

Minutes of the
SIETAR Europa Board Meeting
held in Vienna, Austria on March 27-29, 2009

Participants:

SIETAR France: Grant Douglas (GD)
SIETAR United Kingdom: Rob Johnson (RJ)
SIETAR Spain: Rob Giardina (RG)
SIETAR Netherlands: Marianne van Eldik Thieme (MET),
SIETAR Germany: Sabine Wagner (SW)
SIETAR Italy: Elio Vera (EV)
SIETAR Austria: Patrick Schmidt (PS)
SIETAR Poland: Barbara Bartczak (BB)
SIETAR Bulgaria: Svetlana Aladjem (SA)
Direct member of the SE Board: Ildiko Polyak (IP)
Head office of SIETAR Europa: Christine Longé (CL)

Friday, March 27, 2009

SW kicked off the pre-meeting by going over the topics to be discussed on Saturday and Sunday. It started with a discussion on MemberClicks. CL said that it was not working, even though SIETAR Europa paid its fee. CL will look into this (it is not Stephan Winkers job to solve this). MC is our member administration until the new system is up and running. Only then will we stop our membership with MC.

MET said she was working on a legal contract with Stephan Winiker, which would as of January 1, 2009 define exactly his duties of installing and hosting Joomla and CiviCRM, which will replace the old website and MemberClicks. He will receive Euro 2,500 for creating the system and Euro 200 a year for webhosting, backup, security updates and to keep the site free of viruses. The national SIETARs are responsible for maintaining and updating the content.

All national SEITARs and SEU agree that all new websites need to be up and running by the end of May 2009. Some will have to get permission to use logo and colours.

MET said she needed to have the names of the **administrators** of all national SIETARs (and the new ones from Poland, Bulgaria) to move the contents to the new site. She says that all national SIETARs in Europe have a temporary address on a hidden web site, where there is a tutorial on how to do the transfer and make the menu points. Additionally, Stephan Winiker was ready to hold a skype conference with administrators about learning the “Content Management System” for all SIETAR Europa sites, workable if all administrators take part.

Logo & Logo colour: BB and SA reported that it was difficult to have communication with Peggy Pusch and Lubosh (designer) in the USA concerning the logo.

SEU Website: SW stated that we needed a central administrator to move content and update information for the SIETAR Europa website. A taskforce has been installed to

start working on the new SEU website; Rob G will coordinate the team: RG, BB, GD, CL.

MET pointed out that SIETAR Europa had two domain names: SIETAR.de and SIETAR.eu This was confusing and not in line with the new 'name-domain' (all SIETARs will be named sietar.nl, sietar.es etc. on the website as links, The exception is sietar-deutschland. SEU offers SIETAR Deutschland to use 'sietar-de'.

IP talked about the SIETAR Global Council and her discussion with Peggy Pusch. Peggy thinks "there is no need for more structure". SEU expressed the need for a "global SIETAR Community" –but that this "community" has to be a virtual team or has to meet during other events to avoid expenses. The discussion on a 'Global SIETAR Community' will be continued at the next Board meeting.

Saturday, 28 March 2009

RG began by asking members to express what they expect from the Board meeting and report on the activities of the national SIETARs.

SIETAR Spain: RG announced that a new board would be elected at a General Assembly in May and hoped to get new impulses. Would like to see more concrete proposals and services to encourage more members to join. Possibly Henning Zorn or different SIETAR Spain members might help to facilitate virtual meetings. Have 25 members.

SIETAR Italia: EV explained that SIETAR Italia had just begun its first event in Milan which was attended by 24 of the 26 members. In addition, Milton Bennett, David Trickey and Sergio Di Giorgi were elected as Advisory Board members. On another note, members of SIETAR Italia were so spread out that the only best method of communication was virtual. EV would like to have the responsibilities of SIETAR Europa and Global Council be clearly defined. He talked about the doubts and expectations SIETAR Italia had of SIETAR Europa. Their expectations:

- support and maintain a European network of interculturalists
- organize an international interculturalist conference per year
- publish a bimonthly newsletter
- support local national initiatives to create new national entities
- protect the SIETAR name/brand/logo by registering it at the European level

SIETAR France: GD would also like responsibilities and structural procedures of SIETAR Europa be clearly spelled out. That is: how does it fit in with national SIETARs? and is SIETAR a global organization? He felt that many people didn't possess the historical background of how SIETAR Europa was founded. SIETAR France has 55 paying members, but only 5 real active members. It is in midst of changing its website. Had two workshops and a new one coming up soon. Was contacted by the French Chamber of Commerce and it will publicize in their magazine on what SIETAR France does and how the worldwide SIETAR networks.

