

Servas International
SI Exco Teleconference
Minutes
Wednesday August 25, 2015 19:00 – 21:30 GMT/UTC
Over Skype

Version: 3

Participants: **Ann Greenhough (AG); Jonny Sågänger (JS); Danielle Serres (DS); Arnoud Philipppo (AP); Mirek Wasilewski (MW) (technical difficulty)**

Pre-announced difficulty to attend: **Jaime Romero (JR)**

Minutes Recorder: **Penny Pattison (PP)**

NEXT MEETING: Wednesday September 16, 2015 19:00 GMT/UTC

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 19:24 GMT/UTC.

1. Chit chat
 2. Agenda Version 1 adopted
 3. Adoption of minutes
 - **MOTION: August 12, 2015 minutes Version 3 was approved. Passed**
 4. SI Exco decisions since August 12, 2015 - None
 5. Follow up on August 12, 2015 Action Items
 1. Non-GA workshops and topic groups: JS (convenor), AG, DS will be the team to define and publicize the non-GA workshops and topic groups, and will publicize information when it is available - DONE
 2. Action: JS will send out a general announcement about the SWGs, which was drafted by the AWG – NOT DONE.
 - Action: JS will send his SWG announcement to all delegates, all conference participants and all Member Groups, with a clear Subject Line
 3. Action: The Non-GA workshops and topic group Team (JS, DS, AG) will write the schedule, and a separate timetable will be produced for the non-delegates – NOT DONE
 - Action: The Non-GA workshops and topic group Team (JS, DS, AG) will write the schedule, and a separate timetable will be produced for the non-delegates by Sept 1, 2015
- Action: DS will begin the process to set up an International Peace Team - discussions begun
- Action: JS will write to JR to confirm the defeat of the motion to fund JR – DONE
- Action: JS will inform the SICOGA 2015 Organizing Team that JR will not be funded – DONE
- Action: JS will notify the NS of Hungary and cc the Proxy Officer Pablo Colangelo - DONE

6. SI Exco written reports
 - Report received from DS, JS and AP – see Appendices
 - Question to JS from DS re: 2014 Status Report – is it final? She noticed some errors in it.
 - Action: DS will send her comments on the 2014 Status Report to JS
 - Action: JS will finalize the 2014 Status Report

7. SICOGA 2015: SI Conference and SI GA 2015
 - Latest attendance number is 190 including 3 children; expect 175-187 participants, depending on possible challenges re: visas
 - **MOTION: Following the closing of registration on Aug 23, 2015, SI Exco agrees that Jessica will not provide any letters of support after Sept 1, 2015 since it would be too late for processing after that date. Passed**
 - Jean Seymour has been ill
 - Action: AG will follow up with the New Zealand Team in case Jean cannot be a neutral moderator for the GA
 - AG is working with Aneris on language issues; DS introduced Aneris and Saskia in New Zealand re: translation
 - AG indicated that the GA cannot count on having enough typists for English and Spanish at the GA sessions

 - Budget report from MW:
 - additional costs have been approved at our Aug 12, 2015 meeting
 - payments have been received practically from all
 - travel refunds need to be sent to some 34 persons more
 - first big invoice has been paid
 - later this week MW will make a budget review and will send SI Exco a report plus more info on expenses

 - SWG Status Reports
 - Tech-Future – JS is finding it challenging
 - Peace – DS has 10 members and a Google Group; the SWG is getting on track, going motion by motion, with the goal of a report with recommendations by Sept 10, 2015
 - Trav/Hosts, Reg Dev – AP having technical difficulty, but happy AG has started the discussion, leaves Sept 9 for New Zealand. AG sending an announcement that the discussion is starting, and plans to create a different Google Group topic for each motion or group of motions
 - Finance – LVS and Phyllis will co-lead this SWG
 - Mod of Procs – need to get update from Pramod

 - **SWGs at the GA** It was suggested to have attendees write their names at the very beginning of SICOGA on a sheet of paper indicating the SWG and the corresponding room

 - No report from AWG

 - SICOGA workshops and Topic Groups - work in progress, will look at evening sessions as well as daytime

 - **There will be an EXCO meeting** in Auckland on Thursday, October 8, from 1 to 4 pm at the Parnell Quality Hotel

8. Stretch legs
9. SOLSYS project + Facebook
 - Jonny preparing engaging presentation of SOLSYS for 2015 SICOGA
 - There was some discussion of the two 2-hour ServasOnline sessions, and what will happen during those time periods
 - SI official Facebook page has not been updated since April 2015, and there is no response to submissions to it
 - This is particularly concerning since the servas.org website points to this page for news
 - Action: AP will take the relevant wording from the two Servas Facebook groups, add other information such as the names of the administrators, put it into a document and send it to Jean-Mark to be posted in the News section of servas.org, replacing the link to the SI Facebook page, the newsfeed to the SI Facebook page and words that are currently there
 - Action: JS will contact Alan Stone and Stefan to ask why the SI official Facebook page has been stuck since April 2015
 - The SI website Team is ready to continue to work after some time with few activities
 - Action: AP will find and send the SI Exco email decision about an expense to make photos (on websites) for the ServasOnline website, for inclusion in the minutes of the next SI Exco meeting
10. SI Finances
 - Unfortunately, due to technical difficulties, MW was not present to discuss this topic
 - **MOTION: To purchase a good quality laptop for use by the SI Treasurer and pay, if necessary, to load it with the appropriate software and data and set up appropriate backup - to a maximum of 800 Euros. Passed**
 - Action: JS will notify MW of the decision to purchase a laptop for the SI Treasurer
11. SI News Sep-Oct 2015 – NOT DISCUSSED
12. SI GS situation
 - It was agreed that SI Exco will concentrate on preparations for the 2015 SICOGA
13. Any other business - None
14. **Next SI Exco meeting: Wednesday September 16, 2015 19:00 GMT/UTC**
15. Meeting ended at 21:30 UTC/GMT

