

**Servas International**  
**SI Exco Meeting by Skype**  
**Minutes**  
**Sunday June 10, 2018 18:00 – 20:00 GMT/UTC**

Version: 2

Participants: **Jonny Sångänger (JS); Ann Greenhough (AG); Penny Pattison (PP); Danielle Serres (DS); Pablo Colangelo (PC); Radha Radhakrishna (RBR)**

Absent: None

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 18:11 GMT/UTC.**

**1. Chit chat**

**2. Agenda Version 2 adopted as amended**

**3. Adoption of minutes**

**a. Finalize May 20, 2018 minutes**

- **Motion: Approve Version 2 of the May 20, 2018 minutes. Passed**
- *Action: PP will post Version 2 of May 20, 2018 minutes*

**4. Email Decisions:**

- a. (omitted by mistake from the 2017/12/17 minutes) 2017/11/14: To reimburse Jonny Saganger for the cost of a new computer, up to 275 Euros, to allow him to continue his volunteer mission with Servas. Passed
- b. 2018/5/20: SI Exco decides to sign a one year contract for a Google Basic at the cost of 360 USD. The decision is conditional. The condition is that the SI Treasurer and the SI President will send an application to Google that will assess if SI will qualify as a non-profit NGO. If SI qualifies the contract will be converted into a free of charge Google Business for nonprofits. The cost for the solution will be drawn from the SI Exco budget line in the REVISED SI BUDGET for 2016 to 2018. Passed
- c. 2018/5/21: Exco approves funding for Mikhail Kalinin as the delegate for Russia as a replacement for the national secretary who is unable to attend. Passed
- d. 2018/5/26: To cancel the decision made at the May 20, 2018 SI Exco meeting (Based on the Korean visa policy, funded people who require visas will be told to register for the conference and buy their ticket now, under the assumption that their visa application will be approved. They will also be told that they must apply for their visas in mid-July.). Passed
- e. 2018/5/29: Exco approves the payment of the SICOGA 2018 registration fee of 720 US\$ for Manon Yzermans , Elia Rodriguez and Loukas Constantinidis from the SI youth budget for 2018. Passed

**5. SICOGA 2018**

#### a. Financial report

- Generally, there appears to be enough money coming in to balance the budget
- Some travel refund requests have been received, and if they were complete, the refunds were sent
- Gulsen and Richard are very helpful in the tracking of financial activity for the conference
- Action: JS will notify SI Exco when the addition of Gulsen Elyak to the Credit Suisse online account and the removal of William d'Souza has been completed

#### b. Funding

- There are 4 people who have not registered but have places saved because they are being offered funding. They will receive an email telling them that they must register by June 16, 2018, and if they don't, then their place will no longer be saved and they will be placed on the waiting list to attend the conference
- Action: AG will send emails to the 4 people who have not registered giving them the June 16, 2018 deadline
- There is one person funded by the Development Committee who has a place saved and will receive an email telling her that she must register by June 16, 2018, and if she doesn't, her place will no longer be saved and she will be placed on the waiting list to attend the conference
- Action: AG will send an email to the DC convenor asking her to advise the person offered funding from the DC who has not registered, about the June 16, 2018 deadline
- **Motion: Save 2 spaces for the delegate and another Servas member from Servas Costa Rica, if they register by June 16, 2018 and pay by Jun 26, 2018; if they don't meet those deadlines, their place will no longer be saved and they will be placed on the waiting list to attend the conference. Passed**
- Action: JS will send emails to the 2 people from Costa Rica giving them the June 16 and 26, 2018 deadlines
- **Motion: The NS of Servas Iran will not be funded to attend the conference, due to outstanding issues. Passed**
- Action: JS will notify the NS of Servas Iran that funding has been denied
- **Motion: Ask Servas Iran for an alternate delegate by June 26, 2018, and offer the alternate delegate the normal delegate funding if the person meets the qualifications and registers by June 26, 2018. Passed**
- Action: JS will contact members of Servas Iran telling them that they have until June 26, 2018 to find a suitable alternate delegate and have the person register by June 26, 2018
- 12 places were saved for Youth participants; 7 places have been filled and funded
- **Motion: Save 2 additional spaces for Youth conference attendees, since there are sufficient funds available to fund them. Passed**
- **Motion: 4 registrations will be paid from the Youth budget and 3 from the Development budget. Passed**
- Action: AG will ask RBR to transfer the funds for 4 registrations from the Youth budget and will ask the DC convenor to arrange for the transfer to cover 3 registration fees from the Development Committee budget to the SICOGA 2018 budget
- Action: AG will work with the Youth Committee convenor and three of the Development Committee members to choose the final 7 Youth participants, from 15 or more applications, by June 21, 2018
- Action: AG will ensure that the 7 chosen youth register by June 23, 2018
- **Motion: If any of the funded youth do not get visas, other youth will be offered their places. Passed**

