

Servas International
SI Exco Meeting by Skype
Minutes
Sunday February 18, 2018 17:00 – 19:00 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: None

Minutes Recorder: **PP**

Chair: **JS**

Timekeeper: **DS**

Actions are identified in Italics and Underline. A summary of action items is at the end of the minutes

Decisions and Motions are in bold

Meeting began at 17:00 GMT/UTC.

1. Chit chat

2. Agenda Version 1 adopted as amended

3. Adoption of minutes

a. Correct December 17, 2017 meeting minutes

- **Motion: Approve Version 3 of the December 17, 2017 minutes. Passed**
- Action: PP will post Version 3 of December 17, 2017 minutes

b. Finalize January 14, 2018 meeting minutes

- **Motion: Approve Version 2 of the January 14, 2018 minutes, as amended at the meeting. Passed**
- Action: PP will post Version 2 of January 14, 2018 minutes
- Action: JS/PP allow 15 minutes in the agenda for SI Exco written reports discussion at each monthly meeting

4. Email Decisions:

- a. 2018/2/5: That the participation fee for SICOGA 2018 be stated as US\$720, which is a conversion from the 575 Euros which was decided on Dec 17, 2017. Passed
- b. 2018/2/5: That the number of participants for SICOGA 2018 be stated as 150, with a maximum of 170 participants. Passed
- c. 2018/2/10: That SICOGA 2018 participants will be charged an additional S\$150 per person for a 2-person room at the venue, and SI funding will not be used for this extra cost. Passed

5. SI Exco 2018 face-to-face meeting

- Ann reported that everything is well planned
- Sunday will include a 2 hour timeslot to meet with Servas Italy
- SI Exco will attend the monthly SICOGA 2018 Status meeting proposed for Sunday 11:30-12:30 European time
- Action: PP will confirm the March SICOGA 2018 status meeting time with Servas Korea

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

6. Financial Issues

a. William D'Souza (WDS) handover to RBR

- The handover is going well
- RBR recommends that he get a copy of the accounting software used by the bookkeeper, to simplify communications
- Action: RBR will write a motion to buy the accounting software used by the bookkeeper, for email decision
- **Motion: Authorize RBR to negotiate with the Auditor and bookkeeper to continue their relationship with Servas after March 31, 2018. Passed**
- Action: SI Exco authorizes RBR to negotiate with the Auditor and bookkeeper to continue their relationship with Servas after March 31, 2018
- 2017 stamp payments are being followed up actively
- Action: RBR will arrange another meeting about ServasOnline and Servas Canada about the e-stamp pilot

b. Banking situation

- RBR cannot operate the Credit Suisse account because he is a US citizen; WD is continuing as the third signatory as required
- **Motion: Add Richard Cabassut, Assistant SI Treasurer, as the 3rd signatory for Credit Suisse. Passed**
- Action: JS will arrange for Richard Cabassut to become a signatory for Credit Suisse

c. Discussion & decision: EXCO to send the full draft minutes of each EXCO meeting to the IAC at the same time as they send these out to EXCO members for approval

- IAC has requested full minutes of SI Exco monthly meetings before they are approved at the next meeting
- It was agreed that SI Exco must have an opportunity to review the draft before it is forwarded to the IAC, to confirm the wording
- **Motion: Send the full draft minutes, including appendices, of SI Exco monthly meetings to the IAC, after SI Exco has reviewed them, on the understanding that they are confidential until approved at the next SI Exco meeting, and on condition that the IAC will discuss the contents only with SI Exco. Passed**
- Action: JS will communicate the decision to provide full minutes to IAC, and SI Exco's concerns, to the IAC

7. SI Registration

- JS has received the final report from the Swiss lawyer
- JS and RBR have identified new information which requires more research
- 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

8. Vision for the Future of Servas

- Some SI Exco members comments on the draft Vision paper
- DS has taken over responsibility for the consultation process
- Action: DS will prepare for discussion of the Vision at the face-to-face meeting

