

**Professional Women's Group (PWG) of Zurich
Annual General Meeting**

**Minutes of the AGM for 2008
Held on Tuesday, 17 March, 2009**

Attendance

The Annual General Meeting (AGM) was opened at 19.15 by the President, Jill Allemang. Tellers were nominated for the evening and a quorum was established with 30 members in attendance. The AGM closed at 20.30.

Acceptance of 2006 Minutes

The minutes of the AGM for 2007, held on 18 March 2008, were accepted by a majority of members present.

Report on 2008 - President's Report

Jill Allemang, PWG President, started by revisiting the PWG mission and priorities, which were set during the early part of the 2008 EC's term.

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 2008 using our strategic priorities:

Inspired Offering

- 1st paid speaker (Swiss Culture – Oct)
- 1st Members-Only event (Google – Nov), thanks to Alison Cutler
- 25th Anniversary Celebration (Dec)
- Events often include apero
- 1st official event sponsor (Sgrier & Partner – Dec)
- First steps towards interest groups

These changes led to an increased average monthly attendance of 42 members in 2008. It was noted that this growth was purely down to word of mouth advertising and that PWG had not actively advertised their events externally. The PWG website remains the main information source.

Membership Growth

Membership growth was healthy in 2008, reaching 121 members by the end of the year. Given an analysis of members at March of each year, compared with the end of the year, we are aiming for a membership for 2009 of 120-150 members. See chart below.

Benchmarks	2007	2008	2009
Paid in First Two Months	48	60	94
Total Members in Year	67	121	

Professional Excellence

Communications Progress Continues

- Photos on web site – thanks to Asta Cebulla!
- Networker published five times in 2008, with excellent feedbacks
- Printed 25th Anniversary Invitations with Membership Renewal
- 1st External Publication using member input in Hello Zurich, thanks to Helen Palmer, Communications Manager

Treasurer Role – Still an Issue

- We recognise that the book-keeping duties of the Treasurer's role are too much to expect of our volunteer role in our organisation. We are therefore still seeking a treasurer, but we have survived thanks to the support of Yolanda Descurtin at our monthly events.

Database

- It was noted that the database / website problem was still not solved, but that a solution would be presented later in the AGM.

Report on 2008 - Treasurer's Report

2008

- We confirmed Basch Yontasogulu as Auditor for 2008, with a majority vote.

The President introduced the profit and loss statement for 2009, noting that PWG showed a loss of Fr. 2,859.51 for the year. Our largest income and expense comes for the events and it was discussed that PWG subsidises each event, to a lesser or a greater extent. It was seen that PWG heavily subsidised the 25th Anniversary Party in December 2008.

- Clarification is needed on one point – the first line of the 2008 budget was 2300 CHF. A member queried whether this line should be positive or negative. Jill Allemang committed to follow up on this questions and to report back appropriately.

The accounts for 2008 were then confirmed and the Treasurer's report for 2008 was accepted by majority vote (pending feedback on the member question noted above).

Report on 2008 - Discharge of 2008 Executive Committee

Thanks and chocolates were presented to Lisbeth Monéton, who retired from her role as Newcomers Manager. Thanks were also expressed to Barbara Schaerz, stepping down as Treasurer, who was not present, but who had worked hard to close the books for 2008.

Thanks were also given to supporters for the Executive Committee, who had all undertaken work and projects during the year – Aurorita Hunziker, Tabea Blatter, Vickie Watts.

Looking Forward – Issues for Members' Vote

What We've Heard

Based on regular member feedback, particularly from the February 2009 Networking Event, the following points were summarised:

- Increased member experience sharing
 - Membership directory needed
 - One or two events each year just for networking
- Significant difference between member and guest benefits
 - Larger difference between member-nonmember event fees
 - Count attendance!
 - Interest groups (job hunting, Asia, entrepreneurs, success, golf, charity, working mothers)
- Maybe small dues increase
- EC view of requirements for sustainability – system to automate much of the EC work, leaving EC free to focus on strategic issues such as membership growth, interest networks etc.

Primary Changes for 2009

- Outsource bookkeeping to an external company
- New IT platform
- Continued event mix modification
- Launch interest networks
- More outreach to Zurich community

Jill Allemang then showed the main features of our proposed new IT platform – www.yourmembership.com

2010 Budget

Taking into account the expenditure for the IT platform and the bookkeeping outsourcing and the savings through cancelling the Networker design service, IT support, Constant Contact and Flickr, Jill Allemang introduced three Membership and budget scenarios for 2009:

- **150 Members**, paying **120 CHF** annual dues, average attendance of 50 members per event, guest fee increased to 75 CHF = **Profit of CHF 10,917.00**
- **150 Members**, paying **100 CHF** annual dues, average attendance of 50 members per event, guest fee increased to 75 CHF = **Profit of CHF 5,973.00**
- **120 Members**, paying **100 CHF** annual dues, average attendance of **40 members per event**, guest fee increased to 75 CHF = **Profit of CHF 273.00**

It was therefore shown that we would stay in profit, even given the worst case scenario and the increased expenditure.

Updated Statuses

The updated statuses were reviewed by the members. The purpose was to improve sustainable PWG operations.

- Clarifications of various points
- Make it easier for new EC members to understand implement statuses
- No actual changes to strategy or operating plan

2009 Executive Committee

The following Executive Committee was proposed to the members

- Jill Allemang, President
- Helen Palmer, Vice President
- Justyna Zawol, Communications Manager
- Karin van Santen – Volkart, Events Manager
- Leslie Firlie, Interest Networks Manager

A vote of thanks was also extended to our „shining stars“ of 2008, who we hope will continue to support the EC committee in 2009!

- Asta Cebulla, Event Photographer
- Yolanda Descurtin, Treasurer Support
- Lisbeth Monéton, New Members
- Kasia Fornalska, New Members
- Jeanette Bider, Historian
- Alison Cutler; Google

Member votes

- The 2010 Budget (Annual fees of 120 CHF, Non member event fees of 75 CHF) was passed with a majority vote
- The acceptance of the updated statuses were passed with a majority vote
- The acceptance of the 2009 Executive Committee was passed with a majority vote

AGM Close

The AGM was officially closed by the President at 20.30
Dinner and discussion followed.

Helen Palmer, Vice President
1st April 2009, Zürich

Minutes taken by Helen Palmer

Jill Allemang, President PWG of Zurich

*Read and approved by PWG of Zurich Executive Committee on 7 April 2009
To be accepted by members at AGM Review of 2009 (held in March 2010)*