

# 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.

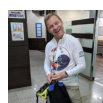
## Participants



Carla Kristensen



Jim Leask



Jonny Sägänger



Kiat Y Tan



Paige LaCombe



Paul Nielsen



Radha Radhakrishna

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

**By invitation:** None this time.

**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

Item	Time (UTC)	Item subject	Who	Reference & background material	Minutes (Notes, decisions, tasks, who & deadlines):
1.0	13.45-14.00	<b>Chit-chat:</b> "Social round"	optional		
2.0	14.00-14.05	<b>Today's agenda:</b> Any important last minute items for the agenda?	<a href="#">Jonny Sägänger</a> <a href="#">Kiat Y Tan</a>		<b>Minutes:</b>
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)	<ul style="list-style-type: none"> <li>• Sending email to all members is technically possible, but involves policy decisions as well.</li> <li>• It is necessary to create the policy, and a review process.</li> <li>▪ Need lists such as all members, members of a specific member group (country) / region / subregion, national secretaries, etc.</li> <li>▪ 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.</li> <li>▪ Suggest we have a review of key list data each quarter.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Jim Leask</a> Connect with Rita to have her work closer with the tech team for key list data management. <b>24 Jan 2021</b></li> <li><input type="checkbox"/> <a href="#">Kiat Y Tan</a> 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.</li> <li><input type="checkbox"/> <a href="#">Jonny Sägänger</a> <a href="#">Jim Leask</a> Write a proposal for the content and policy discussion around sending emails to all members. 07 Feb 2021</li> </ul>
2.2				b) Update on UNCSW65 (PL) Members accepted for CSW65	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ SI EXCO is invited to attend zoom sessions leading up to UNCSW65 (February 13th and 27th, March 14th and 25th, 19:00 UTC)</li> <li>▪ 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.</li> </ul>
2.3				c) SI financials (RBR)	Discussed with item 4.0
3.0	14.05-14.35	SI Distant Vote May 2021 <b>(DEI)</b>	<a href="#">Kiat Y Tan</a> <a href="#">Jonny Sägänger</a> <a href="#">Radha Radhakrishna</a> <a href="#">Jim Leask</a> <a href="#">Carla Kristensen</a>	<ol style="list-style-type: none"> <li>1. SI DV timetable (KT)</li> <li>2. Communication plan (KT) (SI DV reminder to be sent out)</li> <li>3. Which motions? (JS, KT)</li> <li>4. Amendment to SI DV May 2021 on Servas International's future funding model (RBR)</li> </ol>	<b>Minutes:</b> <ul style="list-style-type: none"> <li>▪ Reviewed the timetable for DV.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Kiat Y Tan</a> Send out reminder about the May SI distant vote. <b>18 Jan 2021</b></li> <li><input type="checkbox"/> <a href="#">Kiat Y Tan</a> <a href="#">Jonny Sägänger</a> <ol style="list-style-type: none"> <li>1) Send two SI Exco motions for the May 2021 SI DV to the SI DV Administrator.</li> <li>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. <b>23 Jan 2021</b></li> </ol> </li> </ul>

4.0	14.35-14.50	SI budget April 1 2021- March 31 2022.  <b>(DII)</b>	<a href="#">Radha Radhakrishna</a>  <a href="#">Jonny Sägänger</a>  <a href="#">Jim Leask</a>	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 <a href="#">here</a> (RBR to inserts document and weblink).	<b>Minutes:</b>  <ul style="list-style-type: none"> <li>Reviewed the budget analysis 2021-22</li> </ul> <b>Decision:</b> SI Exco approved the amended SI Budget for the period 1 April 2021- 31 March 2022  <b>Decision:</b> SI Exco approved the proposed yearly SI Budget for the period 1 April 2022 - 31 March 2025  <input type="checkbox"/> <a href="#">Jonny Sägänger</a> <a href="#">Jim Leask</a> <a href="#">Radha Radhakrishna</a> Propose a location on servas.org for publishing of SI budgets. This should be for member only. <b>23 Jan 2021</b>
5.0	14.50-15.00	SI News Bulletin 1-2021	<a href="#">Jonny Sägänger</a>  <a href="#">Carla Kristensen</a>	SI News Bulletin (SINB) 1-2021  Table of content, ToC (JS, KC) (weblink to be inserted by JS)	<b>Minutes:</b>  <ul style="list-style-type: none"> <li>Positive response to the recent SI News Bulletin (SINB 4-2020).</li> <li>Translations to French and Spanish are underway.</li> <li>Proposal for next issue to interview young members.</li> </ul> <input type="checkbox"/> <a href="#">Radha Radhakrishna</a> <a href="#">Paige LaCombe</a> Send possible youth contacts to <a href="#">Jonny Sägänger</a> for interviews for SI News. <b>20 Jan 2021</b>
6.0	15.00-15:05	Stretch Legs			
7.0	15:05-15:15	Discussion and Decision Item:  SI Annual Report 2020  <b>(DII)</b>	<a href="#">Kiat Y Tan</a>  <a href="#">Jonny Sägänger</a>	SI Annual Report 2020 for:  A) Servas countries  B) SI officers and other key persons	<b>Minutes:</b>  <ul style="list-style-type: none"> <li>SI Member Group annual report template has been sent to SI Exco for input /amendment.</li> </ul> <input type="checkbox"/> <a href="#">Kiat Y Tan</a> <b>SI officer annual report template to be sent to SI Exco for input /amendment. 22 Jan 2021 is the deadline for SI EXCO input.</b>
8.0	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)	<a href="#">Kiat Y Tan</a>  <a href="#">Paige LaCombe</a>  <a href="#">Jim Leask</a>  <a href="#">Carla Kristensen</a>  <a href="#">Jonny Sägänger</a>  <a href="#">Radha Radhakrishna</a>	Review the tasks: <a href="#">Tasks - SI Exco</a>	<b>Minutes:</b>  <ul style="list-style-type: none"> <li>Archivist and job description is done.</li> </ul>
9.0	15:25-15:35	<b>SI Exco member's verbal and written reports</b>  Questions about the reports, anyone?	<a href="#">Kiat Y Tan</a>  <a href="#">Paige LaCombe</a>  <a href="#">Jim Leask</a>  <a href="#">Carla Kristensen</a>  <a href="#">Jonny Sägänger</a>  <a href="#">Radha Radhakrishna</a>	Please upload your written reports in Nextcloud, 24 hours before the meeting starts. Insert the weblink to your report in <a href="#">Nextcloud</a> (accessible via Nextcloud with appropriate sharing permissions).	<b>Minutes:</b>  <ul style="list-style-type: none"> <li>A <a href="#">link of the MTS motions</a> has been sent to SI Exco for review and comments in the next SI Exco meeting.</li> </ul>

