

Subject: **Minutes Servas International EXCO Skype-Teleconference**
Date: **30 March 2013 16.00-18.10 GMT**
Version: **2 (final)**
Time: **16.00 – 18.10 GMT**
Participants: **Ann Greenhough (AG); Arnoud Philipppo (AP); Danielle Serres (DS), Mirek Wasilewski (MW); Jonny Sågänger (JS)**
Missing: **Jaime Romero (JR)**
Minutes **JS**

Main Purpose of meeting: Being on track with fulfilling GA 2012 decisions, current issues etc.

1. Social talk 16.50-17.00
2. Agenda agreed

Decision & action: the minute taker should "baptise" the Draft and Final Minutes also with Version (v) number. The name of the word file should contain this information:
Minutes SI Exco v1 2013-03-30.

3. Review and adoption of minutes from meeting of February 23, 2013.

3a: Item no 7 must be modified, since David Asher has NEITHER committed himself to help with minutes taking NOR agreed to sign a confidentiality agreement.

Decision and action: The following has been changed

7. Proposal for improvement of Exco minutes and the publishing (Jaime, Jonny)

Octavio Morales and ~~David Asher~~ will sign a confidentiality agreement will help
Each person who need a decision and have a proposal will send to JR previously the text.

3b: Item no 11 had not been executed and fulfilled, since Danielle hasn't received any information about Servas Sweden's business card.

Decision & action: JS will make new effort to obtain the information.

3c: Ann and Danielle would like to be able to look at Matthew Pashkovskiy's 'Schedule for the ServasOnline Project'.

Action: JS will forward the request to Matthew

4. **Update:** SOL project and new/modernized website (JS).

4a: The creation of a new or modernized website is one of the top priorities for Exco. After a severe setback at the beginning of the year the SOL project is now again progressing with Matthew Pashkovskiy as the new project leader.

The plan is that the requirements and project plan for both the new website with appealing graphic design and with SOL as an important feature should be published for a public bidding process for proposals from professionals.

A draft for a Request For Proposal, RFP, already exists . It was created by the former Exco and can hopefully be used after some modification.

There is a draft rough project schedule for the new website where SOL will become one of the main features.

The final schedule will be presented during the first half year of 2013, eventually even sooner.

Decision and action: Exco members to ask around to find prospect web development companies who could be part of the public bidding on SOL and new web design for Servas.org.

Ann pointed out that Exco should avoid to end up with volunteers who cannot be put under the same pressure by Exco as a commercial company to fulfill their commitments in a project like SOL and the creation and running of servas.org.

Ann also pointed out that Exco will need to know how much the cost will be for creating SOL and a new website for servas.org.

Jonny's note: there is also a need to create a budget for the running both SOL and servas.org.

4b: A Servas Website Task Force, SWTF, will make an inventory of what content should be deleted from the current servas.org. SWTF will also have the task to point out for SOLWG Why, With which content and for Whom should servas.org be created?

Decision 1: SWTF has the following members:

Danielle Serres (Exco/France)

Janek Dzierzawski (Youth Team/Poland)

Jonny (Exco/Sweden - convenor)

Arnoud Philipppo (Exco/Netherlands)

Action: JS to create a framework for the work of SWTF, so that the work – which has already started – can be structured. Deadline: before the next Exco meeting.

5. **Discussion:** Purpose and plan for a SI Exco face-to-face meeting 20–22nd of September 2013 in Burley-in-Wharfedale. Draft agenda in Dropbox.

Decision & action:

All arrive on Wednesday evening.

All gather in the morning of the 20th. One hour will be spent around breakfast to review the agenda for the meeting and sort out possible problems. The Exco face-to-face-meeting ends late afternoon on the 22nd.

All should plan on leaving Monday morning or possibly Sunday evening.

All Exco members to buy ticket as cheaply as possible and as soon as possible.

Each of the Exco members should prepare a personal presentation at the meeting.

