

Minutes of the Regional Annual General Assembly (RAGA)

SwissCham Beijing - Statutory Year 2018/2019

Date and time: 15 March 2019, 16:45-17:50
Venue: NUO hotel, Beijing
Chair: Samuel Baumgartner, President, SwissCham Beijing
Minutes Taker: Roger Germann, 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 16:45. He welcomes the Assembly. 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:	77
Quorum Needed:	39
Voting Members present:	20
Proxies to third-parties:	0
Proxies to BOD:	40
Total votes present (proxies & voting members):	60 78%

The quorum being reached, the RAGA may proceed.

Samuel Baumgartner welcomes Mr. Yves Reymond, Head of the Economic Section of the Embassy of Switzerland, and thanks him for his presence. He gives the floor to Mr. Reymond for a short speech.

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

Roger Germann, General Manager, is approved as Minutes Taker. Meng Lei, Office Manager, is approved as Vote Counting Officer. The Agenda of the current RAGA (2018/2019) and the Minutes of the last RAGA (2019/2020) are then approved by acclamation. (57 votes)

3. Reports and Proposals

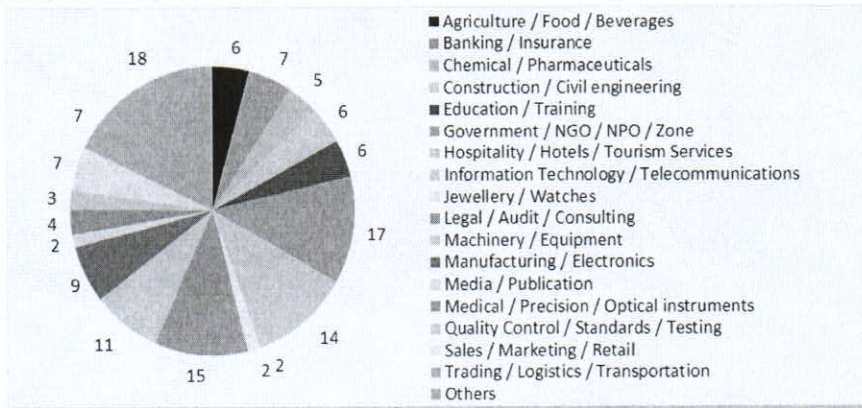
3.1. President's Reports

Samuel Baumgartner delivers the 2018/19 Activity Report:

- Membership status:
 - o Number of members slightly decreased in 2018.

Membership Status	30.03.2018	Leave	New	15.03.2019
Large Corporate	36	7	1	30
Medium Corporate	5	3	3	5
Small Corporate	68	6	8	70
Other Categories	36	8	5	33
Total	145	24	17	138
Turnover 2018-2019	-7			-4.9%

- Our members represent a great diversity in terms of industry



- Events overview:
 - o SSEF was the highlight in term of event

13 Business Seminars:
 SwissCham participants: 162
 Total participants: 374

8 Networking Events:
 SwissCham Participants: 84
 Total participants: 351

1 Supported Event
 SwissCham Participants: 25
 Total participants: 25

- 4 Special / Profile Events:**
- Sino-Swiss Economic Forum (320 participants)
 - SwissCham Night (230 participants)
 - Ambassador's Review (60 participants)
 - Swiss Traditional Dinner/RAGA (170 participants)

- Publications overview (Website, Bridge, Newsletter):
 - o Bridge: 2 issues in 2018
 - o Website:
 - Unified website for all offices
 - We are working on a new website to be launched in 2019
 - 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 2018/19 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 Meetings and discussions with local government representatives and local chambers of commerce. Joint events with Chinese governmental entities.
- Presentation of the 2017/18 Management Team:
 - o Change of leadership: in August. Laura Fleming left the chamber; she is replaced by Roger Germann.
 - o Special thanks to Leilei and her support over the past 10 years.
 - o New MEM: Daniela Reinau took over the position of Marketing & Events Manager this January.
 - o Many thanks to the whole team for the great work.

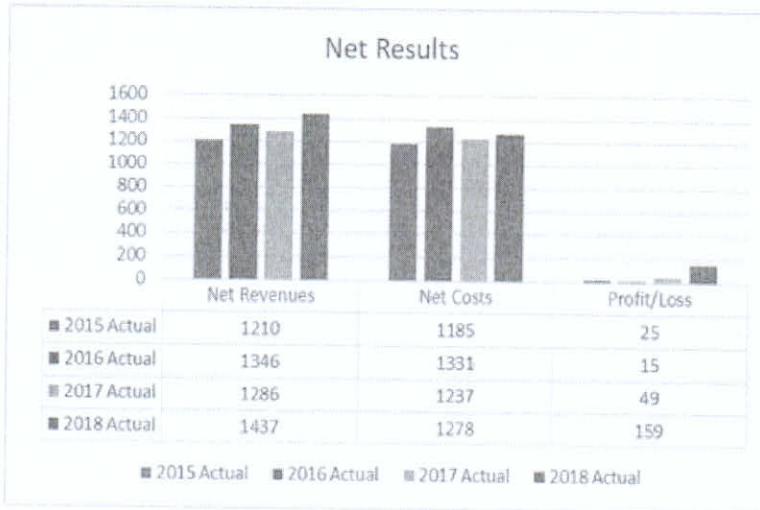
Samuel Baumgartner delivers the 2018/19 Tentative Activity Report:

- o Added Value for members: The first target is to create added value to our members by increasing events as well as by deepening the collaboration with our various partners (Swiss authorities, Swiss Centers China, foreign chambers of commerce) to create further business opportunities to our members.
- o Solidify a core team: In 2019/20, the first target is to solidify a core team and to decrease high staff turnover.
- o Increase reputation: third, we aim to increase the Chamber's reputation via our events, publications, the website and social media (LinkedIn, WeChat).
- o Expanding membership base: SwissCham Beijing will continue to pro-actively look for members as our strategy is to continue expanding our Chamber's membership base.
- o Intensify our cooperation with other Swiss entities active in China.

The reputation of the Chamber within the Sino-Swiss business community and offered services remains the best way to attract new members.

3.2. Treasurer’s Reports

Daniel Aellen, Treasurer, delivers his report on the 2018 Accounts:



- In 2018, SwissCham Beijing finalized a net profit of CNY159K, which was the net result of total net revenue of CNY1,437K and total cost of CNY1,278K
- This compares to an original budgeted profit of CNY2K, as a result of budgeted net revenue of CNY1,267K and budgeted cost of CNY1,265K.
- The difference is mainly due to the great success of the SSEF 2018.
- 2018 total actual cost of CNY1,279K were mainly composed of:
 - Staff Cost: CNY1,003K, or 78%;
 - G&A Cost: CNY275K, or 22%.
- The above actual cost total was higher than the budgeted cost of CNY1,267K.

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 2019 Budget:

- 2019 budgeted profit is CNY2K, based on total net revenue of CNY1,300K and total cost of 1,298K.
- The revenue decrease of 137K in 2019 versus 2018 is due to the exceptional Embassy sponsorship of CNY 175k for the SSEF in 2018.
- On the cost side we have this year a handover period of the position of event manager for three months, furthermore we have a regular salary increase and complete the team with a social media assistant (at 50%). This will help us to generate more activities in 2018 for an amount of CNY 70'000. .

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 2018:	Approved by 58
Tentative Program 2019:	Approved by 58
Accounts 2018:	Approved by 58
Budget 2019:	Approved by 58
Auditor's Report:	Approved by 58
Ratification of BOD change from Matthias Durrer to Jenny Xiong, and from Larry Zhang to Bruno Lefeuve.	Approved by 58
Discharge of the BOD 2018/19:	Approved by 58

4. Appointments

4.1. Appointment of the Auditor

The President Samuel Baumgartner proposes to re-appoint Beijing Zhong Ping Jian Hua Hao CPA firm for the 2019 statutory year. The Assembly approved the proposal by 58.

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.

5.2. Presentation of the BOD candidates

Samuel Baumgartner announces that 10 directors of the 2017/18 BOD are reapplying, while 2 new candidacies have been received. The 12 candidates briefly introduce themselves to the Assembly.

5.3. Board of Directors 2018/19

The following candidates are elected by the Assembly **with the following respective votes:**

Elected candidates	Votes
Aellen Daniel	57
Baumgartner Samuel	59
Houl Pauline	55
Glauser Olivier	56
Lefeuve Bruno	55
Magnus Callavik	54
Mueller Martin	58
David Wang	56
Matthias Goebel	57
Jenny Xiong	54
Yvan Spruenglin	56
Not elected	Votes
Amy Cao	4

5.4. President of SwissCham Beijing

Samuel Baumgartner is elected President by acclamation upon suggestion of the BOD.

5.5. National BOD Representatives of SwissCham China 2019

Upon suggestion from the Board the following Board Members are appointed by acclamation to the following positions:

Samuel Baumgartner	National representative
Martin Mueller	National representative
Yvan Spruenglin	National representative

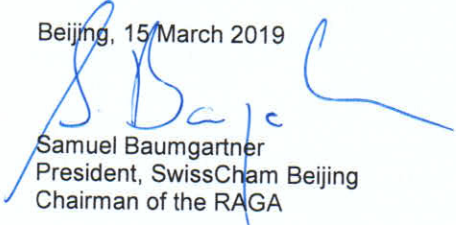
6. Appreciations & Closing

The Board of Directors of SwissCham Beijing wishes to express its sincere and greatest appreciation to Matthias Durrer for his active contribution to SwissCham Beijing's Board of Directors.

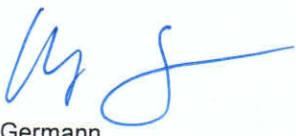
The BOD wishes to acknowledge and express its appreciation to the many companies, other organizations and individuals that supported the Chamber in 2018/19.

Announcement of the National Annual General Assembly which will be held on the 22.03.19 in Shanghai. The RAGA closes at 17:45.

Beijing, 15 March 2019



Samuel Baumgartner
President, SwissCham Beijing
Chairman of the RAGA



Roger Germann
General Manager, SwissCham Beijing
Minutes Taker of the RAGA