SIETAR Polska: BB gave a summary of the newly formed SIETAR Polska. It has almost 30 members, 10 of which are very active. Membership fee is about 30 Euros.

Are now setting goals and working on them. Last year had two workshops, one this year. Will have one 'train the trainer' in Warsaw, April 24-26 and a 1-day interactive workshop 'Aspects of Intercultural Communication' in Wroclaw, May 25. Planning a big 3-day national congress in the first week-end of December 2009 (3rd – 5th). The congress/source language is Polish. Some of the planned presentations will be held in English. SPL Board members have many virtual meetings, about once every three weeks. Expect a lot from SIETAR Europa — know-how, best practices, how to increase benefits for new members, financial support, preparing national meetings, making SIETAR known.

SIETAR Österreich: PS reported that SIETAR Austria has approximately 30 paying members. It had one cultural event in February "Intercultural aspects of the U.S. Election of Barack Obama". Despite the great interest expressed, only 6 people turned up. SIETAR Österreich will co-sponsor the IACCM (Intercultural Competence and Management) Conference 2009 in Vienna from the 24-26 June, 2009.

SIETAR Holland: MET reported that the Dutch chapter has about 110 paying members, paying 100 Euros per year. Board will be changing. Henning Zorn will be stepping down and the new chairperson will be Handan Aydn-Rao. Challenge is to have more active members. Have at least six workshops a year. SNL is waiting for the outcome of the questionnaire given to members about wishes and expectations. SNL may start regional as well as task groups, but need people to support them. There is general support of Global SIETAR. The Dutch Board was shocked to learn that national SIETARs were not paying SIETAR Europa on time. Henning Zorn is still very busy with getting all national Sietars' and SEU 's website online. This coordination is very time consuming, so he really needs all support from all the national SIETARs .

SIETAR Deutschland: SW reported that SIETAR Deutschland has 687 paying members. It has created three sections. The business section has already met three times and has written up guidelines. Diversity and migration sections have also met. There will be changes on the Board in November 2009, as the President, Alex Scheitza, can't be re-elected. A commission (Projektgruppe Organisationsentwicklung) was built from regional representatives, Alex Scheitza, a honorary member and an external consultant. It will meet on the 17th April to develop suggestions on how to develop the German organisation more professionally in the future. The *Mondial* journal will come out again in April, 2009 with a circulation of 1200 copies. For the upcoming Forum in February 2010, a task force 'Forum 2010' was created, with 13 people on this team. The Forum team is open to discuss synergies with the French anniversary preparations, but cannot change much their own event. The SIETAR Deutschland Board learned that it was the only national organisation that paid its dues in 2008 to SIETAR Europa. GD added that SIETAR France paid its dues early in 2009.

SIETAR Bulgaria: SA reported that SIETAR Bulgaria began in November, 2008. It had one event, but unfortunately without proper vision and planning. Now, it is developing rules on what Board members should do, in order to avoid poor planning. 23 members are registered, but only 12 have paid the 30 Euro annual fee. It is preparing a new event for the month of May. Biggest struggle at this moment is how

many hours does each member commit to SIETAR. Needs the technical support of SIETAR Europa. Communication with SIETAR Europa has been somewhat poor. Examples: it didn't receive any information about the Saarbrücken meeting. It asked for financial support and received no response. It would like to receive the institutional memory (best-practices).

