2022-05-15 SI Exco Meeting agenda & minutes

Date and Time

UTC Time Zone Sunday May 15 2022 13:30-15.30

Los Angeles, USA **May 15 2022 at 06:30 PDT (UTC -8)**
Ottawa, Canada **May 15 2022 2021 at 09:30 EDT (UTC -5)**
New York, USA **May 15 2022 at 09:30 EDT (UTC -5)**
Stockholm, Sweden **May 15 2022 at 15.30 CET (UTC +2)**
Lisbon, Portugal **May 15 2022 at 14:30 WEST (UTC +1)**
Kuala Lumpur, Malaysia **May 15 2022 at 21:30 MYT (UTC +8)**
Brisbane, Australia **May 15 2022 at 23:30 AEST** (UTC +10)

Use the Time Zone Converter set the date and times.

Meeting platform

The meeting will take place in MS365 OneNote. Paul has set up the meeting here:

weblink

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)	Y

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: *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.

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	13.00-13.10	**Today's agenda:** Any important last minute items for the agenda?		2.0.1: 2.0.1: Proposal for SI Exco to appoint two SI Tech Team persons to be part of SI Development Committee (SI DC).	**Minutes:** 2.0.1: SI Exco clarifies that the SI-ServasOnline team has the authority to work with data from all countries, in a manner similar to a country coordinator. Working with the country administrators, they have the ability to add, update, deactivate /delete profiles. To assist the SI DC with data needs of countries, SI Exco plan to appoint two new members of SI DC from the SI ServasOnline team at the May 25-31 meeting. KT will inform SI DC no later than May 16.
3.0	13.10-13.15			Stretch legs break	**Minutes:** Reminder:
4.0	13.15-14.30	SICOGA2022		4.0: Status reports & decisions about SICOGA2022	
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4.1	13.15-14.30	SICOGA2022		4.1.1: SI Exco SICOGA 2022 organisational structure **Any updates of: SICOGA 2022 Conference and Program Committees?** **New names?** **SICOGA 2022 Conference Committee (SICOGA 2022 CC)** Conference Committee Managers: **SICOGA 2022 Program Committee (SICOGA 2022 PC)**		**Minutes:** 4.1.1: Seven new participants have joined SICOGA 2022 Conference Committee (SICOGA 2022 CC). There are now eight people from India and 6 from SI Exco. Eventually, it may be 10 people from India.
4.1.2		SICOGA2022		The items in the file "Status report on SICOGA 2022 Preparation Program" need to be filed as action items in proper places/spaces in MS365 Teams Link to Status report on SICOGA 2022 Preparation Program		Minutes: Nothing to report.
4.2	13.15-14.30	SICOGA2022		**SICOGA 2022 Conference Committee (SICOGA 2022 CC)** Responsibility: Contracts with venue owner, practical arrangements et cetera. 4.2.1: Status report from SICOGA 2022 Conference Committee (SICOGA 2022 CC) Most important things the committee reports will be minuted.		Minutes: 4.2.1: The conference committee had a meeting on 15th morning to discuss the roles of all members and to determine volunteer needs. RBR briefed SI EXCO about the meeting discussions and important decisions. The conference committee meeting minutes has the details.
4.3	13.15-14.30	SICOGA2022		**SICOGA 2022 Program Committee (SICOGA 2022 PC)** Responsibility: The content of the conference: Program, workshops, social events for example entertainment. List of volunteers who will need to be funded, their roles. SI General Assembly (SIGA) is part of the Program Committee's responsibility. JS has the overall responsibility for SIGA, according to the SI Statutes (2021). **4.3: Program Committee SICOGA 2022** 4.3.1: Status report from SICOGA 2022 Program Committee (SICOGA 2022 PC) Most important things the committee reports will be minuted. Go to the program items which can be found here (link to MS365 Teams).		Minutes: 4.3.1:The Program Committee will meet next week end. So far, we have received a few suggestions for parallel events to be included in the program. These will be discussed by the Program Committee.
4.4	13.15-14.30	SICOGA2022		4.4 **Timeline and timetables for SICOGA**		
4.4.1		SICOGA2022	JS RBR	**4.4.1 Timeline* for SICOGA 2022** Work in progress. Both JS & RBR have made timelines, which should be merged or should not be merged. MS365 Teams location for SICOGA 2022 timeline. *Timeline=important dates from SI Exco's decision to arrange SICOGA 2022 until the execution of the event in November 2022, including follow-up items.*		Minutes: No changes.

