2021-01-17 SI Exco Meeting agenda & minutes

Date and Time

UTC Time Zone Sunday January 17 2020 14:00-16.00

Los Angeles, USA January 17 2020 at 06:00 PDT (UTC -8)
Ottawa, Canada January 17 2020 at 09:00 EDT (UTC -5)
New York, USA January 17 2020 at 09:00 EDT (UTC -5)
Stockholm, Sweden January 17 2020 at 15.00 CET (UTC -5)
Lisbon, Portugal January 17 2020 at 14:00 WET (UTC +0)
Kuala Lumpur, Malaysia January 17 2020 at 22:00 MYT (UTC +8)
Brisbane, Australia January 17 2020 at 00:00 AEST (UTC +10)

Use the Time Zone Converter set the date and times.

Participants

Jonny Sågänger (JS)
Carla Kristensen (CK)
Kiat Y Tan (KT)
Paige LaCombe (PLC)
Paul Nielsen (PN)
Radha Radhakrishna (RBR)
Jim Leask (JL)

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

Pre-announced difficulty to participate: Carla Kristensen

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)

Criteria for agenda items

Items are in priority order.
**Decision Item (DEI)** = needs immediate decisions. Long or 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)** = Normally documented in SI Exco members monthly status report; only short discussion

**Information Item (II)** = On brand new ideas or earlier SI Exco decisions. Normally documented in SI Exco members monthly in status report; only short discussion.

### Agenda

<table>
<thead>
<tr>
<th>Item</th>
<th>Time (UTC)</th>
<th>Item subject</th>
<th>Who</th>
<th>Reference &amp; background material</th>
<th>Minutes (Notes, decisions, tasks, who &amp; deadlines):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>13.45-14.00</td>
<td>Chill-chat: “Social round”</td>
<td>optional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>14.00-14.05</td>
<td>Today’s agenda: Any important last minute items for the agenda?</td>
<td>Jonny Sågäng er Kiat Y Tan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2.1  |           | a) Question from Servas member (AL) whether or not it’s possible to send a message to all individual Servas members (JS, JL, PN) |  | • Sending email to all members is technically possible, but involves policy decisions as well.  
  • It is necessary to create the policy, and a review process.  
  ▪ Need lists such as all members, members of a specific member group (country) / region / subregion, national secretaries, etc.  
  ▪ Key lists data in Key Dolphin should be fairly accurate. Missing data is simply an omission and will be corrected. Other spreadsheets are an export of Key data in Dolphin.  
  ▪ Suggest we have a review of key list data each quarter.  
  | Jim Leask | Connect with Rita to have her work closer with the tech team for key list data management. 24 Jan 2021  
  | Kiat Y Tan | Each quarter, send out a review and request for updates of key persons for each member group. Request to be sent out on February 1, May 1, August 1 and November 1.  
  | Jonny Sågäng er Jim Leask | Write a proposal for the content and policy discussion around sending emails to all members. 07 Feb 2021 |
| 2.2  |           | b) Update on UNCSW65 (PL) Members accepted for CSW65 |  | • 20 members have been accepted to attend the UNCSW65 virtual conference (United Nations Commission on the Status of Women) March 15-26. The attendees to attend are primarily National Secretaries, Peace Secretaries and UN Servas Representatives.  
  • SI EXCO is invited to attend zoom sessions leading up to UNCSW65 (February 13th and 27th, March 14th and 25th, 19:00 UTC).  
  • UN Oceans - was scheduled for Portugal last June, but was cancelled. Will likely be rescheduled for June 2021. SI Peace Secretary would like to organize Servas youth to be involved.  
  |  |
| 2.3  |           | c) SI financials (RBR) | Discussed with item 4.0 |  |
| 3.0  | 14.05-14.35 | SI Distant Vote May 2021 (DEI) | Kiat Y Tan Jonny Sågäng er Radha Radhakrishna Jim Leask Carla Kristensen | 1) SI DV timetable (KT)  
  2) Communication plan (KT)  
  (SI DV reminder to be sent out)  
  3) Which motions? (JS, KT)  
  4) Amendment to SI DV May 2021 on Servas International’s future funding model (RBR)  
  | Minutes:  
  ▪ Reviewed the timetable for DV.  
  | Kiat Y Tan | Send out reminder about the May SI distant vote. 18 Jan 2021  
  | Kiat Y Tan Jonny Sågäng er | 1) Send two SI Exco motions for the May 2021 SI DV to the SI DV Administrator.  
  2) Inform SI DV Administrator that SI Exco is anticipating to receive a proposed SI DV motion from one SI officer during January 2021. Ask SI DV Admin which date is the deadline for SI Exco to submit that motion to the SI DV Admin in order to have it included in the May 2021 SI DV and to develop a revised policy on submissions on SI DV motions. 23 Jan 2021 |
| Time  | 14:35-14:50 | SI budget April 1 2021-March 31 2022. (DII) | Radha Radhakrishna Jonny Sågånger Jim Leask | SI Exco discussion about SI budget and activity plan for April 1, 2021-March 31, 2022 for the upcoming decision at the January 2021 board meeting. The budget for approval is here (RBR to inserts document and weblink). Minutes:  
- Reviewed the budget analysis 2021-22  
- Decision: SI Exco approved the amended SI Budget for the period 1 April 2021- 31 March 2022  
- Decision: SI Exco approved the proposed yearly SI Budget for the period 1 April 2022 - 31 March 2025  
- Jonny Sågånger, Jim Leask, Radha Radhakrishna Propose a location on servas.org for publishing of SI budgets. This should be for member only. 23 Jan 2021 |
|---|---|---|---|---|
| Time  | 14:50-15:00 | SI News Bulletin 1-2021 | Jonny Sågånger Carla Kristensen | SI News Bulletin (SINB) 1-2021 Table of content, ToC (JS, KC) (weblink to be inserted by JS) Minutes:  
- Positive response to the recent SI News Bulletin (SINB 4-2020).  
- Translations to French and Spanish are underway.  
- Proposal for next issue to interview young members. Radha Radhakrishna Paige LaCombe Send possible youth contacts to Jonny Sågånger for interviews for SI News. 20 Jan 2021 |
| 6.0 | 15:00–15:05 | Stretch Legs | |
A) Servas countries  
B) SI officers and other key persons Minutes:  
- SI Member Group annual report template has been sent to SI Exco for input/amendment. Kiat Y Tan SI officer annual report template to be sent to SI Exco for input/amendment. 22 Jan 2021 is the deadline for SI EXCO input. |
| Time  | 15:15–15:25 | 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 Sågånger Radha Radhakrishna | Review the tasks: Tasks - SI Exco Minutes:  
- Archivist and job description is done. |
| Time  | 15:25–15:35 | SI Exco member’s verbal and written reports Questions about the reports, anyone? | Kiat Y Tan Paige LaCombe Jim Leask Carla Kristensen Jonny Sågånger Radha Radhakrishna | Please upload your written reports in Nextcloud, 24 hours before the meeting starts. Insert the weblink to your report in Nextcloud (accessible via Nextcloud with appropriate sharing permissions). Minutes:  
- A link of the MTS motions has been sent to SI Exco for review and comments in the next SI Exco meeting. |
### Task Summary

