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Minutes of 1st Annual General Meeting held at 119 Amy Street, Suva on Saturday, 18 October 2003

1. Agreement to start an association

At 2.00pm the following members sign an agreement to form the Swiss-Fiji Business Association:

- Stemmler Gerhard
- Rafoi James
- Zender Daniel
- Chang Humphrey
- Tora Stella

2. Meeting start

The meeting starts at 2.15pm. Seven of a total of eleven members are present, therefore a quorum is reached. The minutes are recorded by Ms. Stella Tora.

3. Chair of meeting

Because it is the first Annual General Meeting and elections have not yet taken place, the meeting is chaired by Daniel Zender, currently administration assistant (ad interim) of the Swiss-Fiji Business Association.

4. Present at meeting

Salutation	First Name	Last Name	Organisation	Member
Mr.	Humphrey	Chang	Nasinu Chamber of Commerce & Industries	Individual
Mr.	James	Rafoi	Daisy's Boutique	Corporate
Mr.	Gerhard	Stemmler	Herbex Ltd	Corporate
Ms.	Melisa	Vatubua	Fidjienne Inc.	Individual
Ms.	Thomasina	Ah Ben	Fidjienne Inc.	Individual
Ms.	Stella	Tora		Individual
Mr.	Daniel	Zender	InfoTECH	Corporate
Ms.	Tai	Bolabasaga	Fiji Girl Guides Association	n/a
Ms.	Sudha	Narayan	Department of Social Welfare	n/a
Ms.	Rozia	Bi	Ministry of Multi-Ethnic Affairs	n/a

5. **Apologies**

Salutation	First Name	Last Name	Reason for absence	Member
Dr.	Wahid	Khan	Vanua Levu	Individual
Dr.	B P	Ram	Vanua Levu	Individual
Ms.	Christine	Tawake-Bachofner	Beqa	Corporate
Mr.	Ilisoni	Kinivuiwai	overseas	Corporate

6. **Elections**

The following persons are elected to the Executive Council

President: Mr. James Rafoi
 Vice-President: Mr. Gerhard Stemmler
 General Secretary: Mr. Daniel Zender
 Treasurer: Ms. Thomasina Ah Ben
 Ordinary Member: Ms. Melisa Vatubua

The AGM quorum also elects Ms. Christine Tawake-Bachofner as Auditor.

7. **Varia**

Discussion takes place on the following topics.

7.1 **Website**

The current website is shown to the new members.

7.2 **SIPPO Questionnaire**

Members and other Fiji companies wanting to export products or services to Switzerland are encouraged to fill out a questionnaire for the Swiss Import Promotion Programme. The form is downloadable from the SFBA website.

7.3 **Create awareness**

Now that the office bearers have been elected, other trade organizations should be informed about the existence of the new association.

7.4 **Trade mission to Switzerland**

Sending a trade mission from Fiji to Switzerland should be a long-term goal of the association.

7.5 **Membership drive in Fiji**

All current members are encouraged to lobby for new members. A target of twenty members should be achievable.

7.6 **Membership drive in Switzerland**

Humphrey Chang emphasises that the association should get some members from Switzerland. This can be done once a bank account is opened.

7.7 **Social event**

The association should have an annual social event. A good idea may be the 1st of August, the Swiss National Day



- 7.8 Cultural exchange
Funds may be available from institutions in Switzerland that allow some Fiji children or young adults to go for a cultural exchange program.
- 7.9 Registration of SFBA
Gerhard Stemmler informs that the current rules of the association (version 1.1, April 2003) may need to be modified so that they conform to the standard of the Ministry of Labour and qualify to be registered under the Industrial Association Act, Cap. 95. The Secretary-General has to make contact with Mr. Isoa Damudamu from the Ministry of Labour, Civic House.
- 7.10 Bank account
The association currently holds several cheques which should be cleared. Humphrey Chang informs that a Mr. Mike Chapman may be of help to open an account.
- 7.11 Newsletter
Humphrey Chang suggest the creation of a newsletter for members and other interested parties. Daniel Zender shows that the current website provides already this facility at www.swissfiji.org/about.htm
- 7.12 Fundraising
It will be the task of the Executive Council to find ways how to increase the funds of the association.
- 7.13 Guest speaker at meetings
Humphrey Chang moots to have a guest speaker during meetings.
8. **Tentative dates for next meetings**

Saturday, 29 November 2003, 2pm, at 119 Amy Street
Saturday, 17 January 2004, 11am, at 119 Amy Street
9. **Closing of meeting**

The meeting closes at 3.15pm. Snacks & drinks are provided and further informal discussions take place until 5pm.

signed by General-Secretary
20 October 2003