#### c. Registration

- **Motion: Close registration today, and begin a waiting list. Passed**
- Action: PP will notify Amir that registration is closed as of today

- Action: PP will notify Amir of the decisions made today related to saved places and special situations

**d. SI GA 2018 motions & SWG's**

- **Motion: Continue with an elected Internal Audit Committee. Passed**
- Action: AG will send the list of proposed elected Committees to JS, for use by the Nominations Committee
- The EXC-021 (Updated structure for SI committees, teams and groups) motion template was finalized
- Action: PP will post the template for EXC-021
- RBR has added changes related to the SI Treasurer role and team to the Appendix for EXC-021
- Action: AG will send a revised Appendix to EXC-021 to SI Exco for comments
- Action: AG will send the revised EXC-021 Appendix to all National Secretaries by June 30, 2018
- RBR has written suggested revisions to the FOP, clarifying the different between management functions and verification functions, which will form part of EXC-021
- Action: RBR will share his proposed revisions to the FOP with SI Exco
- The EXC-022 SI Paid Administrator motion has been moved to the 'Other' SWG
- Portugal has withdrawn their motion related to GDPR
- **Motion: The GA 18 Agenda Working Group (AWG) will be Penny Pattison, Danielle Serres, Pramod Kumar and Chris Patterson. Passed**
- Action: PP will notify the AWG members that they are officially the AWG at their planned meeting on Jun 11, 2018

**e. Programme**

- DS posted a draft list of Programme topics
- Action: SI Exco will review the draft list of Programme topics and provide feedback to AG and DS by Jun 13, 2018, by updating the document in Dropbox, using different colours
- Action: AG and DS will prepare an overview of the Programme by June 21, 2018 for inclusion in JS's June communication about the conference

**f. Communications**

- PP prepared a draft schedule for conference updates and shared it with JS
- Action: JS will finalize the schedule for conference updates and circulate it to SI Exco, and then to the Servas Korea team
- The next communication will be sent in June 2018, and will contain an overview of the programme, description of the motions and SWG process, and description of the Servas international Peace Riding (SIPR) event after the conference, as well as other information
- Action: JS and PP will prepare the June 2018 communications, and JS will send it out and arrange for it to be posted

**g. Youth**

- The youth who will be attending the conference bring a wide array of valuable skills, which will be very useful at the conference and especially at the GA
- Action: AG will prepare documentation of how the Youth will support the conference and GA

**h. Interactive SICOGA**      Discuss in July

**i. Sustainable SICOGA**      Discuss in July

**j. Any other SICOGA business**      None

**6. Update: SI News Bulletin 2-2018**

- The next bulletin is planned to be sent by the end of June 2018
- Action: JS will send the Table of Contents for the next SI News Bulletin to SI Exco

**7. Update: ServasOnline & servas.org:** Not discussed due to time constraints

- a. Hacker test on servas.org (JS)
- b. Increased activity among ServasOnline Coordinators User Group volunteers – how to handle the engagement (official public update)? Target group? (JS, PC)
- c. GDPR. How to use GDPR as a strategic tool for SI (JS)

**8. SI Exco members written reports:** Not discussed due to time constraints

**9. Any other business:**

**a. 2017/18 Financial Statements**

- RBR reported that the 2017/18 financial statements have been prepared, and sent to the IAC and External Auditor
- Action: RBR will place the 2017/18 financial statements in the SI Exco Dropbox under Treasurer
- There was a meeting of JS, RBR and the IAC on June 9, 2018, initiated by Ashley, to discuss the 2017/18 financial statements, deadlines for preparation of the documents for the GA vote and other related issues

