

**Servas International
EXCO Teleconference
Saturday August 17, 2013 16:00 – 18:30 UTC/GMT
Over Skype**

Version: 3 (final)
Participants: **Ann Greenhough (AG); Jonny Sågänger (JS); Jaime Romero (JR); Danielle Serres (DS); Arnoud Philippo (AP)**
Absent: **Mirek Wasilewski (MW)**
Minutes Recorder: **Penny Pattison (PP)**

NEXT MEETING: Saturday September 7, 2013 16:00 UTC/GMT

Actions are identified in Italics and Underline. A summary of action items is at the end of the minutes

1. Chit-chat before the meeting began.

Meeting began at 16:00 UTC/GMT.

2. Today's agenda (review and agreement)
 - a. Agenda was approved as circulated
3. Review and adoption of minutes from meeting of June 15, 2013
 - a. Note: The planned July 20, 2013 meeting was cancelled, because SI EXCO agreed to take a partial summer break
 - b. Version 3 of the minutes were approved
 - c. Action item review:

June 15, 2013 Action Items:

- 3.a.ii. Action: AG and DS will work with the Servas France member to implement the Survey Monkey questionnaire ONGOING
- 4.c.ii. Action: JS will put 2013 CoNGO membership payment on the agenda for the face-to-face meeting. DONE
- 4.d.i. Action: Danielle will send a motion to EXCO related to M. Adams proposal for UN activities. DONE
- 5.c.ii. Action: MW will prepare a list of countries who have and have not paid the ServasOnLine levy, by June 30, 2013 NOT DONE
- 6.a. Action: MW will contact Rolande Hodel, the Cameroon mentor, with a copy to Moses the Africa Area Coordinator, asking for a report on Servas Cameroon key people NOT DONE
- 7.a.i. Action: SI Exco will consider SI Registration at the face-to-face meeting DONE
- 7.a.ii. Action: Since JR is not present, JS and DS will speak to JR about the stalled issues DONE BY JS
- 11.a. Action: JS will send a motion about best practice procedures for SI Exco minutes recording and agendas for email decision by Jun 19, 2013 WILL BE SENT AGAIN FOR EMAIL DECISION
- 12.a. Action: JS will finalize the meeting date and time DONE

Action Items from Previous Meetings:

- 5.b.ii. Action: JR will coordinate defining what is a Servas member, and adding it to the SI Handbook.
DONE
- 5.b.iii. Action: JR will coordinate a proposal for an Action Chart in July 2013. DRAFT WRITTEN
New action item: Action: JR will send draft proposal for an Action Chart to JS
- 5.b.iv. Action: JR will coordinate motions for the Nov 2013 DV. ONGOING
- 5.b.v. Action: JR will send an email to all South America member groups, asking if they want an Area Coordinator and if they do want one, what they want the person to do ONGOING
New action item: Action: JR and AG will agree on how to circulate the letter to all South America member groups asking if they want an Area Coordinator and if they do want one, what they want the person to do. They will also agree on the deadline for response, and will send the letter
- 5.b.vi. Action: JR will follow up with Pramod and the Youth group (who use Google) to find other communications tools and their costs. DONE – RECOMMEND CONTINUING WITH SKYPE
- 5.e.ii. Action: AP will send EXCO more information about the company that developed the Globetrotters web site. NOT DONE

4. **Short reports:** (voluntary, max 3 minutes each)

- a. Ann Greenhough (AG)
 - i. Youth meeting next week; the visa is doubtful for the attendee from Malawi who was to be funded
 - ii. There has been positive feedback from the bulletin that AG sent out
 - iii. Many former key list email addresses are not valid
 - iv. The AC of SCW Asia, Mohammad Naseem has not replied to emails; the web site indicates a SCW Asia area meeting in November 2013; there are outstanding financial issues from the 2011 SCW Asia area meeting. Action: AG will continue to try to contact Naseem, and the SCW Asia situation will be discussed at the face-to-face meeting.
- b. Mirek Wasilewski (MW) No report
- c. Danielle Serres (DS) No report, information covered under other agenda items
- d. Arnoud Philipppo (AP)
 - i. There are 6 or 7 volunteers to help with Servas International Facebook administration and verifying Servas membership
- e. Jonny Sångänger (JS)
 - i. ServasOnline project
 - ii. Day to day business - email correspondence, reading Servas Facebook pages, skype calls etc
 - iii. Renee Gendron wants to quit as web editor on servas.org. Need to find somebody to replace her. Who else will search?
 - iv. Contacts with the board of Servas Argentina about two issues:
 - * registration of Servas Argentina
 - * relation National board and one of the regional coordinators
 - v. Trying to establish contact with the US hospitality organization Friendship Force
 - vi. Establishing of Servas on East Timor
 - * trying to get contact with SI Development committee to help Servas Australia create Servas East Timor
 - vii. Hosting Servas travellers from USA, France, Taiwan etc.
 - viii. Sercan Duygan about info about Servas Turkey on Servas.org