Direct Members: IP reported that there are 120 direct members in SIETAR Europa. Then IP talked about her personal views — feels that many activities and opportunities have been lost in the last six months. She posed two rhetorical questions: What's the point of SIETAR Europa? Must the national organization send representative to SIETAR Europa? She pointed out that what we were noticing more national SIETARs, but they tended to be very small and didn't have much chance of growing. They need the financial support of SIETAR Europa, which receives its money mainly from the congresses. There is an absolute need of cooperation between all national SIETARs. This cooperation, in the last analysis, is a huge benefit and this is what SIETAR Europa can provide.

SIETAR UK: RJ reported that SIETAR UK was in its recovery phase, after past inaction and passivity. It has about 55 to 60 paying members. It is now trying to get members more active. Had a successful business and cultural event last month. Planning many participating events in the months to come. There will be an Academic conference in Bristol in collaboration with the university and the city. In September, a big event will be co-sponsored with York Associates. The 10th anniversary of SIETAR UK will be on July 11 with a small event. Economic climate is not rosy in UK, but could be advantageous to SIETAR UK as people may have more time to participate. Working on technology usage to improve best practices.

Head office of SIETAR Europa: CL reported that she's very involved in SIETAR Europa, as well as SIETAR France and their congresses. She wants updated membership lists, in order to do more efficient mailings. Direct members are very eager to have information from SIETAR Europa and are mainly interested in the international congresses that they don't want to miss.

SIETAR Logo: IP said the logo was accepted and each national organization was to choose their colors. RG will take the responsibility of all questions concerning the logo. He will ask Peggy Pusch about copyright and color issues. SW said SIETAR Deutschland had some of the lettering redone on their logo.

Goals of SIETAR Europa: There was a general discussion on procedures and implementation, including European websites (establish internal protocols), increasing hours of commitment, tighter financial controls, increasing visibility of SIETAR, external communication (advertising flyer-description of SIETAR EU).

Issues concerning new Sietars: RJ reported on grants. There was an exchange of e-mails in December 2008 with SIETAR Bulgaria to fund travel costs so that more people could attend the event in Sofia. The funds were turned down by the Board of SIETAR Bulgaria because of internal differences. Because of this incident, RJ will have by the end of April, 2009 a document proposal for policies and rules as to when national SIETARs can apply for grants.

Returning the money of direct members of SIETAR Italia will be worked out by EV and CL.

RJ feels we should encourage partnerships, e.g. SIETAR Bulgaria with Turkey, SIETAR UK with Ireland. At the moment, Ireland seems to have some organisational issues. A so-called SIETAR Turkey says it has established itself. RJ will investigate the person who announced the new SIETAR Turkey. EV will help RJ as a substitute, due to his experience with the creation of SIETAR Italy.

SA will look into finding the right person to be a direct representative of SEITAR Turkey. Alex Scheitza will be asked to be a resource person on this issue. GD will check with Jonathan Levy on his investigation concerning SIETAR Algeria.

The brand name of SIETAR. Goffredo Diana wrote that nothing has been done yet on the registering of SIETAR. RG will contact Goffredo to see if he can register it. The Board was reminded that SIETAR members can post the SIETAR name on their website, but not the logo. For the next telephone conference, RG wants to vote on whether we accept the document concerning the use of the SIETAR name (Guidelines for SIETAR activities).

New finance Plan for SIETAR Europa: IP talked about the finances of SIETAR Europa. At the moment, national SIETARs pay a percentage of their income from an annual membership fees to SE, which is based on a sliding scale from 25% to 15%. Because small SIETARs are struggling financially, the system should be changed. Thus, two new proposals were made:

First: national organizations pay 17.5 % of their income to SIETAR Europa, but would not include travel costs for SIETAR Europa Board meetings. This would encourage the national SIETARs to look for cheapest travel rates. Hotel and food costs would be paid for by SIETAR Europa.

Second: national organizations pay 25% of their income, but SIETAR Europa would pay for all travel costs and hotel costs for Board meetings.

The Board voted to accept the 1st proposal with SIETAR Italia abstaining. However, it will maintain the status quo of supporting the travelling costs for the smaller countries, such as Poland, Italy, Bulgaria, Spain, Austria at least through 2009. At this point, SEU will review the situation.