9. SICOGA 2018

a. General Discussion

- There was another productive status meeting with Servas Korea just before this meeting

b. Neutral Moderators

- **Motion: Fund one trainer/consultant and 2 moderators, with the third moderator to be decided later. Passed**
- Action: AG will follow up with the people being considered for the trainer/consultant and moderator roles

c. Sustainability

- There was a discussion about sustainability at SICOGA 2018
- 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.

d. SICOGA 2018 Budget

- New information was received today about the budget, and Servas Korea is sending a revised budget; costs are moving slowly up
- Action: RBR will share the revised SICOGA 2018 budget when it is available

e. Participant Funding

- There is a need to define how the US\$150 2-person room fee will be handled for funded participants
- Action: RBR, PP, AG and Amir will meet as soon as possible to decide how to handle the US\$150 2-person room fee for funded participants
- Ann has arranged a working weekend to look at flight costs for each funding applicant, which will result in a total which can be used by SI Exco to decide the percentage funding that SI can afford

10. ServasOnline

- Not discussed

11. Communication:

- Not discussed

12. SI Exco members written reports:

- Not discussed

13. Other Business:

14. Next meeting

- **Next meeting will be the face-to-face meeting in Italy, March 14-19, 2018**
- Regular time: third Sunday every month UTC/GMT 17.00-19.00 (this is to accommodate the SICOGA 2018 monthly status meeting which is the same day at 14:00 – 15:00)

15. Meeting ended at 19:17 GMT/UTC

Action Items

- Action: PP will post Version 3 of December 17, 2017 minutes
- Action: PP will post Version 2 of January 14, 2018 minutes
- Action: JS/PP allow 15 minutes in the agenda for SI Exco written reports discussion at each monthly meeting
- Action: PP will confirm the March SICOGA 2018 status meeting time with Servas Korea
- 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: RBR will write a motion to buy the accounting software used by the bookkeeper, for email decision
- Action: SI Exco authorizes RBR to negotiate with the Auditor and bookkeeper to continue their relationship with Servas after March 31, 2018
- Action: RBR will arrange another meeting about ServasOnline and Servas Canada about the e-stamp pilot
- 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: DS will prepare for discussion of the Vision at the face-to-face meeting
- Action: AG will follow up with the people being considered for the trainer/consultant and moderator roles
- 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.
- Action: RBR will share the revised SICOGA 2018 budget when it is available
- Action: RBR, PP, AG and Amir will meet as soon as possible to decide how to handle the US\$150 2-person room fee for funded participants

January 14, 2018 Action Items Not Completed:

- Action: Once it is final, JS will send the announcement to National Groups about Servas Canada's 2018 electronic LOI pilot
- Action: The Swiss lawyer will send an invoice to SI re: SI Registration
- 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
- Action: All SI Exco members will look at their job descriptions, especially related to what is written in the SI Statutes

December 17, 2017 Action Items Not Completed:

- Action: PP will work with PC and JS on finalizing the official public update about ServasOnline

November 11, 2017 Action Items Not Completed:

- Action: DS will contact a person she knows to see if they are interested in the project of producing a YouTube video to teach Servas members how to use ServasOnline
- Action: JS will circulate deadlines for SI News Bulletin submissions for the rest of 2017 and all of 2018

October 29, 2017 Action Items Not Completed

- Action: PC will ask Bernard how he could access the data about enquiries to join Servas as a step to identifying the outcomes, that is, how many of those making an enquiry finally become members.
- Action: AG will promote Emmaus as one of the topics for the proposed shared interest networks to be publicised soon. IN PROGRESS
- Action: JS to consider an article on electronic stamps for the next Exco bulletin. IN THE PIPELINE

October 1, 2017 Action Items Not Completed

- Action: SI Exco will address the need for a new bookkeeper and External Auditor as soon as possible

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: 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 ONGOING
- 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: JS will investigate virtual attendance options
- 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 ONGOING
- 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

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 ONGOING IN PREPARATION FOR SICOGA 2018

Appendix 1 SI President's Report

sJonny's short report to Exco

Action report 2018-01-12 - 2018-02-17

COMMUNICATIONS

Modernised/new website & ServasOnline communication

* I have produced and gathered articles, photos and other material for SI News Bulletin (SINB) Vol 8 No 1 2018 together with others in the SI newsletter and editorial team.