**10. Next meeting**

- **Next meeting will be Sunday July 22, 2018 16:00 – 18:00 GMT/UTC (Note date)**
- Regular time: third Sunday every month UTC/GMT 16.00-18.00 (to be coordinated with the SICOGA 2018 monthly status meeting which is held on the same day at 14:00 – 15:00)

**11. Meeting ended at 20:18 GMT/UTC**

**Action Items**

- Action: PP will post Version 2 of May 20, 2018 minutes
- Action: JS will notify SI Exco when the addition of Gulsen Elyak to the Credit Suisse online account and the removal of William d'Souza has been completed
- Action: AG will send emails to the 4 people who have not registered giving them the June 16, 2018 deadline
- Action: AG will send an email to the DC convenor asking her to advise the person offered funding from the DC who has not registered, about the June 16, 2018 deadline
- Action: JS will send emails to the 2 people from Costa Rica giving them the June 16 and 26, 2018 deadlines
- Action: JS will notify the NS of Servas Iran that funding has been denied
- Action: JS will contact members of Servas Iran telling them that they have until June 26, 2018 to find a suitable alternate delegate and have the person register by June 26, 2018
- Action: AG will ask RBR to transfer the funds for 4 registrations from the Youth budget and will ask the DC convenor to arrange for the transfer to cover 3 registration fees from the Development Committee budget to the SICOGA 2018 budget
- Action: AG will work with the Youth Committee convenor and three of the Development Committee members to choose the final 7 Youth participants, from 15 or more applications, by June 21, 2018
- Action: AG will ensure that the 7 chosen youth register by June 23, 2018
- Action: PP will notify Amir that registration is closed as of today

- Action: PP will notify Amir of the decisions made today related to saved places and special situations
- Action: AG will send the list of proposed elected Committees to JS, for use by the Nominations Committee
- Action: PP will post the template for EXC-021
- Action: AG will send a revised Appendix to EXC-021 to SI Exco for comments
- Action: AG will send the revised EXC-021 Appendix to all National Secretaries by June 30, 2018
- Action: RBR will share his proposed revisions to the FOP with SI Exco
- Action: PP will notify the AWG members that they are officially the AWG at their planned meeting on Jun 11, 2018
- Action: SI Exco will review the draft list of Programme topics and provide feedback to AG and DS by Jun 13, 2018, by updating the document in Dropbox, using different colours
- Action: AG and DS will prepare an overview of the Programme by June 21, 2018 for inclusion in JS's June communication about the conference
- Action: JS will finalize the schedule for conference updates and circulate it to SI Exco, and then to the Servas Korea team
- Action: JS and PP will prepare the June 2018 communications, and JS will send it out and arrange for it to be posted
- Action: AG will prepare documentation of how the Youth will support the conference and GA
- Action: JS will send the Table of Contents for the next SI News Bulletin to SI Exco
- Action: RBR will place the 2017/18 financial statements in the SI Exco Dropbox under Treasurer

## Previous Action Items Not Completed

### Action items from 20 May 2018 meeting:

- Action: JS will ask Credit Suisse which countries' citizens cannot have full access to Credit Suisse accounts, and will give this information to the Nominations Committee
- Action: PP will draft a communication about the motions and SWGs for review by SI Exco
- Action: PC will post the information about the SWGs on the official Facebook page
- Action: JS will plan the requirements for video streaming and social media
- Action: PP will arrange for a room on Oct 13, 2018 from 10:00 – noon for the SI Exco and conference organizer meetings
- Action: JS and PC will arrange for a 'Transition to ServasOnline' report, to give a 'reality check' as to how many ServasOnline listings are complete, and what seem to be realistic timeframes to complete the transition to replacing the HLSA with host listings on ServasOnline. The report should also indicate estimated timeframes to replace the Key Dolphin functions

