

SI Exco Meeting agenda & minutes

Date and time

UTC Time Zone Sunday February 20 2022 13:00-15.30

Please find you local time in [Time and Date World clock meeting planner](#).

The meeting takes place in MS365 Teams, here:

<https://teams.microsoft.com/#/pre-join-calling/19:63b656db8eec428098a88b252e8a4d74@thread.tacv2>

Participants

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	N
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)	Y - optional

Pre-announced difficulty to participate: KT.

PN left after meeting item number 4.0.

Person participating by invitation: Jon Corrado at item 4.6.

Purpose and goal of the meeting

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 (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.

Item	Time (UTC)	Item subject	Who	Reference & background material	Minutes (Notes, decisions, tasks, who & deadlines):
1.0	12.45-13.00	Chit-chat: "Social round"	optional		
2.0	13.00-13.05	Today's agenda: Any important last minute items for the agenda?		<p>2.0.1: Discussion about proposed appointment of the new SI UN Coordinator.</p> <p>2.0.2: Messages x 2 from SI DVA Chris Patterson:</p> <p>2.0.3: SI NT on timeline for SIGA2022.</p>	<p>Minutes:</p> <p>2.0.1: SI Exco will handle this item on 5.0.1.</p> <p>2.0.2: SI Exco will handle this item on 5.0.2.</p> <p>2.0.3: JS communicate with SI NT.</p>
3.0	13.05-13.15	SI registration		<p>Status report on SI registration as iNGO</p> <p>3.0.1: SI registration document routing around the world. Where is it now?</p> <p>3.0.2: Additional certifications of signatures. Status? Where is it now?</p>	<p>Minutes:</p> <p>3.0.1: All signatures have been provided, and the document is returned to the Swiss authorities.</p> <p>3.0.2 Swiss authorities are evaluating the documents for SI registration</p>
4.0	13.15-14.20	SIGA2022 / SICOGA2022	CK KT PN (program managers for SICOGA2022) + JS (responsible for SIGA 2022)	<p>4.0: Status report on SIGA2022/SICOGA2022</p> <p>4.0.1: Terms to be used:</p> <p>Servas International Conference and General Assembly 2022 (SICOGA 2022).</p>	

				<p>SICOGA is a term for both the overall conference and the business meeting SIGA.</p> <p>Servas International General Assembly 2022 (SIGA 2022). SIGA is the business meeting part of the conference.</p>	
4.1	13.15-13.20	SIGA2022/SICOGA2022	CK, PN, KT	<p>4.1.1: Major developments in the SICOGA 2022 Preparation Program (CK) https://docs.google.com/document/d/1tQzwQH3iQ-VrKzVUWssLKcZAIU6yCdt-wWiU2bQdOII/edit</p> <p>4.1.2:</p> <p>Proposed draft program items in the conference part of SICOGA 2022:</p> <ul style="list-style-type: none"> ● Climate’s changing: This is how Servas contributes – positive and negative. Responsible: RBR (?), JS (JS), Servas France (?) others (?) (JS has approached Servas France) ● Workshop to create action plan: Servas to reach more people around the globe. How to make Servas grow in numbers and revenue? Responsible: JS, SI MTS, SI Growth Team (?), others? ● Workshop. Around the Belgian report 	<p>Minutes:</p> <p>4.1.1: Draft funding criterias and the form for funding applications need to be finalized.</p> <p>RBR & CK will draft funding criterias and the form for funding applications. Share with SI Exco. Deadline: 2022-03-13 Tentative date for SI Exco decision 2022-03-20.</p> <p>4.1.2: For each topic, there will need to be:</p> <ul style="list-style-type: none"> ▪ Attractive Topic ▪ Presenter/s ▪ A Synopsis ▪ Benefits from attending <p>The aim is to effectively market the</p>

				<p>SERVAS: GETTING INVOLVED AS LOCALS IN TOURISM (JS, CK, Servas Belgium key members)</p> <ul style="list-style-type: none"> ● Workshop: SWOT analysis (Servas Strengths, Weaknesses, Opportunities and Threats analysis). Responsible: JS (?), Servas Belgium (?) others interested? ● Women travelling with Servas. Servas a safe alternative for female travellers. Responsible: CK ● Theme: philosophy of welcoming people: "How to make a Servas traveller feel welcome" "How a Servas traveller make a host feel comfortable when visiting". Responsible: JS, CK (?), French couple (?) <p>Other ideas for workshops?</p> <ul style="list-style-type: none"> ● "Travelling for Peace as a way to break down prejudices" Responsible: CK, PL, Hamsa ● UN Representation, CSW, Human Rights, etc Responsible: UN Reps: PL, Kent Macaulay, Hamsa ● Youth of Servas Responsible: CK, PL 	<p>presentation to attendees.</p> <p>Deadline for CK & JS to present draft full SICOGA program: 2022-03-13. Tentative date for SI Exco decision 2022-03-20.</p>
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				<ul style="list-style-type: none"> ● What's new in Servas? Virtual events and new experiences Responsible: PL ● What's new in ServasOnline 2.0: – Admin perspective – Individual perspective Responsible: PN, JL ● Virtual Travels Responsible: JL <p>Group Travel tips: KT</p> <p>Volunteer opportunities, Nom team</p>	
4.2	13.15– 14.20	SIGA2022/SICO GA2022		<p>4.2.1: Draft message from SI Nominations Team (SI NT) planned to be sent to all members in ServasOnline. The draft message is available here. (JS)</p> <p>4.2.2: Ongoing discussion with Servas France and others about the plan to send a SI NT message (JS)</p>	<p>Minutes: 4.2.1: SI Exco has received SI NT's draft message to all individual Servas members. SI Exco agree in principle with the message. However, some corrections and additional information are needed. SI NT will also draft a new SIGA 2022 timeline based on feedback. Action: JS will suggest corrections in the document and share it with PN 2022-02-22.</p>

