

**Servas International
SI Exco Teleconference
Saturday November 9, 2013 17:00 – 19:30 UTC/GMT
Over Google Hangout**

Version: 3
Participants: **Ann Greenhough (AG); Jonny Sågänger (JS); Jaime Romero (JR); Danielle Serres (DS); Mirek Wasilewski (MW)**
Arnoud Philippo (AP) arrived at 18:00
Minutes Recorder: **Penny Pattison (PP)**

NEXT MEETING: Saturday, December 14, 2013 17:00 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. There was confusion about the meeting time, since it was announced to begin at 16:00 UTC/GMT.

Meeting began at 17:16 UTC/GMT.

2. Today's agenda (review and agreement)
 - a. Agenda was approved as circulated
3. Review and adoption of minutes from
 - a. Face to face Meeting of September 20-22, 2013
 - The decision regarding expenses for Magnus needs to be moved to page 9 in the Summary minutes
 - **Motion: The Full Minutes (version 4) and the amended Summary Minutes be approved. Passed**
 - Action: Jaime will finalize the Sep 20-22, 2013 Summary Minutes and send them to Renee for posting
 - b. October 19, 2013
 - **Motion: The minutes (version 3) be approved. Passed**
 - Action: Jaime will finalize the Oct 19, 2013 minutes and send them to Renee for posting
4. Short reports
 - a. Ann:
 - Has not heard from the AC of SCWA; next week will inform the countries in SCWA that the AC is suspended
 - Positive response related to proposed June 2014 Future Project Event in Britain; deposit has been paid by Servas Britain
 - No Youth Team meeting scheduled
 - Negotiations underway for Youth Fund bank account in Britain
 - No reply from Servas Colombia related to 2015 GA questions

- b. Mirek:
 - Concentrating on 2014 stamp process
- c. Danielle:
 - Working with Arnoud and Janek on the website task force regarding the content of the website
 - Will be away Dec 16 – Jan 18 with intermittent internet access
 - UN observers and National Peace Secretaries job descriptions are going on, with some difficulties because of lack of feedback from the concerned people
- d. Jaime:
 - Distant Vote process: Voting is underway; comments on the motions were included in the background documents
 - SI Handbook Review: Waiting for the results of 2 Distant Vote decisions; P. Colangelo has done a Spanish translation and has offered to help with the English version
 - Minutes are being uploaded to siexco.org as required
 - Slogan and Core Values: Some interesting comments have been received, and will be circulated for consideration
- e. Jonny:
 - ServasOnline: Working on Request for Information (RFI) document, communicating with Servas national groups re: web development companies
 - Found potential new webmaster to replace Renee
 - Regarding SI Registration, contacted: friend in Switzerland for more information, Servas Canada, Swedish tax authorities and 5 Swedish banks
 - Prepared speeches for Belarus and China and article for SI News
 - Received Servas and BeWelcome guests and dealt with Servas conflict situations
 - Meet monthly with Suzanne Stirling, Servas Canada, Jonny's Servas collaborator
- f. Arnoud:
 - Prepared plan for Host List Reliability project, and looking for SI Exco's comments
 - Managing Facebook Servas International group which is only open for Servas members; an Assistant Administrator or backup SI Exco person is needed.
 - Action: Arnoud will send a message to SI Exco in order to find an Assistant Administrator or backup SI Exco person for the SI Facebook group (which is only open for Servas members).