* I have collected new texts, photos, videos and other illustrations to be published on the website servas.org during the 1st quarter of 2018. Work in cooperation with Jean-Marc Eyot, Servas France, and others.

* I have together with the SI graphic designer Alan Stone Servas Greece and Annie Kim Servas Korea, and her son Peter to develop the invitation letter for SICOGA 2018 with Korean style photos, images and other illustrations.

* I have asked Sergey Kibitkin, Servas Ukraine, and asked if he can update the graphic/comics description of How Servas works.

* I have discussed with Bogi Kovács, Servas Hungary and Servas Youth, how to develop the video and other presentations from the Servas New Years Eve Party (NYEP) 2018/2019.

SI financial

* Banking business:

** Numerous contacts with our bank, Credit Suisse in Switzerland, to make arrangements for signatory rights and other administration rights via internet banking for SI's new treasurer Radha B. Radhakrishna. It has not been possible to make the necessary arrangements. Reasons:

Because of tax matters between Switzerland and the USA there are restrictions for USA (and Canadian) citizens to have bank relations with Swiss banks.

There is no room for negotiation with US matters, according to SI's customer relation's manager at Credit Suisse.

The choice we have now are:

1. Find another Swiss Bank that will support SI.
2. Move to a bank in another country, that will allow a treasurer from any country to operate the account, or,
3. Find a new treasurer who is not a US citizen and who will not have the problems with banking relations with Swiss banks.

I have discussed in a webmeeting with our new treasurer Radha B. Radhakrishna how to find a solution. We have come up with possible way to solve the problems. The alternatives will be presented to SI Exco.

SICOGA 2018

* 2018-01-14: I was the convenor of a SICOGA 2018 Organising Team (SICOGA 2018 OT) web meeting.

Participants: Servas Korea: Mr. Byung Wan Choi, National Secretary and Project Manager, Ms. Junghee Park, Registration, Ms. Annie NamHee Kim, Venue, Mr. Kyuok Kim, Communications, Servas International: Mr. Jonny Saganger, SI President and Communication (chair), Ms. Penny Pattison, SI General Secretary and Project Manager (minutes), Mr. Amir Levy, SI Registration, Mr. Radha Radhakrishna, SI Treasurer, and Ms. Gulsen Elyak, SI Finance.

* I have written a draft plan 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. In conjuncture with this I have, with advice from AG, been in touch with an international organization that has offered to cooperate with SI in our pursuit to offset CO2 emission impact from SICOGA 2018.

* Planning for SICOGA 2018, in cooperation with SI GS and Servas volunteer responsible for registration website.

* Production of draft invitation letter to be sent at the beginning of 2018 to Servas national secretaries and other key persons (with Alan Stone and others, see above).

ServasOnline member system

* I have written a message to Aaron Fowles, US Servas Board member and ServasOnline liaison, Bernard Andrieu, ServasOnline Project Manager asking for information to get up to date about the development to solve the interoperability issues between the global member administration system ServasOnline and in the US Servas membership system. The US Servas membership system is not integrated in ServasOnline. I have received a substantial answer from Aaron Fowles and a report – possibly in the form of a Questions & Answers (Q&A) with the global and US Servas community as target group/audience. My aim is that the report should be presented not later than at the SICOGA 2018 meeting October 13-20.

* Continued contacts with the ServasOnline Team and the convenor/coordinator of the ServasOnline Coordinators User Group (SOLNCU) and the subgroup ServasOnline Review Team. Judy Bartel from Servas Canada is the ambitious convenor/coordinator of SOLNCU and ServasOnline Review Team.

