

## MINUTES OF WISTA SWITZERLAND BOARD MEETING

held at 12:20 on 17 January 2019 via Skype

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**Present:** Yasmina Rauber, Raphaelle Hemmerlin, Stephanie Grech, Laurence Boussetot and Emmanuelle Dole.

**Chaired by:** Yasmina Rauber

Agenda Items circulated prior to the meeting were discussed as follows:

### 1. Treasury Update

Emmanuelle informed the Board that, as at end 2018, WISTA CH's bank balance was CHF 2,000. The final version of the 2018 Financial Statement will be circulated to the Board while the 2019 budget is still being prepared on the basis of 90 members.

All membership fee invoices have been prepared and will be sent to the members during this month. There are 3 invoices for corporate members, namely for HFW, Cargill and IRI.

The Zurich Coaching session has not yet been paid and Emmanuelle will be checking her records and reverting to Yasmina on this point.

### 2. Membership Update

Stephanie referred to the membership application submitted by Julia Palkonyay, an intern from ILO. Since all other Board members had approved this application, Stephanie requested formal confirmation that the requirement for a minimum of 3 years' experience in the industry was confirmed as waived by the Board. The Board members confirmed.

Nina Eggert has applied for individual membership to be able to apply for the Board position of Geneva Contact Person. Another lady from STSA will be submitting her application to replace Nina for the Institutional Membership with STSA.

### 3. Preparation for the Annual General Meeting

The invitation for the Annual General Meeting has been finalised by Laetitia. Yasmina advised that the programme will be as follows:

18h30 – 19h30: AGM

19h30 – 20h15: Speeches by Angie Hartmann (EXCO), Stephane Graber (STSA), and Mr. Cooper on piracy.

20h15 onwards: Networking Cocktail

Stephanie advised the Board that 3 applications had been received: one from Maryana Yarmolenko for the position of Secretary, another from Martaxelle Erussard for the position of Geneva Contact Person and a joint application from Nina Eggert and Patricia More for the position of Geneva Contact Person.

A joint application is not catered for in the Constitution Act of WISTA CH. In order to avoid any difficulties in terms of governance and given that any amendments to the

Act need to be carefully considered and circulated to the members well in advance of the AGM, the Board agreed that this would not be pursued for the 2018 AGM.

Yasmina will reach out to Nina and Patricia, explaining that if they wish to continue with their application, one or both would need to apply in their individual capacity as being the responsible Board Member. In case of heavy workload, a committee may be set up to delegate certain tasks with responsibility, however, remaining with the respective Board Member.

As soon as Nina's and Patricia's feedback is received, Stephanie will be able to send the application documents to the members and prepare ballots for the secret vote, as necessary.

After the election of the new Board, Stephanie and Laurence will formally step down and give some closing remarks.

#### 4. Next Events

DATE	EVENT	COMMENTS
30 January	ZCA/WISTA Conference	Everything has been taken care of with the ZCA and the event is free for WISTA Members.
31 January	AGM and Conference	The room, catering and other arrangements are under control.
14 February	WISTA Lunch	La Potiniere has been reserved for the Lunch. Raphaelle will ask Laetitia to send the invites. Prepayment will be requested.
25 February	Zurich Coaching Session	Yasmina will coordinate with Swiss Re regarding the special food requests demanded by the Speaker. The Budget for this event is CHF1,500.
08 March	WISTA Lunch	La Potiniere has been reserved for the Lunch.
03 April	Geneva Coaching Session	Since the Beau Rivage offered such competitive rates for the EXCO Hotel stay in May, Yasmina tried to have the Coaching Session there, however they are already booked. Yasmina is working on an agreement with the Beau Rivage for preferential rates for WISTA. As to alternative location, Raphaelle suggested to check with Rafael Huber from Cargill whether their offices could have any meeting rooms available and if so, what kind of catering they can do (bearing in mind the dietary requirements of the speaker). Yasmina will check.
10 April	Mare Forum	
09 May	Conference at La Nautique	There will be speakers from ADM and it is possible that some of the EXCO members might have something to present. Yasmina has invited the new President and the Board Members of the STSA. Laurence needs to confirm with the venue by the 23 January. The Save the Date has been prepared.
11-12 May	Weekend at Cailler Hotel	A total of 20 rooms have been reserved, catering for 35 people. There will be an Organizing Committee set-up who will need to organize many things for the EXCO visit,

		including on the 10 May. Sponsors will need to be found for the buses, part of the dinner and all the events that are taking place during the weekend to produce an attractive package which is not too expensive for participants, especially other ladies that are coming from abroad.
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## 5. Varia

### Marketing Materials

WISTA CH will need to do something special for the 10<sup>th</sup> year anniversary. Once the AGM and the Board has been constituted, the new Contact Person will need to get started immediately. In the meantime, Yasmina has sent to the Board variations of the logo reflecting the 10-year anniversary. The Board has voted and with a majority of 3 votes, the type F08 was selected.

### Proxies

Stephanie requested the Board to forward any proxies for the AGM which they might receive.

Stephanie and Laurence both thanked the Board for the support during their respective terms of service on the WISTA CH Board and wished them and the new Board more success for the growth and flourishing of the association. The rest of the Board acknowledged and thanked them for their work.

Meeting adjourned at 13:30.

**PROTOCOL APPROVED BY THE BOARD.**