

Minutes of the Regional Annual General Assembly (RAGA)

SwissCham Beijing - Statutory Year 2019/2020

Date and time: 10 June 2020, 18:00-19:30
Venue: Swiss Noble Sky-Club
Chair: Samuel Baumgartner, President, SwissCham Beijing
Minutes Taker: Daniela Reinau, 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 18:00. He welcomes the Assembly. Samuel Baumgartner then addresses organizational matters and recalls that the RAGA is detailed in the online 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:	80
Quorum Needed:	40
Voting Members present:	18
Voting Members online:	11
Proxies to third-parties:	6
Proxies to BOD:	25
Total votes present (proxies & voting members):	75%

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 online presence. He gives the floor to Mr. Reymond for a short online speech. (Due to the closure of China's borders related to the COVID-19 epidemics, Yves Reymond is currently not back in China).

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

Daniela Reinau, General Manager, is approved as Minutes Taker. Meng Lei, Office Manager, is approved as Vote Counting Officer. The Agenda of the current RAGA (2019/2020) and the Minutes of the last RAGA (2018/2019) are then approved by acclamation. (60 votes)

3. Reports and Proposals

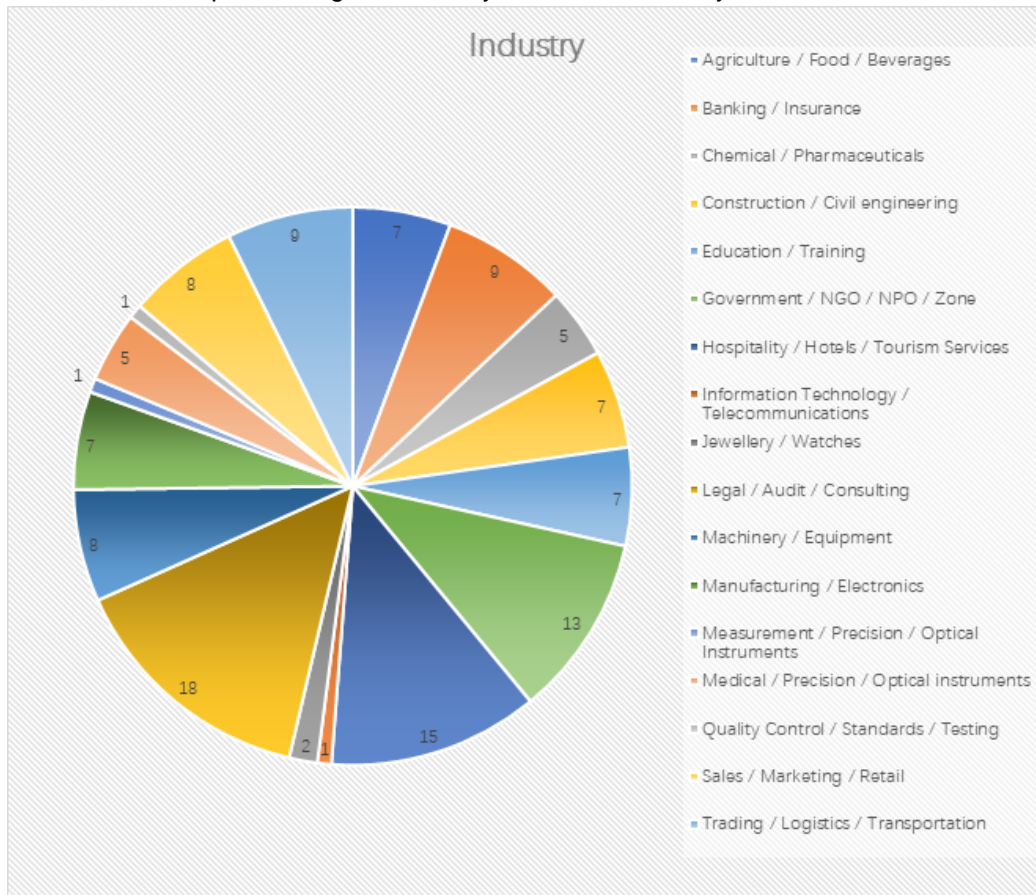
3.1. President's Reports

Samuel Baumgartner delivers the 2019/2020 Activity Report:

- Membership status:
 - Number of members increased by 12% in 2019/20 compared to 2018/19.