### Action items from 22 April 2018 meeting:

- Action: JS will send a general reminder about the conference with more description of the programme
- Action: DS will provide a brief outline of the planned Workshop about Peace for the SICOGA 2018 reminder letter by May 4, 2018
- Action: AG will provide a brief outline of the planned SI Development Plan, which will use Africa as an example, for the SICOGA 2018 reminder letter, by May 4, 2018
- Action: JS will provide a brief outline of the planned Youth presentations for the SICOGA 2018 reminder letter by May 4, 2018

### Action items from 15–19 March 2018 meeting:

- Action: JS will sign the ServasOnline maintenance contract and return it to Bernard
- Action: JS and AG will clarify who will interact with the Nominations Committee
- Action: JS will ask for the Nominations Committee action plan up to SICOGA 2018
- Action: SI Exco, knowing the details of the positions, will suggest people for SI Exco to the Nominations Committee
- Action: JS will confirm that Nominations Committee will write to every country looking for SI candidates
- Action: PP will work with the SI Archivist to write the letter to National Groups, the SI Archivist will receive the responses
- Action: PP to find out how much of these decisions will be done before SICOGA 2018 and tell SI Exco
- Action: AG will summarize the discussion for further discussion for SI Exco to decide next steps(??)
- Action: AG will continue consultation about the proposed changes to the structure of the SI organization with SI Committees and Member Countries
- Action: AG will write to US Servas Complaints Committee and ask them to draft a job description for the Conflict Resolution Committee
- Action: All of SI Exco will review their job description in the statutes and in the job descriptions document give any changes to AG by March 31, 2018
- Action: RBR will prepare a simple explanation of accounting in advance of the GA, and present a session at the GA
- Action: RBR will provide an advanced copy to AG for translation
- Action: PC will try to ensure that every country with a funded delegate has put their members on ServasOnline
- Action: AG will alert Member Groups to significant changes to elected officers
- Action: AG write words to update "Making Connections" servas.org page May 1, 2018, which JS will post
- Action: JS will create an "Innovations Project" page on servas.org and will get content from Innovation Group lead person
- Action: JS will create a "Youth and Families" page on servas.org, and will get content from the Youth Committee convenor
- Action: PP will write words for the SICOGA 2018 with a link for the home page and JS will post it
- Action: PP and JS will instruct all delegates to know the status of ServasOnline in their country
- Action: PC will prepare ongoing reports on the status of ServasOnline in each country, leading up to SICOGA 2018
- Action: AG will extract replies regarding ServasOnline from delegate funding applications and send them to [servasonline@servas.org](mailto:servasonline@servas.org)

**Action items from 14 January 2018 meeting:**

- Action: AG will draft a list and circulate it for comments
- Action: Each SI Exco member will prepare for the Feb 18, 2018 meeting:
  - Pros, cons and comments on the Servas Vision documents
  - Up to 5 particular items to comment on, and put them into a separate document, with clear references to what they are commenting on
- Action: JS and PC will complete the text of the official public update about ServasOnline after receiving questions from DS
- Action: DS is planning a 'Servas Women travellers' article for the March SI News Bulletin. Will go in the following issue

**Action items from 12 November meeting:**

- Action: DS will contact a person she knows to see if they are interested in the project of producing a YouTube video to teach Servas members how to use ServasOnline

### **October 29, 2017 Action Items Not Completed**

- Action: PC will ask Bernard how he could access the data about enquiries to join Servas as a step to identifying the outcomes, that is, how many of those making an enquiry finally become members.
- Action: AG will promote Emmaus as one of the topics for the proposed shared interest networks to be publicised soon.

### **August 20, 2017 Action Items Not Completed**

- Action: PC will define the ServasOnline specific administrative tools required

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

- Action: AG will survey the SI committees to get their comments on possible SI committee restructuring, and report back to SI Exco by Nov 15, 2017
- Action: Bernard will look into what search key words are set up for servas.org (which affects when servas.org comes up with an online search)
- Action: Guy and Pablo will identify needed admin tools
- 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

### **October 16, 2016 Action Items not completed:**

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

### **April 08 - 12, 2016 Action Items not completed:**

- Action: AG will bring a proposal to SI Exco re: links with FEE and inviting travelers to offset their travel through FEE – in progress

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

Jonny's short report to Exco

Action report 2018-05-20 - 2018-06-07

**Please find action items below, categorized in Done, In progress and Not done. Beside these actions times I have worked with the following in my fields of responsibility as SI President:**

### **COMMUNICATIONS**

#### **SI News Bulletin (SINB)**

\* compiled all the texts for SI News Bulletin (SINB) No 2 2018 and shared with the proof reader.

