

**Servas International
SI EXCO Meeting by Skype
Sunday December 16, 2018 UTC 16:00–18:00**

**Participants: : Jonny Sägänger (JS); Carla Kristensen (CK); Radha B. Radhakrishna (RBR)
;Kiat Y Tan (KT); Paige LaCombe (PL); Andreas Becker (AB)**

Minutes recorder: KT

Chair: JS

Time keeper: Paige LaCombe (PL)

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 UTC 1600

1. Chit-chat

2. Agenda was adopted

3. Adoption of minutes

a) **Motion: Approve Minutes of Nov 25, 2018 .** **Passed.**

Action: KT will post Nov 25, 2018 minutes.

4. Email decision

a) 2018-11-26: To allow member countries to pay 2018 LOI stamp fees in EUR and USD at the following rates:

EUR 1.00 = CHF 1.105 □ USD 1.00 = CHF 0.97

between December 2018 and February 2019. If the exchange rates have changed significantly in the meantime, the rates will be revised in February 2019.

Passed.

b) 2018-11-27: The EXCO mandates the IAC (recently elected at the SICOGA 2018) to perform the 2017/18 audit that is still incomplete.

Passed. □

5. SI Finance

a) Introduction of Richard Cabassut, member of SI Financial Team

Richard Cabassut joined the meeting and was introduced as a member of SI Financial Team and a signatory of SI bank account. He also manages SI paper stamps.

It was agreed that CK be added as the 3rd signatory of SI bank account and KT be added as the 4th signatory.

Richard left the meeting.

Action: JS will arrange for CK & KT be added as signatories

b)Financial report

RBR reported the followings: see Tables 1 & 2

Table 1

APRIL TO DECEMBER 2018 EXPENSES	FY Budget	Actuals
Bank Charges	3,000	1,802
Exco Expenses	8,500	1,225
UN Meetings	2,900	756
UN Sustained Development		84
Youth meetings	5,600	1,313
Printing/ Newsletter	790	226
Postage & Courier		81
Web Hosting	3,000	2,153
SOL Maintenance	35,000	24,161
TOTAL	58,790	31,800
PROJECTS		
Servas Promotion	5,000	157
SICOGA Travel Refund Expenses		33,495
SICOGA Button Expenses		126
TOTAL	5,000	33,778

Table 2

	BUDGET	ACTUALS	VARIANCE
SICOGA 2018 Expenses	KRW	KRW	KRW
Food+Room+Conf Facilities + Pre-Event Party	93,385,000	90,127,850	3,257,150
GA Admin Resources	2,100,000	2,293,000	(193,000)
Gift bags	1,400,000	1,892,000	(492,000)
Preparation	3,000,000	2,595,209	404,791
Opening/Closing Ceremony + Dinner Party	6,000,000	5,843,000	157,000
Certificate	500,000	60,900	439,100
Sightseeing	9,000,000	8,547,280	452,720
TOTAL	115,385,000	111,359,239	4,025,761
Post SICOGA expenses			
Expenses for preparing a receipt binder for audit	30,000	30,134	(134)
Expenses for Review meeting (post conference)	500,000		
Bank charges for transferring funds	100,000		

RBR explained that up until now, 2 delegates of Servas Malawi have not applied for refund for travel costs associated with SICOGA 2018, the delegate of Servas Kazakhstan took the funding **but due to some unforeseen circumstances; could not make it to the conference**, Ewa is helping to get him to

repay SI and Ann Greenhough paid USD50 in advance for the delegate of Kyrgyzstan, RBR seeked the Exco's approval for the refund of USD50 to Ann. The Exco approved the refund of USD50 to Ann.

Further the Exco was informed that Servas Korea has requested for some funds to cover their post conference meeting, the Exco agreed to allocate a sum of USD750 for this purpose.

Action: RBR will arrange for the refund of USD50 to Ann & USD750 for Servas Korea

6. SI Exco appointments 2018-2021

It was agreed that the Exco will proceed with this item in "Confluence".

Action: AD will set up the necessary platform for the Exco to carry out SI Exco appointments 2018-2021

7. Stretch legs

8. Distant Vote (DV) schedule from DV Chris Patterson for SI Exco's approval

The Exco approved the DV announcement, DV Schedule & Time Chart prepared by Chris Patterson.

Action: KT will email DV schedule to member groups before 2018-12-20

9. Expansion of e-LOI and e-stamp pilot 2019

Servas Canada is the only country branch that has been using e-LOI and e-stamp, 9 more countries will be joining the programme while a few more are yet to confirm. The full implementation of e-stamp is targeted to be in 2020.

Action: RBR will write to Judy to check on when the e-stamp can be ready for use in 2019

10. Introduction to Atlassian Confluence – a possible tool for SI Exco's work

AB gave a brief introduction of the web based cooperation platform Atlassian Confluence and Exco members agreed to give it a try.

11. Open space for SI Exco member's proposed items

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12. SI Exco member's written report

See appendices 1-3 for SI Exco members' written reports.

13. Other business

The Exco decided that it should aim to have a face to face meeting sometime in late 2019 or early 2020.