(Decisions that directly impact national SIETAR organisations require the approval of more than two thirds of the national SIETAR organisations. National SIETAR organisations are given two months to approve/disapprove a decision of the Board of Directors. The national SIETAR organisations decide upon their internal decision making processes. If a national SIETAR does not react within two months, this is regarded as approval.)

The Board has voted unanimously that all national SIETARs state by the 1st May, 2009 how much money they collected in membership fees in 2008 and then transfer their corresponding percentages due to SIETAR Europa.

Planned Events (congresses, anniversaries): GD talked about SIETAR France's 30th anniversary that was to be held Negocia School of Management in October, 2009 in Paris. It was put off because too many other events were happening around this date. It was decided to plan it at the end of February or the first week of March, 2010, depending on when the school had holidays. SW pointed out that this would be a clear

conflict with the SIETAR Deutschland's Forum event at the end of February, 2010. She also said that to prepare any serious congress you need at least two years preparation. After a long discussion, SIETAR Europa will support both national SIETARs in any way it can, all dependent on how the two organizations develop possible synergies. RJ suggested that SIETAR France do their congress in October 2010. GD will submit this suggestion and report on how the French SIETAR Board reacts.

It was discussed, what would happen if we decided to have the next EU congress say in 2011. There would be no income for SEU until then - and this would seriously jeopardise SEU's operations.

PS will go to Paris next week to the Meedex congress, which deals with all aspects of international congresses and report his findings at the next telephonic conference. It should be noted that all expenses of the trip are paid by the Meedex organizers.

IP thought of doing a 1-day SIETAR Europa event, whereby a member of SIETAR offers a one-day seminar.

MET reported on Young SIETAR's upcoming 4-day event in Cairo, Egypt, 12-15 November, 2009. They expect 60 to 80 people. On the first day, they will meet the locals to enhance and energize intercultural relations/communications and discuss findings at the end of day. Day two and three will be a sort of an international world café and working in teams on a topic. Both days will be prepared and facilitated by a team. In the evening, it will start with a film + Q&A. Later, wrapping up what happened during the day with follow up discussion. Last day will be open — people can go into Cairo and/or see a documentary, especially meant to involve locals and enhance a discussion, exchange of views between Sietarians and locals.

The Board voted unanimously to invite a Young SIETAR member (or representative) to the next meeting, who happen to live in the city where the Board meets.

Board Expenses: SW proposed that all Board members hand in their expenses (original receipts) along with an official invoice when they wish to be reimbursed by CL.

RG explained Google Platform Groups that he set up for Board members. The Board will think about allowing substitutes to have access. A decision will be made at the next teleconference.

Sunday, 29 March 2009

New websites: RG kicked off the meeting with a discussion on websites. The national organizations must send their information, i.e. logo to Stephan Winiker, who will transfer it to the new domain sites. Kor Dwarshuis (Amsterdam) will help the administrators of the national SIETARs on how to move content. RG will talk to Stephan Winiker on the actual technical aspects of Joomla and will inform the Joomla – CIVICMS task force (BB, CL, RG, GD and MET). GD will also be the “captain” of national SIETAR webmasters. Members of the content task force are RG, MET, GD, BB.

MET pointed out that SIETAR Europa has two domain names: SIETAR.de and SIETAR.eu As it is confusing, SIETAR Germany can use the domain name SIETAR.de for SIETAR Deutschland.

Decision: The information content transfer must be finished by all national SIETAR in Europe by the end of May, 2009.

Newsletter: SW reported that SIETAR Deutschland has bought a newsletter layout software at a cost of Euro 900. SIETAR Deutschland can offer it to other SIETAR organisations on request, so that all SIETARs have a unified house style, but the software works only on a Mac. PS has volunteered to do the SEITAR Europa newsletter and will contact Alex Scheitza/ Frank Morowski of SIETAR Deutschland for procurement of the software. Polska and NL are interested as well and are welcome to contact Sietar Germany.

Charter: MET presented the SIETAR Charter and the Board accepted it after making two minor changes. See annex for the finalized charter.