Arnoud pointed out that Jaime is not present during this Exco meeting and should have a possibility to give his view.

Action: Jaime will be able to give his view as soon as he reads these minutes.

Discussion: Ann pointed out that it would be appreciated if Exco members were to stay with Servas hosts in the area before and/or after the Exco meeting. Servas Hosts in the area receive very few visitors.

6. **Update:** SI economic result and membership development. Financial reports and Internal audit report for 2011 and 2012. (MW)

MW will soon be able to present an updated version of the financial report for 2011. As soon as the financial year 2011 has been closed/finished it will not take long to finish also the financial year 2012.

Action: MW will analyse the financial report for 2011 and present highlights like tendencies and trends for economic revenue, membership development etc. MW will also as soon as possible present similar facts about the 2012 financial year.

Action: MW to re-send the Servas internal Audit committee report 2011 to Exco.

Action: all in Exco to read the report. Send comments and/or questions to Mirek with deadline 7th of March.

7. Stretch legs

8. **Discussion:** Exco minutes

Exco readdressed the question about how to improve the quality of Exco meeting minutes.

Action: Exco to find a solution which makes it possible for a native English speaker to participate during the Exco meetings. The person can be co-opted as a deputy secretary or assistant to the General Secretary.

Action: everybody in Exco to find suitable native English speaking Servas members who could be asked to co-opt for the position as minutes taker as volunteer or possibly paid helper. One person would be co-opted for the position.

Action: Jonny to call Jaime and brief him about the discussion in item no 8.

Task completed: Jaime and Jonny talked on the 2nd of April. Jaime agrees to find a new solution for taking minutes, involving a native English speaking person.

9. **Decision:** on communication channel for Exco Internet decision and discussion procedures. Facebook or email? (JS)

Action: JS to write a proposal. Move discussion to next meeting or to possible electronic discussion and decision process.

10. **Discussion:** Inventory of stalled Exco issues - what have we missed to execute, follow up etc

Action: DS will write list of stalled Exco issues, propose priorities and send to Exco.

~~11. Discussion: Exco communications strategy. Which information should be publish in:~~

~~——— Developments in Servas — internal news bulletin (Ann)~~

~~——— SI News~~

~~——— On SI Facebook pages x 3~~

~~——— Others~~

Action: Postponed item.

12. **Short reports, updates & follow-ups** 18.35-18-50

* SI Exco Action chart SI Exco (Jaime, Jonny)

* to establish a Servas Planning (Future) Group (SPG) (GA decision no 5 2012-08-24). (Ann, Jonny)

* Establishing a branch for Servas in Palestine (Danielle)

* GA 2015 (Ann)

* Register Servas International to gain status as an international non-governmental organization, NGO (Mirek)

* Update of the Servas International Handbook. What's cooking? (Jaime)

* Update of the Servas International Handbook. What's cooking? (Jaime)SI distant votes. Status: What will be decided by the distant votes in May and November 2013? (Jaime)Procedures

* update on the UN current situation (representatives, national and international websites, engagement)

* everybody to join Facebook (Jonny)

* update on the South America Area Coordinator (JR)

Action: Everybody who's responsible for the reports, updates and follow-ups shall write short reports and email to Exco.

13. Any other business/miscellaneous?

* India problem

Action: To be discussed by electronic procedure (email and/or Facebook).

* Initiative to organize a meeting of SI Internal Audit and SI Treasurer in Bangalore in March 2014 (MW)

Action: Postponed to future Exco meeting.

14. *Suggested by Danielle and Jonny after the meeting:*

Action: everybody must before the SI Exco meeting check their computers, software, internet and Skype connection, to make sure everything is working. Everybody should have necessary documents available during the meeting.

15. Date for the next meetings: 20th of April 2013. PLEASE NOTE: *The principle is that Exco meetings are held 16.00-18.00 GMT the third Saturday of each month.*

Action: Ann will email Exco suggestion for alternative time for the meeting on the 20th of April.