Membership Status	13.03.2019	Leave	New	10.06.2020
Large Corporate	30	5	2	27
Medium Corporate	5	2	0	3
Small Corporate	70	8	27	89
Other Categories	33	11	9	31
Total	138	26	38	150
Turnover 2019-2020				+12
				+8.7%

- Our members represent a great diversity in terms of industry:



- Events overview:
 - The SSBA was the highlight in terms of events:
 - 8 Business Seminars:**
 - SwissCham participants: 132
 - Total participants: 147
 - 7 Networking Events:**
 - SwissCham Participants: 120
 - Total participants: 499
 - 8 Supported Event:**
 - SwissCham Participants: 45
 - Total participants: 104
 - 3 Trainings:**
 - SwissCham Participants: 12
 - Total participants: 21
 - 13 Webinars & Supported Webinars:**
 - SwissCham Participants: 181
 - Total participants: 364
 - 23 Special Events, incl. 3 Flagship Events:**
 - RAGA/ Swiss Traditional Dinner 2019 (230 participants)
 - Sino-Swiss Business Awards 2019 (400 participants)
 - Raclette Evening in cooperation with Swiss Club 2019 (150 participants)
- Publications overview (Website, Bridge, Newsletter):
 - Bridge: 2 issues in 2019
 - New Website launched
 - Reader's Digest & Newsletter, distributed also to members in SHA and GZ
 - WeChat: Migration to Service Account
 - Followers increased to 2300 (+400)
 - LinkedIn: 1660 followers (+382)
- Mandates:
 - 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
 - B2B matchmaking
- Lobbying activities 2019/20 overview:
 - 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.
 - Meetings and discussions with local government representatives and local chambers of commerce. Joint events with Chinese governmental entities.
- Presentation of the 2019/20 Management Team:
 - Change of leadership: in July 2020. Roger Germann left the chamber; he is replaced by Daniela Reinau as General Manager.
 - Special thanks to Leilei and her support over the past 11 years.
 - MEM: currently vacant
 - Many thanks to the whole team for their great work.

Samuel Baumgartner delivers the 2019/2020 Tentative Activity Report:

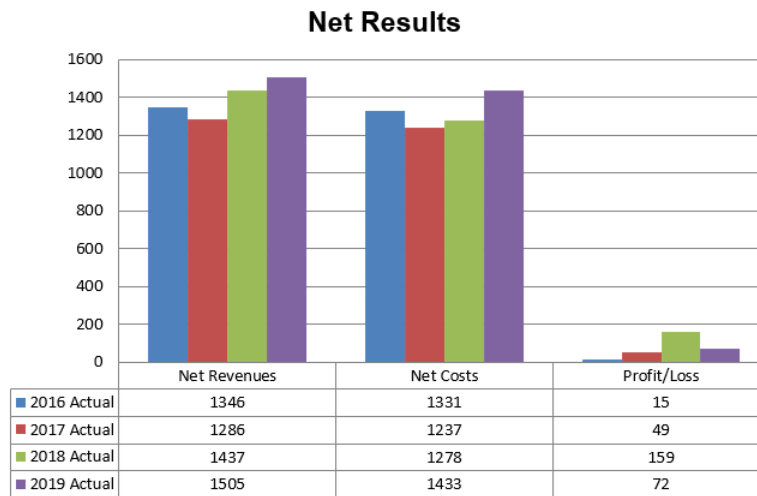
- National Strategy: The National Board believes it would make sense to better align and coordinate national activities.
- CRM/ Engaged Membership: SwissCham Beijing will continue to pro-actively look for

members as our strategy is to continue expanding our Chamber’s membership base and further engaging our members more actively by using a new CRM System, which should be implemented in 2020.

- Events: 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.
- Strategic Partnership: Intensify our cooperation with other Swiss entities active in China.

