

**Servas International**  
**SI EXCO Meeting by Skype**  
**Sunday June 16, 2019 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 April 28, 2019. Passed.**

Action: KT will post May 19, 2019 minutes.

**4. Extraordinary SI General Assembly (E-SIGA)**

JS and RBR have prepared the draft documents in relation to E-SIGA which is targeted to be held in 2020. The Exco will hold further discussion on this matter.

**5. Data Privacy Legal Provisions for Servas International**

AB explained that SI and any National Group that has members from an EU country are required to comply with the European data protection legislation and there is a need to draft and publish Data Protection Policies related to EU-GDPR. So far no document has been prepared. AB would like to have a team to take over this project and to start gathering feedback from European members.

Action: CK and Romulo will work on this project and revert with a short report.

**6. Proposal to Increase Member Groups' SI Contributions**

RBR proposed to hold a distant vote asking member groups to increase the current membership contribution of CHF54000, so that SI's deficit will not become too large. The Exco agreed to this proposal.

Action: RBR will work on the draft motion for the increase in SI membership contribution for Distant Vote.

## **7. Stretch legs**

## **8. Servas emailing from org**

AB informed that the ICT Coordination Team is working on allowing emails to be sent from servas.org, replacing servast.org emailing & to set up Servas information distribution (mass emailing) system. There is no budget implication for this project.

## **9. Servas Road Map 2030**

To be discussed in the next Exco meeting.

## **10. SI Annual Report 2018**

KT is waiting for a few more reports from various committees to be submitted. Final draft will be submitted to JS when ready.

## **11. SI Exco Member's Verbal and Written Reports**

See appendix 1 for Exco Members' written and verbal reports.

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

JS informed that SINB 2-2019 will be ready for distribution soon.

## **13. Next meeting – time and date**

The next meeting will be held on August 18, 2019, UTC 14.00-16.00.

Proposals:

2019-09-15 UTC 14.00-16.00

2019-10-20 UTC 14.00-16.00

2019-11-17 UTC 14.00-16.00

2019-12-15 UTC 14.00-16.00

Proposed regular time: third Sunday every month UTC 14.00-16.00 (1 hour later during summer months). The time and/or date gets adjusted if the ServasOnline Team meeting date is adjusted

## **14. End of meeting**

Time: UTC 1600

## **Action Items**

Action: KT will post May 19, 2019 minutes.

Action: CK and Romulo will collect feedback from European members in regards to Data Protection Policies and revert with a short report.

Action: RBR will work on the draft motion for the increase in SI membership contribution for Distant Vote.

## **Previous Action Items Not Completed**

### **Action Items from 2019-4-28 meeting**

Action: AB & JS will present a proposed table of contents of the 2019 Annual Report for June meeting.

Action: RBR & JS will prepare the background and proposed amendments to SI Statutes; to be presented in the next meeting on May 19.

Action: AB will propose collaborators/deputy for Confluence platform.

### **Action Items from 2019-3-24 meeting**

Action: Exco members will carry out their respective responsibilities in accordance with the Excel chart listing all 31 decision items of SICOGA 2018 in Confluence

### **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 2019-05-18–2019-06-14

**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:

- \* tried – in cooperation with the SI MTC and SI GS – to develop a process to prepare, execute and follow up SI Exco meetings on webbased collaboration platform Atlassian Confluence. There's been some progress, but there's still lots of room for improvement.
- \* received one more message from a member group that might be interested to host SICOGA 2021. I have also communicated with the member groups in the Nordics (Sweden, Denmark and Norway) about a possible pan-Nordic arrangement. The member groups like the idea, but none of them consider they have enough human resources to take on the responsibility.
- \* cooperated with the SI General Secretary in her work to collect the SI officers' and SI member groups' reports for the SI Annual Report 2018.

### **SI REGISTRATION**

I have:

- \* completed draft documents needed to execute a possible Extraordinary Servas International General Assembly (E-SIGA). During the planned E-SIGA there will be voting about a proposal to make changes to the SI Statutes (2018) so that they adhere to the requirements needed for a formal registration of SI in Switzerland.

The documents have been shared with our Servas collaborator in Switzerland and with SI Exco for the board meeting on June 16 2019.

