

# 2022-05-26 - 2022-05-30 SI Exco Meeting agenda & minutes

## Date and Time

UTC Time Zone Sunday May 26–30 2022 09.00–18.00 (Sunday May 29 Excursion day)

Weblink to the Teams meeting:

<https://teams.microsoft.com/l/meetup-join/19%3af8507fa5ec5847a0aed8031da41e19cc%40thread.tacv2/1653551890380?context=%7b%22Tid%22%3a%227c0acbc0-5129-425f-a930-d6f78d869e7c%22%2c%22Oid%22%3a%22a680d501-4936-4bec-abe1-4b4299766fb0%22%7d>

Please find the agenda items here:

<https://servasint.sharepoint.com/:w:/s/EXCO/EbHinYs-JgdPpVy4b8iJ4vgB7XllmlbyHSF1APyB17W2Q?e=9gpwha>

Meeting UTC 8:00 to 16:00 (May go later)

Portugal 9am  
Brisbane 6pm  
Canada 4am

Paul Brisbane Present UTC 8:00 to 13:00 (6pm - 11pm)

Jim Ottawa Present UTC 12:00 to 16:00 (8am - 12pm)

Use the [Time Zone Converter](#) set the date and times.

## Meeting platform

The meeting will take place in MS365 Teams and here in Servas Confluence.

## 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                               | Y             |
| <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) | Y             |

**By invitation:** Servas India, SI Nominations Team (SI NT). Board of Servas Portugal's member group.

**Pre-announced difficulty to participate:** Paul Nielsen & Jim Leask were not able to participate in person, but will connect virtually, sometimes overlapping times. Paul 09.00–13.00 UTC, Jim 14.00–18.00 UTC.

