

Servas International
SI Exco Meeting by Skype
Minutes
Sunday August 19, 2018 16:00 – 18:00 GMT/UTC

Version: 1

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

Absent: **Pablo Colangelo (PC)**

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 18:10 GMT/UTC

1. Chit chat

2. Agenda adopted as revised

3. Adoption of minutes

a. Finalize July 22, 2018 minutes

- **Motion: Approve Version 1 of the July 22, 2018 minutes. Passed**
- *Action: PP will post Version 1 of July 22, 2018 minutes*

4. SI Exco personal update

- All SI Exco members feel under tremendous pressure now, which makes us have to decide on competing priorities, and admit that we cannot do everything. This highlights the need for additional support, as has been proposed in various motions for the 2018 GA.

5. Email Decisions:

- a. 2018/7/24: that SI Exco approves the participation of one Korean lady, who was on the Organizing Team list, at SICOGA. Passed
- b. 2018/7/26: Funding was approved for Aneris Cao as delegate for Servas Chile at SICOGA 2018. Now she is unable to attend because of work commitments. SI Exco agrees the transfer of the funding to Javier Heusser, the former national secretary and current peace secretary, for the same amount as previously approved, covering a contribution towards travel costs and the registration fee. Since Javier would like to attend with his wife, we also approve an additional place for his wife Christine. Passed
- c. 2018/8/3: That the SICOGA 2018 Organizing Team is authorized to spend up to 100 USD to purchase a dedicated sim card (which includes data usage and local phone calls) for use for SICOGA 2018 business, before, during and after the SICOGA 2018 conference. Passed
- d. 2018/8/3: That SI Exco withdraws Motion EXC-001, because the FOP changes fit better under EXC-021, and it is not appropriate for the FOP to be addressed in 2 independent motions. Passed
- e. 2018/8/8: That SI Exco withdraws motion EXC-020 SI EXCO 2015-2018 recommended priorities for SI EXCO 2018-2021, and writes a letter instead, as was done in 2012. Passed

- f. 2018/8/9: That SI Exco approves the amount on the contract/purchase order number 156071, Apr - Jun 2018, between SI and the company Talorig be amended from €6,720 to €8,260, to reflect necessary work during that period. Passed
- g. 2018/8/9: That SI Exco approves the contract/purchase order number 156086 between SI and the company Talorig, for an amount of €11200 for the period July 1–October 31 2018, to do required ServasOnline maintenance work. Passed

6. Financial

- RBR gave an overview of the financial situation, concluding that the total amount in the SI bank accounts after the budgeted conference expenses will be about 310,000 CHF
- 2017/2018 Financial Statements are waiting for IAC report to be finalized

7. Stretch legs

8. SICOGA 2018

a. Financial report

- There appears to be enough money in the conference budget
- Things to be confirmed with Servas Korea
 - Budget to actual management
 - Timetable for money transfer
 - No purchase of assets without prior SI approval
- RBR pointed out that the draft budget for 2019-2021 currently on the SICOGA 2018 website indicates that we will run out of money in 4 years if all motions are approved, and that budget does not include amounts for all of the motions which require funding
- Either SI needs to cut back on expenses, or SI needs to find new sources of money to pay for the projected expenses
- It was agreed to hold an important session at the beginning of Day 2, for all conference participants, entitled 'Vision for the Future of Servas', as a financial reality check and planning session before the GA decision-making begins
- Action: RBR and JS will plan the 'Vision for the Future of Servas' session for Day 2-1 of the conference

b. Funding

- No change to funding; now dealing with the refund process

c. Registration

- There are currently 169 participants

d. Visa process

- 25 participants require visas
 - 5 have been granted
 - 18 are in progress
 - 2 require further documents from applicants

e. Programme

- Chris Jones has indicated that he cannot attend the conference
- He has suggested that Chris Patterson and Marijke Battenburg could handle the moderator training sessions
- He also agreed that Chris Patterson could act as a reserve moderator if required

