

Meeting Minutes of 2016 General Assembly of „Swissphotonics“

Meeting location and time

FWNW - Olten, November 28, 2016, 11:00-12:00

Attendance

29 people attended the GA. One of them had guest status. 28 people participated in the voting.

Distribution

Board, Swissphotonics Webpage

Agenda of the GA 2016

- | | |
|---|--------------------------|
| 1. Welcome, Agenda | |
| 2. Election of the scrutineer and scribe | Election |
| 3. Protocol of the GA of December 9, 2015 | Approval |
| 4. Activity report for CTI, Year 2016 | Information / Discussion |
| 5. NTN review (Oct. 17) of CTI year 2016 | Information / Discussion |
| 6. Submission of the new NTN Swissphotonics | Information / Discussion |
| 7. Annual accounts 2015 | Information / Approval |
| 8. Status Accounts: CTI year 2016 | Information |
| 9. Bylaw amendment | Discussion / Approval |
| 10. Discharge of the board members | Discussion / Approval |
| 11. Business plan and budget 2017 | Discussion / Approval |
| 12. Motions / amendments of the members | Discussion / Approval |
| 13. Varia | |

1. Welcome, review of the agenda

Dr. Christian Bosshard, managing director of Swissphotonics, welcomes the members to the 2016 annual assembly. No comments or amendments to the proposed agenda were made.

2. Election of the vote counters and the scribe

Election per vote of:

- the vote counter: Dr. Jürgen Söchtig
- the scribe: Dr. Jürgen Söchtig

3. Review of the meeting minutes of the GA 2015 (December 9, 2015)

The assembly accepts the meeting minutes of the general assembly of December 9, 2015. It is on-line: [GA minutes 2015.pdf](#)

Dr. Christian Bosshard presents the activities of Swissphotonics for the last period and the main results of the annual NTN review.

4. Activity report for CTI Year 2016

Swissphotonics NTN

Mission: Improve competitiveness of all our members by strengthening the innovation forces to secure and grow industrial workplaces

Members

Increase by 28 new members from 125 (year 2015) to 143 members (CTI goal: 15 new members)

<http://www.swissphotonics.net/about-swissphotonics/list-of-members>

Workshops and other meetings

24 events with 53% industry participation and average participation of 61 participants. (CTI goal was 12 events)

- Workshops for CTI project partner matching
- Roundtables between research organisations and industry
- End user symposia to address value chain (Photonics4Food and Photonics4PrecisionManufacturing) and subsequent press articles.
- Questionnaires after workshops
- Network Apéros: Photonics West in San Francisco (17.2.2016), Laser Photonics of China 2016 in Shanghai (16.3.2016)
- 21st Meeting of the International Optoelectronics Association (IOA), 2016, in Zürich: 22.-24.4.2016
- Sponsoring and exhibition booth at LPS 2016 in Bregenz (20.09.2016)

