

Minutes of the Regional Annual General Assembly (RAGA)

SwissCham Beijing - Statutory Year 2020/21

Date and time: 26 March 2021, 16:15-17:45
Venue: NUO Hotel Beijing
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 16:15. 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:	89
Quorum Needed:	45
Voting Members present:	16
Voting Members online:	3
Proxies to third-parties:	12
Proxies to BOD:	22
Proxies to BOD (abstain):	9
Total votes present (proxies & voting members):	62
	(70%)

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. Yves Reymond for a short speech.

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 (2020/2021) and the Minutes of the last RAGA (2019/2020) are then approved by acclamation. (53 votes, 9 abstaining members)

3. Reports and Proposals

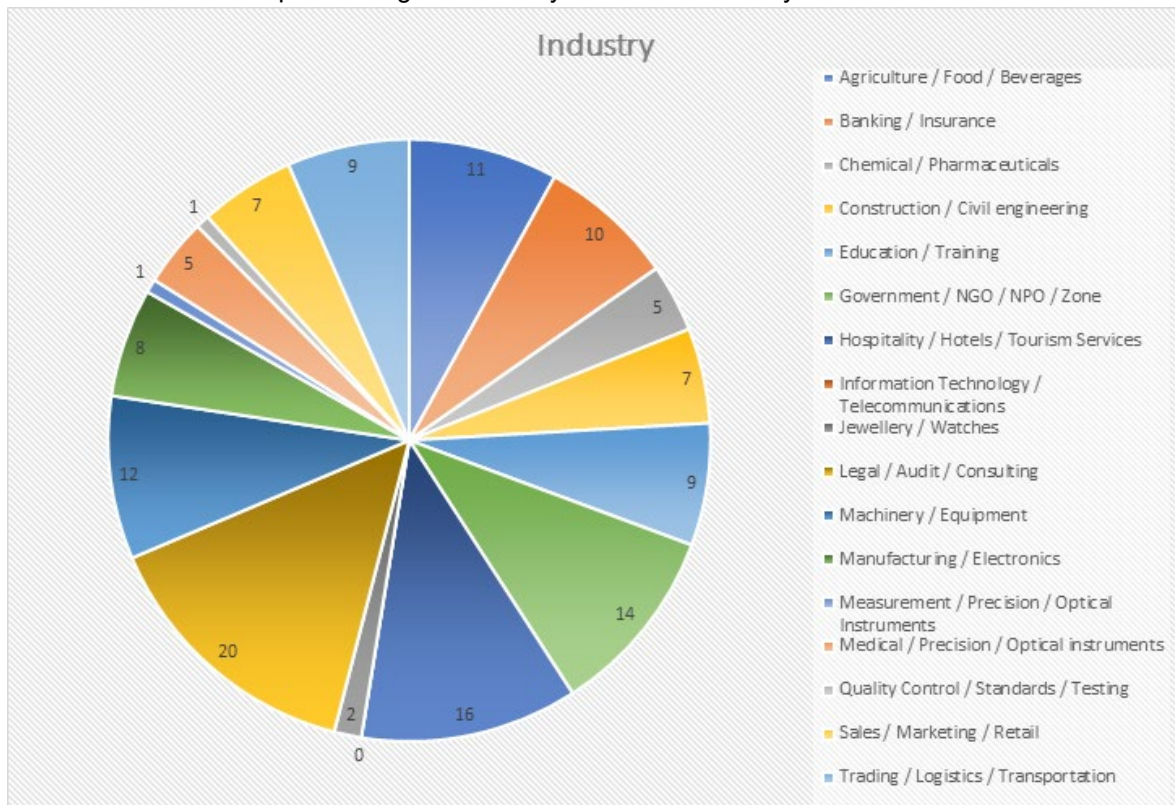
3.1. President's Reports

Samuel Baumgartner delivers the 2020/2021 Activity Report:

- Membership status:
 - Number of members decreased by 13% in 2020/21 compared to 2019/20 mainly due to the strong influence of the COVID-19 pandemic.

Membership Status	10.06.2020	Leave	New	25.03.2021
Large Corporate	26	3	1	24
Medium Corporate	6	2	2	6
Small Corporate	88	18	9	79
Other Categories	30	7	5	28
Total	150	30	17	137
Turnover 2020-2021			-13	-8.6%

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



- Events overview:
 - The SSEF was the highlight in terms of events:

