

Servas International
SI Exco Teleconference
Minutes
Tuesday March 3, 2015 20:00 – 22:00 GMT/UTC
Over Skype

Version: 1
Participants: **Ann Greenhough (AG); Jonny Sångänger (JS); Danielle Serres (DS); Mirek Wasilewski (MW); Jaime Romero (JR)**
Announced absence: **Arnoud Philippo (AP)**
Minutes Recorder: **Penny Pattison (PP)***

NEXT MEETING: March 10, 2015 20:00 – 22:00 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 20:03 GMT/UTC.

1. Chit-chat
2. Today's agenda
 - **DECISION: The agenda was approved as amended**
3. Adoption of minutes
 - **DECISION: Version 3 of the Jan 13, 2015 minutes are approved**
4. SI Exco decisions since Jan 13, 2015
 - **MOTION: 2015/2/3: SI Treasurer will pay the second invoice received from Oonops company for EUR 8088.00 for the step 3 as described in our contract with this company on SOL project. Passed**
 - **MOTION: 2015/2/9: Danielle SERRES, SI Peace Secretary, will get a refund for her travel expenses to go to Geneva in March 2015, on the occasion of the HRC 28th Session. Amount for return flight and local transport (plus minor stationary expenses, e.g. printing paper and copies) shouldn't exceed 200 euros. Passed**
 - **MOTION: 2015/2/24: SI Exco approves the fixed maximum contributions to flight costs for those to be funded to SICOGA 2015 from the SI budget. These are based on flight cost estimates set out in the attached table in the column headed 'Final flight costs approved'. Maximum contributions are set out in the column 'Delegates 80% funding' and 'SI 100% contribution', all highlighted in yellow in the attached table.**

These agreed contributions will be kept under review. Should there be a significant change of circumstances for one of those to be funded Ann will have the discretion to amend the agreed contribution in consultation with MW. The fixed contribution should not be increased or decreased more than 5% of the total contribution without first returning for a decision by SI Exco. Passed
 - **MOTION: 2015/3/2:**
 1. Emanuel Kakinda : National Secretary for Uganda
Servas Uganda has met all requirements as a member group to be considered for SI funding to SICOGA 2015.
SI Exco therefore approves 80%funding for EK as a delegate.

2. Demelza Benbow: National Secretary for Malawi.

Funding for DB has already been agreed in November 2014. Given DB's plans to return to the UK for at least a year an alternative delegate from Malawi for SICOGA 2015 will be considered if someone is put forward in time.

In the event of no other person being available SI Exco approves the funding of the registration fee only for DB. This is in recognition of her continuing commitment to development of Servas in Africa.

3. Carmen Mora Mora - National Secretary for Costa Rica

Servas Costa Rica does not fully meet the requirements as a member group for the funding of a delegate to SICOGA 2105. The current National secretary has been in post for more than 6 years and has already been funded to two previous SI Conferences and General Assemblies. No alternative delegate has been put forward.

SI Exco recognises the significant contribution that Carmen Mora Mora has made as National Secretary in developing and maintaining the Servas group in Costa Rica over many years. It therefore approves discretionary funding for her to attend SICOGA 2015.

A contribution of 40% to travel costs is offered (instead of 80% offered to member groups who meet the funding requirements) together with funding of the registration fee in full.

4. Lidia Seymonson - National Secretary for Suriname

Servas Suriname does not fully meet the requirements as a member group for the funding of a delegate to SICOGA 2105. The current National Secretary has been in post for more than 6 years and has already been funded to two previous SI Conferences and General Assemblies. No alternative delegate has been put forward.

SI Exco recognises the significant contribution that Lidia Seymonson has made as National Secretary in developing and maintaining the Servas group in Suriname over many years. It therefore approves discretionary funding for her to attend SICOGA 2015. A contribution of 40% to travel costs is offered (instead of 80% offered to member groups who meet the funding requirements) together with funding of the registration fee in full.

