Statements must be submitted by July 30, 2017, and the statements, Internal Audit and External Audit report posted by Aug 30 2017
- Action: WD will monitor the progress of finalizing the 2016/17 Financial Statements and keep SI Exco informed
- Action: WD will work with PP to prepare the Distant Vote materials related to the 2016/17 Financial Statements

b. 2017 IAC face-to-face meeting

- The IAC face-to-face meeting planned for July 2017 in Australia has been postponed tentatively to November 2017 in Bangalore
- Action: WD will monitor the progress of planning the IAC face-to-face meeting and update SI Exco

c. Credit Suisse

- it is hoped that WD is now in position to handle Credit Suisse payments
- PP is working with Credit Suisse to be able to approve payments

8. SI Registration

- JS has received a proposal for a contract to complete SI Registration from the Swiss Attorney
- Action: JS will review the proposed contract with WD and LVS related to SI Registration
- **MOTION: JS consult with the IAC as required regarding the proposed contract for SI Registration, to get their input on both the contract and the proposed process. Passed**
- Action: JS will consult the IAC as required regarding the proposed contract for SI Registration, to get their input on both the contract and the proposed process
- DS reported that Maison des Associations is not a good possibility as a formal address for SI at this time
- It has been suggested that SI consider using the attorney as the formal mailing address for SI
- Action: JS will investigate using the attorney's address as the SI formal mailing address
- DS learned that Servas Switzerland registered their Member Group about 10 years ago
- Action: JS will consult with Servas Switzerland about their registration 10 years ago

9. Modernized SI website

a. Website

i. Editorial process

- Started to change photos and articles on home page
- Since there are not enough volunteer editors, the home page may need to have reduced content in the future

ii. Table of Content (TOC) for SI News Bulletin Vol 4 No 2 2017

- The next newsletter will be sent out in June 2017
- Subsequent timelines for SI News Bulletins:
 - Vol 4 No 3:
 - Deadline texts to Jonny: 2017-08-20
 - Proof reading: 2017-09-01
 - Publish: not later than 2017-09-30
 - Vol 4 No 4:
 - Deadline texts to Jonny: 2017-11-05
 - Proof reading: 2017-11-15
 - Publish: not later than 2017-12-31

b. ServasOnline Membership system

i. Migration of member data from Dolphin & other systems

- Janek has developed a system for migrating data from Host Dolphin to ServasOnline
- Japan is working on migration to ServasOnline

ii. Transition to ServasOnline System

- The Transition Team met
- A key piece of information from the Transition team meeting is that individual member profiles need to be completed after migration has been done, and National Group officers need to remind their individual members to complete their profiles
- It is agreed that the whole transition process is difficult
- Action: JS will contact Servas Italy and US Servas about their active involvement with the ServasOnline project

iii. ServasOnline System updates

- The programmer that SI has contracted has less time to devote to ServasOnline, and so that is the bottleneck for necessary changes to be made
- **MOTION: The two highest priority changes for ServasOnline are:**
 - **1. Creating a 'Members Only' area for posting SI information that is only accessible to SI members through logging into ServasOnline**
 - **2. Creation of Host Lists from ServasOnline (this task has been started but not completed)**
 - **Passed**
- Action: JS will inform the ServasOnline Team of the SI Exco ServasOnline System update priorities

10. SI 016 Annual Reports

- 52 of 77 Member Group 2016 Annual Reports received by June 23, 2017
- 15 out of 25 received from SI Committees and officers by June 23, 2017
- Action: PP will begin work on the 2016 SI Annual Report in July 2017

11. Distant Vote

a. May 2017

- Completed; waiting for final report from Distant Vote Administrator

b. November 2017

- Three possible motions from SI Exco, to be completed by July 30 2017:
 - 2016/17 Financial statements
 - Proposal for paid office manager
 - Approval of Servas membership
- Action: PP to send reminder to Member Groups about July 30, 2017 deadline for Nov 2017 DV motions
- Action: All SI Exco members comment on email from PP re: approval of Servas membership

12. SI Exco members written reports

- WD and PC did not submit reports

13. Other Business

a. CISV conference

- Action: JS will send an outline of his proposed presentation or workshop for the CISV meeting in the Netherlands in August 2018, for comments by SI Exco