14. Next meeting – time and date

The next meeting will be held on Jan 20, 2019, UTC 14.00-16.00

15. End of meeting

Time: UTC 1800

Action Items

- Action: KT will post Nov 25, 2018 minutes
- Action: JS will arrange for CK & KT be added as signatories.
- Action: RBR will arrange for the refund of USD50 to Ann & USD750 for Servas Korea
- Action: AD will set up the necessary platform for the Exco to carry out SI Exco appointments 2018-2021
- Action: KT will email DV schedule to member groups before 2018-12-20
- Action: RBR will write to Judy to check on when the e-stamp can be ready for use in 2019

Previous Action Items Not Completed

Action Items from 2018-11-25 meeting

- Action: Exco members will fill in the email addresses of the volunteers
- Action: JS and RBR will come up with a motion of registration with background information
- Action: JS & KT will put in an action plan in Google drive to be used as the guide for future meetings.
- Action: JS has volunteered as the convener of the fund raising committee, another volunteer from the Exco is required, names of people who wish to be in this committee are to be submitted by Dec 8 2018
- Action: JS & RBR to check action items of the former Exco.

Appendix 1

Jonny's short report to Exco

Action report 2018-11-24–2018-12-14

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:

SI EXCO MANAGEMENT

I have:

* informed myself about the web based cooperation platform Atlassian Confluence, which could become a working tool for SI Exco. I have been granted access credentials by the SI Membership and Technology Secretary, SI MTS. I have tried to use the platform, in cooperation with the SI MTS.

SERVASONLINE SYSTEM

I have cooperated with the group that is working on an extension of the SI e-stamp and e-LOI pilot for 2019. The pilot was launched by Servas Canada at the beginning of 2018 and the concept has been successfully implemented and developed during the year.

SICOGA 2018

I have:

- * created an Action chart in Google Drive for the new SI Exco 2018-2021 based on the decisions that were made at SI GA 2018.
- * collected photos and stories from SICOGA 2018 to be used on servas.org, SI News Bulletin and other media/communications channels.
- * listed candidates that will be subject to SI Exco decisions for appointments.

MEDIA & COMMUNICATION 2018

I have:

- * listed names of people who are candidates to members of a SI Media and Communications Team (some are subject to SI Exco decisions for appointments).
- * collected material for coming issues of SI News Bulletin and servas.org

OUTREACH & SERVAS PROMOTION

I have:

- * reconnected with the peace education organisation CISV as a follow-up of their Global Conference in August 2018 in Veldhoven, Netherlands, where I participated after being invited by CISV. An interview with me was published on September 4 on <https://globalconference.cisv.org/2018/09/04/2501/>

SI SERVAS COUNTRY SUPPORT

I have assisted in helping to set up elections of national secretary and other key persons, plus providing for standard Servas national statutes in two countries with Servas members.

ROUTINE 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 November 25 2018 meeting:

Done:

Action: JS will share ServasOnline pilot group notes in Nextcloud.

Action: Exco members will fill in the email ^{SEP}addresses of the volunteers (some of which are to be appointed by SI Exco)

Ongoing:

Action: JS and RBR will come up with a motion of registration with background information.

Action: JS & KT will put in an action plan (about SI GA 2018 decisions) in Google drive to be used as the guide for future meetings.

Action: JS has volunteered as the convener of the fund raising committee, another volunteer from the Exco is required, names of people who wish to be in this committee are to be submitted by Dec 8 2018.

Action: JS & RBR to check action items of the former Exco.

Not done:

None.

Action items from October 20 2018 meeting:

Action: JS will look for SICOGA application form & procedure (Done/sent to SI GS).

Appendix 2

Carla's report for the month of December 2018

- ✓ Had a handover meeting with Ann Greenhough at her place, she will soon send me important documents, but we covered most issues concerning VP. Very productive meeting. It's necessary to create a MAKING CONNECTIONS folder in the www.servas.org so she can put information and advertise better this project
- ✓ Contacted Alvany (Brazil) and Craig Melrose (Australia). Both very enthusiastic about us working together. Will soon Schedule a teleconference to Exchange ideas.
- ✓ Contacted Aneris Cao (Innovation) without success. Susana Martinez said that both her and Aneris wish other people to take over this project.
- ✓ Agreed with Kiat that, due to her experience with the Development Committee, she will continue working with DC.
- ✓ Teleconference with Raffaella and Susana Martinez about Youth and Families being under Vice-Presidency. I told them about the importance of fund raising. They suggested that I write an email to all countries motivating them to have their own fund raising initiatives to bring their own young members to attend Youth and Families activities. This committee is starting to plan na Environmental and Working Camp for Youth (august in Spain) and a Youth and Families Camp (september in Southern Italy). Both are concerned with funding young volunteers. So, they ask if possible to get info about the budget assigned for the YF (for the 3 years, as well as for 2019)

Appendix 3

Kiat's short note to Exco:

- Emailed 2018-10-20 minutes to be posted
- Uploaded DV procedure prepared by Chris Patterson to be approved by Exco on 2018-12-16, will email DV procedure to all member countries upon Exco's approval , before 2018-12-20.
- Confirmed list of nominations relating to Secretary General's responsibilities
- Logged into Confluence
- Will email Annual Report 2018 to all National Secretaries before 2018 -12-31.
- Regional meetings:1) Servas East Asia Regional Meeting- date is fixed on 15 to 18 July 2019 in Mongolia 2) Servas South East Asia Meeting -10-13 August 2019,in Malaysia. Details of both meetings are yet to be finalised.
- DC informed that there's 1 Member now in Bhutan.
- Assisted to set up a meeting between Natasha & Naseem of Servas Pakistan

