

EXCO MEETING MINUTES

Convenor: Jonny Saganger

Date: 24 August 2012

Timing: 18.23 – 20.00

Location: Piaski, Poland

Attendance: Mirek Wasilevski, Arnoud Philippo, Jonny Saganger, Ann Greenhough, Danielle Serres, Jaime Romero.

Minutes: David Asher / Jaime Romero

Purpose of meeting: First meeting of new EXCO to consider decision making, priorities, future meetings.

1. Presentations

Each member of the new team introduced themselves with brief information about where they lived, their work or current activities, their family and personal interests.

2. Minutes from 23 August 2012

JR presented a model for recording of EXCO minutes. If a meeting record is taken during the meeting (as within this meeting), he will then summarise this into a brief formal minute using this template which can be published, as happened previously. Some discussion about the appropriateness of having someone independent of EXCO take the meeting record which was not concluded. Minutes should be available for all future meetings.

Conclusion: Agreed to use JR's proposed model for recording meeting minutes.

Action: JR

3. Communication within EXCO

Discussion:

Considered the value of DropBox to enable EXCO members to make files available between an individual's computers / phones, and to others. Stephan from Sweden available for advice. Discussed use of Facebook for internal written communication, and Skype for internal oral communication. PP's system for official messaging in previous EXCO thought to have worked well, including SKYPE meetings and common emails (individual contact between EXCO members always copied in other members). The need to make the topic clear in each email to avoid confusion was confirmed.

Conclusion: Emails between EXCO members to copy in other EXCO members.

Any assistants to EXCO members should be excluded from SI EXCO correspondence.

Action: All

4. Schedule for EXCO meetings

Discussion:

The meeting discussed possible meeting times and days to suit different time zones and personal commitments of the team.

Conclusion: Agreed to have monthly oral SKYPE meeting at 16.00 GMT on Sundays. Next meeting will be 23 September 2012 for 1.5 hours.

Action: JS to convene.

5. Job Descriptions

Discussion:

JS confirmed that EXCO job descriptions will be available within a month, along with the minutes of the GA. JS suggested that all EXCO members needed to produce an individual work plan within 2 months of the GA and it was agreed that these needed to be aligned to the 4 priorities outlined by the President at the last meeting.

Conclusion: Individual work plans to be prepared within 2 months (for October meeting).

Action: All

6. Financial follow-up

Discussion:

MW will continue to provide up to date financial information to each meeting as necessary.

Conclusion:

Continue with current practice.

Action:

MW

7. Next GA 2015

Discussion:

AG confirmed that New Zealand are considering making an offer to host and that investigations following an offer from Romania have already been undertaken. Need to consider different continents.

Conclusion:

All offers to be explored.

Action:

AG

8. Youth / family meeting 2013

Discussion:

AG confirmed that Spain are currently considering making a proposal.

Conclusion:

Deferred to next meeting.

Action:

Agenda item for September meeting.

9. Next EXCO face to face meeting

Discussion:

Differing views expressed as to whether a face to face meeting will be necessary or not.

Conclusion:

Further discussion needed.

Action:

Agenda for September meeting.

10. Exchange of contact information

Discussion:

JR confirmed that SI EXCO address has been ordered already. DS confirmed that she will be resigning from her Servas France positions.

Conclusion:

Proceed with exchange of contact information and new SI EXCO address.

Action:

JR

11. Miscellaneous

Discussion:

Initial discussion about which EXCO member links to which committee, for instance Conflict Resolution Committee to Peace Secretary; Development Committee to Vice President.

Intention of old EXCO to appoint all 7 nominated young people to Youth Committee noted.

Conclusion:

Further discussion needed.

Action:

Agenda for future meeting.

12. Next meeting: 23 September 2012 16.00 GMT.