

Protocol of the General Assembly 2018

Date: 17.03.2017
Time: 14:30
Place: Quartierhaus, Langmaurstr. 7, 8006 Zürich

Participants: 16 (16 members, 0 visitors)
Can vote: 16 members, 10 non-board members

Board present:

Anne-Kathrin Bodenbender	present
Christian Vögeli	present
Eric Carrera Escartin	present
Jean Randhahn	present
Katharina Schulthess	present
Reto Weishaupt	present

List of participants: see Appendix

Head of GA: Katharina Schulthess

Protocol: Jean Randhahn



1. Welcome

Katharina Schulthess (president) opens the general assembly and welcomes the participants.

2. Quorum

Since the general assembly was duly convened, it is quorate.

3. Vote counter

Dominik Burkhardt volunteers to be the vote counter.

4. Agenda

The agenda was sent to all members in electronic format together with the invitation.

Question: Do you accept the agenda for this general assembly?

Yes: 15 (one member arrived later)

No: 0

Abstentions: 0

5. Protocol of the general assembly 2017

The protocol of the general assembly of 2017 is accessible through our home page.

Question: Do you accept the protocol of the general assembly 2016?

Yes: 15 (one member arrived later)

No: 0

Abstentions: 0

6. Annual report 2017

Eric Carrera gives a brief overview of the projects that occupied us in 2017. He shows the overview of where and which projects were done and rejected. Next to the development projects internal projects that improve our work and mission were shortly presented.

Done and in work projects:

Extension secondary school, Argentina – finished

Extension Kindergarten, Argentina – finished

Earthquake resistant houses, Nepal – monitoring

Water supply in Huguachini, Paraguay – in work

Social accommodation in Gradačac, Bosnia – in work

Earthquake resistant schools, Nepal – monitoring
Heating Systems Bekaa Valley, Lebanon – in work
Internal project – Project Monitoring and learning from mistakes

Waste Management, Indonesia (Bali) - rejected
Water supply in Akongo, Cameroon - was stopped in 2017 and is reopened in 2018

New internal projects:

Monitoring and learning from mistakes – started in 2017

IngOG+ activities:

Anne-Kathrin Bodenbender gives an overview of activities in 2017.

The old "Stammtisch" event will be discontinued. Instead several other formats are started and more successful. The 2016 introduced "Themenstamm" is very well received and gives opportunities for people to focus on certain projects, discuss and give input. Acceptance and feedback of people was very good that we will keep this format for good.

The classic events like summer grill, x-mas event has been extended by an x-mas market booth that was very successful in terms of donation (2'000 CHF) and reach to the public. This event enables us to make people aware of our activities that don't go looking for us.

Internals and IT:

Jean Randhahn gives an overview on internal and IT activities in 2017.

Task management - Together with the open platform (a new working event format starting in 2018) a supporting IT system to match members with open tasks has been introduced. It is based on Trello a cloud based task management service. It is free to join and a direct invitation link is available for distribution on marketing material. It allows private team and public task areas in which tasks can be taken by or assigned to people. Also input from external sources is possible in order to integrate it with other IT systems we use. This is now our standard tool to manage tasks. We encourage also our project managers to use it.

New website – At the end of 2017 the new website went online. The new focus of the website are beneficiaries and donors. The new layout allows us a more flexible landing page design as well as multilingual support. There are still updates going on and translations to be done. Also integrations with other systems (vapsule) have been implemented and more are to come.

Organisation development:

Katharina Schulthess is presenting on organizational topics.



As an organization we want to grow further. In 2017 we started getting help from Innovage, an organization of experienced (mostly retired) professionals that consult other organizations on growing and internal organization to handle the growth.

We also more strongly networked with our partner organizations and others at home and abroad. For example we visited the EWB conference in Paris, got into contact with NOIVA, SIA and the Rotary Club.

The annual report 2017 was sent in electronic format together with the invitation and is accessible through our homepage.

The president summarized briefly and asked for acceptance of the annual report.

Question: Do you accept the annual report 2017?

Yes: 16

No: 0

Abstentions: 0

7. Financial report 2017

Reto Weisshaupt (treasurer) presents the financial report of 2017.