					<p>4.2.2: SI-Exco plans to send 4 SI News Bulletins (SINB) per year directly to all members.</p> <p>For items deemed important for transparency to all members, such as nominations for positions, SI-Exco will approve the sending of a message in advance before it is approved to be sent to the membership.</p>
	14.00-14.05	Stretch legs			
4.3		SIGA2022/SICOGA2022	PN JL JS	<p>4.3.1: Status report on preparations for the use of MS365 as main tech tool for planning of SIGA2022/SICOGA2022.</p> <p>4.3.2: Status report on internet connection and bandwidth on tentative venue for hybrid virtual-physical SIGA/SICOGA 2022. PN</p>	<p>Minutes: 4.3.1: MS365 Teams forms work fine for proposals like SIGA motions, voting, elections et cetera works fine. It's still an outstanding question which MS365 app can be used for SIGA 2022 minutes. There are a number of options for minutes. PN will list options for minutes and</p>

					<p>share these with SI Exco to consider.</p> <p>4.3.2: SI MTS PN has received reassuring information about internet connection and bandwidth on tentative venue for hybrid virtual-physical SIGA/SICOGA 2022. We want to run a test with the IoC centre in May to confirm the Video Conference and Voting tools will be effective. We will also test the Bandwidth and Throughput with the IoC internet service. PN is creating a test plan.</p>
4.4	13.15-14.20	SIGA2022/SICOGA2022	CK JS	4.4 Plan for SI Exco in person meeting.	Minutes: Second or third weekend in May/ Portugal
4.5	13.15-14.20	SIGA2022/SICOGA2022	JS	4.5 There's an increasing need for a SICOGA/SIGA webpage on servas.org. How to build one as soon as possible? Place:	Minutes: Paul, Jim and Jonny will coordinate on setting up a webpage.

				https://servas.org/en/international-conferences	
4.6	14.20-14.30	SIGA2022/SICOGA2022	RBR	<p>4.6.1: SI Exco welcomes Jon Corrado as new financial manager for SIGA/SICOGA2022.</p> <p>4.6.2: SIGA2022/SICOGA2022 financial status report.</p>	<p>Minutes: 4.6.1: SI Exco welcomed Jon Corrado as financial manager for SIGA 2022/SICOGA 2022. Everybody presented themselves. RBR and JC presented JC's work.</p> <p>4.6.2: We are still collecting information to finalize the budget for the SICOGA. We expect to finalize the budget by next month.</p>
5.0	14.30-14.40	Open space for SI Exco member's proposed items Items anyone?		<p>5.0.1: Discussion about proposed appointment of the new SI UN Coordinator. Two documents available in MS365 Onedrive here.</p> <p>5.0.2: Messages x2 from SI DVA Chris Patterson: A) A SIGA in November 2022 means that there will not be a May AI</p>	<p>Minutes: 5.0.1: Dr. Hamsavahini Singh from Servas India was appointed to be the SI UN Coordinator effective 20 February 2022. PL will inform HS and give her a warm</p>

				<p>distant vote, it would be within 6 months of the GA.</p> <p>This also applies to May2023, so the next DV on the current May-November cycle would be Nov 2023.</p> <p>B) SI DVA CP is available to engage in a minor support role in the "endeavour to make a move to develop the democratic process of decision making in Servas International".</p>	<p>welcome from SI Exco.</p> <p>5.0.2: JS will ask CP if he could assume the role of election officer at SIGA 2022 to assure the integrity of the voting system and maintain data privacy. Deadline: 2022-02-22.</p>
6.0	14:40– 14:45	<p>SI Exco member’s verbal and written reports</p> <p>Questions about the reports, anyone?</p>	Everybody	<p>Please write your written reports and store in the regular place in Servas Confluence (for the time being, until we have a channel for this in MS365 Teams).</p> <p>SI President, SI</p> <p>SI Membership & Technology Secretary, SI</p> <p>MTS</p> <p>SI Vice President, SI VP</p> <p>SI General Secretary, SI</p> <p>GS</p> <p>SI Treasurer, SI T</p> <p>SI Peace Secretary, SI PS</p>	Minutes:

7.0	14:45– 14:50	Next meetings – time and dates		<p>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)</p> <p>2022-04-17 UTC 14.00- 16.00 2022-05-15 UTC 14.00- 16.00 2022-06-19 UTC 14.00- 16.00 2022-07-17 UTC 14.00- 16.00 2022-08-21 UTC 14.00- 16.00 2022-09-18 UTC 14.00- 16.00 2022-10-16 UTC 14.00- 16.00 2022-11-20 UTC 14.00- 16.00</p>	<p>Minutes: Next meeting: Proposal: 2022- 03-20 UTC 13.00-15.00</p>
8.0	14:50– 15:00	Instant minutes	All	Review the minutes so they can be finalized.	Minutes approved.
9.0	Time:	End of meeting: 15:23 UTC	Paige LaCombe		