SIETAR Global Council: IP talked about the SIETAR Global Council and her discussion with Peggy Pusch, who felt there wasn't, at present, a desire from the national SIETARs to have more organizations. However, there are many countries, e.g. Algeria, China, Turkey, etc., which are asking for information about creating national SIETARs. IP felt that the name SIETAR Global Council might be replaced with SIETAR Global Community. For reasons of logistics and costs, the Board has requested the members of the SIETAR Global Council, (Ildiko Polyak-Europe, Peggy Pusch-USA, Yuko-Japan, Shreeak-India, Hamied-Arabia, Iried-Indonesia) to meet only when there is a global event. IP will contact Peggy Pusch to look into the updating of the SIETAR Global website.

Direct Members: SW and EV reported on Patrick Boylan, who is responsible for writing to all direct members concerning the election of representatives – he will start asap. Elections therefore need to be postponed. The Board decided that CL will send out a letter to all those inquiring about SIETAR Europa and encourage them to become a direct member. The objectives of SIETAR EU will be added before and this letter will be sent before the election of direct members, which will be postponed until late June, 2009.

Some other Resolutions:

All e-mails correspondence between Board members should be answered within 48 hours.

RG will coordinate all activities for increasing visibility of SIETAR

Procedures and guidelines for use of the SIETAR logo will be looked into by BB and reviewed at the next teleconference.

CL will be in charge of updating the national membership list.

IP will be responsible for getting national SIETARs to pay their memberships.

SW will be in charge of fundraising for EU Board meetings (e.g. try to get best rates in hotels). SA and IP will be her assistants. RJ will establish the procedures. Internal fundraising is IP.

MET will be in charge of inviting ex-SIETAR Board members to an advisory committee to help SEU build-up the collective memory and best-practices of SIETAR Europa

The Board unanimously decided to rescind the decision made some two years ago to periodically send the President of SIETAR Europa and EV to help CV in her tasks and organisation. Instead, this will be done by phone or e-mail, in order to avoid unnecessary travel costs and other expenses. It will also decided that for the next EU congress, the accounts will be done by a professional external accountant.

SW reported that person/company X contracted to have a table and a logo printed for the cost of Euro 600 at the Granada congress and still hadn't paid. CL said likewise this person hadn't paid the registration fees (Euro 470 for a non-member). The Board asked PS to write a letter requesting payment and to include the following resolution, made unanimously:

If person/company X has not made the payment of Euro 1070 by 1st of May, 2009 for services and fees he contracted to do at the Granada SIETAR Congress, we will communicate to all SIETAR organizations that his participation in their future events will not be granted until satisfying settlement of this account.

The person's name will be published if payment has not been made by the given deadline.

RJ and AS will start a working group of **environment/sustainability** and social responsibility of SIETAR Europa. GD suggested that Jonathan Levy should be contacted as a possible participant in this group.

SW asked on behalf of SIETAR Deutschland how the EU Boards thinks about making **political statements**. The SIETAR Europa Board feels that it is unwise in taking political stands.

RG talked about brainstorming on **direct advantages and benefits to members of SIETAR Europa**. The representative should ask their President and members on ideas. This should be a major issue for the next meeting.

Granada Finances: CL reported that there were still some small outstanding payments. IP added that Peggy Pusch was waiting for the finalized figure. RJ informed the Board that there will be invoices sent out for about Euro 2,000 that will come in from the certification courses. However, there will be additional expenditures of about Euro 6,000 (trainer fees) for the pre-congress workshops. The last invoices will be sent out by 15th of April, 2009 and the final exact profit can then be calculated. Despite the unavailability of the exact figures, the Congress will have generated a profit of about a Euro 40,000. This will then be split between the USA and Europe, as according to the contract. SIETAR Japan and SIETAR Indonesia sent seed money. IP will check what was really meant by the "seed money" to determine if money needs to be sent back to the above mentioned organizations.

The next Board meeting: It will be 10-12 July, 2009 in London. On the first week-end of December, 2009 we will meet in Poland. The next teleconference will be at 20:30 on Tuesday, April 28, 2009.

