

**Servas International**  
**SI EXCO Meeting by Skype**  
**Sunday November 25, 2018 UTC 14:00–16:00**

**Participants: : Jonny Sågänger (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 1400**

**1. Chit-chat**

**2. Agenda was adopted**

**3. Adoption of minutes**

a) **Motion: Approve Minutes of Oct 20, 2018 .** **Passed.**

*Action: KT will post Oct 20, 2018 minutes.*

**4. Email Decision**

a) 2018/11/1: To approve the following two contracts:

1. Contract 156094\_bc with Talorig for web maintenance of the servas.org Drupal platform (commercial contract of wage porterage). Contract value: EUR 5,600.

2. Contract with software programmer Cyprien Roudet. Contract value: EUR 7000

Passed.

**5. SI financial report**

a) **SICOGA 2018: We are awaiting Servas Korea to send us a final accounting of their expenses for SICOGA 2018 so that it can be accounted for in our books and audited. We expect them to send it to us by the end of November. Based on the information available to date, the conference was within the planned budget.**

**2. Bank balances: After the conference, Servas International is expected to have a bank balance in the region of CHF 320,000.**

**3. Audit: We are still waiting to close out the internal audit report for 2017-18 and get the accounts signed. We expect it will be done before the end of this calendar year. We will then appoint new auditors and bookkeepers for 2018-19 to 2020-21 as per the mandate provided by SICOGA 2018.**

b) ServasOnline e-stamp

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

## **6. SI Exco appointments 2018-2021**

- JS shared the list of volunteers to be appointed by the Exco in Google Drive. Exco members will highlight the existing and/or additional names of volunteers who are to be appointed in their respective area of responsibilities in GREEN, before the deadline of Dec 9 2018 UTC 12.

The final list of appointment should be ready for approval by the Exco in the next meeting.

- It was unanimously agreed that a person could serve in 2 committees/teams but when there is

a conflict of interest, the person must recuse himself/herself.

- The list will be amended to reflect the tenure of appointment.

- JS has swapped “SICOGA Organising Team” for KT’s “ Communications Team”

- Exco members will fill in the email addresses of the volunteers.

Action: Exco members will fill in the email addresses of the volunteers

## **7. Stretch legs**

### **8. Need to increase SI income 2018–2021**

a) Background: a big sum of money has been invested in ServasOnline.

b) Proposal: to have 2 Exco members to co-ordinate a fund raising team which will work with national groups to raise fund. The Exco needs to discuss further on the mechanism of transferring the fund raised on national level to SI.

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.

c) SI Registration: the Exco was informed that the registration of SI will be done in Switzerland.

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

### **9. Action plan for SICOGA 2018 decisions**

It was unanimously agreed that the following paragraph to be added in ‘Item (7) Main goals for the next 3 years’ of the Oct 20 ,2018 minutes:

“(1) To execute decisions made by SICOGA 2018”

Action: JS & KT will put in an action plan in Google drive to be used as the guide for future meetings.

### **10. Open space for SI Exco member’s proposed items**

a) **Motion: to refund in full the registration fee paid by Moses & his brother as their failure to attend SICOGA was due to visa rejection.**

**Passed.**

Action: RBR will proceed with the refund.

**11. SI Exco member's written report for coming meetings & outstanding action items:**

-In regards to outstanding action items from the former Exco, JS and RBR will look into them to see if those action items can be deleted.

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

- It was mandatory for the former Exco members to present their respective monthly report, the current Exco members have agreed to do the same. AB is working on another platform where documents like reports & minutes can be edited and stored there.

**12. SI Exco invitation for SICOGA 2021**

JS retrieved the documents that were sent out for SICOGA 2018 and they were shared with KT for 2021 SICOGA. RBR reminded that no fund was set aside for 2021 SICOGA.

**13. Other business**

The Exco will hold its meeting on the 3rd Sunday of every month at UTC 14.00 to 16.00 ( 1 hour later during summer months).

**14. Next meeting – time and date**

The next meeting will be held on Dec 16, 2018, UTC 16.00-18.00

**15. End of meeting**

Time: UTC 1600