August 25, 2015 Action Items:

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- Action: The Non-GA workshops and topic group Team (JS, DS, AG) will write the schedule, and a separate timetable will be produced for the non-delegates by Sept 1, 2015
- Action: DS will send her comments on the 2014 Status Report to JS
- Action: JS will finalize the 2014 Status Report

- Action: AG will follow up with the New Zealand Team in case Jean cannot be a neutral moderator for the GA

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Action Items from Previous Meetings:

See previous Action Items documents

Appendix 1

Servas International Peace Secretary short report August 13 to 25, 2015

Peace Subject Working Group

Transition from email discussions to SWG Google group, created on July 22, now about 10 people involved in discussing the motions. The goal is to submit a report by September 10 with the SWG recommendations.

SICOGA 2015 Workshops & Topic groups

Starting to work with Ann and Jonny to set up a list of possible Workshops & Topic groups with convenors. The goal is to prepare a timetable for the non-delegates at the SICOGA.

UN

Finalizing Lore Purroy Power Point on her internship at UNOG, for SICOGA UN presentation, working with Daniela Doenges, SI Representative at UNOG, and Lore's mentor

Working with Jeanne Devine on the SI UN Observers manual, and preparing for SICOGA UN presentation, including on Skype August 24

Working with Anna Cristina on MDGs translation to SDGs presentation at SICOGA, including on Skype August 20

SI News

Preparing 2 articles with photos for next issue of SI News, in UN section

Appendix 2

Jonny's short report to Exco

2015-08-25

1. SICOGA2015

Work on:

- * Tried to get Subject Working Group about Technology and Future on Google Groups going, by starting a few discussions.
- * Setting up the SICOGA Work and Topic Group Team (with Ann G, Danielle S, Penny P)
- * Email dialogue with Sergey Kibitkin, Ukraine, about presentations of SOLSYS SICOGA.
- * co-op with other organisations during SICOGA (CISV, FFI)

2. Planning for SI News (Sept 2015 issue)

Preparation for SI News (co-op with Holly Xiao, Terry Stone)

3. New website and SOLSYS project

- * Testing SOLSYS prototype

4. SI Exco Status Report 2014

Cooperation with Aneris Cao, Argentina and SI Development Committee

5. Outreach activity

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

6. SI domicile for registration as NGO

JS in dialogue with possible resource persons who could assist in writing a prestudy and on Sweden as possible domicile for registration of SI as NGO. Contact with Swedish lawyer. Continued contact with Daryl and Phyllis Chinn, Servas USA, and with SI IAC, about possible solutions to the current non-satisfactory SI registration and domicile situation.

7. Miscellaneous

- * Contacts with Microsoft to understand more about Microsoft's pro bono offer for NGO:s to use the Office 365 application for free or at a significant discount. Microsoft Office 365 could be the one and only IT platform for SI Exco, officers for sharing and storing documents, meeting planning and project development. Read more here: <https://www.microsoft.com/about/corporatecitizenship/en-us/office365-for-nonprofits/>
- * SI GS issue: written response to accusations from SI GS regarding several issues.
- * Day-to-day business

Appendix 3

Arnoud's to do's and done

Report about: activities from June 24 to August 24, 2015
Date: August 25 , 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). About 280 people applied for membership, but did not follow the procedure. They were sent the description of the procedure.
- One reported post was deleted on August 25, twenty people supported this decision.
- The number of members increased from 763 (June 24) to 772 (August 24). Only 11 people joined, probably because they did not follow the new procedure.

To do:

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

Hostlistreliabilitytest 2014

Done: -

To do:

Write summary of Final Report and distribute.

Project Servas Start-Up Contacts

Done:

sent another request to the Development Committee and the Dolphin Team to send remarks/comments on the new version of the Project (June 1), including 7 documents (e.g. Host-form, instructions, Servas LOI, list of Start-Up Countries) before August 28.

To do:

(continue to execute the plan) Use comments to write draft-final version of the plan and inform exco. Write final version and distribute. Find people to do the interviews through internet.

Temporary website and ServasOnline-website

Done:

Sent messages to four of the members of the Website Team and asked them if they are still willing to work in the team. Three of them replied affirmative. The member who is not a Servasmember left the Team, because he is missing experience with/in Servas.

To do:

- (continue to) work in the team in accordance with the 'adapted job-description'

Servas International Conference and General Assembly 2015 in New Zealand

Done:

- joined the SICOGA2015 committee work meeting in Stockholm, Sweden
- wrote motion Exc-020 about a new Job Description (rewritten responsibilities and duties) and a new name for the SI Host List Coordinator (ServasOnline Coordinator)

To do:

prepare the SICOGA2015