

Servas International
SI Exco Meeting by Skype
Minutes
Sunday November 22, 2015 15:00 – 17:00 GMT/UTC

Version: 2

Participants: **Jonny Sägänger (JS); Ann Greenhough (AG); Danielle Serres (DS); LV Subramanian (LVS); Pablo Colangelo (PC); Penny Pattison (PP)**

Minutes Recorder: **PP**

Chair: **JS**

Timekeeper: **DS**

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 15:07 GMT/UTC.

1. Chit chat

- Action: LVS will acquaint himself with Dropbox, seeking help if needed

2. Agenda adopted with amendments

3. Adoption of minutes

- **MOTION: October 16, 2015 minutes Version 4 are approved. Passed**
- All Oct 16, 2015 action items were completed

4. Email Decisions:

- a. Passed 2015/11/7: To pay Mirek Wasilewski's (MW) hostel accommodation in direct connection with his Servas duties for the SICOGA, NZD 55 = EUR 34.09.**

- Action: LVS will instruct MW to prepare the payment NZD 55 = EUR 34.09, which JS will then approve

- b. Passed 2015/11/19: To pay the web server Invoice #IH1560229, which is due Nov 24, 2015**

- Action: LVS will instruct MW to prepare the payment for the web server Invoice #IH1560229, which JS will then approve

5. Exco member's written reports:

- Reports posted in Dropbox by JS, DS, PP and LVS (see appendices 1, 2,3 and 4)
- Due to the length of the agenda, oral reports were not taken
- No discussion of the reports

6. SICOGA 2015: SI Conference and SI GA 2015

- Each SI Exco member commented on the conference
- General thoughts:
 - Excellent organization from the organizing team, great attendance, great Maori cultural involvement
 - Wonderful to have younger delegates, good African representation
 - Managing visas and funded travellers was a big job
 - Not enough time, having 1 day less than usual (not all SI Exco in agreement on this)
 - Concurrent workshops meant that there was some duplication of discussion and also difficulty for people to decide which to attend; some of this was because of the need to add new sessions to respond to attendee requirements

- Important for SWG work to begin well before the GA, and to reinforce the importance of the SWGs – the question is how to mobilize the delegates and others effectively when they are not face-to-face; related to this, it's important to get the motions in good shape 6 months before the GA
- Conference website should have been updated during and immediately after the conference
- Conference organizers and registration team need to work together to ensure a simple process
- See DS's written comments in Appendix 5
- David Asher is preparing the 2015 GA Minutes
- Action: PP will tell David that the draft 2015 GA minutes should first be sent to JS and PP for review
- Action: PP will arrange for SI Exco review, and then posting of the 2015 GA minutes
- Action: PP will draft a format for monitoring the decisions from the 2015 GA
- Action: AG will follow up on the minutes and action plan from the Speakers Corner
- **The photos taken and video captures during SICOGA 2015 can be used, as long as the photographer is credited**
- JS and Marijke and Chris have copies of the video and still photographs
- Action: JS will write a proposal for how the 2015 conference video and still photographs will be used

7. Review the appointed SI committees – deferred to next meeting

8. Moses visa expenses

- The money sent to the travel agency has not yet been returned to SI
- Action: AG will work with Moses to complete an SI expense form for his out-of-pocket expenses associated with the 2015 conference for which his funding did not arrive

9. Assistant(s) Guidelines

- It was agreed that respecting the confidentiality of some SI Exco discussion is very important
- It was agreed that assistant will all have unique role and interaction with their SI Exco member and with SI Exco
- **Each SI Exco member will use the following process:**
 - **Identify one or more assistants, and notify SI Exco**
 - **The SI Exco member and each of their assistants will agree on the role for the assistant and how they will work together with the SI Exco member**
 - **If any of the working together involves or affects SI Exco, then the SI Exco member will consult SI Exco before finalizing the agreement with their assistant**
- Action: All SI Exco will proceed with formalizing their assistants, at their own pace