# 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 | Date & Time (UTC)         | Item subject   | Who       | Reference & background material | Minutes (Notes, decisions, tasks, who & deadlines):   |
|------|---------------------------|--|-----------|---------------------------------|---|
| 1.0  | 2022-05-26<br>08:00-09:00 | <b>Chit-chat:</b><br>"Social round"<br><br>Board members' life-lines       | JS (live) | Getting to know each other      | SI EXCO members Paige, Jonny, Paul and Jim shared their life-lines. The others will share their lifelines later.  |
| 2.0  | 2022-05-26<br>09:00-10:00 | <b>Item subject</b><br>SICOGA 2022 – conference execution & administration |           |                                 | Jonny shared the <a href="#">agenda</a> file for the meeting. As part of the tuning and synchronization of MS Teams and confluence, Jonny showed how we will use the channels on Teams for the meeting. The minutes will be kept on confluence. |
| 3.0  | 2022-05-26<br>10:00-10:15 | Stretch legs   |           |                                 | Coffee break  |
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| 4.0 | 20<br>22-<br>05-<br>26<br><br>10.<br>15-<br>11.<br>00 | <b>Item subject</b><br><br>SICOGA 2022<br>– conference<br>execution &<br>administration          |  | <p>The three primary Teams are SICOGA 2022 Admin, SICOGA 2022 Motions, SICOGA 2022 Discussion Papers. A fourth channel SIGA 2022 Business Meeting will be created and used for the hybrid meeting rooms with JS and RR as team owners. During the SIGA, this team will also be managed by the Teams meeting producers. Jonny showed everybody the different channels in each team and the file structure for storing documents under each activity.</p> <p>Radha and Jonny will synchronize the SICOGA timelines.</p> <p>Carla and Jonny will synchronize the SICOGA timetables.</p> |
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| 5.0 | 20<br>22-<br>05-<br>26<br><br>11.<br>00-<br>12.<br>00 | Lunch  |  |  |
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| 6.0 | 20<br>22-<br>05-<br>26<br><br>12.<br>00-<br>15.<br>30 | <b>Item subject</b><br><br>SI Exco mee<br>tings with<br>other teams<br>during the<br>FTF meeting |  | <p>Minutes:</p> <p>SI EXCO will meet with Servas Portugal on Thursday, May 26 at 16:30 UTC (17:30 Portugal)</p> <p>SI EXCO will meet the Nominations team on Friday, May 27 at 11:00 UTC (12:00 Portugal)</p> <p>SI EXCO will meet with the Servas India on Saturday, May 28 at 11:00 UTC (12:00 Portugal). If required, they will have a second meeting on Monday, May 30 at the same time.</p>   |
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| 7.0 | 20<br>22-<br>05-<br>26<br><br>15.<br>30-<br>15.<br>45 | Stretch legs   |  |  |
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| 8.0 | 20<br>22-<br>05-<br>26<br><br>15.<br>45-<br>16.<br>30 | SICOGA -<br>conference<br>program<br>/content  |  | <p>Minutes:</p> <p>Radha and Jonny synchronized the SICOGA timeline.</p> <p>Carla, Paige, Kiat synchronized and updated the SICOGA program timetable.</p> <p>We want to make sure we're working with as few Teams documents as possible.</p> <p>SI EXCO discussed and studied the SICOGA program and time table.</p> <p>A number of action items were decided, mainly tasks for SI Exco members to contact persons who will play a role during SICOGA.</p> <p>To be continued and completed as much as possible during the f-t-f meeting.</p>  |