**Incomplete Tasks from this meeting**

<table>
<thead>
<tr>
<th>Description</th>
<th>Due date</th>
<th>Assignee</th>
<th>Task appears on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect with Rita to have her work closer with the tech team for key list data management.</td>
<td>24 Jan 2021</td>
<td>Jim Leask</td>
<td>2021-01-17 SI Exco Meeting agenda &amp; minutes</td>
</tr>
<tr>
<td>Task Description</td>
<td>Deadline</td>
<td>Task Owner(s)</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>----------</td>
<td>--------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td><strong>Jonny Sågänger Jim Leask</strong> Write a proposal for the content and policy discussion around sending emails to all members. 07 Feb 2021</td>
<td>07 Feb 2021</td>
<td>Jonny Sågänger</td>
<td>2021-01-17 SI Exco Meeting agenda &amp; minutes</td>
</tr>
<tr>
<td><strong>Jonny Sågänger Jim Leask Radha Radhakrishna</strong> Propose a location on servas.org for publishing of SI budgets. This should be for member only.</td>
<td>23 Jan 2021</td>
<td>Jonny Sågänger</td>
<td>2021-01-17 SI Exco Meeting agenda &amp; minutes</td>
</tr>
<tr>
<td><strong>Kiat Y Tan</strong> Each quarter, send out a review and request for updates of key persons for each member group. Request to be sent out on February 1, May 1, August 1 and November 1.</td>
<td>18 Jan 2021</td>
<td>Kiat Y Tan</td>
<td>2021-01-17 SI Exco Meeting agenda &amp; minutes</td>
</tr>
<tr>
<td><strong>Kiat Y Tan</strong> Send out reminder about the May SI distant vote. 18 Jan 2021</td>
<td>18 Jan 2021</td>
<td>Kiat Y Tan</td>
<td>2021-01-17 SI Exco Meeting agenda &amp; minutes</td>
</tr>
<tr>
<td><strong>Kiat Y Tan Jonny Sågänger</strong> 1) Send two SI Exco motions for the May 2021 SI DV to the SI DV Administrator. 2) Inform SI DV Administrator that SI Exco is anticipating to receive a proposed SI DV motion from one SI officer during January 2021. Ask SI DV Admin which date is the deadline for SI Exco to submit that motion to the SI DV Admin in order to have it included in the May 2021 SI DV and to develop a revised policy on submissions on SI DV motions.</td>
<td>23 Jan 2021</td>
<td>Kiat Y Tan Jonny Sågänger</td>
<td>2021-01-17 SI Exco Meeting agenda &amp; minutes</td>
</tr>
<tr>
<td><strong>Kiat Y Tan</strong> SI officer annual report template to be sent to SI Exco for input /amendment. 22 Jan 2021 is the deadline for SI EXCO input.</td>
<td>22 Jan 2021</td>
<td>Kiat Y Tan</td>
<td>2021-01-17 SI Exco Meeting agenda &amp; minutes</td>
</tr>
<tr>
<td><strong>Radha Radhakrishna Paige LaCombe</strong> Send possible youth contacts to Jonny Sågänger for interviews for SI News. 20 Jan 2021</td>
<td>20 Jan 2021</td>
<td>Radha Radhakrishna Paige LaCombe</td>
<td>2021-01-17 SI Exco Meeting agenda &amp; minutes</td>
</tr>
</tbody>
</table>

**Completed Tasks**

**Task report**

Get going, no tasks completed yet.

**Note**

Deeport in Nextcloud