- Action: AG will confirm that Chris Patterson and Marijke Battenburg will handle the moderator training sessions
- Action: AG will confirm that Chris Patterson will act as a reserve moderator if required
- There have been no changes to the programme since early July; work is proceeding on Day 1 sessions
- The Youth are coming up with ideas, and aware that they have 2 slots on Day 1
- Servas Korea has recently sent suggested changes to the timetable
- Servas Korea has noted that there is a significant Korean holiday from September 21 to October 6, and so they may not be available
- Action: PP, DS, AG will meet to discuss the Servas Korea suggested changes to the Timetable

f. Communications

- Recent communications:
 - August 15 update sent, next one to be sent Sept 15
 - July 29 email to Member Group National Secretaries related to Subject Working Groups sent
- SICOGA Communication and Social Media plan from Jonny, for both internal and external communications:
 - Establish a SICOGA 2018 Communications Team. It will consist of two subgroups:
 - **SICOGA Communications Team Content Group (SICOGA CT CG):**
 - The Content Group (write texts, do interviews for social media (Facebook, Instagram, Twitter) and Servas International's website servas.org.
 - The SICOGA CT CG will hopefully consist of three persons. Jonny has some names and he is trying to "contract" them.
 - **SICOGA Communications Team Production Group (SICOGA CT PG):**
 - The Production Group takes photo, makes videos and audio recordings.
 - The SICOGA CT PG will hopefully also consist of three persons. Jonny has some names and he is trying to "contract" them so that they will make a commitment to produce editorial content with photos, videos and sound.
 - The Communications Team will also make plans to set up a Social Media Wall.
 - Action: Jonny will define the volunteer skill sets required, so that a message can be sent to all participants asking for volunteers for the Communications Team

g. Youth

- Planning for the Youth pre-conference is underway, and Google group discussion is underway
- It is assumed that all Youth will have a role in ServasOnline training
- The Youth are aware of the two Day 1 Youth sessions
- Action: All SI Exco will identify to AG possible tasks that they know of during the conference for the Youth

h. Interactive SICOGA

- JS contacted BeWelcome to find out how they handle remote participation at their meetings; his conclusion is that it is too late to implement it for this conference
- There will be no true remote participation at SICOGA 2018. However, with the Social Media Wall, there will be informal interactivity during the conference.

i. Sustainable SICOGA

- We are investigating with Servas Korea the possibility of a completely vegetarian day on Monday October 15, 2018
- JS is getting contact details for the Servas Korea contact for Sustainable SICOGA, Byunghan Lee

9. SI GA

a. SI GA 2018 motions & SWG's

- PP circulated draft list of EXC motions and which SI Exco member will be the contact
- Action: By Aug 22, all SI Exco members will comment on the draft EXC contact names
- Carbon offset discussion can be part of the Ethical Travel workshop on Day 1

b. Nominations Committee and Elections

- SI Exco is concerned that the nominations process is very late
- The nominations form and instructions, plus information about the proposed voting changes (NOTA, new HLC role, other changes) are required urgently, and then the call for nominations can be sent
- Action: Ann and Jonny will define the steps needed for the nominations process
- Action: JS will call Sus, the Nominations Committee convenor, about the nominations process

10. Social Media/Facebook

- 2 new moderators have been added for the SI Facebook closed group, alongside Arnoud P. and Pablo C.
- Action: DS and RBR will continue to search for more moderators in different time zones

11. SI Exco members written reports:

a. JS – CISV Meeting

- JS reported that his presentation, workshop, panel participation and the printed Servas promotional material were well received
- The meeting had more than 550 participants and was good exposure for Servas
- JS met with the CISV Alumni Association board members and members of CISV management
- There is a next planned contact in September
- It is expected that there will be greatly increased mutual exposure to each others' organizations

b. DS – UN session at conference

- 4 people at the conference who will be at the workshop have experience at the UN
- Servas Korea members who attended a UN Conference in Korea in 2016 will also be there

c. PP – Background Information for GA

- PP explained that, as in 2015, background information is require for GA delegates, and she is working on preparing it

12. Any other business:

a. 2017 SI Annual Report

- Action: PP will ensure that the report is named '2017 SI Annual Report'
- Action: PP will circulate the SI Exco summary written by JS, so that SI Exco can comment on it

13. Next meeting

- **Next meeting will be Sunday September 16, 2018 16:00 – 18:00 GMT/UTC**
- 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)

