2021-03-21 SI Exco Meeting agenda & minutes

- **Date and Time**

  UTC Time Zone Sunday March 21 2021 14:00-16.00
  - Los Angeles, USA March 21 2021 at 06:00 PDT (UTC -8)
  - Ottawa, Canada March 21 2021 at 09:00 EDT (UTC -5)
  - New York, USA March 21 2021 at 09:00 EDT (UTC -5)
  - Stockholm, Sweden March 21 2021 at 15.00 CET (UTC -5)
  - Lisbon, Portugal March 21 2021 at 14:00 WET (UTC +0)
  - Kuala Lumpur, Malaysia March 21 2021 at 22:00 MYT (UTC +8)
  - Brisbane, Australia March 21 2021 at 00:00 AEST (UTC +10)

Use the Time Zone Converter set the date and times.

**Participants**

<table>
<thead>
<tr>
<th>Participant</th>
<th>Position</th>
<th>Present (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jonny Sågängen (JS)</td>
<td>SI President</td>
<td>Y</td>
</tr>
<tr>
<td>Carla Kristensen (CK)</td>
<td>SI Vice President</td>
<td>Y</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 - at start of meeting</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>N - optional</td>
</tr>
</tbody>
</table>

**By invitation:** None this time.

**Pre-announced difficulty to participate:** xx

**Goals**

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

**Minutes recording:** Jim Leask (JL) & Kiat Y Tan

**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

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**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>14:00-14:10</td>
<td>Today’s agenda: Any important last minute items for the agenda?</td>
<td>Jonny Sågäng er Kiat Y Tan</td>
<td>Motion: Small amounts inadvertently underpaid by member group payments that are different from their nominal amount due that is caused by currency exchange rates may be written off for accounting purposes. &lt;br&gt; <strong>Background:</strong>&lt;br&gt; Over time, there are some small balances in our accounts when due to bank exchange rates very small amount are underpaid by member groups when they send us a payment.&lt;br&gt;The total of all such underpayments from all of our member groups over the last 2 years add up to less than CHF 20.00. It is not worth asking them to pay up the difference because the bank charges will be higher than the amount they transmit. I propose that we write off these small balances. This has been done in the past by EXCO.</td>
<td>Minutes: Radha will add motion to allow write-off of small amounts. See item 2.1.</td>
</tr>
<tr>
<td>2.1</td>
<td>14:10-14:30</td>
<td>Motion for small amounts</td>
<td>Radha Radhakrishna</td>
<td><strong>Motion:</strong> Small amounts inadvertently underpaid by member group payments that are different from their nominal amount due that is caused by currency exchange rates may be written off for accounting purposes. <strong>Background:</strong> Over time, there are some small balances in our accounts when due to bank exchange rates very small amount are underpaid by member groups when they send us a payment. The total of all such underpayments from all of our member groups over the last 2 years add up to less than CHF 20.00. It is not worth asking them to pay up the difference because the bank charges will be higher than the amount they transmit. I propose that we write off these small balances. This has been done in the past by EXCO.</td>
<td>Minutes: Vote on Motion: Propose motion: Radha Radhakrishna Second: Jim Leask Vote: Approved 5; unanimous of those present. Motion is approved.</td>
</tr>
<tr>
<td>3.0</td>
<td>14:30-14:55</td>
<td>SI P and SI VP</td>
<td>Jonny Sågäng er Carla Kristensen</td>
<td>SI P and SI VP SURVEY ON SERVAS INTERNATIONAL COMMUNICATION (newsletter editors etc) The motion: SI search for national editors and publications</td>
<td>Minutes: The survey will go to SI key people, not individual members. A motion is not required. SI Exco has been informed that Jonny Sågäng er Carla Kristensen will send the survey. Objective is to find out what interesting stories are in SI community so they can be shared. Jonny Sågäng er Carla Kristensen Send survey for national editors and publications 28 Mar 2021 Jonny Sågäng er Carla Kristensen Will report on the results of the survey for nation editors and publications 18 Apr 2021</td>
</tr>
<tr>
<td>4.0</td>
<td>14:30-14:55</td>
<td>E-SIGA 2021</td>
<td>Jonny Sågäng er Kiat Y Tan</td>
<td>Timeline for E-SIGA 2021 (who knows how to create timelines?)</td>
<td>Minutes: Need planning / timeline for the E-SIGA 2021 Assuming that the E-SIGA motion is approved in the May 2021 SI DV, E-SIGA will commence asynchronously from 1 July 2021 and end on 15 July 2021. Results of the E-SIGA vote will be announced as soon after as practicable. Jonny Sågäng er Kiat Y Tan to send out written notice, including agenda, time and place, to each member group. 31 Mar 2021 Jonny Sågäng er Kiat Y Tan Write proposal for planning the E-SIGA 2021 18 Apr 2021</td>
</tr>
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### 4.1 e-conference tools