Earnings:

Total earnings: 20'358.25 CHF

Capital increase: 2'000.00 CHF, due to increased member numbers and membership fee increase, it enables us to cover operational costs. Operational costs could be kept constantly low in 2017. The target of 2 kCHF has thus been reached.

Biggest contribution is donations from companies. Events like x-mas and T-shirt sales contribute on a small scale.

A significant amount for project funding was moved into 2017 from 2016 due to project delay: 11'815.27 CHF.

Spending:

Project spending according to plan 24 kCHF

Evaluation of projects none

Association activities 1'400 CHF

Operational expenses 1'150 CHF

Cashflow during 2017 could be kept at a more constant level than in 2015, no dips into negative balance.

Membership fees income typically peaks just before the general assembly. Serves as estimation for member count. Expectation 80 at end of year. It is an important steady income to plan operational

expenses and fill gaps in fundraising.

IngOG+ capital reserve is now at 13 kCHF. Compared to average project spending of 50 kCHF it is a decent start to keep a safe cashflow. Target should be 1/3 of project budget as capital reserve.

Profit:

Total income higher than expected. Profit of 20 kCHF. 18 kCHF will go to project funds, 2 kCHF will serve to increase capital reserve for cash flow improve.

Audit report:

Yasser Salem and Lucas Haas are our auditors. They have both accepted and signed off the financial report.

The financial report of 2017 is open for everyone to see at the general assembly. The treasurer ask for acceptance of the financial report of 2017.

Question: Do you accept the financial report 2017?

Yes: 16

No: 0

Abstentions: 0

8. Discharge of the board for 2017

Since the financial report of the year 2017 has now been accepted, the board can now be discharged for the year 2017. Since the 7 members of the board present can't discharge themselves, there are 9 persons allowed to vote on this.

Question: Do you want to discharge the board for the year 2017?

Yes: 9

No: 0

Abstentions: 0

9. Parting Board Members

Reto Weisshaupt has been member of the board for several years and has decided not to run for board position again. With a small present, the board thanks Reto for the work he has been doing for the organization during the last years and wishes him success in his future career.

Katharina thanks the team, emphasizes the good results and the benefits of having two persons in some resorts. Katharina also thanks Reto for his past work.

10. Elections 2018

President



Katharina Schulthess is the only candidate for president of the organization in 2018. Katharina presents herself and her background. She has been active with IngOG+ for 2.5 years. She feels very motivated to engage herself and people into the tasks ahead of us. She was member of the project team in Huguia China Paraguay. She has connections to Argentinian IngOG and was impressed by the change we all bring.

Question: Do you accept Katharina Schulthess as president of the organization for 2018?

Yes: 16

No: 0

Abstentions: 0

Vice-President

Eric Carrera is the only candidate for treasurer of the organization in 2018. Eric is in the board since 2015 and wants to support Katharina as new president as well as the organization. He has been head of project coordination in 2016.

Question: Do you accept Eric Carrera as vice-president of the organization for 2018?

Yes: 16

No: 0

Abstentions: 0

Remainder of the board

Christian Vögeli, Anne-Kathrin Bodenbender, Belen Amiano, Keith Wilson, Andreas Wende and Jean Randhahn run for board membership.

Question: Do you accept Christian Vögeli, Anne-Kathrin Bodenbender, Belen Amiano, Keith Wilson, Andreas Wende and Jean Randhahn as members of the board for 2018?

Yes: 16

No: 0

Abstentions: 0

Auditors

Lukas Haas and Yasser Salem are the only candidates for the position of auditors for 2018. Katharina presents their candidature, they have been auditors before and are very willing to continue their commitment.



Question: Do you accept Lukas Haas and Yasser Salem as auditors for 2018?

Yes: 16

No: 0

Abstentions: 0

11. Expense regulation (Spesenreglement)

Last was setup of expense regulations was in 2008. It raised lots of discussions and didn't fit to our size anymore. Target is also to relieve members with high input for projects that are very remote. Target is to keep admin cost low. Admin expenses stay unchanged. Food cost stay not covered. Representative cost stay covered (fees, conferences, ...).

Clear separation now between project-related, admin, representative has been added. They are named and explained in new regulation. Project related costs are now more strongly in the responsibility of project manager. PM decides how many people are needed on-site and traveling cost are accepted accordingly. Project assessment costs are explained and covered now. Procedure of reimbursement is now described.

