

Servas International
SI Exco Teleconference
Minutes
Tuesday January 13, 2015 16:00 – 18:30 GMT/UTC
Over Skype

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

NEXT MEETING: February 10, 2015 16:00 – 18:00 GMT/UTC (2nd Tues of the month)

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

Meeting began at 14:17 GMT/UTC.

1. Chit-chat
2. Today's agenda
 - **DECISION: The agenda was approved as amended**
 - **DECISION: In Dropbox, any changes to documents will be noted by different version numbers**
 - **DECISION: The draft agenda will not be changed in Dropbox after 6:00 am GMT/UTC on the day of the meeting. Further changes will be done at the meeting.**
3. Adoption of minutes
 - JR confirms that the minutes are perfect, but would like the comment at the beginning of the minutes regarding "SI Exco's strong concern" to be removed, because JR "would like to avoid a discussion about the way in which the meeting has been announced".
 - **DECISION: Version 1 of the Dec 9, 2014 minutes are approved**
4. SI Exco decisions since Dec 9, 2014
 - a. Email SI Exco Decisions
 - **MOTION: 2014/12/18: SI Treasurer will get the refund for the repair and data recovery in case of the laptop computer which is the SI property and is being used by him. The cost of the repair and data recovery is PLN 600 = approximately EUR 160; additionally, SI Treasurer will buy an external hard drive for storing backup copies of Servas documentation with an additional cost of PLN 350 = approx. EUR 95. Passed**
 - **MOTION: 2014/12/22: SI Treasurer will pay the bill for external audit 2013 services in the amount of USD 750. Passed**
 - **MOTION: 2015/1/6: SI Treasurer will pay the invoice for server rental in the amount of USD 1188 when the invoice is submitted to him. Passed**
 - **MOTION: 2015/1/6: SI Treasurer will refund Michael Silbert his ICT expenses related to SI server arrangements in the amount of USD 958.97. Passed**
 - **MOTION: 2015/1/6: On the basis of information presented by NZ team responsible for organization of SIGA 2015 SI Exco decide that the cost of the local bus transportation to the SIGA 2015 venue will be EUR 22 one way or EUR 44 return per person. Passed**
 - Action: MW will inform Amir and the NZ Team of the local bus transportation cost

- **MOTION: 2015/1/7: SI EXCO will refund Magnus Adams expenses related to his travel to Geneva in March 2014, as well as business cards, for a total of 349.01 Euros Passed**
 - **MOTION: 2015/1/12: SI Exco will change 'Palestine territories' in 'Palestine' in the registration system for the SICOGA 2015. Passed**
 - Action: JS will inform Amir of the change from 'Palestine territories' in 'Palestine'
- b. Distant Vote results
- The 4 motions all passed with a double majority, and so are declared adopted “as if they have been passed by a meeting of the General Assembly”
 - REGISTRATION PROCESS OF INDIVIDUAL MEMBERS
 - APPROVAL OF THE FINANCIAL ACCOUNTS OF SERVAS INTERNATIONAL FOR 2010
 - APPROVAL OF THE FINANCIAL ACCOUNTS OF SERVAS INTERNATIONAL FOR 2011
 - APPROVAL OF THE FINANCIAL ACCOUNTS OF SERVAS INTERNATIONAL FOR 2012
5. Report: (6 x 5 3 min.)
- DS, AP, AG, MW and JS sent reports (see Annex 1)
 - Action: SI Exco members will place their reports in the Dropbox before the meeting
 - Additional item in JS’s report: I participated in a Skype meeting which, among other things resulted in this decision: The denouncement to the current SI Exco of the behaviour of the former South America Area Coordinator is closed.
6. SICOGA 2015: SI Conference and SI GA 2015
- **DECISION: Any events or expenses incurred before boarding the bus to the conference or after leaving the bus after the conference are the responsibility of the individual (excluding pre-approved travel expenses).**
 - **DECISION: The conference web site takes priority in Stefan’s list of tasks.**
 - **DECISION: Add a menu item “Pre Conference”.**
 - **MOTION: On the basis of information presented by NZ team responsible for organization of SIGA 2015 SI Exco, the participation fee for the 2015 SI Conference and General Assembly will be 575 Euros. Passed**
 - There was further discussion of Funding Applications and more decisions were made.
 - Action: AG will maintain the list of funding decisions and will distribute it to SI Exco when it has been updated.
 - Action: AG will notify those applicants whose funding was approved at the meeting, and also those whose funding is still pending.
 - The flight analysis for funding will be done in 2 weeks
 - Action: AG will arrange for an SI Exco decision about the percentage of funding for SI Officers.
7. SI News Jan/Febr 2015 issue
- **DECISION: The aim will be to have the next SI News published in early March 2015**
 - Action: JS will tell Terry and Alan that the aim is to have the next SI News published in early March 2015.
8. Stretch Break
9. SI on the web
- a. Status of ServasOnline project
- JS sent a status report to the Audit Committee, as requested, with a copy to SI Exco