Jim Leask (MTS)

Search for persons with knowledge of asynchronous e-conferences where decisions and elections take place.

- E-SIGA 2021 will be only online (virtual)
- SIGA 2022 will have an online component, and possibly only online
- looking for people to help with e-conferences and run it from a technical perspective.

- Carla Kristensen: Send name for person from Spain with e-conference experience.
- Jonny Sågäng: Add request for e-conference help to the SI News Bulletin 23 Mar 2021
- Jim Leask Paul Nielsen: Setup working area for managing e-conferencing tools.

### 4.2 SIGA 2022

SI GA 2022 (status)

- Jonny Sågäng: Write proposal for planning the SIGA 2022 18 Apr 2021
- Jim Leask Paul Nielsen: Write motion to propose for the removal of references in the SI statutes to the host list as a requirement for valid member group. 31 Aug 2021

### 5.0 14.55–15.00

Stretch Legs

### 6.0 Reports (max 5 minutes each)

#### 6.1 15.00–15.35

**Paige LaCombe**

Update on UNCSW65 (PL)

The sixty-fifth session of the Commission on the Status of Women (UNCSW65) takes place 15 to 26 March 2021.

- 31 people are actively participating
- 28 registered for the conference.

**Minutes:**
- Active page on Confluence: CSW#65, UN 2021
- email account for zoom administration is created.
- zoom account to be created today March 21.
- payment by credit card will be done personally, then reimbursed.
- SI Exco will move to zoom for our meetings.

#### 6.2 15.00–15.35

**Zoom account**

Radha Radhakrishna
Jim Leask

Radha will setup the zoom account for use by SI. The account is needed for an upcoming meeting.

**Minutes:**
- eligible voter list has been submitted to SI DVA for May SI DV
- Nigeria, Slovenia & Sierra Leone are in the provisional list because they have not submitted any Annual Report in the past 2 years. Servas Zambia is now eligible to vote as they have just submitted their 2020 Annual Report.

#### 6.3 15.00–15.35

**SI Exco member’s verbal and written reports**

Questions about the reports, anyone?

**Kiat Y Tan**

**Jonny Sågäng**

**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:**
- some questions and answers about the MTS report.
6.4  15:00–15:35    SI News Bulletin (SINB) (UI)    Jonny Slång er    Carla Kristens en    SI News Bulletin (SINB 1-2021)    Table of Content, ToC    Top story: Servas at UN Women’s conference UNCSW65

   Minutes:
   - main story will be about the SI participation at UNCSW65 conference March 15-26.

6.5  15:00–15:35    Update (UI)    Kiat Y Tan    Jonny Slång er    SI Annual Report 2020 templates to be sent out to:
A) Servas countries. Deadline: March 31.
B) SI officers and other key persons. Deadline: March 31.

   Minutes:
   - Kiat Y Tan gave status report on SI Annual reports. They are coming in at a similar rate as previous years.

7.0  15:35–15:45    Open space for SI Exco member’s proposed items    Kiat Y Tan    Paige LaCombe    Jim Leask    Carla Kristensen    Jonny Slång er    Radha Radhakrishna

   Minutes: See item 2.1.

8.0  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)
   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

   Minutes:
   - Next meeting: Decision: 2021-04-18 UTC 14.00-16.00

9.0  15:50–16:00    Instant minutes
   All
   Review the minutes so they can be finalized.

10.0 Time: 16:00 UTC

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### Task Summary

**Incomplete Tasks from this meeting**

<table>
<thead>
<tr>
<th>Description</th>
<th>Due date</th>
<th>Assignee</th>
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<td>2021-03-21</td>
<td>Carla Kristensen</td>
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**Completed Tasks**

**Task report**

Get going, no tasks completed yet.

NoteDeeport in NextcloudAc