

**Servas International**  
**SI Exco Teleconference**  
**Saturday January 25, 2014 17:00 – 19:30 UTC/GMT**  
**Over Google Hangout**

Version: 6  
Participants: **Ann Greenhough (AG); Jonny Sångänger (JS); Danielle Serres (DS); Mirek Wasilewski (MW)**  
**Arnoud Philippo (AP); Jaime Romero (JR)**  
Minutes Recorder: **Penny Pattison (PP)**

**NEXT MEETING: Sunday, February 2, 2014 beginning at 16:00 - UTC/GMT (4:00 pm in England, 17:00 or 5:00pm in continental Europe, 11:00am in Colombia, 8:00am in Victoria)**

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

1. Chit-chat before the meeting began. There were some technical difficulties.

**Meeting began at 17:37 UTC/GMT.**

2. Today's agenda (review and agreement)

- The Agenda was approved as amended

3. Review and adoption of minutes from December 14, 2013

- **MOTION: The December 14, 2013 minutes (version 4) be approved. Passed**

4. Short reports

- **Emailed reports will be written in a form suitable to attach to the minutes**

a. Ann:

- Met with Development Committee (DC) They are working on the SE Asia Regional meeting in Thailand in March 2014
- Notified the Youth Team that the DV confirmed that the current team will continue, and asking them if they will continue on the team
- There is broad interest in the Futures meeting in Britain in June 2014
- Servas Britain has agreed to open a bank account for the International Youth Fund
- Work on planning the 2015 GA
- Note the India National meeting in Jan 2014 and regional meeting planned in Georgia in Oct 2014

b. Arnoud:

- Administration of the Facebook Servas International group is taking a lot of time; looking for an assistant; 650 members, although some will be removed as they are not Servas members
- Host List Reliability Plan – almost 90 Facebook members have offered to help
- Action: All SI Exco to give comments on the Servas Start-Up` Contacts Plan for people to join Servas in countries where Servas is not currently operating

c. Danielle:

- Moving forward with the organization of SI Exco f-t-f meeting in March 2014 in Cesserois, France, in coordination with our hosts

- Involved with the annual process of UN observers accreditation, with possibly new persons in NYC, Vienna and Geneva; Magnus Adams is still willing to be involved, with his future job not starting before April 2014
- While travelling, I had the opportunity to meet with a local group of Servas US members in Florida, and in Mexico with National Secretary, National Peace Secretary and other members of Servas Mexico. Notably in Mexico, it was a very fruitful meeting with feedback from young and historic members there, giving me a broad scope of what is Servas in a quite different country from European ones. I noticed SI News is unfortunately not well disseminated and I would like this point to be treated to hopefully find solutions

d. Jaime

- Sending the communication to all national secretaries about the results of the last distant vote process having the ICT Committee assistance with the mail merge
- Preparing the new format for the request of the 2013 Annual Report to be sent to all the national secretaries
- Updating the contact list of mail addresses of the key people and national secretaries
- Jaime will continue to work with Michael of the ICT related to what email address are safe to use
- Action: Ann will email directly with Michael of the ICT for advice related to her current distribution method

e. Jonny:

- ServasOnline project - contacts with SOL SCMT RFI and RFP
- Work on UN accreditations
- Work on Servas International registration as international NGO
- Work with Renee Gendron, servas.org webmaster, about turning the job over to Arun Bharatun (Servas Australia)
- Contacts with:
  - Lisete Murik, SI helpdesk - responding to questions
  - like-minded NGOs: CISV (possible meeting in June 2014), Friendship force (USA), "Democratic lawyers" (Mary Jane M)
- Dialogue with: Argentina, Cameroon
- Dialogue with Audit committee regarding the report from Mirek and me.
- Problems with:
  - servas.org
  - servas.org/siexco
  - email addresses via Dolphin
- Email correspondence with: SI DC, Dolphin Team, etc

f. Mirek:

- Not on the call temporarily due to technical difficulties

5. Servas.org

- The main web page is still down, and it has been over a month
- Jonny prepared a plan of action to inform the Servas community and potential individual members:
  - rewrite the message to indicate "under construction"
  - reroute traffic to a well functioning country website
  - The message may list functioning country web sites, but that will take time to compile
- Servas.org has been attacked by hackers, because it is poorly protected and some web pages have not been maintained and so are vulnerable to hackers