SI registration and SI domicile

Continued communication with a legal expert at the law firm which SI consults regarding the registration of SI as a recognized international non-governmental organization INGO, and for the establishment of a domicile for the organisation.

I have continued the work on a draft for rephrasing of the SI Statutes that will include a text about a possible future registration of SI and the establishment of a domicile.

I have increased the number of people who belong to a group of Servas volunteers who will give support, advice and link the registration project with national Servas groups.

Other business

* I have sent completed and sent off accreditation documents - that SI Peace Secretary DS provided me - for SI UN representatives at UN premises in New York City, Vienna and Geneva.

* I have sent a description of my presentation and myself to the organization CISV (Childrens International Summer Villages) which has invited me as president of SI to give a speech and to participate in panel discussions et cetera during CISV's global conference in the Netherlands in August 2018.

More information about CISV and the global conference here:

<http://www.cisv.org/cisv-global-conference-2018/>

* Additional contacts with Servas Italy regarding the SI Exco face-to-face meeting in Italy in March 2018.

* In January 2018 my wife Kristina and I hosted Servas Italy's national secretary Ermanno Gaiga, his wife Carolina and their son Riccardo in Stockholm. Ermanno and I also had an informal and not minuted meeting Servas meeting where we discussed Servas matters that are of high priority for Servas Italy.

* I have continued the work with a contact person in Servas Switzerland who is helping SI to get quotes for a) liability insurance for SI Exco and other SI officers b) insurance coverage for SICOGA 2018.

*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 14 January 2018 meeting:

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

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.

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 February 18th 2018

Review of outstanding actions

Action Items from SI Exco meeting January 14 2018

- Action: AG will draft a list and circulate it for comments DONE
- Action: JS will contact the preferred names to find out if they are interested in being a neutral moderator DONE see below

Action Items from SI Exco meeting December 17 2017

- Action: AG will call Anna Cristina to discuss the logistical details for the 2018 face-to-face meeting and will work with her to finalize the arrangements
Ongoing contact with Raffaella Rota, Servas Italy, up to the face to face meeting.
DONE See below .

October 29, 2017 Action Items Not Completed

- Action: AG will promote Emmaus as one of the topics for the proposed shared interest networks to be publicised soon.
IN PROGRESS

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
ONGOING See below
- 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
ONGOING

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
ONGOING IN PREPARATION FOR SICOGA 2018

Recent activity and planned tasks:

Process for funding SICOGA 18 participants

Since sending announcements to invite funding applications from delegates and SI officers:

- I have had an initial Skype discussion with Gulsen re financial aspects of the funding process.
- Applications have been slow to arrive but after 2 reminders a significant number have been submitted in the last few days before the deadline on 22nd February.
- These will be acknowledged and processed in advance of the travel team meeting on 22nd and 23rd February in London to work on flight estimates.
- I have had a number of discussions with national secretaries asking if they should apply for funding even though they may not fully meet the requirements that is, either they have in post for more than 6 years or they have already been funded as a delegate twice before, or both.

There is an estimated 11 countries in this position. Some national secretaries from small national groups have said they cannot find an alternative delegate.

- In some cases applications have been submitted. Exco will consider if in some circumstances limited discretionary funding could be offered if all other requirements are met.
- In terms of Spanish translation one person so far has requested and received one to one help with understanding the funding requirements.
- Following the exercise to estimate all flight costs sufficient information should be available to draw up a draft budget for overall travel costs and registration fees for funded participants.
- It is planned to compile all information about applications ready for Exco decision making at the f to f meeting.
- I have had some discussion with DC and the membership team where a country's viability is seen to be in doubt. Also some discussion with membership team about those counties likely to be recommended to gain member status and those to lose it.

Preparations for the face to face meeting in Milan, March 14th to 19

A budget for the meeting is agreed. Most arrangements are now in place for travel, accommodation, meals and hosting before and after the meeting. Also a meeting has been arranged with the Servas Italy committee on the last day to be followed by a presentation from the youth group and a meal with local hosts.

