

Minutes of the Board Meeting

Date and time: 04 April 2023 at 18:30

Place: Université de Neuchâtel, Rue Abram-Louis-Breguet 2, 2000 Neuchâtel

Board members present:

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| CLARET Romain, President | PALMA MENDES Michael, General Secretary |
| NOTH Lorenz, Treasurer | BAUMANN Fiona |

Guest present:

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Head of the meeting: CLARET Romain

Keeper of the minutes: PALMA MENDES Michael

Agenda items:

1. Website creation and approval
2. Selection of banking partner and associated fees
3. Setting association headquarters address
4. Request for an Extraordinary General Assembly
5. Online membership application
6. Evaluation of Association's Liability and Asset Insurance

1. Website creation and approval

The board unanimously approved the newly created Algorithmia website. The members expressed their satisfaction with its design and content. The board acknowledged that the domain name algorithmia.ch, owned by CLARET Romain, will, starting from today, forward to the current association-algorithmia.ch website. This change provides a shorter domain address for use on flyers and other promotional materials.

2. Selection of Banking Partner and Associated Fees

Having thoroughly evaluated various banking options, the board has unanimously agreed to set up the association's bank account with UBS Neuchâtel. The chosen account includes an annual maintenance charge of CHF 80, which is waived for the first year, and comes with integrated Twint payment functionality. Furthermore, an optional Debit Mastercard is available for an additional yearly fee of CHF 50. Importantly, UBS Neuchâtel does not impose any charges for signature changes, which facilitates smooth transitions when board members change, thereby contributing to the financial efficiency of the association.

In tandem, the board recognized the services provided by RaiseNow. Notably, RaiseNow supports Twint payments, applying a transaction fee of 1.3% for on-site billing and 2.5% for transactions conducted via QR codes.

The board advocates for the use of IBAN or cash as the preferred payment methods, suggesting TWINT as a secondary option.

Under the current financial statutes, the account mandates the collective signature of two board members, with one being a core board member at minimum. This requirement has presented some obstacles in our interactions with the banks.

In response to these challenges and with the aim of improving operational efficiency, the board proposes two crucial amendments to the statutes. These proposed modifications will be brought up for discussion and approval during the Extraordinary General Assembly.

The first proposed change grants the President the authority to provide a single signature on all matters pertaining to the Association. The second change grants the Treasurer to validly represent the Association with a single signature for banking and financial matters. These strategic modifications are intended to bolster the effectiveness of the board's functions and ease the process of banking transactions.

3. Setting association headquarters address

In accordance with the secretary of the Information Management Institute, the board approved setting the association's headquarters address at the institute, effective immediately. The new address is Algorithmia, Information Management Institute, Rue Abram-Louis-Breguet 2, CH-2000 Neuchâtel. The board also approved adding the address modification within the statutes to the agenda of the upcoming Extraordinary General Assembly.

4. Request for an Extraordinary General Assembly

The board approved sending an invitation for the 15th of April 2023 to all members for an extraordinary general assembly. The assembly will address the previous points: approving the single signatures for the core board members for the bank account and modifying the address of the association's headquarters.

5. Online membership application

The board decided to create an online form on the website for member applications, in addition to the existing contact methods of email and Discord. The goal of the application is to validate the membership status and payment before officially granting membership status to new applicants.

6. Evaluation of Association's Liability and Asset Insurance

The board, keenly aware of the risks inherent to the association's activities, has raised the vital issue of insurance coverage for discussion. The importance of this matter is highlighted by plans for future events at venues like the Fablab of Neuchâtel, which houses expensive equipment. Given the Fablab's requirement that members of the association have personal liability insurance before conducting events on their premises, the board recognizes the significance of such coverage. It understands the need to safeguard against unforeseen incidents that could damage these valuable assets during our events, as well as the association's own property. However, the board also acknowledges the difficulty of enforcing personal liability insurance for each member participating in association events.



Consequently, the board suggests obtaining insurance for the association itself, which would protect both its members and the association as a whole.

Indeed, the association's assets, which include items such as robots, legos, and electronic equipment, are expected to be heavily utilized in various activities. The association also holds responsibility for assets lent to it by external sources. These assets may be exposed to risks such as accidental damage or theft. In response, the board is dedicated to securing comprehensive insurance coverage for these assets, a crucial measure for preserving the association's ongoing initiatives and financial stability.

To tackle these concerns, the board intends to actively engage with multiple insurance providers to identify appropriate coverage options that provide extensive protection while remaining cost-effective. Additionally, the board considers it prudent to seek legal advice to gain a deeper understanding of the association's liability under Swiss law, thus ensuring the association is fully protected.

Moving forward, the board will contact potential insurance providers, gather pertinent information, and hold an in-depth discussion during the forthcoming board meeting.

The meeting was adjourned at 19:45.

If any translation is made, the English version, the original, shall prevail.

Place and date of the meeting of the Association

Neuchâtel, 04.04.2023

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Head of the meeting

Keeper of the meeting