5. Dianne Peterson - National Secretary for Singapore

Servas Singapore does not fully meet the requirements as a member group for the funding of a delegate to SICOGA 2105. The current National secretary has been in post for more than 6 years and has already been funded to two previous SI Conferences and General Assemblies. No alternative delegate has been put forward.

SI Exco recognises the significant contribution that Dianne Peterson has made as National Secretary in developing and maintaining the Servas group in Singapore over many years. It therefore approves discretionary funding for her to attend SICOGA 2015.

A contribution of 40% to travel costs is offered (instead of 80% offered to member groups who meet the funding requirements) together with funding of the registration fee in full.

6. Vicky Manares - National Secretary for Honduras

VM has recently taken over as National Secretary at a point when the national group was in decline. SI Exco recognises that she has given her full commitment to rebuilding the group but this work is at an early stage. Currently Servas Honduras does not meet the requirements as a member group for the funding of a delegate to SICOGA 2015. On this occasion Exco therefore does not approve funding for VM to attend SICOGA 2015.

However SI Exco does recommend that the Development Committee should give priority to considering an offer of financial support for VM to visit an active national group in her region.

Alternatively to attend a regional meeting if one is to take place in the near future. In this way it is

hoped VM can be given an opportunity to learn more about the role of national secretary and gain a wider understanding about how Servas is run as an organisation.

7. Fidele Rutayisire- National Secretary for Servas Rwanda

Servas Rwanda has now increased its membership to more than 10 members and so is able to apply for member country status at SICOGA 2015.

Fidele Rutayisire has worked closely with DC to build the national group so far and he has shown commitment to also developing Servas in Africa as a whole.

DC is able to offer some limited financial support to FR to attend SICOGA 2015. In line with a previous decision to fund a national group who will also achieve member country status at SICOGA 2015, SI Exco approves sufficient additional funding so FR can join the conference.

A contribution of 40% to travel costs is offered (instead of 80% offered to member groups who meet the funding requirements) together with funding of the registration fee in full.

Passed

- JS's motion on SI GA procedure for elections and SI Exco appointments – in progress

5. Report: (6 x 5 3 min.)

- DS, AP, MW, JR and JS sent reports (see Annex 1)
- DS was asked about Upeace in Costa Rica item in her report: There is a University of Peace in Costa Rica. UN Observer Fanny Bello was in Costa Rica, and met with the Dean at the university to discuss an exchange with Servas Costa Rica. Servas Costa Rica endorsed the exchange idea. An agreement of cooperation is being developed.
- DS was asked about the Israel-Palestine discussions: Discussion is continuing
- JR confirmed that another Distant Vote cannot be held before the General Assembly in October 2015
- AG reported that the SI conference Youth Fund applications close Mar 22, 2015; there are 2 promising applications to date
- Action: JS will request JR for a format for activity part of the 2014 Annual Reports from national secretaries to fit into a separate section of the SI Exco 2014 status report
- JR plans to send out the 2014 request for Annual Reports by Mar 6, 2015; JS has commented on the draft; DS has no comments on the draft
- Action: JR will send the draft 2014 Annual Report request to AG, and AG will send her comments to JR

6. SICOGA 2015: SI Conference and SI GA 2015

- There was discussion of the roles of all SI Exco members in the conference preparations; it was reported that most activity so far has been of a technical and practical nature
- The first draft timetable was circulated
- The excursion will be for a full day mid-week
- JS has been working with CISV to have them provide 2 workshops (expense costs only)
- Action: JS will coordinate brainstorming of the timetable
- Action: AG will send out a draft list of conference and GA tasks
- 7 registrants have paid, but some did not cover the associated bank charges
- Action: All will emphasize to people they talk to that the registrant must pay the bank changes for the conference fee
- There may be a need to decide on a maximum attendee number

7. South America Area Coordinator

- **MOTION: welcome Pedro as Area Coordinator for South America and AG will contact him to do this and to introduce him to the expectations for the role. Passed**
- **MOTION: On the assumption that Pedro will accept the role, Exco will invite Pedro to make an application for funding to SICOGA 2015. His application would be considered on the same basis as**

those made by other SI officers. A decision would then be made about any offer of SI funding as soon as possible. Passed