Making Connections.

Work on Making Connections was on hold due to pressures to complete other priority tasks.

A message has now been sent to all those countries who contributed an entry to Making Connections Issue 1 asking for an update on the information given in 2017.

The next issue of Making Connections News will focus on inviting people to join Shared Interest networks on a variety of topics proposed by members. At the same time new countries will be encouraged to contribute to the next edition of the Making Connections directory.

During the Exco face to face meeting I hope to take advice on whether it is realistic to take the steps to post the directory in the Members Only of the SI website before SICOGA 2018.

In May I will be hosting a NZ traveller, JA, who has offered to help with formatting and design of Making Connections.

Review of SI committees and officers.

A message was sent in January to all on the SI key list with update on Exco's work on reviewing the structure of SI committees and an invitation to contribute to the review.

Following this I have sent a standard form to all elected committees and roles asking for feedback about what works well and what could be done differently. Also to ask if any changes to job descriptions are indicated.

Youth meetings

I have been in discussion with Susana about how young people could best be involved in SICOGA 18. She will continue to be in contact with the identified youth contact in Servas Korea with a view to a plan being confirmed as soon as possible.

Also there are on-going discussions with Susana about a planned youth meeting in Portugal in August 18.

SI Developmental projects - Budget for DC and Servas Youth

I have initiated a discussion between convenors of DC and SI youth team, SI treasurer and myself to clarify the accounts for this category of the SI budget- what has been spent so far and plans for how remainder might be used by SICOGA 2018.

Search for Moderators for SIGA 18

Following on from Exco discussions about moderating for SIGA 18 I have spoken to those proposed as possible moderators. Marijke Battenberg, ex- National secretary from Servas NZ and Pramod Kumar, ex-national secretary for Servas India have both agreed to take on this role.

It has also been agreed that support and guidance from an experienced moderator would be important. Chris Jones, Servas Canada, will be able to take on role of trainer and consultant during the conference. He can provide a workshop for those interested in being a GA moderator or facilitator for a Subject Working Group at SICOGA 18 or on future occasions. He will also provide an introductory session for all delegates on GA procedures including the Roberts Rules.

Links with FEE (Foundation for Environmental Education) and the Global Forest Fund.

I have prepared a draft announcement inviting all participants to SICOGA 18 to consider offsetting their personal Carbon Emissions arising from their travel to Korea by making a donation to Global Forest Fund.

This would potentially be part of a wider initiative to promote Servas' social and environmental responsibilities as an international organisation hosting a global event.

As part of this I have renewed contact with FEE with a view to developing future links between our organisations. This has included introducing Jonny to those working for FEE in Copenhagen.

Priority for Action:

1. Continue with funding process with view to providing the face to face meeting with what is needed for Exco to make decisions. Also to provide estimates of individual travel costs so overall draft budget can be calculated.
2. Collate responses to review of SI committees for the f to f meeting
3. Send message to member countries asking those with spare resources to consider making a donation towards the funding of delegates and/or youth representatives.
4. Work with Jonny on finalising publicity on donating to the Global Forest Fund and developing links with FEE.
5. Complete an application for funding to SICOGA 18.
6. Review the job description of SI Vice President role and encourage other Exco members to review their own roles for discussion at the f to f meeting.
7. Support Susana to develop proposed youth activities at SICOGA 18 including identifying how youth participants can be offered some funding to attend..
8. Follow up with Aneris re outcomes from International Servas week and any further plans for the Innovation Group.
9. Prepare 2017 annual report as the basis for a review of work as VP for the f to f meeting.
10. Collate informal feedback to Vision documents produced by Penny and others for discussion at f to f meeting. Contribute my own comments.

Appendix 3 SI Treasurer's Report

Waiting for revision

Appendix 4 SI Peace Secretary's Report

Servas International Peace Secretary January 15 to February 17 2018

Participated to the regular SI EXCO process of email decisions.

