

## Minutes of the Regional Annual General Assembly (RAGA)

### SwissCham Beijing - Statutory Year 2017/2018

**Date and time:** 30 March 2018, 16:30 – 18:00  
**Venue:** Parkview Green  
**Chair:** Samuel Baumgartner, President, SwissCham Beijing  
**Minutes Taker:** Laura Fleming, General Manager, SwissCham Beijing

#### 1. Preliminary Matters

##### 1.1. Opening, Welcome Address and Organization Matters

The Voting Bureau closes and Samuel Baumgartner opens the RAGA at 16:35. He welcomes the Assembly and Mr. David Braun, Head of the Economic Section of the Embassy of Switzerland, and thanks them for their presence. He gives the floor to Mr. Braun for a short speech. Samuel Baumgartner then addresses organizational matters and recalls that the RAGA is detailed in the RAGA Package, the outline of which will be followed throughout the RAGA. He invites the Assembly to refer to it whenever necessary. Samuel Baumgartner then starts the RAGA.

#### 2. Administrative Matters

##### 2.1. Quorum

The quorum is then reviewed as follows:

Voting Members:	81
Quorum Needed:	41
Voting Members present:	20
Proxies to third-parties:	0
Proxies to BOD:	33
Total votes present (proxies & voting members):	53 65%

The quorum being reached, the RAGA may proceed.

##### 2.2. Approval of Minutes taker, Vote Counting Officer, Agenda and Minutes

Laura Fleming, General Manager, is approved as Minutes Taker. Meng Lei, Office Manager, is approved as Vote Counting Officer. The Agenda of the current RAGA (2017/2018) and the Minutes of the last RAGA (2016/2017) are then approved by acclamation.

#### 3. Reports and Proposals

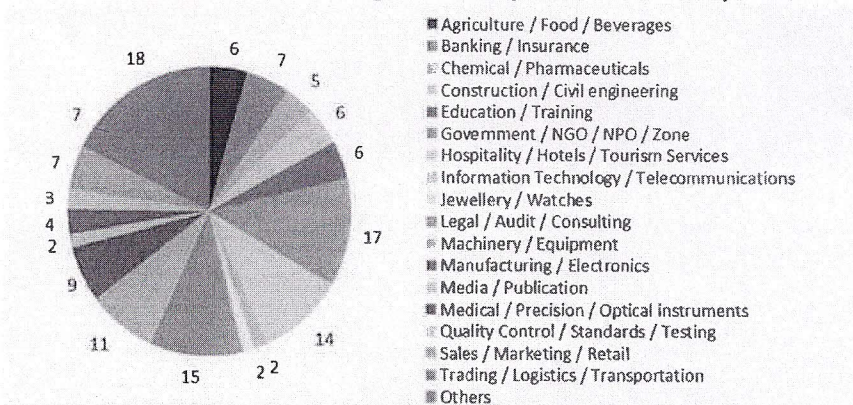
##### 3.1. President's Reports

Samuel Baumgartner delivers the 2017/18 Activity Report:

- Membership status:
  - o Number of members slightly increased in 2017.

Membership Status	22.02.2017	Leave	New	22.02.2018
Large Corporate	34	3	5	36
Small/Medium Corporate	74	10	9	73
Other Categories	33	10	13	36
<b>Total</b>	<b>141</b>	<b>23</b>	<b>27</b>	<b>145</b>
<b>Turnover 2017-2018</b>	<b>+ 3%</b>			

- Our members represent a great diversity in terms of industry



- Events overview:

- o SB: encourage the members if they have an interest to organize a seminar.
- o SSBA was the highlight in term of event

**8 Business Seminars:**

SwissCham participants: 132  
 Total participants: 277

**8 Networking Events:**

SwissCham Participants: 253  
 Total participants: 1272

**5 Supported Events**

SwissCham Participants: 33  
 Total participants: 203

**3 Special / Profile Events:**

- Swiss Traditional Dinner (170 participants)
- Sino-Swiss Business Awards (385 participants)
- SwissCham Night (170 participants)

- Publications overview (Website, Bridge, Newsletter):