8. SI News March 2015 issue
 - SI News next issue is a work in progress
 - SI Exco bulletin will only be viable if it is short
 - There may be a need to decide on a maximum attendee number
 - Action: AG will give SI Exco a deadline for the next SI Exco bulletin
9. SI Host List Coordinator Job Description & ServasOnline
 - Not discussed due to AP's absence
10. SI on the web
 - Action: JS will distribute a status report on SOLSYS (which will be in SI News)
 - Action: SI Exco will send any questions about the report to JS
11. Usage Guidelines for the Servas logo
 - Not discussed due to AP's absence
12. SI Finances
 - MW gave an update on the April 18-21, 2015 Budget meeting in Zhuhai (200 km from Guangzhou) with MW, Jack Huang and LV Subramanian
 - Budget items received to date from ICT and SI News
 - New deadline of Mar 31, 2015 to submit budget items to the meeting
13. Miscellaneous. Any other business?
 - Action Chart - Not discussed due to JR's absence
14. **Next SI Exco meeting: Tuesday March 10, 2015 20.00-22.00 GMT/UTC**
 - Second Tues of the month, from 16:00-18:00 GMT/UTC (to be reviewed after spring time change)
 - Subsequent meetings: Apr 14, May 12, Jun 9, Jul 14, Aug 11, Sep 8
15. Meeting ended at 22:08 UTC/GMT

Mar 3, 2015 Action Items:

5. Action: JS will request a format for the 2014 Annual Reports to fit into a separate section of the SI Exco 2014 status report
Action: JR will send the draft 2014 Annual Report request to AG, and AG will send her comments to JR
6. Action: JS will coordinate brainstorming of the timetable
Action: AG will send out a draft list of conference and GA tasks
Action: All will emphasize to people they talk to that the registrant must pay the bank changes for the conference fee
8. Action: AG will give SI Exco a deadline for the next SI Exco bulletin
10. Action: JS will distribute a status report on SOLSYS (which will be in SI News)
Action: SI Exco will send any questions about the report to JS

Action Items from Previous Meetings:

See previous Action Items documents

Annex 1 SI Exco reports

DS: report for January 13, 2015 SI Exco meeting:

SI Peace Secretary Short report, January 13 to March 2nd, 2015

Since our last SI EXCO Skype meeting, January 13, I have sent contributions to SI News editor for SI News next issue (March 2015): gathering material and writing 3 articles related to UN Observers, Peace activities (Origami for Peace and Teambuilding) and Message from SI Peace Secretary. I have been involved in preparing for SI UN Geneva team meeting March 16 to 20 (and wrote a motion accordingly). In this context, I have submitted a written statement on behalf of SI for the HRC 28th Session and arranged for a few Servas members to join and visit UN venue on the 19th. I also reactivated links with other organizations, e.g. Emmaüs International, and the Working group on Human Right to Peace.

I worked on Upeace project in Costa Rica, taking advantage of NYC SI UN Observer Fanny Bello's presence there.

I continued sharing information among SI UN Observers, updating Dolphin and forwarding addresses for national secretaries and UN Observers, helping new National Peace Secretaries, e.g. Kate Maisashvili from Georgia.

I have kept tracks of the Calendar Peace project with Alvany Santiago, considering a digital version as an easier solution to implement.

I registered for SICOGA, for me and a non-English speaker friend, as a test with Amir Levy.

I have sent my annual report for 2014 and put it in Dropbox on February 25.

I have talked with a potential candidate for SI Peace Secretary, but I am not sure yet if I will run again, or not.

Others

I have followed up with Claudia Sagi, Servas Israel National Secretary, about separate hostlist for Palestinian members.

