

Subject: **Final minutes Servas International EXCO Skype-Teleconference**
Date: **20 April 2013**
Time: **16.00 – 18.10 GMT**
Version: **2**
Participants: **Ann Greenhough (AG); Danielle Serres (DS), Mirek Wasilewski (MW, came after 30 min); Jonny Sägänger (JS), Arnoud Philippo (AP, last hour); Jaime Romero (JR, came after 30 min)**
Minutes **JS & JR**

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

1. Chit-chat - how's the weather etc (for those who have time and inspiration) 15.50-16.00
2. Today's agenda (review and agreement) 16.00-16.05
3. Review and adoption of minutes from meeting of March 30, 2013 16.05-16.10
Document: Minutes in Dropbox here:
<https://www.dropbox.com/home/Jonny/Servas/SI%20Exco/SI%20Exco%20agendas%20%26%20minutes%202012-2015/Exco%20FINAL%20and%20DRAFTS%20agendas%20and%20minutes>
4. **Short reports:** (voluntary, max 3 minutes each)
* Ann Greenough (AG)

GA2015

Deadline for GA2015 passed, SI Exco hasn't received any formal applications. New Zealand, Hungary and Colombia has earlier expressed interest in arranging GA.

Servas Youth

AG has difficulties to establish contacts with the Servas Youth team and with Heather Mason.

The convenor of the Alicante youth and family meeting missed the deadline for announcing the arrangement in SI News. Few bookings could be the result.

Servas meetings

Servas meeting in Berlin will be visited by Arnoud, Ann, Alan and Terry Stone among others.

Future Group

Problems to establish a group. AG is hoping for input from Annual General Meeting in United Kingdom.

*Jaime Romero (JR)

Has been working on a ServasOnline informatics document.

JR has received 30 annual reports from National Secretaries. 85 more to be received. Some of the NS who're obliged to send JR annual reports excuse themselves saying that they are busy and don't have enough time to write the reports.

* Mirek Wasilewski (MW)

MW informed Exco that he can't find enough volunteer time to fulfill important Servas International tasks.

Exco offered to help. MW declined.

* Danielle Serres (DS)

Has worked with International peace day in September, for example with mass email.

Twelve reports about peace activities and projects.

Action: Danielle will put the reports in Dropbox and tell Exco when they have been put there.

Servas representation at the United Nations

DS would like to organize something that makes the activities visible, for example at UN in Geneva.

People from Annecy could be involved.

It seems like the Servas representatives at the UN institutions need more support and clear guidelines from Exco about what is expected from them.

DS is planning to create a framework for the representatives. What do they expect from Exco.

JS suggestion: could they write blogs or be active on Twitter to report about their activities at the UN.

JR emphasized that the Servas representatives must know what Exco expects from them.

* Arnoud Philippo (AP)

Not present.

* Jonny Sångänger (JS).

Main focus on SI New website, including ServasOnline.

Communications with people in India, who claim they have been treated badly by Servas India National Secretary, NS. Communications with Pramod Kumar, former SI vice president and members of current Exco to reach a acceptable consensus on content in a letter from Exco to Servas India NS.

Informed about SI on Servas Sweden Annual meeting.

SI president speech sent to Servas South East Asia regional meeting in April. Kiat in Malaysia was the convenor of the meeting she emailed her appreciation for the speech in an email. JR expressed a desire to read the email.

Action: JS will send Kiat's email to Exco.

5. **Update:** New/modernized website - SOL project (JS, AP, DS).

5a) JS is about to complete a letter of memorandum about the project new Servas International Website, nSIW, including ServasOnline.

The letter of memorandum has the following Table of content:

1. Description of the project New Servas International Website , nSIW
2. New Servas International Website servas.org: Why, For Whom and What, WWW
3. Financing and budget
4. Timetable for New Servas International Website , nSIW
5. New Servas International Website nSIW Content & features
6. Recruit future Servas.org Team
7. Public bidding process
8. nSIW project effectuation
9. nSIW implementation
10. Launch and marketing of New Servas International Website , nSIW
- (11. New Servas logotype?)

5b) Some of the main focuses for the servas website project: decide on content on new website, recruit web editors and other support resources, to complete a Request for Proposal to be used to attract companies and/or freelancing web development teams who will offer to create a new servas.org.

5c) Matthew Pashkievsky is continuing the development of the ServasOnline prototype.
Not totally clarified if MS is successful with creating a team of the individuals who were appointed by Exco on the 23rd of February as members of ServasOnline Working Group, SOLWG.

5d) Initiative suggested to facilitate the search for a web development company.

Ann talked in reference to members of Servas who are expressing increasing impatience with the lack of progress with developing a new Servas website.

JS explained that almost six months of time and work was lost when the former SOLWG was dissolved in January 2013. The work has now regained momentum.

Ann suggested the use of the set up called **Electric Putty** to find web development team:

www.electricputty.co.uk .