- o Bridge: 4 issues in 2017
- o Website:
  - Unified website for all offices
  - We are working on a new website to be launched in 2018
- o Reader's Digest, distributed also to members in SHA and GZ,
- o LinkedIn
- o WeChat: becoming one of the key communication tool for us

- Mandates:

- o Thanks to Embassy and Swiss Business Hub for their trust in our services; SBH outsources some of their work, the Chamber will help out gladly in these cases
- o B2B matchmaking

- Lobbying activities 2017/18 overview:

- o Meetings and discussions with SECO and associations in Switzerland; with the President and other board members of SCCC in Switzerland; with heads of the Embassy of Switzerland; with S-GE in China and in Switzerland; with Presidents and board members of other chambers of commerce in Beijing.
- o November 2017: meeting with State Secretary of Economic Affairs, H.E. Marie Gabrielle Ineichen-Fleisch to discuss Swiss business in China.
- o FTA survey in cooperation with partner organizations.

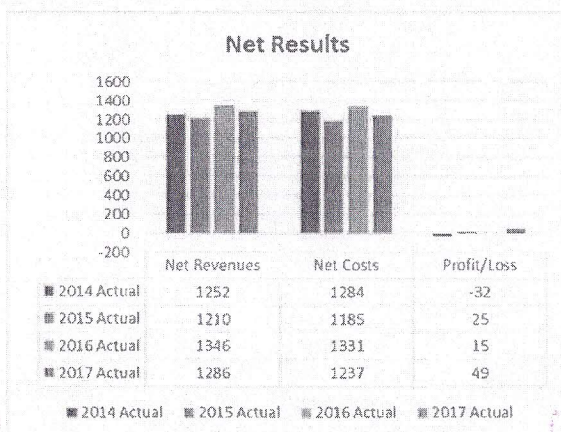
- Presentation of the 2017/18 Management Team:
  - o Change of leadership: in August, Romain Barrabas left the chamber after 2.5 years at the service of SwissCham Beijing. He is replaced by Laura Fleming who started in February 2017 as Marketing & Events Manager.
  - o Recruitment process for the new GM: BOD made a real call with quite lots of interview.
  - o Special thanks to Leilei and her support over the past 10 years.
  - o New MEM: Olivier Smaga joined the Chamber in October 2017 and took over the position of Marketing & Events Manager.
  - o Many thanks to the whole team for the great work.

**Samuel Baumgartner delivers the 2018/19 Tentative Activity Report:**

- Membership Drive:
  - o Focus on membership stabilization. Develop new Swiss members and partners
  - o Concentration on acquisition of new members and retention of existing members.
  - o More benefits, services and free of charge events for our members.
- Events:
  - o 5<sup>th</sup> edition of the Sino-Swiss Economic Forum will be the most important event in 2018.
  - o Swiss Traditional Dinner was innovative, SwissCham Night
  - o Seminars, Networkings, Company Visits, Business Scouting Trips.
- Service/Products:
  - o New website under construction

**3.2. Treasurer's Reports**

**Daniel Aellen, Treasurer, delivers his report on the 2017 Accounts:**



- In 2017, SwissCham Beijing finalized a net profit of **CNY49K**, which was the net result of total net revenue of **CNY1,286K** and total cost of **CNY1,237K**.
- This compares to an original budgeted profit of **CNY4K**, as a result of budgeted net revenue of **CNY1,197K** and budgeted cost of **CNY1,193K**.
- In 2017, the average cash position amounted to **CNY945K**. The Sino-Swiss Business Awards, membership payments, yearly sponsors and SwissCham Night contributed to increases in the cash position in 2017. The cash position increased a lot compared to the previous year, since late membership fee collection and late event sponsorship payments

Report of the Auditor, Beijing Zhong Ping Jian Hua Hao CPA firm, Auditor of SwissCham Beijing, who delivers his Auditor's Report and confirms that the Treasurer's Report is accurate.

**Daniel Aellen presents the 2018 Budget:**

- 2018 budgeted profit is **CNY2K**, based on total net revenue of **CNY1,267K** and total cost of **1,265K**.
- Total net revenue is budgeted at additional CNY70K compared to 2017. The increase is mainly due to more membership fee collection and higher profit of SSEF (increase in

- sponsorship packages).
- Total cost is budgeted at additional CNY72K compared to 2017, which originates from HR, office rent and business trip costs.

