2020-11-15 SI Exco Meeting agenda & minutes

UTC Time Zone Sunday November 15 2020 14:00-16.00

Los Angeles, USA **November 15 2020 at 06:00 PDT (UTC -8)**
Ottawa, Canada **November 15 2020 at 09:00 EDT (UTC -5)**
New York, USA **November 15 2020 at 09:00 EDT (UTC -5)**
Stockholm, Sweden **November 15 2020 at 15.00 CET (UTC -5)**
Lisbon, Portugal **November 15 2020 at 14:00 WET (UTC +0)**
Kuala Lumpur, Malaysia **November 15 2020 at 22:00 MYT (UTC +8)**
Brisbane, Australia **November 15 2020 at 00:00 AEST** (UTC +10)

Use the Time Zone Converter set the date and times.

Participants

| Carla Kristensen | Jim Leask | Jonny Sågänger | Kiat Y Tan | Paige LaCombe |

| Paul Nielsen | Radha Radhakrishna |

Participant	Position	Present (Y/N)
Jonny Sågänger (JS)	SI President	Y
Carla Kristensen (CK)	SI Vice President	Y
Kiat Y Tan (KT)	SI General Secretary	Y
Paige LaCombe (PLC)	SI Peace Secretary	Y
Radha Radhakrishna (RBR)	SI Treasurer	Y
Jim Leask (JL)	Co - SI Membership & Technology Secretary (MTS)	Y
Paul Nielsen (PN)	Co - SI Membership & Technology Secretary (MTS)	optional

By invitation: None this time.

Pre-announced difficulty to participate: None

Goals

Being on track with fulfilling SI GA 2018 decisions and SI Exco tasks according to the SI statutes.

Minutes recording: *Kiat Yun Tan (KT)*

Time keeper: Paige LaCombe (PLC)

Criterias for agenda items

Items are in priority order.

Decision Item (DEI) = needs immediate decisions. Only short discussion.

Discussion and Decision Item (DDI) = Item that requires discussion & possibly involves decision

Discussion Item (DII) = Item that involves discussion and brainstorming

Update item (UI) = On earlier SI Exco decisions. Normally documented in SI Exco members monthly status report; only short discussion

Information item (II) = normally documented in SI Exco members monthly in status report; only short discussion

Agenda

Item	Time (UTC)	Item subject	Who	Reference & background material	Minutes (Notes, decisions, tasks, who & deadlines):
1.0	13.45-14.00	**Chit-chat:** "Social round"	optional		
2.0	14.00-14.05	**Today's agenda:** Any important last minute items for the agenda?	Jonny Sågänger Kiat Y Tan		
2.1		SI Job Descriptions		Decision and work process for SI job descriptions (JS)	**Minutes:** SI Nominations Team has taken the lead in updating the job descriptions. • the job descriptions should be considered a draft, that needs to be reviewed and approved by SI Exco. • documents from nominations committee are available on Confluence ☐ Paige LaCombe Track draft job descriptions and bring to Exco for review and approval at the next meeting. 20 Dec 2020 ☐ Paige LaCombe Jim Leask Coordinate job description review on Confluence for SI Exco next month. **16 Nov 2020**
2.2		Survey of SI National Websites		Michael Johnson (MJ)'s survey of Servas national websites (JS)	**Minutes:** Jim informed about ongoing SI tech team actions to monitor national Servas websites. • SI ICT will monitor member group websites that are linked via servas.org website to ensure validity, and notify the appropriate administrators as required. ☐ Jim LeaskReport on member group website monitoring and status. 21 Mar 2021
2.3		Member Reports		SI Exco members report 24 hours before the monthly meeting, instead of 48 hours?	**Minutes:** SI Exco reports are to be submitted within 24 hours before the monthly meeting.
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3.0	14.05-14.20	Follow-up on SI Exco members action items (labeled "tasks" and "Jira tickets" in SI's web based co-working tool Servas Confluence)	Kiat Y Tan Paige LaCombe Jim Leask Carla Kristensen Jonny Sågänger Radha Radhakrishna	Review the tasks: Tasks - SI Exco	**Minutes:** All SI Exco members reported on their action items.