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| 9.0      | 20<br>22-<br>05-<br>26<br><br>16.<br>30-<br>17.<br>30 | SI Exco<br>meets<br>Servas<br>Portugal on<br>Zoom |  | Cristina Benedita<br>está convidando<br>você para uma<br>reunião Zoom<br>agendada.<br>Tópico: direção<br>servas Portugal +<br>Exco servas<br>International<br>Hora: 26 mai. 2022<br>05:30 da tarde<br>Lisboa<br>Entrar na reunião<br>Zoom<br><a href="https://us02web.zoom.us/j/86501216803?pwd=RjN0UTdOeWJjUVFieXM1T1dMZIA0dz09">https://us02web.<br/>zoom.us/j<br/>/86501216803?<br/>pwd=RjN0UTdOeWJ<br/>jUVFieXM1T1dMZIA<br/>0dz09</a><br>ID da reunião: 865<br>0121 6803<br>Senha de acesso:<br>342912 | Minutes:<br><br>SI Exco had a zoom meeting with the National Secretary and members of Servas Portugal.<br><br>Si Exco and Servas Portugal exchanged views and shared Servas experiences. |
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| 1<br>1.0 | Time<br>:   | <b>End of<br/>meeting:<br/>17:30 UTC</b>          | P<br>a<br>i<br>g<br>e<br>L<br>a<br>C<br>o<br>m<br>b<br>e |  |  |
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| Item | Date & Time (UTC)             | Item subject                               | Who | Reference & background material | Minutes (Notes, decisions, tasks, who & deadlines):             |
|------|-------------------------------|--|-----|---------------------------------|---|
| 1.0  | 2022-05-27<br><br>08:00-08:10 | Chit-chat: "Social round"                  |     |                                 |   |
| 1.1  | 2022-05-27<br><br>08:10-08:20 | Control of instant minutes from 2022-05-26 |     |                                 | <b>Minutes:</b><br><br>SI EXCO approved the minutes for May 26. |
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| 2.0 | 202<br>2-<br>05-<br>27<br><br>08.2<br>0-<br>9.35 | <b>Conference Website</b>                       |   | <p><b>Minutes:</b></p> <p>Conference Home Page: <a href="https://servas.org/sicoga2022">https://servas.org/sicoga2022</a></p> <p>SI EXCO established a conference and registration website draft editing, fact checking and proofing team.</p> <p>Jonny &amp; Paige to proof the content (Web Editors for the conference/registration websites)</p> <p>Webmasters : Carla, Luis, Amir - (Will be involved with uploads during the event)</p> <p>Radha to fact check Conference and Registration pages before they are published.</p> <p>All Editors will have webmaster/ web editor rights in Servas.Org.</p> <ul style="list-style-type: none"> <li>• 27 May 2022 Paul will provide the board members the relevant editor and webmaster rights.</li> </ul> <p>Paul to provide the technical overview and coaching as required. Paul (or Eliza) will also create new webpages as required.</p> <ul style="list-style-type: none"> <li>• Paul Nielsen will also provide shortcut weblinks to make the work easier for web editors and webmasters. 28 May 2022</li> </ul> <p>The SICOGA Conference and registration websites will have a minimal amount of translations. All members will be encouraged to use google translate or other translation apps/webtools if needed.</p> |
| 2.1 |  | <b>Registration Website</b>                     |   | <p>Registration website: <a href="https://ga22.servas.org/">https://ga22.servas.org/</a></p> <p>For information on the establishing a draft editing, fact checking and proofing team - see 2.0 above.</p> <p>Aiming to publish SICOGA Registration website on May 31st at UTC 10:00. The Conference Committee will check the site and approve it prior to launch. (Conference Committee Radha and Paul as principals)</p> <p>Home Page to be simplified. Marketing and readability is essential.</p> <p>Paul will attempt to split the registration into two parts. Part 2 will be for registered members who have paid or had funding approved.</p>  |
| 3.0 | 202<br>2-<br>05-<br>27<br><br>9.30<br>-9.45      | Stretch legs                                    |   | <p><b>Minutes:</b> Stretched legs</p>   |
| 4.0 | 202<br>2-<br>05-<br>27<br><br>9.45<br>-11.<br>00 | <b>Item subject</b><br><br>SICOGA program items | <a href="#">Program Items for SICOGA 2022</a> | <p><b>Minutes:</b> SI EXCO continued to review all program session ideas to finalize a final list of sessions.</p>  |