- SI Exco greatly appreciate the work that Michael and Mark have been doing, both the short term crisis management and the long term planning, and agree with their approach
  - SI Exco knows that the 2-person ICT team needs more members, with the right skill sets, and it was agreed that SI Exco would offer assistance in recruiting them
  - It was suggested that this situation might affect SI revenue
6. ServasOnline, SOL – a new/modernized website
- Jonny met with the management team today
  - 13 expressions of interest were received; 3 excluded due to deficiencies in the responses
  - The Request for Proposal (RFP) will go out to the remaining 10 on Jan 27, 2014
  - Responses to the RFP will be due Feb 27, 2014
  - The proposals will be evaluated by Mar 13
  - First and second choices will be identified by March 24, 2014, and discussed at the SI Exco Face-to-face meeting in France.
  - A contract will be written with the successful proposer by Apr 10, 2014
  - Action: Jonny will send regular updates to National Secretaries about the ServasOnline project
7. Brief break
- **DECISION: SI Exco will agree on the time limits for agenda items, and Danielle will monitor the time during the meeting**
8. Digital Host Lists
- **DECISION: Arnoud will write to all countries that do not allow electronic distribution of their host lists to travelers, to find out their reasons**
  - Action: Arnoud will write to all countries that do not allow electronic distribution of their host lists to travelers, or don't have their host list uploaded in Dolphin, to find out their reasons. He will also explain the option of encrypting the pdfs. He will have individual discussions with them about their reasons, and compile the information for SI Exco.
  - Action: Arnoud will use the advice of Jonny for the text about the possibility of encryption of the digital host lists.
9. June 2014 meeting in Britain: What's next for Servas. How does the SI Future project fit in
- 40+ already registered, looking like 60+ will attend
  - Broad range of attendees – hosts and key people, new and long time members, different countries
  - Action: Ann will prepare a new motion related to funding the June 2014 meeting in Britain
10. Location for SIGA2015
- Since Jaime and Mirek were not at the meeting due to technical difficulties, this item was deferred.
11. SI Financial & economy
- **DECISION: SI Exco agrees to provide 570 Euros from the SI regional meeting budget for South East Asia meeting to take place March 21st to 23rd 2014. The Development Committee (DC) will provide the same amount as well.**
  - **DECISION: SI Exco agrees to pay 282 Euros from the DC account for Christina Buynova's air ticket from Moscow to Bishkek (Kyrgyzstan). She was researching meeting venues.**
  - **DECISION: An SI EXCO managed transaction account has been prepared, and will be signed at the Face-to-face meeting in March 2014.**
  - There was no other discussion, since Mirek was not at the meeting due to technical difficulties

12. Face-to-face meeting March 2014
  - Danielle is managing the logistics
  - Action: Jonny will prepare a draft agenda for the March Face-to-face meeting by Feb 2, 2014
13. Next meeting: Time and date           **Sunday February 2, 2014 beginning at 16:00 UTC/GMT**
14. Any other business/miscellaneous: None
15. End of meeting:     19:51 UTC/GMT

#### **January 25, 2014 Action Items:**

- 4.b. Action: All SI Exco to give comments on the Plan for people to join Servas in countries where Servas is not currently operating
- 4.d. Action: Ann will email directly with Michael of the ICT for advice related to her current distribution method
6. Action: Jonny will send regular updates to National Secretaries about the ServasOnline project
8. Action: Arnoud will write to all countries that do not allow electronic distribution of their host lists to travelers, to find out their reasons. He will also explain the option of encrypting the pdfs. He will have individual discussions with them about their reasons, and compile the information for SI Exco. Action: Arnoud will keep Jonny informed of the replies and discussions
9. Action: Ann will prepare a new motion related to funding the June 2014 meeting in Britain
12. Action: Jonny will prepare a draft agenda for the March Face-to-face meeting by Feb 2, 2014

#### **Action Items from Previous Meetings:**

##### December 14, 2013 Action Items:

3. Action: All SI Exco members will update their action items listed in the previous minutes
- 4.b. Action: JS will give Magnus a reference letter for his work for SI at the UN from Aug to Oct 2013
- 4.c. Action: AP's plan for new Servas contacts in countries where Servas is not present will be prepared by Jan 1, 2014
- 4.d. Action: PP will contact the ICT Technical Team, prepare an email communication about the server problems, and send it to JS for distribution to all countries
- 4.e. Action: MW will send SI Exco a proposal for SI Banking one month before the face-to face meeting in March 2104, to be discussed at the meeting
- 7.a. Action: All SI Exco to review the New Zealand and Colombia proposals for hosting the 2015 GA, and to send their comments to Ann by Jan 11, 2014
- 7.b. Action: AG will notify Colombia of the decision that related to the accessibility criterion, the maximum journey time should be 3 to 4 hours by land, with a copy to Jaime

##### November 9, 2013:

- 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
12. Action: Jonny will continue his planning of a Multilateral Servas International teleconference, in consultation with Exco
14. Action: Jonny will write to Servas France to formalize the plan for the March 2014 Exco face-to-face meeting, before the next Exco meeting

#### 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