

Minutes of Temasek Club Switzerland Annual General Meeting 2024

Meeting held on 17 Jan 2024 at 1830hrs via ZOOM

TCS address: Temasek Club Singapore C/O Permanent Mission of Singapore in Geneva, Av. du Pailly 10, 1219 Vernier, Geneva, Switzerland

- Executive Committee (ExCo) members present - Sumathi V Selvaretnam; Mong Mun How (Shaun); Ng Zi Xuan; Lim Zhi Qing Denise; Ethel Tan Hui Yan
- General members present: Lai Huat, Resmi, Claret, Sakina

Start of the meeting: 1830

End of the meeting: 1900

Introduction: The last AGM was over a decade ago in 2012. As TCS undergoes a leadership renewal, it becomes imperative to perform some simple administrative steps to take stock of current resources and chart a strategic course for sustainable growth.

Recap of events in 2023: There were 18 events organised by TCS in 2023 listed below. **Many thanks to all our volunteers for making this possible**, not forgetting participation by members of the ExCo.

SN	Date	Event	Region	Organized by
1	05/02/2023	CNY Lunch - West	Geneve	GVA Mission, Exco
2	18/02/2023	CNY Lunch - East	Zürich	ExCo
3	18/03/2023	Women's Day Panel	Zürich	SGN, ExCo
4	18/03/2023	SGN Student meet-up - East	Zürich	SGN, ExCo
5	21/03/2023	SGN Student meet-up - West	Lausanne	SGN, ExCo
6	02/05/2023	Dinner with Minister Desmond Lim	Zürich	SG MFA, ExCo
7	08/06/2023	Networking with NUS Dean of College of Engineering	Lausanne	NUS, ExCo
8	06/07/2023	Dragon Boat Race	Zürich	Caressa Wijaya, ExCo
9	25/07/2023	Rigi hike	Schwyz	Aiwei Tan, ExCo
10	28/08/2023	National Day Lunch - East	Basel	ExCo
11	02/09/2023	National Day Lunch - West	Geneva	GVA Mission
12	30/09/2023	Stress and Conflict Management Workshop	Zürich	Lira Low, SGN, ExCo
13	05/10/2023	SG Innovate Networking Dinner - West	Geneva	SGI, ExCo
14	06/10/2023	SG Innovate Networking Dinner - East	Zürich	SGI, ExCo
15	08/10/2023	Lavaux hike	Vaud	Aiwei Tan, ExCo
16	19/10/2023	Webinar: Navigating Careers in International Organisations	Online	Joan Lim, ExCo
17	08/12/2023	Student and Young professionals: get-together - West	Lausanne	ExCo
18	11/12/2023	Student and Young professionals: get-together - East	Zürich	ExCo

WhatsApp chat rules: As this is the most immediate and primary means of communication for our community, and this AGM's objective being to conduct housekeeping for the organisation, the chat rules have been included as an annex to this document (Annex A). We take this opportunity to thank chat admins for their continued active participation in moderating the chat and keeping it accessible and welcome for all members of our community.

Continuity: The last TCS AGM was held in 2012 and a copy of the minutes are included in Annex B.

All agenda items are proposed and seconded by all ExCo members.

Agenda Items

1. Simplified AGM format

- a) Disseminate draft before AGM via WhatsApp announcements and Facebook community, together with online meeting link and date/time. Date/time of AGM is based on ExCo's availability, no accommodations will be considered.
- b) Disseminate finalised minutes after AGM via WhatsApp announcements and Facebook community.
- c) Agenda item discussions are only for raising queries/objections. Participants are expected to come prepared and having read the document.
- d) Items are by default assumed to be accepted unless objected upon.

Decision: Accepted/~~Rejected~~

Comments (if any): NIL

2. TCS Charter

- a) The current Charter (Annex C) was drafted in 2001, many things redundant or outdated.
- b) The Charter shall be updated by the next AGM with the relevant content of the current AGM after adoption by the community.

Decision: Accepted/~~Rejected~~

Comments (if any): NIL

3. Financial statement of accounts 2023

- a) Statement of accounts (Annex D) 2023, balance end 2023 increased CHF115.35 compared to start 2022 due to donations from NDP lunch 2023 in Basel.

Decision: Accepted/~~Rejected~~

Comments (if any): NIL

4. TCS Website

- a) A more permanent online presence is necessary to help Singaporeans new to Switzerland to find and connect with TCS, publish details of the club such as AGM minutes and ExCo composition, as well as provide important resources such as registration with MFA and SGN more easily.
- b) A more easily searchable and SEO-friendly domain "singaporeans.ch" and a WordPress account have been registered under the club's email address, with the costs for the first year paid for by Shaun as a donation (about CHF70, first year discounts applied). The costs for subsequent years are estimated to be CHF15 for domain registration and CHF65 for the WordPress hosting account.
- c) The ExCo proposes that the monetary cost for domain registration and hosting in subsequent years be paid for by TCS funds, with a budget of CHF90 annually, failing which the website will be removed when the subscription(s) expire in Oct 2024.