MW: report for January 13, 2015 SI Exco meeting:

- stamp sending and related tasks
- bookkeeping materials for the bookkeeper
- banking relations
- current EXCO activities
- budget meeting preparations
- e-mails relevant to current activities as listed.

AG: for January 13, 2015 SI Exco meeting:

Not submitted

JS: for January 13, 2015 SI Exco meeting:

To be provided

AP: report for January 13, 2015 SI Exco meeting:

Arnoud's to do's and done

Report about: activities from Jan. 13, 2015 March 3.
Date: March 3, 2015 (sent to exco-members on this date)
From: Arnoud Philippo

Facebookgroup Servas International

Done:

- Administrating Facebookgroup Servas International (in cooperation with co-administrator Ana Soler Plá). There is still delay with verifying the memberships of Servas.
- The number of members increased from 679 (Jan 12) to 718 (March 3). 193 people are 'waiting'.

To do: (Continue to) check memberships and monitor if people follow the guidelines of the group.

Hostlistreliabilitytest 2014

Done:

Wrote Report and sent to helpers, countries whose lists are tested (with a list of e-mailaddresses of (day-)hosts who did not reply within 14 days after sending the message) and exco.

To do:

Write final version of report (with feedback) and send to all Servas-groups.

Project Servas Start-Op Contacts

Done: Collected information e.g. about Mentor-role and new designed Letter of Introduction.

To do: (continue to) execute the plan

Temporary website and ServasOnline-website

Done:

wrote the documents 'The Website Team' and 'Suggestions'; sent the document 'The Website Team' to the members of the team; collected contributions from team-members and others. One member quit the team because of miscommunication. Sent proposal to webmaster.

To do:

- (continue to) work in the team in accordance with the 'job-description' (decided by exco)

Various matters

Done:

- concerning the 'to do' *revise the SI Host List Coordinator Job description to reflect the ServasOnline role*, I supported the proposal of the VP to make a statement on the jobdescription we have now, that an update jobdescription is anticipated in light of the transition to SOL. Sent this message to Committees: Development, Membership and Job Description-Statutes. Put on agenda of exco-meeting in February.

- communicated the decision 'We change 'Palestine territories' in 'Palestine' in the registration-form for the SICOGA 2015.' through Jonny to Amir Levy, who will execute this.

- made a design (with QR-code) of a SI-businesscard on the site of Vistaprint; failed to write feasibilitystudy about the design, the printing and the distribution of a SI-businesscard (to produce motion for exco-meeting) because of criticism from Image and Design Support Team and lack of manpower to send cards to Servasgroups.

To do:

- make a table of 'country-lists' from different organizations (Servas, UN, Couchsurfing, Hospitalityclub,...). A country-list is necessary for the project Servas Start-Up Contacts;

JR: for January 13, 2015 SI Exco meeting:

Jaime's to do's and done

Report about: activities done from January 6, 2015 until March 3, 2015
Date: March 3, 2015
From: Jaime Alberto Romero

SI HANDBOOK

Done:

- The preliminary version has been sent to Servas Youth in USA in order to have an english review of style and tekst

To include information about image and logo management

To include decision meaking process in exco

To correct some phrases from a native english

- To improve communications process

To do:

To receive the english SI Handbook review for approval and publish

Distant Vote Process

Done:

To end and report the results of the Distant Vote nov-dec 2014 process

To publish on the SI Newsletter the results of the Distant Vote Process nov 2014 in jan-feb 2015.

To do:

Decide if there will be any other distant vote process in 2015.

ANNUAL REPORT 2013 FROM NATIONAL GROUPS

Done:

To Integrate and update the annual report 2013 from General Secretary, now we have 54 countries

To prepare the new form for sending to the National Secretaries for the Annual report 2014

To do:

To send the the request and form of the Annual Report 2014 to all National Secretaries around the world

VOTING FOR EXCO DECISION

Done:

To contribute, vote and close motions and decisions in EXCO

To do:

To prepare the schedule of the General Secretary in the SICOGA 2015

ACTION PLAN CHART

To do:

To agree what will be done with action chart for exco