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| 5.0<br>202<br>2-<br>05-<br>27<br><br>11.0<br>0-<br>12.00     | SI EXCO meets SI Nominations Team   | <p>Message from Susanne Thestrup, convener of the SI Nominations Team, to SI Exco 2022-05-27, as requested during today's meeting today Exco/SI Nominations Team.</p> <p><b>SI Nominations Team need:</b></p> <ol style="list-style-type: none"> <li>1. Exco's support in training of the delegates to make sure they have the skills needed for the elections (log on, fill form, submit to cast vote).</li> <li>2. Exco's confirmation that our plan to use MS forms as the "ballot paper" and Excel sheets to collect the votes of the election is acceptable.</li> <li>3. Exco's participation in mock election to test the concept (all vote online via link to form, votes received in Excel sheet, votes counted in Excel sheet).</li> <li>4. Exco should express their confidence that a) the integrity of the process, b) the stability of the technical solution are acceptable so we in SI Nominations Team have the mandate to plan the elections in this new way and act independently of Exco.</li> <li>5. Exco decisions related to SIGA timetable: <ol style="list-style-type: none"> <li>a. How is start of elections announced at the SIGA (pass a motion? simply announce "elections open"?)</li> <li>b. If we allow nominations from the floor, should such candidates get a chance to introduce themselves when other candidates have done it via audio/video on the webpage in advance.</li> <li>c. Timeslot for announcement of elections results.</li> <li>d. Consider how to handle it if re-elections are necessary</li> </ol> </li> </ol> <p>Please note that all procedures have been updated to reflect the hybrid SIGA. Available here: <a href="https://servas.org/en/nominations-and-elections">https://servas.org/en/nominations-and-elections</a></p> <p><b>Dates required:</b></p> <ol style="list-style-type: none"> <li>1. Mock election: ???</li> <li>2. SI Nominations Team starts presenting candidates for elections on website from 28 Aug 2022.</li> <li>3. Proxy application deadline for countries: no later than 28 October 2022.</li> <li>4. Nominations open until: 14 November 2022 (date announced in SINB but we are open to changing it to "from the floor" because we have grown more confident that it can be handled technically).</li> <li>5. Timeslot: Elections open from dd-mm-yyyy to dd-mm-yyyy (this is to be early during the SIGA timetable, time window to be set by Exco, cover all time zones).</li> <li>6. Timeslot: In case re-elections are needed, open from dd-mm-yyyy to dd-mm-yyyy (again this is during the SIGA timetable).</li> <li>7. A tally meeting scheduled in MS Teams and in the SIGA timetable after the elections window closes. (SI NT will count the votes and scrutineers can observe. Align time to end of elections timeslot).</li> <li>8. A second tally meeting scheduled in MS Teams as a tentative meeting, in case of re-election.</li> </ol> <p>Thanks for your attention to this.</p> | <p>SI Nominations Team (SI NT) made a new request to send out an email message to the entire Servas community about SIGA nominations. Ideal time: Middle of August.</p> <ul style="list-style-type: none"> <li>• SI Exco decision needed. 28 May 2022 SI EXCO decided SI Nominations Team will be authorized to disseminate nominations and election related information to the entire Servas Community worldwide. SI MTS will proof read the message for grammar and execute the dissemination.</li> </ul> <ol style="list-style-type: none"> <li>1. Exco's support in training of the delegates to make sure they have the skills needed for the elections (log on, fill form, submit to cast vote). <b>Answer:</b> Work in progress. This is part of JS SIGA 2022 responsibility. JS has contacted prospective trainer (CP in NZ)</li> <li>2. Exco's confirmation that our plan to use MS forms as the "ballot paper" and Excel sheets to collect the votes of the election is acceptable. <b>Answer:</b> Yes the MS Forms process is acceptable provide adequate tests are completed with agreed success.</li> <li>3. Exco's participation in mock election to test the concept (all vote online via link to form, votes received in Excel sheet, votes counted in Excel sheet). <b>Answer:</b> As per Answer 2.</li> <li>4. Exco should express their confidence that a) the integrity of the process, b) the stability of the technical solution are acceptable so we in SI Nominations Team have the mandate to plan the elections in this new way and act independently of Exco. <b>Answer:</b> As per Answer 2. More Testing and evidence of agreed success.</li> </ol> <p>Jonny Sägänger will write a SI Exco SIGA motion about a requirement that the SI Nominations Team (SI NT) will be a team that is elected by SI General Assembly. The status of SI NT is currently that it gets established by a SI Exco appointment. 02 Jul 2022</p> <ol style="list-style-type: none"> <li>5. Exco decisions related to SIGA timetable: <ol style="list-style-type: none"> <li>a. How is start of elections announced at the SIGA (pass a motion? simply announce "elections open"?)<br/><b>Answer:</b> Start of the elections will be an item on the SIGA agenda for November 25-26. At this point we don't know where on the SIGA agenda the announcement of the elections will be made. It is anticipated to be on either November 25 or 26.</li> <li>b. If we allow nominations from the floor, should such candidates get a chance to introduce themselves when other candidates have done it via audio/video on the webpage in advance.<br/><b>Answer:</b> The floor candidates can introduce themselves from the floor on the 24th. They can also play their videos instead during their allotted time. We will attempt to record all interactions during these sessions and upload it for all to see later.<br/>Time slots for SIGA candidates to present themselves with video, texts or orally in person from the floor at SICOGA :<br/>10.00-11.00 Indian standard time, IST (04.30-05.30 UTC)<br/>20.00-21.00 Indian standard time, IST (14.30-15.30 UTC)</li> <li>c. Timeslot for announcement of elections results. <b>Answer:</b> SI EXCO will allocate a time slot for SI NT's announcements of election results in the SIGA 2022 agenda for November 26.</li> <li>d. Consider how to handle it if re-elections are necessary. For example because of a tie. <b>Answer:</b> If needed re-elections will take place on November 26, and the results announced on the 27th. SI EXCO decided SI Nominations Team will be authorized to disseminate nominations and election related information to the entire Servas Community worldwide.</li> </ol> </li> </ol> |
| 6.0<br>202<br>2-<br>05-<br>27<br><br>12.1<br>5-<br>13.00     | Lunch   |   |   |
|  | Status of SI Conflict and Resolutions Team (SI CRT)<br><br>Standardized Lol.  |   | <ul style="list-style-type: none"> <li>• <b>Carla Kristensen</b> will write a SI Exco SIGA motion about a requirement that the SI Conflict and Resolutions Team (SI CRT) will be a team that is elected by SI General Assembly. The status of SI CRT is currently that it gets established by a SI Exco appointment. 02 Jul 2022</li> <li>• <b>Carla Kristensen</b> will write a SI Exco SIGA motion about standardization of Servas Letter of Introduction (LoI). Deadline?</li> </ul>   |
| 7.0<br>202<br>2-<br>05-<br>27<br><br>13.0<br>0-<br>1x.<br>xx | <b>Item subject</b><br><br>Volunteers offering to work during SICOGA. Go to <a href="#">Teams</a> .                         |   | <p>Minutes:</p> <p>SI Exco added names to the list Persons volunteering for SICOGA 2022.</p> <ul style="list-style-type: none"> <li>• <b>Radha Radhakrishna</b> will request the names and contact information of volunteers from Servas India. 28 May 2022</li> </ul>  |
| 8.0<br>202<br>2-<br>05-<br>27<br><br>15.3<br>0-<br>15.45     | <b>Item subject</b><br><br>Review of functions and persons /volunteers needed to run SICOGA. Go to <a href="#">Ib ams</a> . |   | <p>Minutes</p> <p>SI Exco added functions and names/persons to the list of functions, persons/volunteers needed for SICOGA 2022.</p>  |