#### **Outreach & Servas promotion**

I have:

\* made further plans and preparations for my active participation as SI representative at the global conference arranged by the international peace organisation CISV in the Netherlands in August 2018.

#### **Modernised/new website & ServasOnline communication**

I have:

\* I have read and taken action based on a report with results from a Swiss company that has tested the website servas.org.

### **SICOGA 2018**

I have:

\* convened a SICOGA 2018 Team meeting on May 20.

\* made preparations for a possible workshop at SICOGA on how to improve the procedures and techniques for interviews/informative talks between Servas members and prospective new members

\* worked on general activities and planning for SICOGA 2018, in cooperation with SI GS, Servas volunteer responsible for registration website and with the SICOGA 2018 Team.

\* worked on the initiative to – in cooperation with Servas Korea – to find Korean companies that can provide video and/or audio streaming services during SICOGA 2018 and to find out what the cost would be.

\* worked on the SI Exco decision to position the SICOGA 2018 as a meeting with ambitions to become a environmentally responsible and sustainable meeting that leaves as small ecological footprint as possible.

Contacts with SI volunteers and the organisation FEE Global, an international organization that has offered to cooperate with SI in our pursuit to offset CO2 emission impact from SICOGA 2018.

### **SI FINANCIAL**

\* Banking business:

\*\* Approved a growing number of payments in relation to SICOGA 2018.

### **SERVASONLINE MEMBER SYSTEM**

\* I have had communications with Servas members about possible actions related to the ServasOnline system and the General Data Protection Regulation, GDPR, that came into force in the European union on May 25. I have collected information about GDPR.

\* I have been in dialogue with several Servas key persons about the need for electronic stamps and Letters of introduction. The dialogue includes the convenor/coordinator of the ServasOnline Coordinators User Group (SOLNCU), who is also the convenor of the Servas Canada pilot for e-stamp and e-LOI.

\* I have – together with the rest of the ServasOnline Team kept a vigilant watch on the emails that come to the account with the address servasonline@servas.org.

### **CONFLICT HANDLING**

\* I'm currently dealing with two cases that involve conflict and resolution. The work is partly done in cooperation with the SI Conflict and Resolution Committee, SI CRC.

### **OTHER BUSINESS**

\* Day-to-day business: prepare for upcoming SI Exco meetings, 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.



**Action items from SI Exco meeting:**

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

**Action items from 20 May 2018 meeting:**

Done:

Action: JS will bring a proposal about sustainability at SICOGA 2018 to SI Exco

Action: JS will ask Credit Suisse which countries' citizens cannot have full access to Credit Suisse accounts, and will give this information to the Nominations Committee. JS waiting for answer.

Action: JS will provide DS with his current address and telephone number

In process:

Action: JS and AG will arrange the addition of Gulsen Elyak to the Credit Suisse account and the removal of William d'Souza

Action: JS and PP are preparing a schedule for conference updates to be sent to National Groups, by May 31, 2018

Action: JS will plan the requirements for video streaming and social media.

**The plan will be finalized once there's final information about who will participate at SICOGA 2018.**

Action: JS and PC will arrange for a 'Transition to ServasOnline' report, to give a 'reality check' as to how many ServasOnline listings are complete, and what seem to be realistic timeframes to complete the transition to replacing the HLSA with host listings on ServasOnline. The report should also indicate estimated timeframes to replace the Key Dolphin functions

Not done:

- Action: JS and RBR will prepare their portion of EXC-021 by June 20, 2018

**Reason: Servas Portugal has withdrawn the motion.**

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**Action items from April 22 2018 meeting:**

Done:

Action: RBR and JS will prepare a reply to Portugal's motion

Action: JS/PP allow 15 minutes in the agenda for SI Exco written reports discussion at each monthly meeting