14. Meeting ended at 20:36 GMT/UTC

Action Items

- Action: PP will post Version 1 of July 22, 2018 minutes
- Action: RBR and JS will plan the 'Vision for the Future of Servas' session for Day 2-1 of the conference
- Action: AG will confirm that Chris Patterson and Marijke Battenburg will handle the moderator training sessions
- Action: AG will confirm that Chris Patterson will act as a reserve moderator if required
- Action: PP, DS, AG will meet to discuss the Servas Korea suggested changes to the Timetable
- Action: Jonny will define the volunteer skill sets required, so that a message can be sent to all participants asking for volunteers for the Communications Team
- Action: All SI Exco will identify to AG possible tasks that they know of during the conference for the Youth
- Action: By Aug 22, all SI Exco members will comment on the draft EXC contact names
- Action: Ann and Jonny will define the steps needed for the nominations process
- Action: JS will call Sus, the Nominations Committee convenor, about the nominations process
- Action: DS and RBR will continue to search for more moderators in different time zones
- Action: PP will ensure that the report is named '2017 SI Annual Report'
- Action: PP will circulate the SI Exco summary written by JS, so that SI Exco can comment on it

Previous Action Items Not Completed

Action items from 10 June 2018 meeting:

- 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 prepare documentation of how the Youth will support the conference and GA

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: PC will post the information about the SWGs on the official Facebook page
- 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: 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: 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 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: 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 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

Action items from 14 January 2018 meeting:

- 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: 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

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 2018-07-20 - 2018-08-18

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:

SICOGA 2018

I have:

- * convened a SICOGA 2018 Team meeting on July 22.
- * handled visa administration for SICOGA 2018
- * prepared for and convened a meeting on July 22 between SI Nominations Committee (SI NC) and SI Exco on July 22.
- * made preparations for possible workshops and presentations at SICOGA
- * been one of two convenors of the Subject Working Group (SWG) ServasOnline. SWG ServasOnline focus on the SI GA 2018 motions that are about the ServasOnline System, the SI website on the domain servas.org et cetera.
- * been active in general activities and planning for SICOGA 2018, in cooperation with SI GS, Servas volunteer responsible for registration website and with the SICOGA 2018 Team.
- * continued work on SI GA motions, for example the one about decreasing the ecological footprint from SICOGA 2018 and future SICOGAs.

SICOGA & COMMUNICATION 2018

I have:

- * worked on communication activities in preparation for SICOGA
- * made preparations for internal and external communications activities during SICOGA

COMMUNICATIONS

SI Exco Status Report 2017: I have worked on my contributions to the report.

SI News Bulletin (SINB): I have made preparations for SI News Bulletin (SINB) No 3 2018 which is planned for publication not later than September 30.

Recruitment of editorial staff: I have searched for volunteers who can work with texts, photos, videos and other editorial content for the Servas International website on servas.org and SI News Bulletin (SINB). A couple of potential candidates have been found.

Modernised/new website & ServasOnline communication: I have: handled some communications issues related to the content on servas.org.

Dealing with incorrect information: I have dealt with a case involving incorrect information about Servas disseminated via email. The case is still ongoing.

OUTREACH & SERVAS PROMOTION

I have:

- * participated August 15-17 at CISV Global Conference 2018 in Veldhoven, Netherlands. I was invited by CISV to give a presentation about Servas and to participate in a Servas-CISV workshop as well as a panel discussion about possibilities and challenges with cooperation between organisations. I presented Servas promotion material during the conference, which had more than 550 participants from all over the world. CISV is an NGO focused on peace education and intercultural learning.

SI FINANCIAL

- * I have worked with contract and invoice documents related to Servas International's agreement with a web development company.
- * Banking business:
- ** Approved a growing number of payments in relation to SICOGA 2018.
- * I have had a number of contacts with SI Internal Audit Committee, SI IAC.

SERVASONLINE MEMBER SYSTEM

* 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 one case that involves conflict and resolution. The work is partly done in cooperation with the SI Conflict and Resolution Committee, SI CRC. Since the July 22 SI Exco meeting one conflict and resolution case that I've been involved in has been resolved.

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.