10.0	15:35–15:45	<b>Open space for SI Exco member's proposed items</b>  Items anyone?	<a href="#">Kiat Y Tan</a>  <a href="#">Paige LaCombe</a>  <a href="#">Jim Leask</a>  <a href="#">Carla Kristensen</a>  <a href="#">Jonny Sägänger</a>  <a href="#">Radha Radhakrishna</a>		
11.0	15:45–15:50	Next meetings – time and dates		<b>Proposals:</b> (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)  2021-01-17 UTC 14.00-16.00  2021-02-21 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  2021-07-18 UTC 14.00-16.00  2021-08-15 UTC 14.00-16.00  2021-09-19 UTC 14.00-16.00  2021-10-17 UTC 14.00-16.00  2021-11-21 UTC 14.00-16.00  2021-12-19 UTC 14.00-16.00	<b>Minutes:</b>  Next meeting: Decision: 2021-02-21 UTC 14.00-16.00
12.0	15:50–16:00	Instant minutes	All	Review the minutes so they can be finalized.	
	Time:	<b>End of meeting:</b>  16:20 UTC	<a href="#">Paige LaCombe</a>		

## Task Summary

Incomplete Tasks from this meeting

Description	Due date	Assignee	Task appears on
<input type="checkbox"/> <a href="#">Jim Leask</a> Connect with Rita to have her work closer with the tech team for key list data management. 24 Jan 2021	24 Jan 2021	<a href="#">Jim Leask</a>	2021-01-17 SI Exco Meeting agenda & minutes

<input type="checkbox"/>	<a href="#">Jonny Sägänger</a> <a href="#">Jim Leask</a> Write a proposal for the content and policy discussion around sending emails to all members. 07 Feb 2021	07 Feb 2021	<a href="#">Jonny Sägänger</a>	2021-01-17 SI Exco Meeting agenda & minutes
<input type="checkbox"/>	<a href="#">Jonny Sägänger</a> <a href="#">Jim Leask</a> <a href="#">Radha Radhakrishna</a> Propose a location on servas.org for publishing of SI budgets. This should be for member only. <b>23 Jan 2021</b>	23 Jan 2021	<a href="#">Jonny Sägänger</a>	2021-01-17 SI Exco Meeting agenda & minutes
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<input type="checkbox"/>	<a href="#">Kiat Y Tan</a> <a href="#">Jonny Sägänger</a> 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. <b>23 Jan 2021</b>	23 Jan 2021	<a href="#">Kiat Y Tan</a>	2021-01-17 SI Exco Meeting agenda & minutes
<input type="checkbox"/>	<a href="#">Kiat Y Tan</a> SI officer annual report template to be sent to SI Exco for input /amendment. <b>22 Jan 2021</b> is the deadline for SI EXCO input.	22 Jan 2021	<a href="#">Kiat Y Tan</a>	2021-01-17 SI Exco Meeting agenda & minutes
<input type="checkbox"/>	<a href="#">Radha Radhakrishna</a> <a href="#">Paige LaCombe</a> Send possible youth contacts to <a href="#">Jonny Sägänger</a> for interviews for SI News. <b>20 Jan 2021</b>	20 Jan 2021	<a href="#">Radha Radhakrishna</a>	2021-01-17 SI Exco Meeting agenda & minutes

#### Completed Tasks

## Task report

Get going, no tasks completed yet.

NoteDeeport in Nextcloud