Decision: Accepted/~~Rejected~~

Comments (if any): NIL

5. Administration of funds and accounts

- a) TCS is wholly volunteer-driven and no member shall receive remuneration as compensation for their efforts.
- b) Based on our understanding, donations are the only legal way to raise funds given TCS's current legal status in Switzerland as an Association.

- c) The committee shall endeavour to maintain stable account balances and collect donations whenever possible, for example by actively requesting a nominal donation from participants at events, especially those that receive full funding from external sources (Singapore Mission in Geneva, SGN, etc).
- d) Bernard Sin and Wee Kim Kian are current signatories of the TCS bank account and have agreed to remain as custodians for the near future. This arrangement is ideal because it imposes a financial control layer between the ExCo and the actual funds itself.
- e) Funds shall only be used in administering the club such as club activities and member-related events.
- f) A statement of accounts shall be presented at every AGM.

Decision: Accepted/-Rejected

Comments (if any): NIL

6. Volunteer Rewards Program

- a) This program seeks to reward and recognise individuals who contribute actively to our community.
- b) Eligible contributions are, for now, solely defined as organising events. For example, organisers of 2023's Dragonboat race, Workshop on managing stress, Lavaux wine hike, Rigi hike, and Webinar on International Organisation careers, are eligible.
- c) The volunteer is entitled to a one-time priority registration for the CNY/NDP lunches organised by TCS in the following year (i.e. lunches in 2025 for volunteer contribution in 2024). This means that the volunteer will have almost-guaranteed (99% chance) registration at one event of their choosing the following year, but remain subject to the same requirements as other participants such as co-payments.
- d) Due to limited opportunities to provide rewards, each volunteer will receive only one reward per year, regardless of the number of events organised in the preceding year. This rule will be revised as soon as resources allow for multiple rewards.
- e) ExCo members are exempt from this program.
- f) This program will come into effect in 2024 for the volunteers named in 2023.

Decision: Accepted/-Rejected

Comments (if any): NIL

7. TCS Organisation Structure

The below description explains how the ExCo currently hopes to structure the organisation and activities to provide interesting opportunities for ExCo members' personal growth while serving the community. Anyone is welcome to approach the ExCo to express interest in taking up any of these roles, or even to propose new roles that may suit their interests while benefitting the community.

- a) Honorary Advisor to TCS: Ambassador Tan Hung Seng currently serves in this role, helping provide crucial support to TCS events and initiatives, such as funding for gatherings and referrals to relevant people for organising events. TCS is grateful for his continued assistance and presence at our events.
 - o The Singapore Permanent Mission in Geneva is an important resource for TCS activities, while TCS provides a direct point of contact to the Singaporean community in Switzerland. TCS will endeavour to continue cooperating with the Mission in major events such as the annual Lunar New Year and National Day events.
- b) Executive Committee: The ExCo is designed in line with TCS's 4 pillars of Education, Community, Professional, and International Organisations. All ExCo volunteers are requested to stay for a minimum duration of **1 year**, with no upper limit on tenure except for a reminder to be mindful of ExCo continuity.¹

¹ The current view is that constant rotation of ExCo members is useful in bringing new people into the ExCo, with the benefit of fresh ideas, renewed energy, and different perspectives. Constant rotation also well-reflects the transitory nature of the Singaporean community in Switzerland and keeps in mind the fact that most of us are here on a temporary basis, and to always be on the lookout for the next ExCo replacement.

Role and description of each position:

- President – Sets overall direction, priorities and key events for each calendar year, and decides on prioritisation of resources when necessary. Ideally the most experienced member of the committee and has good awareness of all activities.
- Vice-Presidents A and B – Responsible for operations such as applying for funds and organisation of events. There are two Vice-presidents to increase the likelihood of having successors for the president.
- Uni-Lead A and B – Responsible for events in the education pillar such as student welcome drinks, webinars of related topics, and main point of contact for TCS education-related requests.
- Community Lead – Responsible for social events such as wine tours and hikes. Also the main point of contact for "TCS Volunteer Network", a group of self-identified individuals who express interest in volunteering for TCS.
- Career Lead – Responsible for events in the professional pillar such as networking events or webinars of related topics. Maintains a database of professionals in Switzerland and contact points with EDB in Switzerland.
- International Organisations Lead – Responsible for building an international network of Singaporeans working in International Organisations globally by leveraging on existing networks in Geneva.
- Comms Lead – Responsible for administering the communication channels such as WhatsApp, Facebook, Instagram, and website; conveying official messages from Singapore (elections, etc) or announcements; celebratory messages and greetings, year-end wrap-ups; posting event pictures.