14. Next meeting

- Due to vacations, the next meeting will be Sunday August 20, 2017 15:00 – 17:00 UTC/GMT
- If required, there may be a meeting on July 30, 2017
- Regular time: third Sunday every month UTC/GMT 15.00-17.00 (summer) and UTC/GMT 16;00-18.00 (winter)

15. Meeting ended at 17:10 GMT/UTC

Action Items

- Action: PP will post Version 5 of the May 28, 2017 minutes
- Action: PP will contact Servas Korea to discuss a logo for SICOGA 2018
- Action: JS will think about and propose a theme for SICOGA 2018
- Action: PP will continue to revise the SICOGA 2018 Timeline as time passes
- Action: PP will pass on names of Drupal programmers from JS to Amir for follow up
- 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.
- Action: DS will coordinate the 'buddy' system for Spanish speakers who require assistance with English related to SICOGA 2018
- Action: WD will monitor the progress of finalizing the 2016/17 Financial Statements and keep SI Exco informed
- Action: WD will work with PP to prepare the Distant Vote materials related to the 2016/17 Financial Statements
- Action: WD will monitor the progress of planning the IAC face-to-face meeting and update SI Exco
- Action: JS will review the proposed contract with WD and LVS related to SI Registration
- Action: JS will consult the IAC as required regarding the proposed contract for SI Registration, to get their input on both the contract and the proposed process
- Action: JS will investigate using the attorney's address as the SI formal mailing address
- Action: JS will consult with Servas Switzerland about their registration 10 years ago
- Action: JS will contact Servas Italy and US Servas about their active involvement with the ServasOnline project
- Action: JS will inform the ServasOnline Team of the SI Exco ServasOnline System update priorities
- Action: PP will begin work on the 2016 SI Annual Report in July 2017
- Action: PP to send reminder to Member Groups about July 30, 2017 deadline for Nov 2017 DV motions
- Action: All SI Exco members comment on email from PP re: approval of Servas membership
- Action: JS will send an outline of his proposed presentation or workshop for the CISV meeting in the Netherlands in August 2018, for comments by SI Exco

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

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

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

- Action: JS will replace the main photos on the ServasOnline homepage with photos related to Servas
- 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 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: 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: 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: Guy and Pablo will identify needed admin tools
- Action: WD will talk to Credit Suisse about a gateway option for online payments
- Action: PP will update the draft specifications for ‘Members Only’ web page and send it to Bernard and Guy to arrange the implementation
- 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 will investigate virtual attendance options
- Action: JS will handle SICOGA 2018 publicity
- Action: AG will update her report to include the requested sections
- 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

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
- Action: PP will draft a motion for a trial ‘office manager’ for 2018 and circulate it to SI Exco for comments

Appendix 1 SI President's Report

Jonny's short report to Exco

2017-06-23

Action report 2017-05-26 - 2017-06-23

ServasOnline member system

June meeting with a ServasOnline Team with focus on admin and migration matters.

Modernised/new website & ServasOnline communication

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

Communications

* Participated via webvideo to give speech at Servas New Zealand AGM.

* Written and sent speech to Servas France AGM.

* Newsletter development work with Alan Stone.

* In cooperation with some other Servas members I have written and edited texts for the SI News Bulletin Vol 5 No 2 2017, which will be published to Servas national secretaries and other Servas key persons in June.

* Cooperation with Carla Kristenson and web editor Jean-Marc Eyot to post several new events on servas.org calendar.

SI registration and SI domicile

Continued work with legal experts at the law firm which SI will consult regarding the registration of SI as an NGO and for the establishment of a domicile for the organisation.

SI bank accounts

* Several contacts with our bank in Switzerland in order to finalize the signatory rights for the incoming SI treasurer.

* Introduction of the new security system for online banking.

Outreach

* Initiated discussion about possible cooperation with another global NGO with peace focus during international meeting in August 2018.

Other business

* Day-to-day business: approval of payments at SI's internet bank account, email communications, monitoring Servas Twitter accounts, Servas Facebook pages and groups as administrative person and editor, and business intelligence.

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

Done:

- 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)

March 30 - April 2, 2017, Exco meeting: Action Items

Done:

- Action: JS and PP will proceed with the SI registration motion
- Action: JS will talk to Antoine Boesch about liability insurance
- Action: JS will follow up with the IAC

- 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: DS, JS, LVS/WD will add financial information to their reports
- 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.