Action: AG will work with Amir to create a list of funded people who have not registered, for use by JS to send an urgent reminder to them to register, reminding them of the May 1 deadline for reserving spaces for delegates and key people

In process:

Action: JS will provide a brief outline of the planned Youth presentations for the SICOGA 2018 reminder letter by May 4, 2018

Not done:

Action: JS will send a general reminder about the conference with more description of the programme

**There was the general opinion in SI Exco that I should not send a general reminder since the conference was getting filled up.**

**Action items from 15–19 March 2018 meeting:**

Done:

Action: JS to inform Franco Corsi

Action: DS and JS write draft motions based on the Vision, for discussion, by March 31, 2018

Action: All of SI Exco will review their job description in the statutes and in the job descriptions document give any changes to AG by March 31, 2018

Action: JS will research adding Gulsen Elyak as a 4<sup>th</sup> signatory on the SI bank account.

Action: JS will thank Servas Italy for the discussion, and request a copy of their minutes

Action: JS and DS will prepare a motion for SI structure based on the Vision

In process:

Action: SI Exco JS and RBR will investigate setting up a business Dropbox account so that Servas documents do not count against our personal accounts

Action: JS will sign the contract and return it to Bernard (has the updated version of the contract been signed by Jonny?)

Action: AG and JS, working with the Youth convenor, will identify the process to gather applicants and short list youth volunteers by May 30, 2018

Action: JS and AG will clarify who will interact with the Nominations Committee

Action: JS will ask for the Nominations Committee action plan up to SICOGA 2018

Action: JS will confirm that Nominations Committee will write to every country looking for SI candidates

Action: AG write words to update "Making Connections" servas.org page May 1, 2018, which JS will post

Action: JS will create an "Innovations Project" page on servas.org and will get content from Innovation Group lead person

Action: JS will create a "Youth and Families" page on servas.org, and will get content from the Youth Committee convenor

Action: PP will write words for the SICOGA 2018 with a link for the home page and JS will post it

Action: PP and JS will instruct all delegates to know the status of ServasOnline in their country

Not done:

None.

### **Action items from 18 February 2018 meeting:**

Done:

Action: JS/PP allow 15 minutes in the agenda for SI Exco written reports discussion at each monthly meeting

Action: JS will draft the face-to-face meeting agenda and also a prioritized list of items to be discussed by February 25, 2018

Action: JS will arrange for Richard Cabassut to become a signatory for Credit Suisse

Action: JS will communicate the decision to provide full minutes to IAC, and SI Exco's concerns, to the IAC

Action: JS and RBR will research the new SI Registration information, and JS will present a report to SI Exco for the March face-to-face meeting

Action: JS and DS will propose a statement related to sustainability for possible inclusion in the SICOGA 2018 invitation letter by February 19, 2018, and SI Exco will make an email decision about including it

Action: JS/PP will ensure that all of SI Exco has the opportunity to comment on the SICOGA 2018 invitation letter.

In process:

See below.

Not done:

None

### **Action Items from SI Exco meeting January 14 2018**

Done:

Action: JS will send the contact details of a New Zealand Servas member who contacted JS about ethical banking, and then Radha can contact the NZ member

Action: JS will add RBR to the ServasOnline Team

Action: JS will follow up with his contact in Switzerland about his earlier request for information about insurance for SICOGA 2018

Action: JS will contact the preferred names to find out if they are interested in being a neutral moderator (AG took over the action item)

In process:

Action: Once it is final, JS will send the announcement to National Groups about Servas Canada's 2018 electronic LOI pilot

Action: Jonny will review the response, add relevant documents and send it to SI Exco

Action: JS will send the SI Registration invoice to SI Exco

Action: JS will propose a way to position the conference (SICOGA 2018) as ethical, environmental, and good for the world

Action: Each SI Exco member will prepare for the Feb 18, 2018 meeting:

- Pros, cons and comments on the Servas Vision documents
- Up to 5 particular items to comment on, and put them into a separate document, with clear references to what they are commenting on

Action: JS and PC will complete the text of the official public update about ServasOnline after receiving questions from DS

Action: All SI Exco members will identify Action Items listed in the minutes that have been completed, so that they can be removed

Action: All SI Exco members will look at their job descriptions, especially related to what is written in the SI Statutes