Contributed to Servas Global discussion, sharing with Servas members.

Contributed to a sustainable SICOGA 2018 and small footprint discussion.

Updated Nat Peace Sec list, checking reliability with some countries.

Recruited Sara Gendel from Servas Argentina, as SI PS assistant for Spanish speaking countries, ahead of International Peace Day campaign and beginning of Servas 70th Anniversary celebrations in September 2018. Helping prepare an article for next SINB issue.

Dealt with communication with several Spanish speaking countries.

Communicated with *Servas Giovani* (Servas Youth Italy project) through emails and Skype meeting, and helped preparing an article about *Young Servas to Strasbourg* for next SINB issue.

Helped with the project Servas Artists lead by Jean-Luc Turlure, forwarding address and article for SINB.

Helped new volunteer for publication on servas.org page in Spanish (publishing article on Peace Calendar 2018).

Collected testimonies on Women travelling with Servas. Article will follow.

Organized new interviewers training in Servas France.

Servas at the UN

Prepared a meeting (emails, phone calls, Skype...) at the UN in Geneva with Servas volunteers and supporting local members, beginning of March.

Completed accreditation process for SI UN Reps in NYC, Vienna and Geneva, updated SI UN committee members for 2018.

Disseminated information within SI UN Reps network in NYC, Vienna and Geneva.

Unfortunately, had to postpone March side-event project, due to lack of time and human resources.

Concerns

Feeling overwhelmed with too many tasks, couldn't work on preparing for potential candidates in 2018. Had to drop side-event project for Women rights day in Geneva.

Appendix 5 SI General Secretary's Report

SI General Secretary Report: January 15 – February 18, 2018

Accomplished:

- Managed email votes and other day to day activity of SI Exco
- ICT:
 - Due to technical challenges, extended iWeb contract for total of 2 months. Contract ended Feb 15, 2018 by M. Silbert; reconciled payment complications
 - Environments for ServasOnline are set up
 - GA18 registration site set up and issues being addressed as they occur
 - ICT met to plan future – difficult when the volunteers must work so closely on technical issues, but have no opportunity to meet
 - Monitoring questions and queries to ICT
- GA 2018
 - Working extensively with Amir on registration preparation, invitation and myriad other details
 - Held successful status meeting on Jan 14, 2018; next planned for February 18, 2018
 - Created skeleton of SICOGA 2018 on servas.org, and have begun populating it
 - Consulting with Radha and Gulsen re: budget and finances
 - Consulting with Ann re: funding process
 - Sent second set of detailed questions to Servas Korea
 - Communicating with Servas Korea by email
 - Updated timeline
- Annual Reports:
 - 17 2017 MG annual reports and 1 SI Committee report received to date
- Supporting Servas Canada in their pilot of e-stamps
- Met with Anna re: HI Archives electronic data to be added on Jan 25, 2018
- Further communications with Michael re: big picture vision for the future of SI
- Drafted 2017 General Secretary Annual Report

Action item update:

Mar 30-Apr 2, 2017 Action Items:

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

Short Term Priorities:

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

Key Concerns/Issues:

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

Appendix 6 SI Host List Coordinator's Report

SI HLC 2015-2018 Working Report #21

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

Jan 15th 2018 to Feb 18th 2018

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

Assisting those countries whom request it as an outcome from the survey sent to all countries regarding ServasOnline ongoing migration.

Cameroon

Mali

Malawi

I asked 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 but there is no administrative tool for that so the process of keeping me up with this information rely on National Servas online Administrators.

Important tasks to be done next

- Insist asking 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. They said they will give me a reply after their AGM but I did not get any feedback from them by now.
- Send another reminder about all National Groups migrating to ServasOnline
- Prepare an official public update about ServasOnline
- Define the ServasOnline specific administrative tools required
- Write a recommendation about how to handle hosts with no internet access
- Seek a youth volunteer for the position of SI HLC