4.0	14.20-14.45	SI Distant Vote May 2021	Radha Radhakrishna Jim Leask Jonny Sågänger Carla Kristensen		**Minutes:** There will be 3 items for SI Distant Vote May 2021 1.SI's future funding model 2. 2019-2021 Budget 3. Presentation of audited financials for Fiscal Year 1 April 2019 - 31 March 2020 to all the member groups For clarification, the intention for the next GA is to have a virtual component in conjunction with the normal in-person GA. It is therefore expected to be a hybrid model with both in-person meetings and a virtual component. The meeting will not be 100% virtual unless international travel is restricted making an in-person meeting impossible.
4.1				Draft motion for SI Distant Vote May 2021 on a) SI's future funding model b) SI budget April 1 2021-March 31 2022.	**Minutes:** SI Exco will discuss and decide on 4.1 at the December 2020 meeting. ☐ Radha Radhakrishna Jonny Sågänger Refine and complete draft SI Distant Vote motion on funding model. 13 Dec 2020
4.2				Brief about Google group discussion.	**Minutes:** The general consensus is evolving that a SI funding model based on membership to cover the SI budget is reasonable. The funding formula will take in account the ability to pay. - the budget will be presented in the motion as an example. The formula will be applied to the approved budget (i.e., the budget that was approved at the time of the application of the formula). - The budget itself will be approved through a separate DV. - The funding model motion for DV is about the formula, and not the specifics of the actual budget numbers.
5.0	14.45-15.00	Status report on SI Distant Vote November 2020	Jonny Sågänger Kiat Y Tan	Verbal status report on SI Distant Vote November 2020. The motion is on SI Confluence here: SI EXCO MOTION FOR SI DV NOVEMBER 2020	**Minutes:** - voting papers and instructions have been sent out. Close of voting is on Nov 30, 2020. - results are expected before Dec 31, 2020, and will be sent to all member groups and will be published on the website.
6.0	15.00–15:05	Stretch Legs			
7.0	15.05–15:25	SI Exco budget and activity plan for April 1 2021-March 31 2022	Jonny Sågänger		
7.0.1				Initial planning for SI Exco budget and activity plan for the financial year April 1 2021-March 31 2022	**Minutes:** Radha Radhakrishna showed the budget outline. EXCO discussed a revised budget for the reminder of 2019-21 period starting 1 April 2021. It was agreed during the discussion that the new funding formula formula being discussed will be implemented only after the next SI General Assembly. But, a revised budget will be approved by the SI EXCO at its December 2020 meeting for implementation from April 2021 and put to vote at the May 2021 DV. ☐ Radha Radhakrishna Work on the draft SI Exco budget and present to SI EXCO during the December meeting for approval by the EXCO, and for publication. 20 Dec 2020
7.0.2				Risk assessment because of covid-19 pandemic for the coming budget	What is the worst case scenario for SI finances given the covid-19 pandemic? - Based on a rough survey of member groups, many are facing financial constraints however they will be able to respect the commitment of funding based on the previous 3 years.

8.0	15:25–15:30	**SI Exco member's verbal and written reports** Questions about the reports, anyone?	Kiat Y Tan Paige LaCombe Jim Leask Carla Kristensen Jonny Sågänger Radha Radhakrishna	Please upload your written reports in Nextcloud, 48 hours before the meeting starts. Insert the weblink to your report in Nextcloud (accessible via Nextcloud with appropriate sharing permissions).	**Minutes:** SI Exco members asked and answered questions about the reports.
9.0	15:30–15:45	**Open space for SI Exco member's proposed items** Items anyone?	Kiat Y Tan Paige LaCombe Jim Leask Carla Kristensen Jonny Sågänger Radha Radhakrishna		
9.1				Email resource for SI Exco	**Minutes:** SI ICT is setting up emails for all SI Exco roles. servas.org emails can also be setup for individual Exco members if requested.
9.2				SI Zoom account	**Minutes:** SI ICT will setup a zoom pro account for use by various SI online meetings.
9.3				Nextcloud	**Minutes:** The next version of Nextcloud is online, but the data from the current version has not yet been migrated.
				IT developer contracts	☐ **Paul Nielsen** 22 Nov 2020 SI MTS to initiate new contracts for the IT developer work**.**
10.0	15:45–15:50	Next meetings – time and dates		Proposals: (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) 2020-12-20 UTC 14.00-16.00 2021-01-16 UTC 14.00-16.00 2021-02-20 UTC 14.00-16.00 2021-03-21 UTC 14.00-16.00 2021-04-15 UTC 14.00-16.00 2021-05-15 UTC 14.00-16.00 2021-06-19 UTC 14.00-16.00	**Minutes:** Next meeting: Decision: 2020-12-20 UTC 14.00-16.00
11.0	15:50–16:00	Instant minutes	All	Review the minutes so they can be finalized.	

	Time:	**End of meeting:**	Paige LaCombe	
		16:15 UTC		

Task Summary

Incomplete Tasks from this meeting

	Description	Due date	Assignee	Task appears on
☐	Jim LeaskReport on member group website monitoring and status. 21 Mar 2021	21 Mar 2021	Jim Leask	2020-11-15 SI Exco Meeting agenda & minutes
☐	Paige LaCombe Track draft job descriptions and bring to Exco for review and approval at the next meeting. 20 Dec 2020	20 Dec 2020	Paige LaCombe	2020-11-15 SI Exco Meeting agenda & minutes
☐	Paige LaCombe Jim Leask Coordinate job description review on Confluence for SI Exco next month. 16 Nov 2020	16 Nov 2020	Paige LaCombe	2020-11-15 SI Exco Meeting agenda & minutes
☐	**Paul Nielsen**22 Nov 2020SI MTS to initiate new contracts for the IT developer work**.**	22 Nov 2020	Paul Nielsen	2020-11-15 SI Exco Meeting agenda & minutes
☐	Radha Radhakrishna Jonny Sågänger Refine and complete draft SI Distant Vote motion on funding model. 13 Dec 2020	13 Dec 2020	Radha Radhakrishna	2020-11-15 SI Exco Meeting agenda & minutes
☐	Radha Radhakrishna Work on the draft SI Exco budget and present to SI EXCO during the December meeting for approval by the EXCO, and for publication. 20 Dec 2020	20 Dec 2020	Radha Radhakrishna	2020-11-15 SI Exco Meeting agenda & minutes

Completed Tasks

Task report

Get going, no tasks completed yet.

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