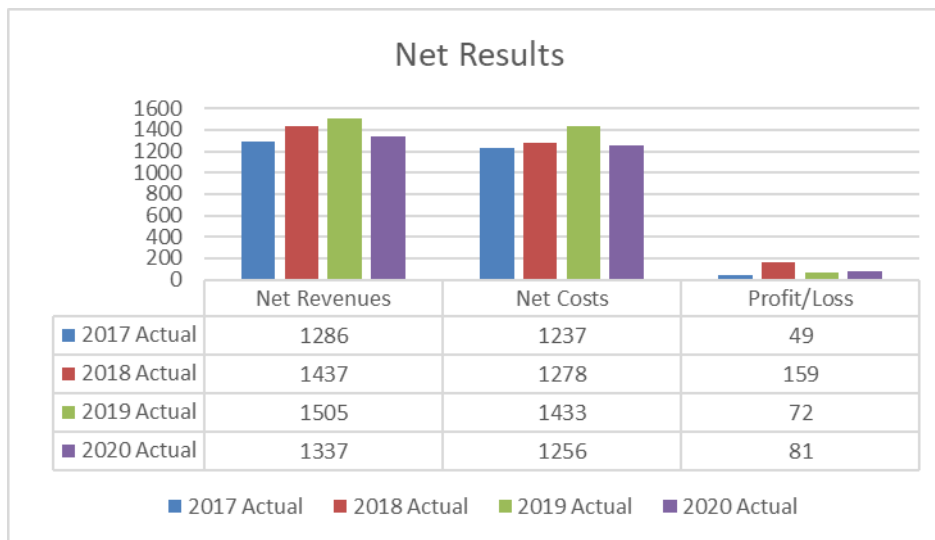
Total of (co-)organized events in 2020: 48 (62 in 2019)	
3 Business Seminar (incl. supported):	
• SwissCham participants:	31
Total participants:	41
2 Networking Events	
• SwissCham Participants:	55
Total participants:	134
4 Trainings	
• SwissCham Participants:	6
Total participants:	33
27 Webinars (incl. supported):	
• SwissCham Participants:	312
Total participants:	626
12 Special Events/ Flagship Events	
• SwissCham Participants:	550
Total participants:	911
 - 12 Special Events, incl. 2 Flagship Events**
 - Sino-Swiss Economic Forum: 315 participants
 - Raclette Night: 180 participants
- Communications Report (Website, Bridge, Newsletter):
 - Glue Up: New event management platform launched (>2000 contacts)
 - Bridge: 2 issues in 2020
 - Reader's Digest & Newsletter (2014 receivers)
 - WeChat: 2959 followers (+659)
 - LinkedIn: 2148 followers (+488)
 - Weibo: re-launch in 2021 (last activity in 2016), 477 followers
- Mandates/ Event organization:
 - Sino-Swiss Economic Forum 2020
 - Ambassador-CEO Luncheon
 - Breakfast Networking with Isabelle Moret
 - Facilitated visits for Swiss Ambassador at member companies
- Lobbying activities 2020/21 overview:
 - COVID-19 Survey with Swiss Embassy
 - Corporate Social Credit System (CSCS) Survey with Swiss Embassy
- Charter Flight:
 - facilitated the return of several Swiss business people and their families to their workplaces and homes in China with our charter flights. (in cooperation with German Chamber)
- Presentation of the 2020/21 Management Team:
 - General Manager: Daniela Reinau
 - New Marketing & Event Manager (since January 21): Beatrice Rossi
 - Office Manager: Lei Meng
 - Executive Communication Officer: Monica Liang
 - Member Relations Assistant: Melissa Liu
 - Events assistant (Intern): vacant
 - Many thanks to the whole team for their great work.

Samuel Baumgartner delivers the 2021/22 Tentative Activity Report:

- New CRM System Glue Up
- SSBA 2021 “Smart & Sustainable” → October 2021
- SwissCham Night 2021 → December 2021
- Company visits
- Business seminars & luncheons
- Ambassador-CEO Luncheon
- Industry round table events
- Working groups
- Engaged Membership
- Match-Making
- Strategic Partnership with SBH

3.2. Treasurer’s Reports

Daniel Aellen, Treasurer, delivers his report on the 2020 Accounts:

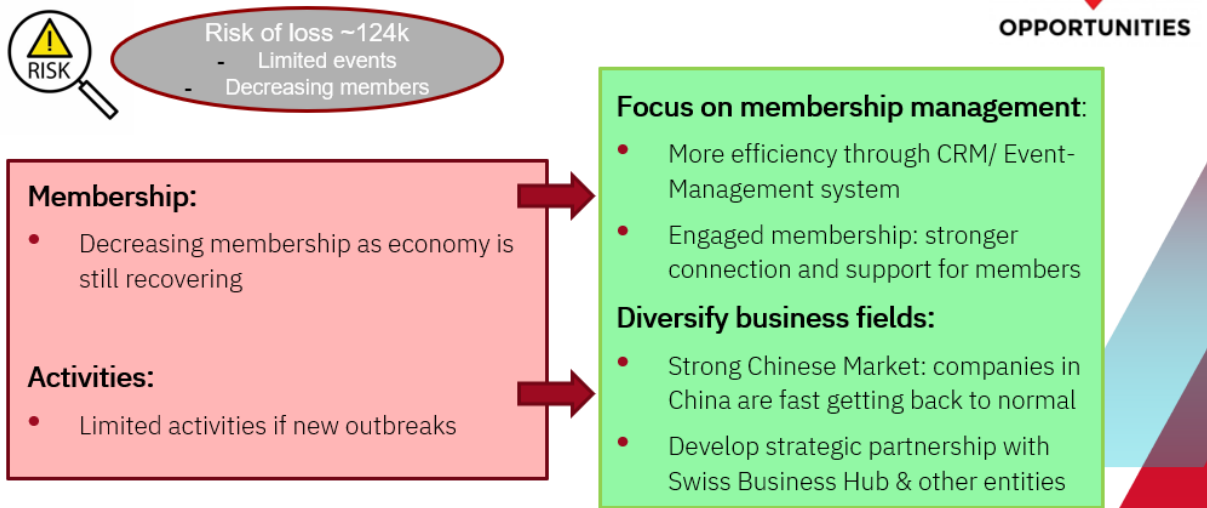


- In fiscal year 2020, SwissCham Beijing realized net revenues of **CNY1’337k** and net expenses amounted to **CNY1’256k**, resulting in a total net profit of **CNY81k**.
- In 2020, SwissCham Beijing finalized a net profit of **CNY81K**, which was the net result of total net revenue of **CNY1,337K** and total cost of **CNY1,256K**.
- This compares to budgeted profit of CNY1K, as a result of budgeted net revenue of **CNY1,440K** and budgeted cost of **CNY1,439K**.
- The great success of the SSEF 2020 financially protected the COVID-19 impact to SwissCham.
- 2020 total net revenue of **CNY1,337K** was mainly contributed by:
 - Membership fees: **CNY560K**
 - Events: **CNY623K**
 - Products: **CNY154K**
- Membership fees, Sino Swiss Economic Forum and yearly sponsors mainly contributed to the net revenue in 2020.
- 2020 total actual cost of **CNY1,256K** were mainly composed of:
 - Staff Cost: CNY921K, or 73%;
 - G&A Cost: CNY335K, or 27%.
- The above actual cost total was quite under the budgeted cost of **CNY1,439K**.
- During 2020, SwissCham Beijing had 3 full time staff, 3 paid interns on average. Since June 2020, changed into 2 full time staff, 2 paid interns.

- In 2020, the average cash position amounted to **CNY1'148K**.
- The Sino Swiss Economic Forum, membership payments and yearly sponsors increased the cash position in 2020.
- The yearly sponsorship payments increased cash position in the beginning and end of the year, while membership payment contribute the middle. The two cash position valleys mainly due to office rental.

Daniel Aellen presents the 2021 Budget:

- 2021 budgeted profit is **CNY1K**, based on total net revenue of **CNY1,305K** and total cost of **1,304K**.
- The revenue decreases of practical marketing expectation in 2021.
- On the cost side we will have fully launched the new event bank system this year.
- After COVID-19: Challenge to manage expectations and achieve targets
 - Big challenges as China remains de facto cut-off from the rest of the world for the foreseeable future
 - Back to a normal situation partially impacted by the COVID19 recovery
 - Recovering economy vs. uncertainties related to event activities and membership renewal
- We have about RMB 1,000k in SwissCham account by the end of March 2021, which makes us able to face the worst case, but we still 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 2020:	Approved by 62*
Tentative Program 2021:	Approved by 62*
Accounts 2020:	Approved by 62*
Budget 2021:	Approved by 62*
Auditor’s Report:	Approved by 62*
Discharge of the BOD 2020/21:	Approved by 62*

**Among 62 voting members 9 were abstaining from the vote.*

4. Appointments

4.1. Appointment of the Auditor

The President Samuel Baumgartner proposes to elect a new auditor Beijing ZhongHeng Certified Public Accountant Co. Ltd. for the 2021 statutory year. **The Assembly approved the proposal by 53.**

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 9 directors of the 2020/21 BOD are reapplying, while 3 new candidacies have been received for a total of 11 seats in the SwissCham board. The 12 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
Steiner Frauke	59
Glauser Olivier	58
Zhang ZZ	57
Chen John	57
Aellen Daniel	56
Cao Amy	56
Eckerlein Lars	55
Bollier Marco	55
Wang David	55
Baumgartner Samuel	54
Oberson Johann	44
Not elected	Votes
Goebel Matthias	38

**The General Assembly voted with 62 voting members, while 9 members were abstaining from the vote.*

5.4. President of SwissCham Beijing 2020/21

Marco Bollier 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
Marco Bollier	National representative
Daniel Aellen	National representative

6. Appreciations & Closing

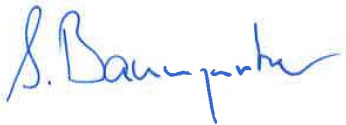
The Board of Directors of SwissCham Beijing wishes to express its sincere and greatest appreciation to Martin Mueller, Yvan Spruenglin and Matthias Goebel for their active contribution to SwissCham Beijing's Board of Directors.

Following a respective board decision, Samuel Baumgartner is given honorary membership of the Chamber in Beijing to thank him for his contribution and support as president 2017-2021.

The BOD wishes to acknowledge and express its appreciation to the many companies, other organizations and individuals that supported the Chamber in 2020/21.

Announcement of the National Annual General Assembly which will be held in 2022 in Shanghai. The RAGA closes at 17:45.

Beijing, 10 June 2020



Samuel Baumgartner
President, SwissCham Beijing
Chairman of the RAGA



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