Professional Women’s Group (PWG) of Zurich

Annual General Meeting

Minutes of the AGM for 2011
Held on Tuesday, March 20th, 2012

Attendance

The Annual General Meeting (AGM) was opened at 8:17 p.m. by the President, Jill Allemang, who welcomed all attendees. She pointed out that the Executive Committee (EC) was aiming to have the AGM last no more than thirty minutes and that a number of administrative issues have to be adhered to.

Jill Allemang explained that in order to vote at the AGM it has to be ensured that one fifth of all members are attending. Hence she asked the Treasurer, Christiane Bahlo, how many members PWG had at that time and if a quorum was present. Christiane reported that PWG had 147 members and proudly confirmed that PWG had a quorum with 40 members in attendance. Then two Tellers, Iris Amptmeijer and Ana Paula Rocha da Silva, were assigned to count the number of votes at the later stages.

Acceptance of 2010 Minutes

The minutes of the AGM for 2010, held on March 15th, 2011, were accepted with 33 votes.

Report on 2011 - President’s Report

Jill Allemang, President started by revisiting the PWG mission and priorities, which were first outlined in 2008. She explained that the EC felt that one word should be deleted, i.e. the word support in the first point of the mission statement.

Mission and Strategic Priorities

Our mission is as follows:

- We help women create an inspiring, international career support network
- We value the diversity of experience that comes from a wide range of professions and career paths as they evolve over time
- We strive for excellence, openness and warmth in all of our activities

The mission is then broken down in the following strategic priorities

- Inspired Offering
- Grow Members
- Professional Excellence

The President then reviewed 2011 using our strategic priorities:

Inspired Offering

Events

- The year included seven speaker events, four networking events and the AGM
- Average event attendance reached 60 in 2011
Interest Groups

- The Job Hunting Group has been re-launched as Career Planning Group
- Asia Network organized some events including a charity-dinner for women in aid following the Tsunami a year ago
- Lifestyle of Health and Sustainability (LOHAS), led by Virginia Diploudis, enjoyed a number of events
- Success Group is the oldest group and still very popular

Membership Growth

Membership growth continued to reach new levels in 2011 with 187 members in total. In 2011 a number of new members learned about PWG through social media such as LinkedIn and Facebook.

<table>
<thead>
<tr>
<th>Benchmarks</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid in first two months</td>
<td>60</td>
<td>94</td>
<td>114</td>
<td>138</td>
<td>145</td>
</tr>
<tr>
<td>Total members in year</td>
<td>121</td>
<td>171</td>
<td>180</td>
<td>187</td>
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Professional Excellence

In 2011, PWG continued to improve service and quality standards as a foundation for the group:

Connecting with Members

Maria Salourou, who could not attend as she recently had a baby, took on the role of Member Service Manager in June 2011 following her volunteering in successfully raising corporate sponsors for PWG in 2010. Maria set up a group for PWG on LinkedIn, which has more than 200 followers. She made an announcement at each event and reached out to members to give them an opportunity to ask questions and find out why they had joined PWG.

Communications

PWG increased its visibility in social media such as Facebook and LinkedIn.

For the second time we represented PWG at the Expat Expo in Zurich last September, where PWG presented its latest marketing material, a professional banner.

And PWG started cross-advertising with other professional groups, e.g. British Swiss Chamber of Commerce.

Report on 2011 - Treasurer's Report

Treasurer Christiane Bahlo introduced the profit and loss statement for 2011 in comparison to 2010, noting that PWG showed a profit of CHF 6,660 for the past year. She then elaborated on the actual figures against the budget by line item.

Annual membership fees continued to grow in 2011, and events managed to break-even. PWG generated more income from corporate sponsors, and administrative costs were higher with the largest item being IT-support.

At last, Christiane Bahlo presented a revised report for 2010, thus resulting in a slightly higher profit than originally presented at last year’s AGM.

The accounts for 2011 were then confirmed by the Auditors – represented by Jeanette Bider-Swan. The Auditors’ Report was accepted with 38 votes.

Discharge of 2011 Executive Committee

All members present (40) discharged the EC and confirmed the fulfillment of their duties in 2011.
Thank you!

Jill Allemang thanked the following leaders for their contributions in 2011:

1. Interest Groups
   - Assem Klammsleiner (ASIA Network)
   - Cristina Dias (Career Planning Group)
   - Virginia Diploudis (founder, LOHAS)
   - Desiree Steinmann (founder, Success Group)

2. Auditors: Jeanette Bider-Swan, Janet Schranz

3. Treasurer's Table: Yolanda Decurtins

Looking Forward

Priorities for 2012

2012 Executive Committee

The following Executive Committee was proposed to the members.

- Justyna Klebermass, President
- Sylvia Beasley-Suffolk, Vice President
- Sandra Heß, Treasurer
- Leslie Firlie, Events Manager
- Maria Salourou, Member Services Manager

Jill Allemang and Christiane Bahlo decided to step down from the EC.

Justyna Klebermass also decided to step down from her role as Communication Manager but is willing to act as President for one year.

Sandra Heß has agreed to take over from Christine, with whom she had started to work together in 2011 in order to ensure a smooth transition.

The role of Vice President is being reinstalled as the EC sees a need for a strategic coordinator role. This role will be taken up by Sylvia Beasley-Suffolk. Leslie Firlie and Maria Salourou will continue in their current roles.

There are two open positions as a result of these changes (1) Communications & Marketing Manager (EC position) and (2) Corporate Sponsorship Manager (the latter can either be a role reporting into Communications Manager or directly on the EC as well; set-up to be discussed with interested volunteers).

Going forward the Interest Groups will be present at the EC once per quarter by rotating participation in order to increase dialogue.

Sylvia Beasley-Suffolk read a message from Justyna Klebermass.

The following Executive Committee was proposed to the members

- Justyna Klebermass, President
- Sylvia Beasley-Suffolk, Vice President
- Sandra Heß, Treasurer
- Leslie Firlie, Events Manager
- Communications Manager

With 35 votes the proposal of the 2012 EC was accepted.
2012 Budget

The newly appointed Vice President, Sylvia Beasley-Suffolk, explained the 2012 budget on behalf of the Executive Committee.

The budget was derived from 2011 actuals with a conservative touch. Sylvia pointed out that PWG will pay Jill Allemang a rent for the usage of Jallé Studio, i.e. CHF 10 per month, and that an additional CHF 4k have been set aside as extra budget for events. The budget has been accepted, 35 votes for.

AGM Close

The AGM was officially closed by the Vice President at 9 p.m.
Minutes prepared by the Executive Committee, collectively.

Zurich, April 18th, 2012

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Justyna Klebermass, President, PWG of Zurich

Zurich, April 17th, 2012

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Sandra Heß, Treasurer, PWG of Zurich

Read and approved by PWG of Zurich Executive Committee on date
To be accepted by members at AGM Review of 2012 (held in March 2013)