- f. Jaime Romero (JR)
 - i. Annual reports very good activity, very demanding on time and mail requests and Facebook, 50 reports being uploaded to siexco.org
 - ii. Distant vote process is going on, very interesting and useful conversation
 - iii. Need to consolidate SI EXCO responsibilities, from statutes, all GAs and other documents
 - iv. The first report of the general secretary was send in Spanish, the English version is being translated
 - v. Creation of a closed group in Facebook in order to discuss proposals and improvements of the SI handbook
 - vi. Study the way in which a proposed motion from USA is connected with LOI and identity card, to prepare a motion for May 2014 Distant Vote regarding the identity card (Sercan experience is very interesting about this, it needs a definition of member in servas international context)

5. **Update:** ServasOnLine – a new/modernized website

- a. Jonny's summary
 - i. JS and Matthew have been benchmarking Couchsurfing (CS) and BeWelcome (BW; JS has joined both, and has had a CS visitor and a request from a BW visitor
 - ii. Two Requests for Proposal (RFPs) for ServasOnLine are being drafted by Matthew, one for design and the other for development. The drafts will be reviewed by 7 or 8 people.
 - iii. Jonny is the Project Sponsor. Possible Project Managers include a Servas member from Servas France, or Matthew.
 - iv. El Bosque will be notified of the RFPs so that they can react to them
 - v. Action: JS coordinate draft RFPs for ServasOnLine by August 26, 2013 and presentation of the RFPs for proposals on Sept 30, 2013.

6. Servas at the UN

- a. Magnus Adams has begun his role at DS's assistant, based in Geneva and working on Servas UN activities there; see the emails from Magnus for a description of his role
- b. DS is very happy with his activities, energy and efficiency
- c. Magnus plans an event in Sept or Oct 2013 for NGOs; neighbouring Servas countries would be invited
- d. Action: DS will formalize Magnus' temporary mission description
- e. Also it was pointed out that there is no job description for UN Observers nor for National Peace Secretaries
- f. Action: DS will work with the Job Descriptions Committee to create job descriptions for UN Observers and National Peace Secretaries

7. Stretch legs

8. **Discussion and decision:** Distant vote

- a. There are 5 EXCO motions for the Nov 2013 Distant Vote, to be finalized and distributed by August 30, 2013
 - i. People rejoining Servas in a new country
 - ii. Definition of a member in Servas International
 - iii. Peace secretary motion related to national peace activities
 - iv. Scope of SI handbook
 - v. Youth Team election
- b. There was discussion of the options related to the Youth Team election. Action: JR and AG will propose a Youth Team election motion, SI EXCO will vote on it by email and then it will be finalized for the Distant Vote
- c. Action: JR will coordinate approval of all of the motions by SI EXCO by email

9. **Update:** Exco matters and goals
 - a. Stalled Exco matters DEFERRED TO FACE-TO-FACE MEETING
 - b. Final Annual Reports 2012 status and consolidated table of the National Groups DEFERRED
 - c. SI Exco Matters & Goals 2012-2015 DEFERRED TO FACE-TO-FACE MEETING
 - d. The Servas Future Project/host and traveller questionnaire. Action: AG and DS will send an update by Sept 7, 2013
10. **Update & discussion:** Face-to-face meeting September 2013
 - a. A special meeting to discuss the face-to-face meeting will be held on Sept 7, 2013 at 16:00 UTC/GMT
11. **Next meeting:** Time and date Sept 7, 2013 beginning at 16:00 UTC/GMT
12. Any other business/miscellaneous? NONE
13. End of meeting 18:40 UTC/GMT

Summary of Action Items:

- 4.a.iv. Action: AG will continue to try to contact Naseem, and the SCW Asia situation will be discussed at the face-to-face meeting.
- 5.a.v. Action: JS coordinate draft RFPs for ServasOnLine by August 26, 2013 and presentation of the RFPs for proposals on Sept 30, 2013
- 6.d. Action: DS will formalize Magnus' temporary mission description
- 6.f. Action: DS will work with the Job Descriptions Committee to create job descriptions for UN Observers and National Peace Secretaries
- 8.b. Action: JR and AG will propose a Youth Team election motion, SI EXCO will vote on it by email and then it will be finalized for the Distant Vote
- 8.c. Action: JR will coordinate approval of all of the motions by SI EXCO by email
- 9.d. Action: AG and DS will send an update by Sept 7, 2013

Action Items from Previous Meetings:

Jun 15 2013

- 5.c.ii. Action: MW will prepare a list of countries who have and have not paid the ServasOnLine levy, by June 30, 2013
- 6.a. Action: MW will contact Rolande Hodel, the Cameroon mentor, with a copy to Moses the Africa Area Coordinator, asking for a report on Servas Cameroon key people
- 11.a. Action: JS will resend a motion about best practice procedures for SI Exco minutes recording and agendas for email decision

May 18, 2013

- 5.b.iii. Action: JR will send draft proposal for an Action Chart to JS
- 5.b.v. Action: JR and AG will agree on how to circulate the letter to all South America member groups asking if they want an Area Coordinator and if they do want one, what they want the person to do. They will also agree on the deadline for response, and will send the letter
- 5.e.ii. Action: AP will send EXCO more information about the company that developed the Globetrotters web site.