The meeting was adjourned at 15:00

Respectfully submitted by Patrick Schmidt

Summary of decisions and resolutions:

1. RG will take the responsibility of all questions concerning the logo.
2. RJ will write a new document on policies and rules concerning grants.
3. EV will work out with CL the amount of money of direct members to be returned to SEITAR Italia.
4. RJ will investigate the person who announced the new SIETAR Turkey.
5. SA will look for the right person to be a direct representative of Turkey.
6. GD will contact Jonathan Levy and ask about SIETAR Algeria.
7. RG will contact Goffredo Diana concerning the registration of the SIETAR name.
8. The Board voted to accept the 1st proposal to finance SEITAR Europa, i.e. 17.5% of total income of national SIETARs.
9. The Board voted that all national SIETARs state by the 1st May, 2009 how they collected in membership fees in 2008.
10. The Board voted to invite a Young SIETAR member (or representative) to their Board meetings.
11. SIETAR Europa offers to SEITAR Deutschland the domain name sietar.de.
12. The transfer of information content to the new national SIETAR websites must be finished by the end of May, 2009.
13. PS will become the new editor-in-chief of the SIETAR Europa newsletter.
14. The Board accepted the new Global SIETAR Charter.
15. The Board requested that the SIETAR Global Council meet only at global events.
16. CL will sent out a letter to all inquiries, encouraging them to become a direct member of SIETAR Europa.
17. All e-mails correspondence between Board members should be answered within 48 hours.
18. RG will coordinate all activities for increasing visibility of SIETAR.
19. Procedures and guidelines for use of the SIETAR logo will be looked into by BB and reviewed at the next teleconference.
20. CL will be in charge of updating the national membership list.
21. IP will be responsible for getting national SIETARs to pay their memberships.
22. SW will be in charge of fundraising for EU Board meetings. SA and IP will be her assistants. RJ will establish the procedures. Internal fundraising is IP.
23. MET will be in charge of inviting ex-Board members to an advisory committee for the collective memory and best-practices of SIETAR Europa.

24. The Board unanimously decided to rescind the decision made some two years ago to periodically send the President of SIETAR Europa and EV to help CL in her tasks and organisation.
25. For the next EU Congress, accounts will be done by an external accountant.
26. The Board asked PS write a letter to Person/company X, requesting payment for non-paid invoices. If he doesn't pay by the 1st of May 2009, he will not be able to participate in any SIETAR events.
27. RJ and AS will start a working group of environment/sustainability of social responsibility of SIETAR Europa.
28. RJ will sent out the last invoices of the Granada Congress by the 15th of April, 2009.
29. IP will check on 'seed' money received before the Granada Congress.
30. A taskforce will start working on the new SEU website. Deadline end of May 2009; Rob G coordinator with BB, ,GD, CL, MET.

Annex:

| Charter for Global SIETAR

Accepted by the SIETAR Europe Board in Vienna, March 27th 2009

SIETAR organisations around the world are committed to each other and to the following principles:

1. All SIETAR organisations are committed to encouraging and supporting research, education, and training in the field of intercultural relations that is directed toward an increase in the understanding and acceptance of differences among peoples of different cultures and an increase in competence in diversity among the peoples of the world.
2. All SIETAR organisations subscribe to the Universal Declaration of Human Rights.
3. All SIETAR organisations are open to all people who share the values formulated in this charter and in their statutes. No applicant will be rejected for membership in SIETAR, because of his/her place of residence, citizenship or his/her educational or professional background.
4. SIETAR supports and encourages all theoretical and practical approaches to the study and practice of diversity that increase intercultural understanding, whether coming from academia or through practical experience in the many field applications, and from any geographical, ethnic or cultural origins.
5. All SIETAR organisations will be member of the SIETAR Global Council and are represented on the Council by designated representatives from the national or supranational SIETAR organisations in the area of the world in which they are

located. New SIETAR organisations must be approved by the Global Council after following procedures that are advertised and fully accessible.

6. Joint activities and agreements between SIETAR organisations around the world are promoted to strengthen the ties between SIETAR organisations.

7. Violations of the mission and values stated above and political positioning of a SIETAR organisation or group that fails to support the philosophy and the charter of SIETAR will be critically examined by the SIETAR Global Council and could lead to exclusion from the Network.