Basic idea: member claims from resort leader in charge of his activities, resort leader has to get approval from board. Additionally limits are being put on every level of decision maker.

Question: Leonardo: claim is based on receipt? Yes, receipt is needed. Similar to process at work in companies. Larger amounts need to be given notice beforehand, according to release levels.

Input:

Yaser: approval hierarchy should be adjusted such that resort and treasurer have same level and have different responsibilities (technical and formal budget)

Yaser: What about insurance cost, like liability? We should have an annual insurance umbrella. Get quotes from insurance companies. proposal: add that insurance cost is covered by organisation including health and traveling insurance, or waive it to members, and cover it when someone is not able to cover itself.

Liability insurance provided and covered by organisation:

Put it as a task to the board for next year: **yes**

Health insurance covered by organisation:

Put this as a task for next year: **yes**

Question: Do you accept the new expense regulation?

Yes: 16

No: 0

Abstentions: 0



12. Outlook 2018

Katharina Schulthess and Anne-Kathrin Bodenbender present the running and new projects for 2017:

Active projects:

Hugua Chini – is still in work and is meant to be coming to final design this year.

Bosnia: construction start is planned for summer 2018

Nepal: providing technical expertise for construction is low effort this year

Lebanon: starting phase of project, getting into stronger contact with locals and get design, implementation is open to start 2018 or 2019

Internal project – project monitoring: keep pushing this forward, intensify this in projects

Project evaluations:

Water supply in Akongo, Camerun – request came one year ago, but didn't have resources

Waste management Mbera, Mauretania – is meant to profit from experience in Lebanon

School in Kolkata, India – first talks/negotiations

Bridge in Buenos Aires – idea from EWB Argentina, open for eval

School in Cali, Colombia – waiting for local partners to have a potential site

Development project, Joardania – very first discussions

Process of project work is meant to get more formal in order to get a good evaluation scheme.

Events 2018:

New event started in 2018: open platform

Basic idea: provide common place to actually work together

Motivation came from people showing up much more to Themenstamm and asking for possibilities to work. The first two event were very well attended (10-20 persons).

Continuous date: second Wednesday of the month.

Long term goal is to spread the concept to other cities like Basel, Bern, Lucerne,...

Themenstamm will be continued. Locations are needed. At least one is meant to be in Bern. Also Topics and speakers are very welcome.

We want to try and focus the topics of events to focus on the 17 basic needs as defined by the UN.

Lunch seminars: started already in 2018 and will also be kept this year.

IngOG has its 10th anniversary this year. Two event are planned for that. One for members to celebrate and one to provide a donations platform.

Standard events like summer barbeque, xmas dinner are meant to continue.

Events will also be stronger used for fundraising.

Dates:

IngOG+ Open Platform on every 2nd Wednesday of the month:

11.04.2018, 09.06.2018, 13.06.2018, 11.07.2018, 08.08.2018, 12. 09.2018, 10.10.2018, 14.11.2018, 12.12.2018

4x Themen-Stamm: April / Juni / September / November topics and locations yet to be decided

10 years IngOG+ Event – date is open

Summer barbecue 06.07.2018

Xmas Dinner 07.12.2018

Xmas Stand 01.12.2018

13. Budget for 2018

Jean Randhahn presents the budget for the year 2018. Start into the 2018: budget is with an up of carried over donations bound to projects. Fundraising target for 2018 is at 143 kCHF to cover ongoing and starting projects. All activities and operational expenses are projected with total 3'500 CHF.

Question: Do you accept the budget for 2018?

Yes: 16

No: 0

Abstentions: 0

Targets for 2018:

Fundraising: 143 kCHF

Surplus implemented to secure cash flow

Capital increase: 2 kCHF

Jean asks for acceptance of the targets for 2018.

Question: Do you accept the targets for 2018?

Yes: 17

No: 0

Abstentions: 0

14. Applications of members

No application were received during the general assembly.

15. Varia

No requests for varia.

16. Closing the general assembly 2017

Katharina Schulthess (president) closes the general assembly 2018 at 16:07.

Witnessed and correct:



President, Katharina Schulthess

7.4.18



Secretary, Jean Randhahn

2018-04-07