					Minutes:
4. 4.2		SICOGA2022	JS CK	**4.4.2 Timetables* for SICOGA 2022** Condensed overview and detailed SICOGA 2022 timetables can be found here (link to MS365 Teams). *Timetable=describes when program items will take place during SICOGA 2022	No change.
	14 . 00 -1 4. 05	Stretch legs			**Minutes:** We did this under item/point no 3.0.
4.5	13 . 15 -1 4. 30	SICOGA2022	PN CK JL	4.5.1: Status report on preparations for the use of MS365 as main tech tool for planning of SIGA2022/SICOGA2022.	Minutes: Dan Bare (US SERVAS) has been contacted by Paige about joining the tech team for SICOGA. Radha will give him a call.
				4.5.2: Status report on internet connection and bandwidth on tentative venue for hybrid virtual-physical SIGA/SICOGA 2022. PN	Minutes: No new report
4.6	13 . 15 -1 4. 30	SICOGA2022	CK JS	4.6 Status report on SI Exco face-to-face/in person meeting 2022-05-26–2022-05-30. (CK, RBR, JS)	Minutes: ☐ d) SI Exco meet SI Nominations Team (SI NT) in a web May 27 12.00 UTC. Paige LaCombe will contact SI NT **16 May 2022**
4.7	13 . 15 -1 4. 30	SICOGA2022	JS	4.7 SICOGA/SIGA websites a) Conference webpage still be constructed. Will use info being posted to the International Conferences page https://servas.org/en/international-conferences b) Registration website (for participants to register) https://solsys-test.servas.org/en/content/sicoga-2022 c) Payment facility to make payments to SI for the conference and other	Minutes: Work in progress. Work going as planned.
5.0	14 . 30- 14 . 40	**Open space for SI Exco member's proposed items** Items anyone?		5.0.1: 5.0.2: 5.0.3:	Minutes: None.

					Minutes:
6.0	14:40–14:45	**SI Exco member's verbal and written reports** Questions about the reports, anyone?	Everybody	**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).** SI President, SI P. Report available here. (to be completed later) SI Membership & Technology Secretary, SI MTS (joint function). Report is here. • 2022-05-15: MTS Exco Board Report SI Vice President, SI VP SI General Secretary, SI GS SI Treasurer, SI T SI Peace Secretary, SI PS	
7.0	14:45–14:50	Next meetings – time and dates		Proposals: (Proposed regular time: third Sunday every month UTC 13.00-15.00 (1 hour later during summer months). The time and/or date gets adjusted if the ServasOnline Team meeting date is adjusted) 2022-05-26–2022-05-30 (Face-to-face meeting) 2022-06-19 UTC 13.00-15.00 2022-07-17 UTC 13.00-15.00 2022-08-21 UTC 13.00-15.00 2022-09-18 UTC 13.00-15.00 2022-10-16 UTC 13.00-15.00 2022-11-20 UTC 13.00-15.00	**Minutes:** Next meeting: Proposal: 2022-05-25–2022-05-29
8.0	14:50–15:00	Instant minutes	All	Review the minutes so they can be finalized.	Minutes: Minutes were reviewed.
9.0	Time:	**End of meeting:** **15:35 UTC**	Paige LaCombe		

Task Summary

Incomplete Tasks from this meeting

	Description	Due date	Assignee	Task appears on
☐	Carla Kristensen this document will be reviewed and put in the correct place on Teams **24 Apr 2022**	24 Apr 2022	Carla Kristensen	2022-04-17 SI Exco Meeting agenda & minutes
☐	Jonny Sågänger **22 Apr 2022** 4.0 We discussed motions vs discussions. We recognize that we need to ask members to consider submitting "Discussion Papers" as well as "Motions" Jonny? Add to April Bulletin (last minute change)	22 Apr 2022	Jonny Sågänger	2022-04-17 SI Exco Meeting agenda & minutes

☐	SI Exco members will send photos of mailing the package to Jonny. New date for this action item needed **21 Apr 2022**	21 Apr 2022	[2022-04-17 SI Exco Meeting agenda & minutes](#)

Completed Tasks

Task report

Get going, no tasks completed yet.

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