








Date and Time



UTC, Time Zone Sun, 26 Mar 2023 at 13:00-15.00

- Ottawa, Canada Sun, 26 Mar 2023 at 09:00 EST
- Brisbane, Australia Sun, 26 Mar 2023 at 23:00 AEST
- New York, USA Sun, 26 Mar 2023 at 09:00 EST
- Stockholm, Sweden Sun, 26 Mar 2023 at 15:00 CET
- Lisbon, Portugal Sun, 26 Mar 2023 at 14:00 WET
- Paris, France Sun, 26 Mar 2023 at 15:00 CET
- Mexico City, Mexico Sun, 26 Mar 2023 at 07:00 CST
- Taipei, Taiwan Sun, 26 Mar 2023 at 18:30 IST

(Use the [Time Zone Converter](#) to calculate the above times)

Participants & Attendance

Participant	Photo	Position	Present (Y/N)
Radha Radhakrishna (RBR)		SI President (SI P)	Y
Carla Kristensen (CK)		SI Vice President (SI VP)	Y
Jonny Sågänger (JS)		SI General Secretary (SI GS)	Y
Jim Leask (JL)		Co-SI Membership & Technology Secretary (SI Co-MTS)	Y
Paul Nielsen (PN)		SI Membership & Technology Secretary (SI MTS)	Y
Francisco Salomón Luna Aburto (FSLA)		SI Peace Secretary (SI PS)	Y
Hsueh-mei Wang (HW)		Co- SI Peace Secretary (SI Co-PS)	Y

Jon Corrado (JC)		Co- SI Treasurer (SI Co-T)	Y
Richard Cabassut (RC)		SI Treasurer (SI T)	Y

By invitation: None this time.

Agenda and Minutes

Minutes recording: *JS supported by others*

Time keeper: *JS, FSLA*

Item	Reference, background material & discussion	Motions and Decisions (what, who, when)
1.0 Meeting Initiation		
1.1	Attendance and call to order	Start of meeting:
1.2	Agenda additions and modifications. Servas Spain will hold a peace seminar Sept 16-23 2023 in Alicante, Spain. SI Exco, SI Tech Team, SI Family & Youth Committee and others are invited.	On time, 13.00 UTC.
2.0 SI Exco Monthly Reports		

<p>2.1</p>	<p>SI President Report</p> <ul style="list-style-type: none"> • Wrote to several Servas National Groups asking to meet with them to better understand how SI can work with the them and coordinate activities. The plan is to meet with all national member groups over time. • Met with Servas members during the UN CSW conference. • Sent a message to Servas Japan on the occasion of their National Meeting. • Worked on setting up Stripe 	
<p>2.2</p>	<p>SI Vice President (VP) Report</p> <ul style="list-style-type: none"> • Shared credentials with Mei Wang and Daniel Bare for use of SI YouTube channel. Will share videos on YouTube channel • Meetings with Instagram Youth Group. They are developing a palate for posts. • Secured Canva Pro for Servas use. Email needs to be updated to Servas email so that the app can be made available to all. 	
<p>2.3</p>	<p>SI Membership and Technology (MTS) Report</p> <ul style="list-style-type: none"> • Servas.org V2 development ongoing <ul style="list-style-type: none"> ○ System descriptions being created ○ Email notification infrastructure added ○ Static content to be managed by content team ○ Reviews are critical for all countries • David Hills is working as Project Manager <ul style="list-style-type: none"> ○ Managing review process ○ Managing volunteers 	
<p>2.4</p>	<p>SI General Secretary Report (GS)</p> <ul style="list-style-type: none"> • Servas.org website content inventory and development work with SI VP CK & a Servas Britain member who is a web designer. • SI Annual Report 2022. • May 2023 SI Distant Vote. • Update of signatories for SI's bank account. • Routine work (correspondence). 	

2.5	<p>SI Peace Secretary Report</p> <ul style="list-style-type: none"> • SPF • CSW • Servas Reprs. NY. 	
2.6	<p>SI Treasurer Report</p> <ul style="list-style-type: none"> • banking : updating of bank accounts statements : Richard updates and shares in Teams platform with Jon and Radha • billing : ordering bill to be paid by Servas International, (Jon controls the invoice and edit a voucher for payment, Radha approves, Richard orders the payment, Jonny or Carla control with a second signature • controlling member fees paid to Servas International by Servas members: Richard controls, a reminder email was sent to members who have not yet paid; some return shows that some have not received the previous email. • Budget: Jon follows up the budget management. • Stripe: setting and testing (by Radha and Richard) a payment by bank card for donations. In future, invoices to be paid to Servas International (members fee ...) • Email address: to build a shared email box where finance email will be received or sent. • Guidebook: we begin to write a guidebook for treasury • Recruitment of a new assistant for treasury: First define what tasks to be done. 	
<p>3.0 Financial Update</p>		
3.1	<p>Financial Report</p> <ul style="list-style-type: none"> • Status on operating procedures update • Status on Bank Signatures <p>Richard reported that the finance team is working on the Financial Operating Procedures manual. In the process Richard discovered that there are two lists - (1) a list of people who can operate the account, and (2) a list of people who can add people to operate the account. Jonny is working on getting both lists updated.</p>	
<p>4.0 Business Items</p>		