5. Slogan, core values and mission

- One interesting comment received by Jaime was that the 'Servas Identity' needs to be defined before the Slogan, core values and mission can be defined
- Action a: SI Exco will send comments about the Slogan, core values and mission that they have received to Jonny by Nov 11, 2013
- Action b: Jonny will compile the comments about the Slogan, core values and mission and distribute to SI Exco by Nov 18, 2013
- Action c: SI Exco will comment on the compiled comments about the Slogan, core values and mission by Nov 25, 2013

6. SI News

- The deadline for submissions for the next SI news is Nov 15, 2013
- Jonny reminded SI Exco that this is a useful communication tool for communicating to the Servas world

7. Update: ServasOnline, SOL

a. Summary

- Action: Jonny will submit a summary of the status of the ServasOnline project to SI News by Nov 11, 2013, and Ann will review the English before that
- A ServasOnline Request for Information (RFI) has been created by the ServasOnline Steering Committee and sent to all National Secretaries, asking them to recommend companies to respond to it; interest has been expressed so far from India, Britain, Sweden and Cameroon with more expected in a week

b. ServasOnline levy

- Most countries have paid the levy, and Mirek is in contact with the others

c. ServasOnline budget

- Action: Jonny will arrange with the ServasOnline Steering Committee to prepare a project description (including expected outcome) and budget; they will then prepare a request for approval of the request. Jonny will give a timetable for the ServasOnline project description, budget and request for approval by Nov 18, 2013

d. Next Steps

- Arnoud, Danielle and Janek are working on an inventory of information on <http://www.servas.org/> and http://www.servas.org/siexco/index.php/Main_Page
- Action: Arnoud will distribute the inventory of information on Servas.org and siexco.org to SI Exco before the Jan 2014 SI Exco meeting
- Ann is working with a Servas Britain member on the look and feel of the new website
- Action: Ann will send a questionnaire about the look and feel of the new website to Exco before the Jan 2014 SI Exco meeting
- Action: Everybody in SI Exco was asked by Jonny to think about what they think should be 1) the most important design signals on "landing site" of the new website, 2) the most important content on the "landing site" of the new website.

8. Brief break

9. UN Activity

- **MOTION: Reimburse Magnus Adams an additional 133 Euros for his expenses in Geneva until Oct 31, 2013. Passed**
- SI Exco expressed strong appreciation for Magnus' work and thanked Danielle and Magnus for their efforts

Jaime left at 19:02 UTC/GMT

10. Financial & Servas economy

a. SI banking relationship and banking agenda – No change

b. Plan of action for closing SI financial year 2013

- Everything is up to date, with 2 transactions pending
- Expense claims for 2013 are now closed

c. Current information on SI financial matters and reporting of SI's financial state – No discussion

- d. SI membership development
 - There is no change in the number of Servas member groups, since changes are done by a vote at a GA or by distant vote
- e. Servas registration as international NGO – see Jonny’s report under item 4

11. SI Internal Audit Committee (SIIAC): SIIAC request to SI Exco

- Action: Jonny will ask the SIIAC to extend their deadline for responses to their questions to Nov 30, 2013

12. Multilateral Servas International teleconference

- Jonny is planning a conference with representative Servas member groups around the world, with Ann and Jaime from SI Exco also in attendance
- Action: Jonny will continue his planning of a Multilateral Servas International teleconference, in consultation with SI Exco

13. Matters & Goals 2012-2015 overview: skipped due to time constraints and absence of Jaime

14. Next f-t-f meeting beginning of 2014

- **MOTION made and PASSED by email on Nov 6, 2013:**

SI Exco will have a face-to-face meeting

1. SI Exco will have a face-to-face meeting in Cesseras, France, 27-30th of March 2014.
2. The assumption is that all the members of SI Exco will do their outmost to gather in Cesseras in the evening of the 26th of March. This will make it possible for us to have dinner together that evening and for us to start the formal meeting in the morning of the 27th.
3. SI will cover David Ashers expenses for travelling back and forth from his home address to Cesseras, as well as other expenses necessary for him to execute his duty as minutes recorder during the ftf-meeting.
4. SI Exco will vote on the basis of a preliminary budget for the ftf meeting, please find it below.