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| 9.0 | 2022-05-27<br>15.45-16.30 | Item subject                 |               |  | Minutes: |
| 9.1 | Time:                     | End of meeting:<br>04:15 UTC | Paige LaCombe |  |          |
|     |                           |                              |               |  |          |

| Item | Date & Time (UTC)         | Item subject  | Who | Reference & background material  | Minutes (Notes, decisions, tasks, who & deadlines):   |
|------|---------------------------|---|-----|--|---|
| 1.0  | 2022-05-28<br>08.00-09.00 | Chit-chat: "Social round"                                     |     |  |   |
|      |                           | Control of instant minutes from 2022-05-27                    |     |  | <b>Minutes:</b><br>SI EXCO approved the minutes for May 27.   |
| 2.0  | 2022-05-28<br>09.00-11:00 | Item subject<br>SICOGA 2022 communications and marketing plan |     | <ul style="list-style-type: none"> <li>What SICOGA 2022 documentation needs to be done before, during and after?</li> <li>Media channels: Social media, Social media wall (?), Daily SINB</li> <li>External media attention? Can Servas India help?</li> </ul> | <b>Minutes:</b>   |
| 3.0  | 2022-05-28<br>11.00-13:00 | SI Exco meets Servas India                                    |     |  | <p><b>Minutes:</b> Servas India meeting:</p> <p>Theme: "Servas growth for a more peaceful world".</p> <p>Discussed budget for the 3 hour SICOGA Welcome which might possibly include lighting of the lamp ceremony, initial speech, speaker guest, and folk or classical dance performance. It was decided to budget \$1500 for the welcoming ceremony.</p> <p>Help desk: there will be a person from Servas India assigned for help desk and a mobile phone number will be established for 24 hour contact during the conference. SI Exco is of the opinion that a few more volunteers are needed for Help Desk.</p> <p>Help Desk is a shared responsibility between SI &amp; Servas India.</p> <p>A MS365 Teams spreadsheet of volunteers has been shared with Abhay Shaha of Servas India. Servas India will place name and contact information of volunteers, for example, Venue Support/reception, moderator, hosting support, etc. <a href="#">Persons needed for SICOGA 2022.xlsx</a></p> <ul style="list-style-type: none"> <li>Jonny &amp; Radha will draft the Memorandum of Understanding between Servas India and Servas International. 29 May 2022</li> </ul> <p>Servas India to alert SI on local traditions/taboo, to state clearly no alcohol is allowed in the venue. This information should be added prominently to FAQs for the benefit of all delegates and observers.</p> <p>An auction will be arranged; to bring items from different countries to be auctioned. Servas India will arrange.</p> <ul style="list-style-type: none"> <li>Carla Kristensen of SI Exco will share draft SICOGA timetable with Hamsavahini SINGH and Abhay Shaha of 30 May 2022 Servas India. IoC has requested for a short session for presentation.</li> <li>Radha Radhakrishna will write to IoC (Siddharth &amp; the General Manager) to find out how long they will need and the subject matter?</li> </ul> <p>Servas India will arrange some events/programs like workshops by IoC, visits to nearby Mahabaleshwar and Grampari (Rural &amp; Ecological center <a href="https://www.grampari.org/">https://www.grampari.org/</a>) for observers during the conference and if possible for delegates pre/post conference.</p> |
| 4.0  | 2022-05-28<br>13.00-14:00 | Lunch   |     |  |   |