10. SI Finances

- **Until the necessary Credit Suisse signing authority arrangements have been completed, MW and JS will process payments, as indicated by LVS by email**
- SI Exco appreciates MW's willing cooperation with this arrangement
- Action: LV will work with MW to complete the transfer of financial responsibility
- **MOTION: To advance 200 CHF to LVS for stamp distribution expenses. Passed**
- Action: JS, with a copy to LVS, will instruct MW to prepare the 200 CHF advance to LVS, which JS will then approve

11. Stretch legs

12. Discussion: "Servas: "S" as in Solidarity"

- It was agreed that a framework for a fund for donations is required before SI Exco can authorize any donations from SI
- Action: DS will draft a proposal for a special SI disaster fund, to follow-up on the workshop "Servas: "S" as in Solidarity" held on October 15 at SICOGA

- Action: JS will reply to Terry Stone, telling her that at this time SI Exco recommends that Servas members or countries donate to existing organizations, and that DS is drafting a proposal for a special SI disaster fund

13. Country/area, dates et cetera for 2016 Exco face-to-face meeting

- **SI Exco (tentatively) agreed that the face-to-face meeting will occur in Cessero France, at the same location used by the previous SI Exco, with all SI Exco members available for meetings from 9:00am to 5:00 pm on April 7-10 inclusive.**
- Action: DS will coordinate the 2016 face-to-face meeting logistics, notify the group who volunteered their location, and also tell SI Exco members the details of the meeting location so that they can plan their travel
- Action: All SI Exco will confirm their ability to attend the face-to-face meeting all day Apr 7-10, 2016 in Cessero France

14. SI to reimburse delegate from Bangladesh at SICOGA – deferred; JS to document background

15. Technology

a. SOLSYS

- A report from the SOLSYS Project Manager, Bernard Andrieu, is in Appendix 6
- LVS reported that he attended a meeting with the developer, since they are located in Bangalore; Bernard appreciates LVS's 'on the ground' support
- Action: JS will discuss with Bernard creating a monthly update on ServasOnline, which can be published widely

b. Facebook Management

- **PC will become another administrator of the closed Servas International Facebook group**
- Action: PC will arrange with Arnoud Philippo to get administrator privileges for the closed Servas International Facebook group
- Action: JS will consult with Stefan Fagerström and Alan Stone regarding management of the Servas Facebook page

c. SI Website

- Action: PP will update the 2015 conference website, in consultation with JS
- Action: PP will consult with JS and Bernard on changes to the servas.org website, and then send the proposal to SI Exco for review
- Action: JS, Bernard and PP will review the mandate of the SI Website Team

16. SI Exco communication

- **SI Exco will use Dropbox for sharing documents**
- **SI Exco will hold monthly meetings on the third Sunday of each month, from 15:00 – 17:00 GMT/UTC**

17. SI Handbook on line – included in servas.org website work

18. Any other business

- **MOTION: To accept the email from Virginia Muenta regarding new elections in Servas Peru. Passed**
- Action: PP to reply to Servas Peru acknowledging their new elections, and PC will update Dolphin

19. Next meeting

- **The next meeting will be December 20, 2015 from 15:00 – 17:00 GMT/UTC**

Nov 22, 2015 Action Items:

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Appendix 1

Jonny's short report to Exco

2015-11-22

1. SICOGA2015

* Follow-up communication on Facebook.

2. New website and SOLSYS project

* Communications with SOLSYS PM BA

3. Outreach activity

Further contacts about cooperation with Word Service Authority (World Passport)

4. SI domicile for registration as NGO

Small preparations for execution of SI GA to create possible solutions to the current non-satisfactory SI registration and domicile situation.'

5. Ethical fund and bank '

Personal meeting & follow-up communications with Dr Robert Howell, Auckland, New Zealand on:

5a) strategies for choosing and ethical fund and bank.

5b) theories on the creation of long term strategies for NGO's

6. Miscellaneous

* Day-to-day business

* Exco message on SI Facebook pages/groups after Nov 13 terrorist attacks in France.

* Vacation from proactive President actions.