Responsibilities are indicative only and in practice everyone on the ExCo helps one another with their tasks all the time, especially when TCS work clashes with other personal or work commitments.

- c) Alumni Pool: All previous ExCo members join the Alumni Pool by default after leaving and form an important source of institutional knowledge for future TCS ExCo. It is important to identify and maintain contact with this group of people for continuity reasons.²
- d) Treasurers: Bernard Sin and Wee Kim Kian are current signatories for the TCS bank account and it is decided to retain the current arrangement because it imposes a layer of financial control between TCS ExCo and the bank funds, thus increasing accountability.
- e) General Members: TCS exists to serve the Singaporean Community in Switzerland, and of course everybody with a Pink IC are members by default!

Future ExCos are free to update this configuration as the need arises.

Decision: Accepted/~~Rejected~~

Comments (if any): NIL

8. TCS Leadership Transition

- a) The positions and appointments for 2023 were:
 - a. President: Sumathi V Selvaretnam
 - b. Vice-president: Mong Mun How (Shaun)
 - c. Uni Leads A and B: Ng Zi Xuan and Lim Zhi Qing Denise
- b) The positions and appointments for 2024 are as follows:
 - a. President: Mong Mun How (Shaun)
 - b. Vice Presidents A and B: Ng Zi Xuan and Lim Zhi Qing Denise
 - c. Uni Leads A and B: vacant
 - d. Community Lead: Sumathi V Selvaretnam (temporary)

² The TCS ExCo dropped to a single member for awhile in 2021 and is the reason why continuity becomes an important risk to mitigate, given that TCS is a volunteer-run organisation.

- e. Career Lead: Ethel Tan Hui Yan
- f. IO Lead: vacant
- g. Comms Lead: vacant

We thank Sumathi for serving us since 2018, and again for volunteering to begin building up the community leader pillar for TCS.

Decision: Accepted/~~Rejected~~

Comments (if any): NIL

List of Annexes

Annex A: TCS WhatsApp chat rules

Annex B: Minutes from last AGM of 2012

Annex C: TCS Charter (2001)

Annex D: TCS Statement of Accounts 2023

FINAL

Annex A: TCS WhatsApp group chat rules

Singaporeans in Switzerland: WhatsApp Community Rules

- 1) Be kind and courteous in your interactions.
- 2) We have zero tolerance for posts that disrespect or degrade any race, religion, culture, sexual orientation, gender identity, etc. This is also not the platform for religious or political discourse.
- 3) No bullying, arguing, no heated opinions, no drama.
- 4) Do not spam the group with irrelevant or generic forwarded messages.
- 5) No fear mongering or spreading of fake news. Please CHECK your news sources for credibility before you share.
- 6) If your message is not of benefit to the entire group, please message the person directly rather than the entire group.
- 7) We welcome offers from SG entrepreneurs in CH, and other “lobangs” for food and services that we miss. Sharing is caring, but no spamming please.
- 8) A degree of chatter is normal in an informal community like ours. Feel free to hit “mute” if this bothers you, and check in occasionally for the latest.
- 9) Alternatively, you could join the announcements-only TCS - events and updates chat.
<https://chat.whatsapp.com/Lijo4TZ4C0IBGJZJtfsdKg>
- 10) This is not an official channel for SG related updates. The most critical updates are shared by the Singapore Mission in Geneva. Please sign up here:
<https://eregister.mfa.gov.sg/eregisterportal/common/preLoginEregisterView.action>
- 11) Admins of this group chat are not responsible for the legal implications including the registration and quality of services or products that are promoted, recommended or referenced through this group.
- 12) Admins are not responsible for the authenticity or veracity of the info shared by members.
- 13) Kindly note that all admins on this chat are volunteers, so please respect their time and efforts.
- 14) By participating in this WhatsApp Group you agreed to abide by these rules.
- 15) Members who repeatedly (3 strikes) flout the rules will be asked to exit the chat.

Let's keep this community relevant, inviting, and engaging!

Temasek Club Switzerland, Sep 10, 2021.