- The project is moving on to the development phase, with a new Request for Proposal (RFP) to be sent to development companies. The initial RFP was sent in Mar/Apr 2014. This new RFP will be sent to more companies and will contain more details from the design phase.
- b. Temporary servas.org website
- Under News, the newsfeed from Facebook is incomplete
 - Action: JS to investigate incomplete newsfeed from Facebook to servas.org
- c. Questions – None
- d. Arnoud's Website group
- The group is working together to define improvements to the website
10. Usage Guidelines for the Servas logo
- Action: AP will gather questions from SI Exco regarding the Logo policy, and then he will ask Alan and Stefan those questions
11. SI Finances
- Action: JS will ask Mirek the questions that were raised about:
 - Preparations for the Budget Meeting
 - How SI Exco can give their input to the Budget Meeting, which has paramount importance for the development and focus for SI during the period 2015-2018. The responsibility for the long term budget should rest on the shoulders of the entire SI Exco, not on SI budget committee.
 - How might SI Exco be able to give input during the Budget Committee meeting?
 - How will the funding for conference be communicated to the Audit Committee?
12. Initial discussion: SI – a value based organization? Not Discussed
13. Miscellaneous. Any other business? - None
- 14. Next SI Exco meeting: Tuesday February 10, 2015 16.00-18.00 GMT/UTC**
- Second Tues of the month, from 16:00-18:00 GMT/UTC (to be reviewed after spring time change)
 - Subsequent meetings: Mar 10, Apr 14, May 12, Jun 9, Jul 14, Aug 11, Sep 8
15. Meeting ended at 18:34 UTC/GMT

See next page for Action Items summary

Jan 13, 2015 Action Items:

- 4.a. Action: MW will inform Amir and the NZ Team of the local bus transportation cost
Action: JS will inform Amir of the change from 'Palestine territories' in 'Palestine'
5. Action: SI Exco members will place their reports in the Dropbox before the meeting
6. Action: AG will maintain the list of funding decisions and will distribute it to SI Exco when it has been updated.
Action: AG will notify those applicants whose funding was approved at the meeting, and also those whose funding is still pending.
Action: AG will arrange for an SI Exco decision about the percentage of funding for SI Officers.
7. Action: JS will tell Terry and Alan that the aim is to have the next SI News published in early March 2015
- 9.b. Action: JS to investigate incomplete newsfeed from Facebook to servas.org
10. Action: AP will gather questions from SI Exco regarding the Logo policy, and then he will ask Alan and Stefan those questions
11. Action: JS will ask Mirek the questions that were raised about:
- Preparations for the Budget Meeting
 - How SI Exco can give their input to the Budget Meeting
 - How SI Exco might be able to give input during the Budget Committee meeting
 - How will the funding for conference be communicated to the Audit Committee

Action Items from Previous Meetings:

See previous Action Items document: Action items 20130518 to 20140315 DS JS AP MW JR.doc and previous minutes.