Jonny Sågänger

President

Servas International

2015-2018

Appendix 2

SI Peace Secretary Report: October 16 to November 20, 2015

Drafted and sent *Assistants guidelines* to be discussed with EXCO members

Worked with Alvany Santiago to complete SI 2016 Peace Calendar. Prepared and sent a *Certificate of appreciation* to 2 young Servas Brazil helpers to the project. Valuable help received from the *Servas Image & Design Support Team*.

Made a summary of *Sustainable Development Goals* (SDGs) SICOGA participants interests

Worked with Anna Cristina Siracusa, Jeanne Devine and Fanny Bello to follow up on our presentation at SICOGA, updating material to be used in a near future and shared with Servas community

Made various contacts in order to set up a UN Servas working team with 5 members, following October 14 SICOGA decision. I will propose this team to EXCO by November 30, 2015.

Published UN/peace related info on Servas International Facebook group (closed group).
Support Servas Greece initiative for help to refugees

Proposed to study feasibility of a special SI disaster fund, to follow-up on the workshop "*Servas: "S" as in Solidarity*" held on October 15 at SICOGA

Shared explanation about the UN Representatives process/situation with EXCO (and Arnoud)

Answered numerous condolences presented by Servas community after November 13 attacks in Paris

Received an offer from Servas France members to host the first SI EXCO face-to-face meeting in Spring

Appendix 3

SI General Secretary Report: 2015 October 16 to November 20, 2015

Accomplished:

- Distributed minutes of old and new SI Exco meeting at Totara Springs (V4)
- Took steps to close out the minutes from the previous SI Exco (Sep 16, Oct 8)
- Determine time for SI Exco Skype meetings – 15:00 GMT/UTC on Sundays
- Decided technical infrastructure to be used by SI Exco 2015-2018 with Jonny – set up Dropbox folder for SI Exco 2015-2018 and sent out information about them
- Facilitated email decision re: payment of previous treasurer's expenses in Auckland
- Initiated email motion re: paying annual web server bill
- Arranged a team of two (Jean-Marc Eyot and Janek Dzierżawski) to do updates to servas.org, and the conference website, using email address content-ict@servas.org
- Drafted changes to be made to the conference website
- Initiated discussion to post SI Handbook on servas.org (ICT, servas.org team, Stephan, Bernard)
- Reviewed statutes for changes related to 2015 GA – found none, sent email to Job Descriptions and Statutes committee for confirmation (no reply to date)
- Prepared GS short term priorities
- Began discussion with my young assistant Prossy, re: our roles
- Began process of getting ICT, ServasOnline and the servas.org team to work together, and defining a structure for that; need to add the social media to the group
- Followed up on consultation re: archives
- Condolences to Servas France

Short Term Priorities:

1. Day to day SI Exco and General Secretary correspondence and pressing issues
2. Work with Prossy to define roles
3. Update the 2015 conference website, and distribute the 2015 GA Minutes when they are ready
4. Revise servas.org to make it functional now, and for ServasOnline in the future
5. Put the SI Handbook online in a new Administration menu item on servas.org
6. Support the Archivist in accessing siexco.org and starting her work
7. Prepare the Annual Report format for 2015
8. Organize the 2015 GA decisions into a format that SI Exco can use to monitor progress

Appendix 4

SI Treasurer Report: For November 22, 2015 SI Exco meeting

1. I can take charge after Mirek has handed over all the documentation to the book keeper for all transactions relating till date for which he is responsible as Treasurer.

- (a) 2014 financial accounting statements to be finalized subject to Mirek providing all the documentation needed by the book keeper. The same need to be submitted to Internal Audit for review and then external auditor will review it.
- (b) Updating all transactions from 1st Jan 2015 onwards. Mirek to send details of the transactions and the bank statements to the book keeper. All stamp accounting for 2015 need to be completed since we will start receiving the stamp money to the accounts. He has control of how many stamps he has sent and how much has been returned.
- (c) show the final picture of SOL receivable from the countries
- (d) Copies of the approved budget for 2015 and 2016-2018 (approved in GA NZ) required.
- (e) banking rights yet to be received.