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|-----|---------------------------|--------------------------------------|---------------|--|---|
| 5.0 | 2022-05-28<br>14.00-17.00 | Item subject                         |               |  | Minutes:<br>Radha and Kiat continued with life lines sharing.<br>Jonny will take 2 hours to work on the compilation of motions.<br>Carla, Paige and Kiat will incorporate the Program short list into the SICOGA timetable.<br><ul style="list-style-type: none"> <li>Paul Nielsen and Jim Leask will prepare a motion to amend the SI Statutes (2021) in relation to membership. 12 Jun 2022</li> </ul> Radha will go through the financial part of the Statutes to see if any amendment is needed.  |
| 6.0 | 2022-05-28<br>17.00-17.45 | SIGA 2022- administration of motions |               |  | Minutes:<br>Jonny presented the 5 motions received from Member Groups to SI Exco. The deadline to submit motions is May 26th 22. SI Exco made a decision on how to handle motions that are submitted late.<br>SI Exco could still submit motions until 3 months before SIGA.<br>SI Exco will discuss the motions on May 30th 2022 UTC 09.00 and answer the member groups who have submitted the motions. SI Exco members are requested to read the motions before hand.<br>Link to the SIGA 2022 motions in Teams:<br><a href="https://teams.microsoft.com/l/channel/19%3aa13417f309404fdea3abcd04643a1c54%40thread.tacv2/Motions%2520for%2520SIGA%25202022?groupId=3e802507-1d57-4257-9b89-32ffa3e8fd1c&amp;tenantId=7c0acbc0-5129-425f-a930-d6f78d869e7c">https://teams.microsoft.com/l/channel/19%3aa13417f309404fdea3abcd04643a1c54%40thread.tacv2/Motions%2520for%2520SIGA%25202022?groupId=3e802507-1d57-4257-9b89-32ffa3e8fd1c&amp;tenantId=7c0acbc0-5129-425f-a930-d6f78d869e7c</a> |
| 7.0 | 2022-05-28<br>17.45-18.00 | Control of today's instant minutes.  |               |  | Minutes:<br>SI Exco approved the minutes of the May 28 SI Exco meeting.   |
| 8.0 | Time:                     | End of meeting:<br>17:34 UTC         | Paige LaCombe |  |   |

| Item | Date & Time (UTC)         | Item subject              | Who | Reference & background material | Minutes (Notes, decisions, tasks, who & deadlines):  |
|------|---------------------------|---------------------------|-----|---------------------------------|--|
| 1.0  | 2022-05-30<br>06.00-08.00 | Chit-chat: "Social round" |     |                                 | Meeting with UN REPs on May 30@ 2UTC- 3pm Portugal time<br>Paul demonstrated the manual for Servas.org web editor and webmaster.<br>CP's and MB's email about SICOGA.<br>SIGA motions<br>SICOGA finances:<br><ul style="list-style-type: none"> <li>Budget</li> <li>Delegate funding</li> </ul> Servas India meeting 11.00 UTC.<br><ul style="list-style-type: none"> <li>Look with Team India at Questions for Registration site</li> <li>Look at who is Team India for SICOGA 2022</li> <li>Plan meetings with smaller groups e.g. India IT Team with the rest of SICOGA IT Team (using MS Teams)</li> </ul> SICOGA program form/template.<br>Status reports:<br>SIGA 2018 decisions – Action Plan review (JS)<br>SICOGA 2022 – conference program/content |
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|      |                           |                           |     |                                 |  |