Not done:

Action: JS will send a draft agenda (for SICOGA 2018) to SI Exco

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

## **Action Items from SI Exco meeting December 17 2017**

Done:

Action: JS will formally notify RBR and GE that they are the successful candidates

Action: JS will notify the unsuccessful candidates

Action: JS will invite GE to the 2018 Face-to-face meeting, to arrive late on Thursday March 15, 2018 and to attend the meeting from Thursday March 16, 2018 until the meeting ends on Monday March 19, 2018

Action: JS and DS will finalize the wording of the SICOGA 2018 article

Action: DS and JS will research the start date of Servas

Action: JS will invite RBR and inform him about time and date.

In process:

Action: JS will arrange Credit Suisse signatory changes

- Action: DS will send specific questions to PC and JS
- Action: PC and JS will prepare an official public update about ServasOnline
- Action: PP will work with PC and JS on finalizing the official public update about ServasOnline

## **Action Items from SI Exco meeting 2017-11-11**

Done:

Action: JS will instruct the IAC to copy SI Exco on correspondence unless there is a particular reason not to copy all of SI Exco.

Action: JS will send an ad to look for a new ServasOnline Project Manager

Action: JS will continue the process of searching for a new SI Treasurer

Action: JS will send his specific reimbursement request to SI Exco for an email decision

In process:

Not done: Action: JS will circulate deadlines for SI News Bulletin submissions for the rest of 2017 and all of 2018

#### **Action items from Oct 29, 2017 Exco meeting.**

##### **Done:**

Action: JS will circulate a new recruitment advert for SI treasurer to members groups.

Action: JS will follow up with the person interested in being an SI assistant treasurer.

Action: JS will recirculate his comments about the draft SI budget 2019 -20121 to Exco.

Ongoing - in pipeline:

Action: JS to consider an article on electronic stamps for the next Exco bulletin.

#### **From Oct 1, 2017 Exco meeting. Action Items.**

##### **Done:**

- Action: JS will notify the IAC and SI Key people of WD's resignation
- Action: JS will send the SI Treasurer ad that was used to recruit WD to SI Exco for their review
- Action: JS will include adds for both an SI Treasurer and Assistant SI Treasurer in the next SI Exco Bulletin

#### **From August 20 Exco meeting, Action Items**

##### **Done:**

- Action: JS and AG will send their sections of the 2016 SI Annual Report to PP by Aug 31, 2017
- Action: JS will send a draft presentation or workshop for the CISV meeting in the Netherlands in August 2018, for comments by SI Exco

##### **Ongoing:**

- Action: JS will prepare an ad for an SI Assistant Treasurer, rephrasing the one used to find the SI Treasurer WD, and also making reference to the fact that WD will not be running for SI Treasurer in 2018; AG will send it out.

##### **Not done:**

- Action: JS will draft a Vision paper which is intended to stimulate informed debate about possible ways to encourage democracy in our process, for comments by SI Exco

#### **From June 25 Exco meeting, Action Items**

##### **Done:**

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 inform the ServasOnline Team of the SI Exco ServasOnline System update priorities
- Action: JS will consult with Servas Switzerland about their registration 10 years ago

- Action: All SI Exco members comment on email from PP re: approval of Servas membership

**Ongoing:**

- Action: JS will think about ad propose a theme for SICOGA 2018
- Action: JS will contact Servas Italy and US Servas about their active involvement with the ServasOnline project
- 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

**Not done:**

- None.

**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

**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.
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**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 Sägänger  
President  
Servas International  
2015-2018

## **Appendix 2 SI Vice President's Report**

## **Appendix 3 SI Treasurer's Report**

## Appendix 4 SI Peace Secretary's Report

Servas International Peace Secretary May 20 to June 9 2018

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### SI EXCO discussion and decision-making

- I regularly participated in the discussion and decision-making about motions, funding, SICOGA arrangements, and others.