Annex B: Minutes from last AGM of 2012 (double-click to open and view)

 minutes of agm
2012.doc

Annex C: TCS Charter (2001) (double-click to open and view)

 TCS Charter
2001.doc

FINAL

Annex D: TCS Statement of Accounts 2023

05/01/2024, 09:29	Balance sheet E-finance PostFinance	
		
Summary		
Payment accounts	CHF 8'352.98+	
Balance sheet		
	CHF 8'352.98+	
	Total assets	
Payment accounts		
Account	Type	Balance in CHF
Temasek Club Switzerland CH97 0900 0000 1722 9513 5	Business account	8'352.98+
Total payment accounts		8'352.98+
https://www.postfinance.ch/ap/ba/ob/html/finance/assets/balance-sheet		
1/1		

05/01/2024, 09:31

Transaction overview | E-finance | PostFinance



Transaction overview

Pending orders

	Amount in CHF	Balance preview
Total pending orders to 04.02.2024	–	8'352.98+

Transactions

Account Ternasek Club Switzerland CHF / CH97 0900 0000 1722 9513 5

Date from 05.01.2022 to 05.01.2024

Date	Notification text	Credit in CHF	Debit in CHF
31.12.2023	PRICE FOR THE ACCOUNT MANAGEMENT	5.00–	
06.12.2023	CREDIT MAILER: ECONOMIC DEVELOPMENT BOARD 18-00 RAFFLES CITY TOWER,250 NORT H SINGAPORE,179101 COMMENTS: PYMT FOR 7774 REFERENCES: 15MT231206428875 K083534050023001 231206CH0B2SINXB	2'608.00+	5.00–
30.11.2023	PRICE FOR THE ACCOUNT MANAGEMENT	5.00–	
06.11.2023	DEBIT UBS SWITZERLAND AG BAHNHOFPLATZ 13 8953 DIETIKON 1 CH560022322311746440J SUMATHI V S RINGSTRASSE 3 8952 SCHLIEREN SENDER'S REFERENCE: REFRESHMENTS FOR WORKSHOP ON SEP 30 20231005000800652152017	31.50–	
31.10.2023	PRICE FOR THE ACCOUNT MANAGEMENT	5.00–	
30.09.2023	PRICE FOR THE ACCOUNT MANAGEMENT	5.00–	
31.08.2023	PRICE FOR THE ACCOUNT MANAGEMENT	5.00–	

<https://www.postfinance.ch/ap/ba/ob/html/finance/assets/movements-overview>

1/3

Transaction overview E-finance PostFinance			
Date	Notification text	Credit in CHF	Debit in CHF
29.08.2023	CREDIT MAILER: SUMATHI V SELVARETNAM RINGSTRASSE 3 CH 8952 SCHLIEREN COMMENTS: DONATIONS FROM AUG 27 BASEL LUNCH CHARGES AMOUNT 0.00 CHF SHA REFERENCES: NOT PROVIDED 4523241TO2704464 230829CH0ANJUQ30	760.00+	
29.08.2023	CREDIT MAILER: SUMATHI V SELVARETNAM RINGSTRASSE 3 CH 8952 SCHLIEREN COMMENTS: REMAINDER AMT FROM AUG 26 LUNCH CHARGES AMOUNT 0.00 CHF SHA REFERENCES: NOT PROVIDED 4123241TO2704416 230829CH0ANJUYWW	707.21+	
25.08.2023	DEBIT UBS SWITZERLAND AG BAHNHOFPLATZ 13 8953 DIETIKON 1 CH560022322311746440J SUMATHI V S 8952 SCHLIEREN SENDER'S REFERENCE: PAYMENT FOR NATIONAL DAY LUNCH 2023 20230807000800559426575		3'315.21-
25.08.2023	DEBIT UBS SWITZERLAND AG BAHNHOFPLATZ 13 8953 DIETIKON 1 CH560022322311746440J SUMATHI V S 8952 SCHLIEREN SENDER'S REFERENCE: SPONSORSHIP DRAGON BOAT RACE		268.35-
31.07.2023	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
30.06.2023	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
31.05.2023	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
30.04.2023	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
31.03.2023	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
28.02.2023	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
31.01.2023	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
31.12.2022	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-

Transaction overview E-finance PostFinance			
Date	Notification text	Credit in CHF	Debit in CHF
23.12.2022	DEBIT UBS SWITZERLAND AG BAHNHOFPLATZ 13 8953 DIETIKON 1 CH560022322311746440J SUMATHI V S SENDER'S REFERENCE: NDP CONTEST PANDAN TREASURES 20221201000800722836116		116.00-
23.12.2022	DEBIT CH400900000154139507 MONG MUN HOW GENÈVE SENDER'S REFERENCE: SHAWN - CLAIMS FOR SG GOODIE BAGS 20221201000800722720634		108.80-
30.11.2022	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
31.10.2022	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
30.09.2022	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
31.08.2022	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
31.07.2022	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
30.06.2022	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
31.05.2022	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
30.04.2022	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
31.03.2022	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
28.02.2022	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
31.01.2022	PRICE FOR THE ACCOUNT MANAGEMENT		5.00-
Credit in CHF		4'075.21+	
Debit in CHF			3'959.86-