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| 2.0 | 2022-05-30<br>08.00-10.00 | <b>Item subject</b><br>SICOGA finances:<br>• Budget<br>• Delegate funding |  | <b>Minutes:</b><br>■ Budget : Radha presented the SICOGA 2022 Budget. SI Exco is looking at funding 32 Volunteers, 33 delegates. A total of USD40,000.00-43,000-00 is allocated for flight expenses.<br>■ Delegate funding: SI Exco went through the funding criteria, worked out the airfare estimates, decided on the delegate funding. |
|     |                           |   |  |   |
|     | 2022-05-30<br>11.00-12.00 | SI Exco meets Servas India  |  | <b>Minutes:</b> Servas India will send a FAQ and Tourism Opportunities in India, in separate documents, that will be uploaded on the Conference Website after proofing and approved by SI Exco  |
|     |                           |   |  |   |
| 3.0 | 2022-05-30<br>11.30-11.45 | Stretch legs  |  | <b>Minutes:</b> Stretched legs  |
|     |                           |   |  |   |
| 4.0 | 2022-05-30<br>11.45-13.00 | <b>Item subject</b><br>SICOGA program form /template                      |  | Jonny, Paige, Kiat and Carla worked on a template form to be sent to the persons leading the sessions/workshops during the SICOGA. With this template, we wish to obtain a summary, goals and outcomes for each session/workshop.   |
|     |                           |   |  |   |
| 5.0 | 2022-05-30<br>13.00-14.00 | Lunch   |  | <b>Minutes:</b>   |
|     |                           |   |  |   |
| 6.0 | 2022-05-30<br>14.00-16.30 | <b>Item subject</b><br>SI UN+SI ExCo meeting online                       |  | <b>Minutes:</b> An online meeting was with SI UN representatives to discuss the program items that the UN Team will be presenting during the SI Conference .  |
|     |                           |   |  |   |
| 7.0 | 2022-05-30<br>16.30-16.45 | <b>Item subject</b><br>Stretch legs and coffee break                      |  |   |
|     |                           |   |  |   |
| 8.0 | 2022-05-30<br>16.45-17.30 | <b>Item subject</b><br>SIGA Motions                                       |  | <b>Minutes:</b> It was noted that there may not be as many motions in 2022 SIGA compared to previous years.   |
|     |                           |   |  |   |

|      |                               |   |               |   |   |
|------|-------------------------------|---|---------------|---|---|
| 9.0  |                               | Next meetings – time and dates          |               | Proposals:<br><br>(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)<br><br>2022-07-17 UTC 13.00-15.00<br><br>2022-08-21 UTC 13.00-15.00<br><br>2022-09-18 UTC 13.00-15.00<br><br>2022-10-16 UTC 13.00-15.00<br><br>2022-11-20 UTC 13.00-15.00 | <b>Minutes:</b><br><br>Next meeting:<br><br>Proposed date: 2022-06-19 |
| 10.0 | 2022-05-30<br><br>17.30-18.00 | Control of today's instant minutes      |               |   | <b>Minutes:</b> the Exco approved minutes of 2022-05-30.              |
| 11.0 | Time:                         | <b>End of meeting:</b><br><br>17:00 UTC | Paige LaCombe |   |   |

## Task Summary

### Incomplete Tasks from this meeting

| Description  | Due date    | Assignee         | Task appears on                             |
|--|-------------|------------------|---|
| <ul style="list-style-type: none"> <li>Carla Kristensen this document will be reviewed and put in the correct place on Teams 24 Apr 2022</li> </ul>  | 24 Apr 2022 | Carla Kristensen | 2022-04-17 SI Exco Meeting agenda & minutes |
| <ul style="list-style-type: none"> <li>Jonny Sägänger 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)</li> </ul> | 22 Apr 2022 | Jonny Sägänger   | 2022-04-17 SI Exco Meeting agenda & minutes |
| <ul style="list-style-type: none"> <li>SI Exco members will send photos of mailing the package to Jonny. New date for this action item needed 21 Apr 2022</li> </ul>   | 21 Apr 2022 |                  | 2022-04-17 SI Exco Meeting agenda & minutes |

### Completed Tasks

## Task report

Get going, no tasks completed yet.

NoteDeeport in NextcloudAcs

- Exco should express their confidence that a) the integrity of the process, b) the stability of the technical solution are acceptable so we in SI Nominations Team have the mandate to plan the elections in this new way and act independently of Exco.