Ongoing:

- Action: JS will replace the main photos on the ServasOnline homepage with photos related to 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
- Action: JS will confirm with Judy and Harley that they agree with this User Group role
- 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, 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: 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 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: JS and PP will add ServasOnline capitalization and budgeting to the 2017 Face-to-face meeting agenda

Not done:

- Action: JS will send a general public announcement about the SICOGA host country decision (done by PP)
- Action: PC and JS will work with the User Group to define the changes, and send them to Bernard and Guy for implementation
- Action: JS will investigate virtual attendance options (at SICOGA 2018)
- Action: Bernard will send JS the previous ad, JS will revise it as necessary and post it (JS has not received the ad)

* On hold:

1. Ethical fund and bank '

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:

2. Ethical fund and bank '

Jonny Sågänger
President
Servas International
2015-2018

Appendix 2 SI Vice President's Report

Ann Greenhough VP Report for Exco Skype meeting on 25th June 2017

Recent activity:

Making Connections.

I am continuing work to receive and collate contributions from countries wanting to be included in Making Connections.

After taking into account that the new SI website is frequently accessed by non-members I am proposing to delay setting up an open Making Connections page. This will avoid confusion should non-members try to approach countries directly about Making Connections opportunities rather than joining Servas in their own country first. Instead a Making Connections page could be included in a members' only area when that facility is available. In the meantime I will be sending out a bulletin, Making Connections News, to the SI key list with all contributions received so far. It will then be possible for national groups to freely circulate this to members and publicise it through their own newsletters. Contact will still be via country@servas.org addresses.

Special interest networks to be known as shared interest networks.

The GA approved a plan for these to be promoted via Making Connections. Instead of special interest networks I am proposing it is publicised as *shared interest networks* which might be better understood as an opportunity for members with shared interests to connect with each other. It will include offering a way for Servas families to make contact with each other. In the Making Connections News members will be invited to make contact via makingconnections@servas.org if they would like to connect with others sharing their interest.

Designs for SI website

Following discussions with Manel from Servas Spain during the face to face meeting I have given him a brief to create some possible designs for the SI website. This would include promoting Making Connections, Ethical travel and Youth and Families. I would to have some ideas from him during the summer period.

Africa Regional meeting in Rwanda

After on-going discussions with Fidele about planning an Africa regional meeting in Rwanda in August 2017 I presented a motion to Exco which agreed funding for the event from the regional meeting budget. I continue to support Fidele with planning for the meeting including his plan to promote a development strategy in the Africa region.

Youth Meeting in Italy and proposed meeting at SICOGA 2018

I have supported Susana in planning for the international youth meeting she is to lead in Italy in August 2017. The motion I presented to Exco approved funding from the regional/youth meeting budget. There are on-going discussions about planning for a youth meeting as part of SICOGA 2018.

Innovation project – Servas week September 2017

Following discussion with Aneris about an international Servas week, again in the week of the UN day of peace in September, the innovation team is to launch publicity for this via the Si key list and Exco news.

Process for SI funding for delegates and SI officers to SICOGA 2018

Based on the process used for the SICOGA 2015 I have produced a draft timeline to manage applications and decision-making for the funding of delegates and SI representatives at SICOGA 2018. I have also reviewed the requirements to qualify for funding together with guidance and application forms for discussion by Exco.

Priority for Action:

Advance notice of SI funding process for SICOGA 2018

In early July send out a first notice about funding for SICOGA 2018 to member countries and to SI committees, teams and officers .Full details about requirements to be met and how to apply being announced in August. The closing date for applications is planned to be in late October so that Exco can begin decision-making about allocation of funding in late November.

Review of SI Committees and officer roles

Due to lack of time this this task will be prioritised later in 2017.

Availability in July and August

I will be away from home with limited internet access from 7th July to 7th August. So will activate an out of office notice.

Appendix 3 SI Peace Secretary's Report

Servas International Peace Secretary May 28 to June 23 2017

Servas at the UN

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Attended 34th HRC session in Geneva June 13 to 19.

A written statement was presented, calling for further action supporting refugees and migrants, in particular children We also presented two oral statements on Item 7 and 9, to be translated and published on servas.org ASAP

I have been organizing a young Servas France member internship at the UN, during 5 weeks next September.

We plan a side event on September 20 at the UN in Geneva. Started making contacts.

Regular contacts with SI UN team in Geneva, NYC and Vienna.