### SICOGA 2018 Conference program

- Agreed to be part of the Agenda Working Group (AWG) with PP, Pramod and Chris Patterson; and prepared for scheduled meeting on June 11, 2018
- I have worked on the SICOGA 2018 Programme for Non GA activities, including through contacts with AG, Nat Peace Secs (e.g.Chloe Mason)...
- I have kept gathering ideas and potential participants for a Peace workshop on "**Travel in peace and walk lightly on Earth**". Servas promoting ethical travel, concern for the environment and human rights as part of its philosophy as a global peace organization.

### Partnerships

- Did some research about possible partnership with Culture Dock ("*social media travel app facilitating respect and understanding for people and places around the world.*")
- Contacts with Emmaus International and its 3 days Forum in Geneva in September 2018.

### Servas at the UN

- Following-up with ECOSOC meeting about changes in the UN database, I updated UN database with new address for SI President
- Published article about Meeting on **Peacebuilding and Sustaining Peace** in NYC, on April 25, and had it translated and published on servas.org
- UN Representatives annual report still in progress.
- Need to prepare for participation at the 67<sup>th</sup> UN DPI/NGO Conference which will be held at UN headquarters in NYC August 22-23.
- Prepared with SI UN Reps in Geneva for participation at the UNOG in September, hopefully with a side-event and celebration of International Peace Day September 21. Wrote a certificate for Manon Yzermans internship in September 2017.



## Appendix 5 SI General Secretary's Report

### SI General Secretary Report: May 21 – June 10, 2018

#### Accomplished:

- Managed email votes and other day to day activity of SI Exco
- GA 2018 and conference
  - May 20 2018 status meeting held, with all lots of action items resulting; next planned for June 10, 2018
  - Working with Korea on visa process; wrote proposed visa and letter of guarantee process and shared it with SI and Korean teams; working towards a letter to all those needing a visa to attend
  - Working with Rita and PC on eligibility list for voting at the GA
  - Arranged for PC to be the Proxy Officer
  - Prepared a draft timetable containing the suggested GA sessions, and how they fit into the week
  - Posted all motions on website, including misplaced AUS-001 motion
  - Posted summaries of motions including separated lists of those with and not with financial implications
  - Created Agenda Working Group (AWG) of PP, DS, Pramod and Chris Patterson; scheduled meeting for June 11, 2018
  - Will write communication related to SWGs after AWG meeting, and pass on to JS to be sent out
  - Drafted communications plan, and consulted with JS
  - Working with Amir on registration numbers and related issues
  - Wrote a second time to a funded IAC member who had asked about accessibility at the conference, but have not yet received a reply to either email
  - Communicating with Korea on various issues
  - Still encountering problems with 'spam' on the SICOGA 2018 registration site; Mark is supporting Amir
- ICT: Monitoring questions and queries to ICT
- Annual Reports: 68 2017 MG annual reports and 14 SI Committee reports received to date
- In contact with SI Archivist about a 2018 addition to the SI Archives

#### Action item update:

#### May 20, 2018 Action Items:

- Action: PP, RBR and Amir will write to all of the funded participants who require visas to inform them to buy their tickets right away and to apply for their visas in mid-July. The communication will also indicate that if they have concerns about paying for their flight tickets, they should contact RBR. In progress
- Action: PP will write and post the template for EXC-021 Waiting for input from AG
- Action: PP will draft a communication about the motions and SWGs for review by SI Exco In progress
- Action: PP will arrange for a room on Oct 13, 2018 from 10:00 – noon for the SI Exco and conference organizer meetings

#### Mar 14-19, 2018 Action Items:

- Action: PP will work with the SI Archivist to write the letter to National Groups, the SI Archivist will receive the responses
- Action: PP to find out how much of these decisions will be done before SICOGA 2018 and tell SI Exco
- Action: PP will write words for the SICOGA 2018 with a link for the home page and JS will post it
- Action: PP and JS will instruct all delegates to know the status of ServasOnline in their country

**Mar 30-Apr 2, 2017 Action Items:**

- 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

**Short Term Priorities:**

1. Day to day SI Exco and General Secretary correspondence and pressing issues
2. SICOGA 2018
3. Annual Reports
4. 2018 GA – motions, processes, history

**Key Concerns/Issues:**

1. SICOGA 2018 and GA 2018 myriad details
2. Transition to ServasOnline

## Appendix 6 SI Host List Coordinator's Report