### **SICOGA 2018 (following up business)**

I have:

- \* searched and found reviewers for a draft report from the working group SI Ethical Travel Team. The plan is to have reviewers that can provide comments which represent views from Africa, Asia, Europe and America.
- \* decided to step down from the "Servas Roadmap" team, due to time and priority constraints in my Servas work.
- \* discussed with the SI T about a proposal about the SI incomes and long term SI budget for 2020-2021.

### **MEDIA & COMMUNICATION 2018**

I have:

- \* made preparations for SI News Bulletin (SINB) No 2 2019, by handling a growing inflow of text contributions.
- \* encouraged the other SI Exco members to provide content contributions for SINB 2-2019 and SINB 2-2019.

## **OUTREACH & SERVAS PROMOTION**

I have:

- \* also this month been contacted by persons who are members – or have experience of – both Servas and the peace education organisation CISV.

## **SI SERVAS COUNTRY SUPPORT**

I have:

- \* received information from two SI member groups that have completed the registration as national entities with relevant authorities. The names of the member groups will be published in a future issue of SINB.
- \* continued cooperation with the SI Standard Statutes Team, SI SST, which is developing standard statutes – also called bylaws and constitutions – for national Servas member and country groups.

## **ROUTINE BUSINESS**

- \* Day-to-day business: prepare for upcoming SI Exco meetings, collect material for coming issues of SI News Bulletin (SINB) and servas.org, 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. Business intelligence.
- \* I have worked on my action items from decisions made at previous SI Exco meetings (see list of action items below).

### **Action items from previous SI Exco meetings:**

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

### **Action items from 2019-05-19 meeting**

### **Action items from 2019-04-28 meeting**

**Ongoing:**

Action: RBR & JS will prepare the background and proposed amendments to SI Statutes; to be presented in the next meeting on May 19.

**Not done:**

Action: AB & JS will present a proposed table of contents of the 2019 Annual Report for June meeting.

**Action items from March 24 2019 meeting:**

**Done:**

Action: Exco members will carry out their respective responsibilities in accordance with the Excel chart listing all 31 decision items of SICOGA 2018 in Confluence

**Action items from February 17 2019 meeting:**

**Action Items**

**Not done:**

Action: JS will provide different deadlines for submission of articles to the relevant parties.

**Action items from January 20 2019 meeting:**

**Done:** xx

**Ongoing:**

Action: JS will arrange for CK & KT be added as signatories (Technical problems with Credit Suisse)

Action: JS will provide SI Exco the list of content of SINB

See also action items below.

**Not done:** None.

**Previous Action Items Not Completed**

**Action Items from 2018-12-16**

**Action items from December 16 2018 meeting:**

**Done:**

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

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.

**Ongoing:** See below.

**Not done:** None.

### **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

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 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**).

### **Action items from August 19 2018 meeting:**

**Done:**

- Action: JS will call Sus, the Nominations Committee convenor, about the nominations process

**Ongoing:**

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

**Not done:**

- Action: RBR and JS will plan the 'Vision for the Future of Servas' session for Day 2-1 of the conference

- 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 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.**

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

Done:

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

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

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

In process:

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

Not done:

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

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

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

#### Done:

Action: JS to inform Franco Corsi

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

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

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

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

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

#### In process:

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

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

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

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

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

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

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

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

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

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

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

#### Not done:

None.

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

#### Done:

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

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

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

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

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

Action: JS and DS will propose a statement related to sustainability for possible inclusion in the SICOGA 2018 invitation letter by February 19, 2018, and SI Exco will make an email decision about including it  
Action: JS/PP will ensure that all of SI Exco has the opportunity to comment on the SICOGA 2018 invitation letter.

In process:  
See below.

Not done:  
None

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

Done:

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

Action: JS will add RBR to the ServasOnline Team

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

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

In process:

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

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

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

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

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

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

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

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

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

Not done:

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

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

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

### Done:

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

Action: JS will notify the unsuccessful candidates

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

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

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

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

### In process:

Action: JS will arrange Credit Suisse signatory changes

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

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

### Done:

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

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

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

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

### In process:

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

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

### **Done:**

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

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

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

### Ongoing - in pipeline:

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

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

**Done:**

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

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

**Done:**

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

**Ongoing:**

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

**Not done:**

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

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

**Done:**

Action: JS will review the proposed contract with WD and LVS related to SI Registration