JS has put a Servas new website/ServasOnline project time table on this weblink in Google Drive:

https://docs.google.com/spreadsheet/ccc?key=0Apt72_QDjINVdFotcUhFYU1LVjczbFotWXNHZkdud1E#gid=0

6. **Update:** Stalled Exco issues (DS, JS)

a) Danielle reminded Exco that some issues have stalled, for example the election of a new Youth Committee/Youth Team, distant vote, the discussion if Exco should pay or not pay for CoNGO – when and why we pay. **Also the registration of SI and the follow-up on a Servas branch in Palestine.**

b) JS has created the document SI Exco Matters & Goals 2012-2015 overview on Google Drive

https://docs.google.com/spreadsheet/ccc?key=0Apt72_QDjINVdGVUVVYyZzZ6Z1kyTTJKYkcycHhLeFE#gid=0

7. **Stretch legs (no done because of confusion about starting time, technical problems etc)**

8. **Update:** Servas economy (MW)

Financial state Status report on SI economic result and membership development.

Financial reports and Internal audit report for 2011 and 2012.

Document: (?)

MW reported that the outstanding SI accounts/financial books (2011 and 2012) will be closed soon.

Action: MW is quite confident that he within two weeks will convey more exact information to Exco about *when* the records of the outstanding financial years will be closed and presented.

9. **Discussion & decision:** Exco and internal conflicts in member groups

a) Exco and Israel (DS)

Decision: DS will write a draft letter to people active in Servas in Palestine. The draft will be presented to Exco's members who will give their input before DS sends it to the Palestine representative.

b) Exco and India (JS)

Decision: Exco authorized JS to send a letter to Servas India NS and ask for information regarding allegations in connection with Servas India annual national meeting at the end of April

c) Exco and Cameroon (AP)

Decision: No action.

Decision: Policy for Exco & member group relations

Documents: short PM's from DS, JS, AP

10. **Process & discussion:** Exco to recruit external minutes recorder (JS, JR, DS)

Exco decided on the meeting 30th of March to adopt a proposal to recruit external resource as minutes recorder.

Discussion: Jaime reminded everybody about the SI statutes which states the following:

The General Secretary shall:

d) be responsible for the recording of the minutes of meetings and conferences, including the minutes of the General Assembly at the end of the term of office;

JS, DS, AG and MW emphasized the need to find a simple and pragmatic solution to a practical problem.

Ann suggested that somebody should summarize the discussion and send a proposal by email to be voted on.

JS volunteered to summarize and send email to Exco.

11. Update: Face-to-face meeting

Plan for face-to-face meeting 20–22nd of September 2013 in Burley-in-Wharfedale.

Documents:

Draft agenda in Dropbox.

Budget in Dropbox (Mirek, Ann, Danielle, Jonny)

<https://www.dropbox.com/home/Jonny/Servas/SI%20Exco/SI%20Exco%20agendas%20%26%20minutes%202012-2015/SI%20Exco%20Face-to-Face%202013-09-20%20-%202013-09-22>

David offered to record the minutes.

Jean Seymore, NS UK, has offered Exco help with practical arrangement and assistance during the F-t-F meeting. Another two or three people have offered their help.

Jean has also offered to help David recording meeting minutes.

Decision: Exco accepts the generous offers.

DS, JS and AG needed to leave the meeting at this point. The group decided the meeting should be adjourned.

The items 12-13 were postponed to coming meetings.

~~12. Discussion: Exco communications strategy (JS, AG, AP, JR) 17.55-18.10~~

~~Which information should be published in:~~

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

~~——— SI News~~

~~——— Servas.org~~

~~——— On SI Facebook pages x 3~~

~~——— Twitter~~

~~——— Others?~~

~~13. Discussion: Communication channel for Exco Internet discussions and decision (JS, JR) 18.10-18.20~~

~~Google Group?~~

~~or~~

~~Facebook?~~

~~Document: read about Google Discussion Groups here~~

~~<http://support.google.com/groups/answer/2464972?hl=en>~~

14. **Next meeting:** Time and date

16.00-18.00 GMT on the 18th of May 2013. **Danielle will have difficulty to attend, because of Servas France AGM, but will try to attend partially.**

The principle is that Exco meetings are held 16.00-18.00 GMT the third Saturday of each month.

15. Any other business/miscellaneous?

We need to get things straight about:

- Time differences and time zones, so that we have a common understanding about when the Exco meetings start.
- Technical solutions for Exco internet based meetings. Skype is not optimal and therefore make Exco meetings inefficient.

Decision: JS will ask Janek which technical solution Servas Youth Team uses instead of Skype. Chat with Google Group and/or Google Drive?

End of meeting: 18.15

The World Clock – Time Zone Converter – results

Table of times Copy & Paste 

Location	Local time	Time zone	UTC offset
Stockholm (Sweden)	lördag den 18 maj 2013, 17:00:00	CEST	UTC+2 hours
Bogota (Colombia)	lördag den 18 maj 2013, 10:00:00	COT	UTC-5 hours
Warsaw (Poland)	lördag den 18 maj 2013, 17:00:00	CEST	UTC+2 hours
Paris (France)	lördag den 18 maj 2013, 17:00:00	CEST	UTC+2 hours
London (United Kingdom - England)	lördag den 18 maj 2013, 16:00:00	BST	UTC+1 hour
Amsterdam (Netherlands)	lördag den 18 maj 2013, 17:00:00	CEST	UTC+2 hours
Corresponding UTC (GMT)	lördag den 18 maj 2013, 15:00:00		

[How to use the Time Zone Converter](#)

[Glossary](#)