3.2. Treasurer’s Reports

Daniel Aellen, Treasurer, delivers his report on the 2019 Accounts:



- In fiscal year 2019, SwissCham Beijing realized net revenues of **CNY 1,505k** and net expenses amounted to **CNY 1,433k**, resulting in a total **net profit of CNY 72k**.
- In 2019, SwissCham Beijing finalized a net profit of CNY72K, which was the net result of total net revenue of CNY1,505K and total cost of CNY1,433K.
- 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 SSBA 2019.
- 2019 total net revenue of CNY1,505K was mainly contributed by:
 - Membership fees: CNY646K
 - Events: CNY661K
 - Products: CNY198K
- Membership fees, Sino Swiss Business Awards and yearly sponsors mainly contributed to the net revenue in 2019.
- 2019 total actual cost of CNY1,433K were mainly composed of:
 - Staff Cost: CNY1,075K, or 75%;
 - G&A Cost: CNY358K, or 25%.
- The above actual cost total was higher than the budgeted cost of CNY1,267K.
- During 2019, SwissCham Beijing had 3 full time staff, 2 part time staff and 1-2 paid/ unpaid interns on average. Since November 2019, change to 4 full time staff, 1 part time staff and 1-2 paid interns.
- In 2019, the average cash position amounted to CNY1’070K.
- The Sino Swiss Business Awards, membership payments, yearly sponsors and the SwissCham Traditional Dinner contributed to increase the cash position in 2019.
- The cash position met seasonal decrease in March April but increased soon when membership renewal started, the late membership fee payments and successful events also contributed in the end of this year.

Daniel Aellen presents the 2020 Budget:

- 2020 budgeted profit is CNY1K, based on total net revenue of CNY1,440K and total cost of 1,439K.
- The revenue decreases of practical marketing expectation in 2020.
- On the cost side we will have new General Manager and launch new event bank system this year.
- Due to the exceptional COVID-19 outbreak in the beginning of 2020, global business is influenced heavily as well as SwissCham. We can easily preview the bad finance status and adjusted 2020 budget into 3 scenarios with different cases.
- We have about RMB1'100k in SwissCham account by the end of May 2020, which make us able to face the worst case, still we need to work hard to avoid the worst case.

No questions from the Assembly.

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.

3.3. Approval of Reports

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

Activity Report 2019:	Approved by 60
Tentative Program 2020:	Approved by 60
Accounts 2019:	Approved by 60
Budget 2020:	Approved by 60
Auditor's Report:	Approved by 60
Ratification of BOD change from Bruno Lefeuvre to Amy Cao and Marco Bollier.	Approved by 60
Discharge of the BOD 2019/20:	Approved by 60

4. Appointments**4.1. Appointment of the Auditor**

The President Samuel Baumgartner proposes to re-appoint Beijing Huacai Financial Consulting (Mr. HU Yunpeng) for the 2020 statutory year. The Assembly approved the proposal by 60.

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 2019/20 BOD are reapplying, while 5 new candidacies have been received for a total of 11 seats in the SwissCham board. The 15 candidates briefly introduce themselves to the Assembly.

5.3. Board of Directors 2020/21

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

Elected candidates	Votes
Baumgartner Samuel	55

Spruenglin Yvan	54
Aellen Daniel	54
Mueller Martin	51
Glauser Olivier	50
Bollier Marco	49
Cao Amy	47
Steiner Frauke	44
Wang David	40
Zhang ZZ	39
Goebel Matthias	32

Not elected	Votes
Oberson Johann	22
Bai Glenn	20
Xiong Jenny	17
Chua Stephen	8

The General Assembly voted with 59 votes out of 60 voting members.

5.4. President of SwissCham Beijing 2020/21

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

5.5. National BOD Representatives of SwissCham China 2020/21

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 Pauline Houll and Magnus Callavik for their 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 2019/20.

Announcement of the National Annual General Assembly which will be held on *[date to be announced]* in Guangzhou. The RAGA closes at 19:30.

Beijing, 10 June 2020

Samuel Baumgartner
President, SwissCham Beijing
Chairman of the RAGA

Daniela Reinau
General Manager, SwissCham Beijing
Minutes Taker of the RAGA