2. Meeting with the SOLSYS supplier in Bangalore: At the request of the ServasOnline Project Manager, I attended a meeting with another ServasOnline Steering Committee Management Team member, with the supplier project team in Bangalore. The Project Manager was in Skype and was explaining what was required. I explained to the project team that all the Servas member countries were waiting for the program and here in November they have not yet completed the second stage of the six stage completion program. I could feel that there is a dis-connect between our SI team and their project team and they are not able to understand the changes required though the Project Manager had put the same in writing. In short I am skeptical whether the developers will deliver the product to our satisfaction by end December 2015 when the contract expires. We have paid 40% of the contract value but we have a liquidated damages clause for the payment of penalty for each delayed week. I wonder whether the developers would pay up in case we decide to terminate the contract with them.

3. The 2016 stamps arrived on Nov 20, 2016 and already many stamp orders have been filled, using registered mail.

4. FOP (Financial Operating Procedures) have some stipulations under Chapter 7 for fund raising since Servas may be collecting donations from member countries. They are as follows:

7. DONATIONS AND FUND RAISING:

7.1 Donations from any person or organisation outside of SERVAS must go to the SI account and not to Individual officers so they can be transparently recorded in the books. (Workshop Barcelona)

7.2 If a Donor solicits donations on behalf of SERVAS there needs to be transparency about the reason for the donation and the identity of the Donor. The solicitation has to be treated as a SERVAS external account and has to follow the same accounting guidelines that apply within SERVAS. An audited donation financial report has to be included in the SERVAS International Financial Statement noting Donations in the name of SERVAS. (Workshop Barcelona)

7.3 We only receive donations from persons or organisations that:

- a) Comply with SERVAS Statutes and accept the policies from our handbook and
- b) Who act in accordance with applicable laws. (Workshop Barcelona)

7.4 SERVAS National Groups should try to become non-profit tax deductible organisations with the objective that National Groups are enabled to receive donations on behalf of SERVAS International and write receipts for donations (Workshop Barcelona)

7.5 A donation (for example i.e. bigger than 10% of SI's own budget) needs another procedure to prevent donor control of SERVAS programs projects and committees. Only General Assembly (GA) can decide whether it is appropriate to accept the money and what to do with the money. (Workshop Barcelona)

7.6 If the Peace Secretary is planning to use Donations for UN representatives to visit UN conferences and to represent the voice of SERVAS, there needs to be a clear mandate about what the position of SERVAS is as well as a report of activities and the documented funding. (Workshop Barcelona)

Appendix 5

SICOGA 2015: SI Conference and SI GA 2015 Debriefing – Danielle Serres

- Introduction to Maori Culture in different ways was great
- Numerous attendance despite long travels and high costs was great
- Servas New Zealand volunteers dedication before, during and after SICOGA was great

However, some issues, most of them could have been solved with an extra day, including :

- Overlapping of workshops due to lack of appropriate time slots, e.g. UN and Families, or later unexpected “Speakers corner” conflicting with planned workshop “Servas: S as in Solidarity” dealing with some common issues, like refugees.
- Not enough time to proper handover between former and new EXCO

Other issues:

- Reduced visibility for previous EXCO, including difficulty to seat together during GA due to lack of space. Also contrary to decision taken at October 8 meeting not all EXCO was on stage on the first day.
- Servas Website section dedicated to SICOGA not managed in a timely manner

Appendix 6

SOLSYS status 2015 November.

The website was demonstrated at SICOGA and was received positively by the attendants.

The website is under development by the supplier, an Indian company.

The design, the members' database, the hosts search function (including map display), the internal mail communication tool, the members' profiles import function, the LOI print function are quite fulfilled. A few days are still necessary to fix details.

About 80 Servas volunteers from several countries are currently testing the website, bringing to the SOLSCMT team valuable suggestions, remarks and questions.

The second major step will then begin, developing the administration tools, which are important tools for the key persons who will manage the data in the website: host-list coordinators, treasurer, coordinators, interviewers, NS, editorial team and SOLSYS team.

This step will last around two months, we plan to have it operational end of January.

Afterwards, comprehensive testing will be carried out by two or three pilot countries during several weeks, in order to confirm that our goals are achieved.

This will be the first version of servas.org.

Hopefully, March 2016 will be the moment when SOLSYS go live!

Amitiés
Bernard