- Action: JS will consult the IAC as required regarding the proposed contract for SI Registration, to get their input on both the contract and the proposed process
- Action: JS will investigate using the attorney's address as the SI formal mailing address

- Action: JS will inform the ServasOnline Team of the SI Exco ServasOnline System update priorities
- Action: JS will consult with Servas Switzerland about their registration 10 years ago
- Action: All SI Exco members comment on email from PP re: approval of Servas membership

**Ongoing:**

- Action: JS will think about ad propose a theme for SICOGA 2018
- Action: JS will contact Servas Italy and US Servas about their active involvement with the ServasOnline project
- Action: JS will send an outline of his proposed presentation or workshop for the CISV meeting in the Netherlands in August 2018, for comments by SI Exco

**Not done:**

- None.

**May 28, 2017 Action Items not completed:**

- Action: JS to reply to IAC re: 2009 GA decision to rename Internal Audit Committee as Finance Committee, and WD to discuss it further at the IAC face-to-face meeting in July 2017
- Action: PP will draft a motion for a trial 'office manager' for 2018 and circulate it to SI Exco for comments

**Done:**

- Action: JS to reply to IAC re: 2009 GA decision to rename Internal Audit Committee as Finance Committee, (and WD to discuss it further at the IAC face-to-face meeting in July 2017)

**March 30 - April 2, 2017, Exco meeting: Action Items**

**Done:**

- Action: JS and PP will proceed with the SI registration motion
- Action: JS will talk to Antoine Boesch about liability insurance
- Action: JS will follow up with the IAC
- Action: JS will sign and scan the letter and email it to LVS; LVS will sign (if he agrees) and scan the letter and email it to the IAC with a copy to SI Exco
- Action: DS, JS, LVS/WD will add financial information to their reports
- Action: JS will follow up with Maison des Associations in Geneva regarding and SI mailing address and for one of DS contact persons in Geneva.
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## Ongoing:

- Action: JS will replace the main photos on the ServasOnline homepage with photos related to Servas
- Action: JS will draft a Vision paper which is intended to stimulate informed debate about possible ways to encourage democracy in our process by June 30, 2017
- Action: JS will confirm with Judy and Harley that they agree with this User Group role
- Action: DS and JS will send email addresses for the US Servas Board to Guy, so that he can take over communications with US Servas from Bernard
- Action: JS, PC, Guy and others sending ServasOnline communications will stress that Key Dolphin and the HLSA remain active and must be kept up to date in every communication that is sent
- Action: JS will consult with Bernard to determine if the ServasOnline budget in the revised budget is adequate, so that it can be confirmed when the budget is updated again for the Nov 217 DV
- Action: JS will handle SICOGA 2018 publicity
- Action: Each SI Exco member will look carefully at their job description, and also the SI Exco job description, and ensure that it reflects current reality. They will also define a realistic time commitment for the position
- Action: JS will suggest to the Nominations Committee that they write a special article in Sept 2017 to begin the SI Exco candidate recruitment process
- Action: JS and PP will add ServasOnline capitalization and budgeting to the 2017 Face-to-face meeting agenda

## Not done:

- Action: JS will send a general public announcement about the SICOGA host country decision (done by PP)
- Action: PC and JS will work with the User Group to define the changes, and send them to Bernard and Guy for implementation
- Action: JS will investigate virtual attendance options (at SICOGA 2018)
- Action: Bernard will send JS the previous ad, JS will revise it as necessary and post it (JS has not received the ad)

\* On hold:

### 1. Ethical fund and bank '

## Feb 19 2017, Exco meeting: Action Items

### Action Items

#### Done:

- Action: LVS, JS, AG and PP will sign and scan the Financial Statements and return them to LVS so that he can obtain the External Auditor's Report

- Action: JS and PP will put 'growth and new member management and interviews' on the 2017 face-to-face meeting agenda
- Action: JS will reply to Dr. Sharma, acknowledging his email and indicating that SI Exco has considered the information available and accepts the results and validity of the election, and believes that his concerns are an internal Servas India matter

## **Jan 15 2017, Exco meeting: Action Items**

### **Done:**

### **Ongoing:**

Action: JS and PP will add ServasOnline capitalization and budgeting to the 2017 Face-to-face meeting agenda

\* On hold:

### **2. Ethical fund and bank '**

Jonny Sågänger

President

Servas International

2015-2018