Informal dinner meeting with Anja Kuehner from BeWelcome. I invited AK after a request from her some months ago. Interesting talk about Servas and BeWelcome.

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 22 July 2018 meeting:

Done:

Action: JS will notify Servas Taiwan of the approval of funding for Serena Wang, after she has completed the funding application form

Action: JS will send the reminder that funded delegates must join a SWG

Action: JS will send a reminder, drafted by the AWG, about SWGs in early August

Action: JS will send conference communications July 31, and August 31, 2018 (modified dates: was August 15 and will be September 15).

Ongoing:

Action: AG and JS will coordinate assignment of Youth to do video and photo recording during the conference

Not done:

Action: JS will inform the IAC that the motion for an SI Management Representation Letter be signed in conjunction with the 2017/2018 financial statements did not pass.

Action items from 10 June 2018 meeting:

Done:

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: 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: 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: JS will send the Table of Contents for the next SI News Bulletin to SI Exco

In process:

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 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.

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 4th 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.

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 July 22nd to August 18 2018

SI EXCO discussion and decision-making

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

SI Peace Secretary

- Completed SI Peace Secretary comments on annual reports for SI Exco Annual Report 2017.
- Sent Servas printed material to JS at CISV conference.
- Interacted with several National Peace Secretaries, including Paige Lacombe (Servas US), Chloe Mason (Servas Australia), Barbara Rufo (Servas Canada)
- Made connection with Innovation Group and Servas Week project for pictures contribution to 2019 Servas Peace Calendar.

SICOGA 2018

- Participated in AWG meeting August 14, discussed interim report end of Aug and final report before GA, checking if motion movers joined SWGs, ect.
- Managed SWG **Vision and governance 2** google group, answering requests to join, monitoring discussion, ect.
- Wrote to SWGs convenors to check SI funded delegates participation in the SWGs, and find out how SWGs are going.
- Joined other SWGs to follow discussion on various motions, including the ones submitted by EXCO.
- Discussing contact persons for motions.

Conference program

- Worked with GS on draft programme to be published on July 5
- Interacted with several people offering contributions to the programme
- Worked on “Servas at the UN” workshop, and “National Peace Secretaries role” meeting, with help of SI Peace assistant.
- Helping with other workshops as “Bob’s legacy” and “ethical travel”

Communication

- Publishing relevant articles on Servas Facebook groups

Servas at the UN

- Prepared for a possible participation to HRC September session, Sept. 17 to 21, with a side-event on International Peace Day, and a written declaration to be submitted.
- Contacted with Emmaus about September 17 to 20 event in Geneva
- Supported participation at the 67th UN DPI/NGO Conference which will be held at UN headquarters in NYC August 22-23.

Appendix 5 SI General Secretary's Report

SI General Secretary Report: July 23 – August 19, 2018

Accomplished:

- Managed email votes and other day to day activity of SI Exco
- GA 2018 and conference
 - July 22 2018 status meeting held; next planned for August 19, 2018
 - Following progress on visa process and intervening when needed
 - Reviewed content for mid-August SICOGA 2018 update communication
 - Agenda Working Group (AWG) met to discuss progress of Subject Working Groups (SWGs); there has been a lot of discussion, resulting in 3 motions being withdrawn
 - Participating in all SWGs
 - Working to determine if all funded delegates have joined a SWG, having written a reminder that was sent out
 - Posted updates to motions and summaries on website; continued updating of SICOGA 2018 website as required
 - Coordinating updates to documents for GA, including Rules of Order, Voting Procedures
 - Working with Amir on registration, conference logistics and related issues
 - Communicating with Korea on various issues
 - Reminder for proxy assignment sent
- ICT: Monitoring questions and queries to ICT; discussing document repository options with ICT
- 2017 SI Annual Report: Largely completed preparation of 2017 SI Annual Report, based on the 70 2017 MG annual reports and all SI Committee reports except ICT received to date

Action items still outstanding:

July 22, 2018 Action Items: None

June 10, 2018, 2018 Action Items: None

May 20, 2018 Action Items:

- 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. 2017 SI Annual Report

Key Concerns/Issues:

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

Appendix 6 SI Host List Coordinator's Report