<p>4.1</p>	<p>Personal annual goals for SI Exco members – Update Please update SI Goals and Plans.docx if you have not already done so.</p> <p>It is recommended that all EXCO members should complete it before the next meeting.</p>	
<p>4.2</p>	<p>Servas Turkiye Request for support</p> <p>Discussions on Servas Turkiye’s request to help facilitate collecting money for the Peace School.</p> <p>SI Exco will have a discussion with Servas Turkiye.</p>	<p>Motion 1: SI Exco to support Servas Turkiye and collect money on their behalf for the Peace School project.</p> <p>Decision: Approved.</p> <p>Motion 2: SI Exco suggests to Servas Turkiye an option to have them set up a crowd support page to raise money for their Peace School Project. SI will place notices regarding this in to Servas News.</p> <p>Decision: Approved</p>

<p>4.3</p>	<p>SI committees and Teams.</p> <ul style="list-style-type: none"> • Have the volunteer lists on each team been updated? • Have their roles been defined? • Have the volunteers been communicated to? • Have we received their acceptance? • Have we posted this information on Servas.Org and communicated to those who need to know? <p>Link to the excel file of volunteers: Candidates waiting for appointment by SI Exco.xlsx (sharepoint.com)</p>	
<p>4.4</p>	<p>SI Nominations Team and CRT Team/Committee status</p> <p>SI Exco discussed the current status of the two groups.</p>	
<p>4.5</p>	<p>Update by Carla Kristensen on SI Archivist and SI Archives Consulting Team and SI Help Desk Team</p>	<p>Motion 1: Appoint Anna Koster and Penny Pattison to the SI Archivist and SI Archives Consulting Team.</p> <p>Decision: Approved</p> <p>Motion 2: Appoint Judy Bartel, Andrea Assis, Amir Levy to the SI Help Desk Team.</p> <p>Decision: Approved</p>
<p>4.6</p>	<p>Servas Email Update</p> <ul style="list-style-type: none"> • Management of the Servas email is available. • SI M365 Tenancy has been missing a useful email address. We now have the domain servas.site to create accounts. The intention is to move all accounts to this domain and then show members how to forward emails received in their servas.site address to their preferred email address for receiving emails. 	
<p>4.7</p>	<p>SI Handbook Update</p>	<p>Tabled.</p>

<p>4.8</p>	<p>Peace Forum Meetings (update)</p> <ul style="list-style-type: none"> • Sent 1st SPF invitation/registration form link to all PS/NS • 1st SPF Registration close on Apr. 8. • Now. 40 registered. • No Spanish script on YouTube live streaming 	
<p>4.9</p>	<p>SI Exco call with member countries project</p> <ul style="list-style-type: none"> • Call with US Servas • Call with Servas Germany • Others 	<p>SI Exco discussed this earlier during the meeting.</p>
<p>4.10</p>	<p>Servas.org Version 2 Update</p> <ul style="list-style-type: none"> • SI Exco discussed this earlier during the meeting. • Dependencies on static content, review and technical factors was discussed. These will impact a release date • Want to focus on getting V2 released, but in a manner that gives the best initial impact. 	
<p>4.11</p>	<p>Servas.org content (update)</p> <p>We have a content site established for creating and editing content.</p> <p>Paul will meet with the servas.org content team to discuss the initial home page.</p>	
<p>4.12</p>	<p>SINB Vol 1 (2023) Update</p>	<p>Tabled.</p>

4.13	<p>SI Distant Vote (SI DV) May 2023 (update)</p> <ul style="list-style-type: none"> • The aim (and plan A) is to use M365 Forms for voting at the SI DV May 2023. • Plan A – Test (any email address) failed. Presently looking at options with non MS Forms. • Plan B is to use the established email procedure for SI DV voting. Plan B will be implemented if plan A has issues. 	Tabled.
4.14	<p>SI Annual Conference and General Assembly in Second Half of the Year in lieu of SI DV (update)</p>	Tabled.
4.15	<p>Planning for Annual Conference/General Assembly (update) Nothing progressed on this yet. A Team is yet to be established Paul will follow up before the next meeting.</p>	Tabled.
4.16	<p>SIGA 2022 SIGA Decisions</p> <p>Implementation of other SIGA 2022 decisions</p> <p>Priority, action chart and time plan for implementation of SIGA 2022 decisions</p> <p>Tracking SIGA 2022 decisions</p> <p>Weblink to the SIGA 2022 a) minutes and b) extracted SIGA 2022 decisions:</p> <p>https://servas.org/en/community/board-and-management/administration</p>	Tabled.
<p>5.0 Closing Procedures</p>		

5.1	<p>Future proposed meetings – time and dates</p> <p>2023-05-21</p> <p>2023-06-18</p> <p>2023-07-16</p> <p>2023-08-20</p> <p>2023-09-17</p> <p>2023-10-15</p> <p>2023-11-19</p> <p>2023-12-17</p>	<p>Next meeting:</p> <p>2023-04-23</p> <p>UTC 12.00-14.00</p>
5.2	<p>Minutes Review and Approval</p> <p>Review the minutes from today's meeting so they can be finalized.</p>	
5.3	<p>End of meeting:</p>	<p>End of meeting: 15:00 UTC</p>