No questions from the Assembly.

### 3.3. Approval of Reports

The reports and accounts are submitted to the Assembly's vote and are all approved as follows:

Activity Report 2016/17:	Approved by 53
Tentative Program 2017/2018:	Approved by 53
Accounts 2016:	Approved by 53
Budget 2017:	Approved by 53
Auditor's Report:	Approved by 53
Ratification of BOD changes from Jingwei Jia to Matthias Goebel, from Katja Ainassari to Magnus Callavik and from Daniel Meyer to Larry Zhang.	Approved by 53
Discharge of the BOD 2017/18:	Approved by 53

## 4. Appointments

### 4.1. Appointment of the Auditor

The President Samuel Baumgartner proposes to re-conduct Beijing Zhong Ping Jian Hua Hao CPA firm for the 2018/19 statutory year. The Assembly approved the proposal by 53.

The President expressed his gratitude to Beijing Zhong Ping Jian Hua Hao CPA firm for their support during the past statutory year.

## 5. Elections

### 5.1. Eligibility of BOD candidates

The Directors of the Board are eligible if they have participated to 2/3 of the Board meetings during the year. Yvan Sprünglin and Richard Chu will abstain to reapply; therefore the 2/3 rule is irrelevant in their case.

Yvan Sprünglin is offered Honorary Membership for his dedication to SwissCham over the years.

### 5.2. Presentation of the BOD candidates

Samuel Baumgartner announces that 9 directors of the 2017/18 BOD are reapplying, while 2 new candidacies have been received. No further candidates apply after Samuel Baumgartner asks the Assembly if there were any. The 11 candidates briefly introduce themselves to the Assembly.

### 5.3. Board of Directors 2018/19

The following candidates are elected by the Assembly by acclamation given the number of seats available (11) and the exact same number of candidates.

#### Elected candidates

Aellen Daniel  
Baumgartner Samuel  
Durrer Matthias  
Haifan Zhang  
Glaser Olivier  
Houl Pauline  
Mueller Martin  
Larry Zhang

David Wang  
Matthias Goebel  
Magnus Callavik

#### 5.4. President of SwissCham Beijing

Samuel Baumgartner is elected President by acclamation.

#### 5.5. National BOD Representatives of SwissCham China 2016/17

Samuel Baumgartner, currently Regional President, has been elected National Representative at the RAGA 2016/17. Shall he be reelected as Director of the Board this year, he will not need to be reelected as National Representative this year.

Martin Mueller, currently legal representative, has been elected National Representative at the RAGA 2015/16. Shall he be reelected as Director of the Board this year, he will need to be reelected as National Representative this year.

The voting members need to elect two new National Representative among the newly elected Directors of the Board of SwissCham Beijing, should the full time National Representative mentioned be reelected as Director of the Board.

Martin Mueller is reelected whilst Pauline Houli is elected as national representatives.

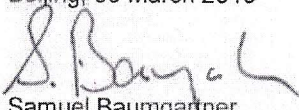
#### 6. Appreciations & Closing

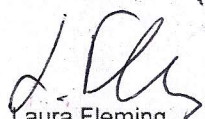
The Board of Directors of SwissCham Beijing wishes to express its sincere and greatest appreciation to Yvan Sprünglin, Richard Chu, Jingwei Jia, Katja Ainassari and Daniel Meyer for their active contribution to SwissCham Beijing's Board of Directors, and would like to warmly thank the Directors who leave the Board at this RAGA.

The BOD wishes to acknowledge and express its appreciation to the many companies, other organizations and individuals that supported the Chamber in 2017/18.

Announcement of the National Annual General Assembly which will be held after the RAGA. The RAGA closes at 18:30.

Beijing, 30 March 2018

  
Samuel Baumgartner  
President, SwissCham Beijing  
Chairman of the RAGA

  
Laura Fleming  
General Manager, SwissCham Beijing  
Minutes Taker of the RAGA