Initial budget Exco Face-to-Face meeting March 2014			
2013-11-24		Currency: Euro	
Attending	Flight, local travel	Lodging, Food, local activities, conference arrangements	total
Jonny	320	170	490
Danielle	60	170	230
Jaime	1380	170	1550
Arnoud*	300	170	470
Mirek	600	170	770
Ann	600	170	770
David Asher	600	170	770
Miscellaneous and contingency (about 10% of known costs)			450
Total:			5500

supplementary calculation, 10% 505

6 SI EXCO members + 1 minutes recorder for 5 nights/4 days/food/
conference arrangements/ local activities: 7* EUR 170 = EUR 1190

* Flight Amsterdam-Toulouse Euro 160-250 euro

MW Notes:

a) taxi travel rather excluded

b) all costs as estimated as of Oct.30, 2013

c) travel costs as estimated maximum level

d) Lodging, Food, local activities, conference arrangements as presented by Danielle

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- Action: Jonny will write to Servas France to formalize the plan for the March 2014 Exco face-to-face meeting, before the next SI Exco meeting

15. Next meeting: Time and date **Saturday December 14, 2013 17:00 UTC/GMT**

16. Any other business/miscellaneous:

17. End of meeting: 19:30 UTC/GMT

See next page for Action item summary

November 9, 2013 Action Items:

- 3.a. Action: Jaime will finalize the Sep 20-22, 2013 Summary Minutes and send them to Renee for posting
- 3.b. Action: Jaime will finalize the Oct 19, 2013 minutes and send them to Renee for posting
- 4.f. Action: Arnoud will send a message to SI Exco in order to find an Assistant Administrator or backup SI Exco person for the SI Facebook group (which is only open for Servas members).
5. Action a: SI Exco will send comments about the Slogan, core values and mission that they have received to Jonny by Nov 11, 2013
Action b: Jonny will compile the comments about the Slogan, core values and mission and distribute to SI Exco by Nov 18, 2013
Action c: SI Exco will comment on the compiled comments about the Slogan, core values and mission by Nov 25, 2013
- 7.a. Action: Jonny will submit a summary of the status of the ServasOnline project to SI News by Nov 11, 2013, and Ann will review the English before that
- 7.c. Action: Jonny will arrange with the ServasOnline Steering Committee to prepare a project description (including expected outcome) and budget; they will then prepare a request for approval of the request. Jonny will give a timetable for the ServasOnline project description, budget and request for approval by Nov 18, 2013
- 7.d. Action: Arnoud will distribute the inventory of information on Servas.org and siexco.org to SI Exco before the Jan 2014 Exco meeting
Action: Ann will send a questionnaire about the look and feel of the new website to Exco before the Jan 2014 Exco meeting
Action: Everybody in SI Exco was asked by Jonny to think about what they think should be 1) the most important design signals on "landing site" of the new website, 2) the most important content on the "landing site" of the new website.
11. Action: Jonny will ask the SIIAC to extend their deadline for responses to their questions to Nov 30, 2013
12. Action: Jonny will continue his planning of a Multilateral Servas International teleconference, in consultation with SI Exco
14. Action: Jonny will write to Servas France to formalize the plan for the March 2014 SI Exco face-to-face meeting, before the next SI Exco meeting

Action Items from Previous Meetings:

October 19, 2013

- 3.b. Action: Each SI Exco member will send Jonny their individual achievements and goals. Jonny will add them to the minutes as appendices
- 3.b. Action: Jonny will make the changes and circulate the updated document for further finalizing by email.
- 3.c. Action: In future, Jonny will send final documents for the meeting a short time before the meeting, to ensure that everyone is looking at the same version.
- 3.c. Action: For the 2015 GA proposals, Ann will contact Colombia regarding additional information needed to complete the evaluation criteria.
- 3.c. Action: Jonny will add an item 'to review comments on the slogan, core values and mission decided at the face to face meeting' to the November 2013 agenda

August 17, 2013

- 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

Jun 15 2013 (status indication is as of Aug 17, 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 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
- 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

May 18, 2013 (status indication is as of Aug 17, 2013)

- 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.e.ii. Action: AP will send SI Exco more information about the company that developed the Globetrotters web site. NOT DONE