Activities related to Peace other than UN

Attending Servas France AGM June 2 to 4:

- Organized printing of Servas 2017 Peace Calendar and presented it at Servas France AGM.
- Prepared the workshop "Servas International and Peace" and presented it at Servas France AGM.
- Presented SI President's speech in French to the attendees at Servas France AGM.
- Working group on Ethical chart for Servas traveler.

Others

Publishing various contributions on Facebook groups.

Distributing leaflets on June 17 in Lausanne with Servas Switzerland members on the occasion of the 10th anniversary of Servas Switzerland official registration.

Meeting with a former member of Maison des Associations board about prospects of getting an official address in Geneva for Servas International.

Concerns

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

Appendix 4 SI General Secretary's Report

SI General Secretary Report: May 29, 2017 – June 25, 2017

Accomplished:

- Managed email votes and other day to day activity of SI Exco
- Attempted to use Credit Suisse access to approve payments, unsuccessful so far, but they are sending something new to me
- ICT:
 - Working with WD and LVS on finalizing ICT items in 2016-17 Financial Reports
 - Working with Michael to arrange annual payment to Serverloft beginning August 2017
 - Michael is aiming to submit the ICT 2016 Annual Report by June 30, 2017
- Distant Vote:
 - May 2017 voting ended May 31, 2017
 - Finalized results advice in English and Spanish, sent it to member groups and posted it on servas.org
 - Wrote article for SI Exco Bulletin about the May 2017 DV
 - Nov 2017 Distant Vote: Identified possible motions re: revised budget, administrative staff for SI, and approval of Servas members for SI Exco discussion
- GA 2018
 - Drafted timeline and roles leading up to and at the conference, circulated to SI Exco, Amir and Prossy for comments
 - Corresponded with WD and others and wrote to Servas Korea to organize payment of the deposit for the venue by the end of June 2017
 - Met with Amir and WD re: registration options, wrote the notes and sent them to SI Exco; decision is to use the SICOGA 2015 registration website and to modify it as little as possible for SICOGA 2018
 - Reviewed and commented on funding plans
- 2016 Annual Reports:
 - 52 of 77 received from member groups by June 23, 2017
 - 15 out of 25 received from SI Committees and officers by June 23, 2017
 - SI Exco agreed to a June 30, 2017 deadline for inclusion of annual reports in the SI Annual Report
 - Prossy has reviewed the first member group reports received, and suggested writing an article to encourage use of the ideas in the reports
- SI Archives:
 - Finalized minutes of meeting with Anna Koster, SI Archivist, and Mary Jane Mikuriya, US Servas international representative in San Francisco May 20-22, 2017 and shared them with SI Exco
 - Wrote an article about the SI Archives for the SI Exco Bulletin
 - Saved the HI Archives contract to Dropbox
 - Received notification that US Servas will be appointing an archivist to work with the SI archivist on cleaning up the SI Archives
 - Discussing next steps with SI Archivist, including US Servas role
- ServasOnline:
 - Updated SI Handbook Appendix C with new 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
 - After meeting with Mary Jane in San Francisco, received notification that US Servas will be taking a more active role in integrating their system with ServasOnline

Action item update:

May 15, 2016 Action Items:

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

Mar 30-Apr 2, 2017 Action Items:

- Action: JS and PP will proceed with the SI registration motion
- Action: PP will prepare the “None of the above” motion for the 2018 GA; consulting with Chris Patterson
- Action: PP will update the draft specifications and send it to Bernard and Guy to arrange the implementation (for the ‘member only section’) – sent updates to JS
- 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: PP to inform the Nominations Committee and Job Descriptions and Statutes Committees (2009 GA decision to rename the IAC to be the Finance Committee) – informed IAC, received reaction from them
- 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

May 25, 2017 Action Items:

- Action: PP will draft a motion for a trial ‘office manager’ for 2018 and circulate it to SI Exco for comments

Short Term Priorities:

1. Day to day SI Exco and General Secretary correspondence and pressing issues
2. GA 2018
3. 2016 Annual Reports
4. Review of past GA decisions and how to handle them

Key Concerns/Issues:

1. Transition to ServasOnline
2. SICOGA 2018 myriad details

Appendix 5 SI Host List Coordinator’s Report

No report

Appendix 6 SI Treasurer’s Report

No report

Appendix 7 ServasOnline Status Report

There is a ServasOnline update in the SERVAS INTERNATIONAL NEWS BULLETIN NO 2 2017 at <https://servas.org/en/newsletters-bulletins> on the Servas International website www.servas.org