Seed money checks and project coaching

9 Seed Money Checks granted. 4 of them up to now resulted in an accepted CTI project

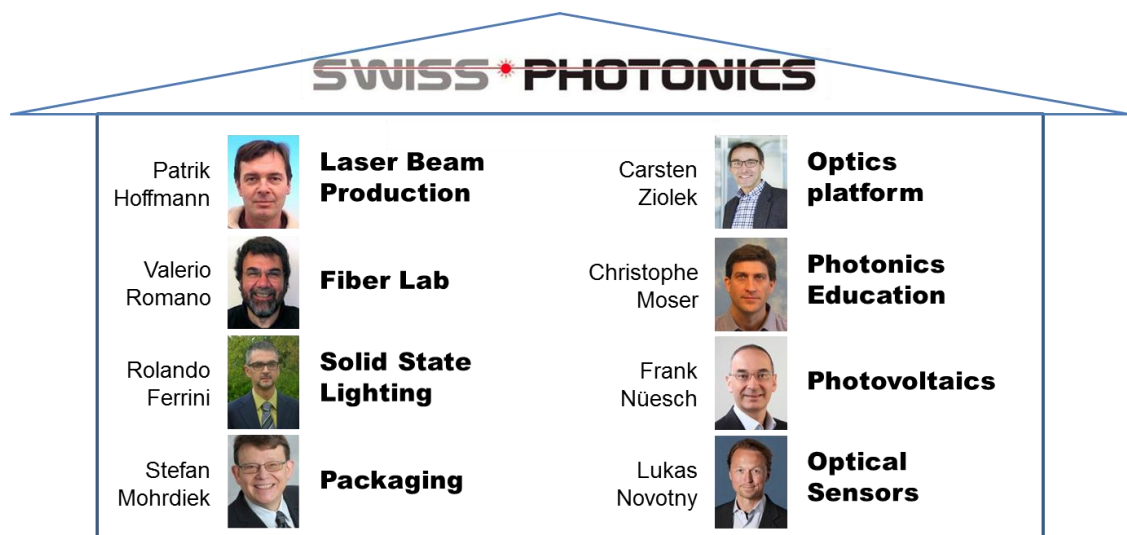
Submission support

- New market research report
- Technical review
- Content review

Supported projects

28 Photonics projects with a total volume of 12.6 MCHF funding by CTI (total volume including industry involvement approaching 25 MCHF).

Direct support to SMEs - Swiss National Photonics Labs



- Each National Lab combines all research organisations in Switzerland working on same topic
- Excellence cooperates! Know each other; complement each other (save money!)
- National Labs serve SMEs («one stop shop»)
- Many Swissphotronics workshops are organised by the National Labs
- CTI goal: Build up and support <-> Result: 8 Labs built up and supported

Swissmem: Advocacy for Photonics on C-level (education, policies)

- Support for new bachelor programs in Photonics: Bachelor started in HTW Chur and NTB Buchs
- Supporting initiative to establish Master in Photonics
- Promoting Photonics through parliament contacts and press

- Work Group on National research initiative: Interest group meetings to start submission of NFP in Photonics

Photonics21

- Swissphotonics is part of the EU network project EuroPho21.
- Most Swiss national photonics laboratories are part of a Photonics21 working group.
- Dr. Christian Bosshard and Dr. Christoph Harder are members of the Board of Stakeholders.
- The Photonics21 working groups prepared the priorities for the next calls of the EC. Board of Stakeholders voted on the Photonics propositions for 2018 - 2020 (November 22, 2016).

EPIC

- Swissphotonics is member of EPIC; Dr. Kurt Weingarten is board member.
- Swissphotonics hosted the general assembly of EPIC in April 21/22 2016 in Zürich, Switzerland.

Day of Photonics 2016

- Website <http://day-of-photonics.org/>
- Biannual event to promote photonics to the general public all over the world (always on Oct. 21).
- Managed by EPIC
- Two events in Switzerland: HTW Chur and NTB Buchs (http://www.swissphotonics.net/home/news_95?3033)

100 years OSA

- Meeting of OSA fellows from Switzerland and general celebration
- Event organised on October 5 at EPFL in Lausanne by the EPFL Photonics Chapter (student organisation) and Swissphotonics

Planned and proposed workshops

- | | |
|-------------------------|--|
| • Monday, 28.11.2016 | Workshop: Funding , FHNW Olten |
| • Tuesday, 29.11.2016 | Photonik Kolloquium: Dr. Reinhard Völkel, Buchs |
| • Monday, 12.12.2016 | SSSL Workshop , Pantheon, Muttentz BL |
| • Wednesday, 25.01.2017 | LED-Forum 2017, Lausanne |
| • Tuesday, 31.01.2017 | Photonik Kolloquium: Dr. Michael Ewart, Buchs |
| • Wednesday, 01.02.2017 | SPIE Apéro, San Francisco |
| • Tuesday, 14.03.2017 | Swiss Pavilion: Laser World of Photonics, Shanghai |
| • Wednesday, 12.04.2017 | Symposium: Optical Coatings for Laser Applications 2017, Buchs |

Outlook for proposed workshops:

- Medtech Expo 2017 in Luzern
- Advanced manufacturing 2018 in Luzern

5. NTN review (Oct. 17) of CTI year 2016

Goals and deliverables:

- Good results (final values not yet available)
- Goals and deliverables for 2017 not yet finalised

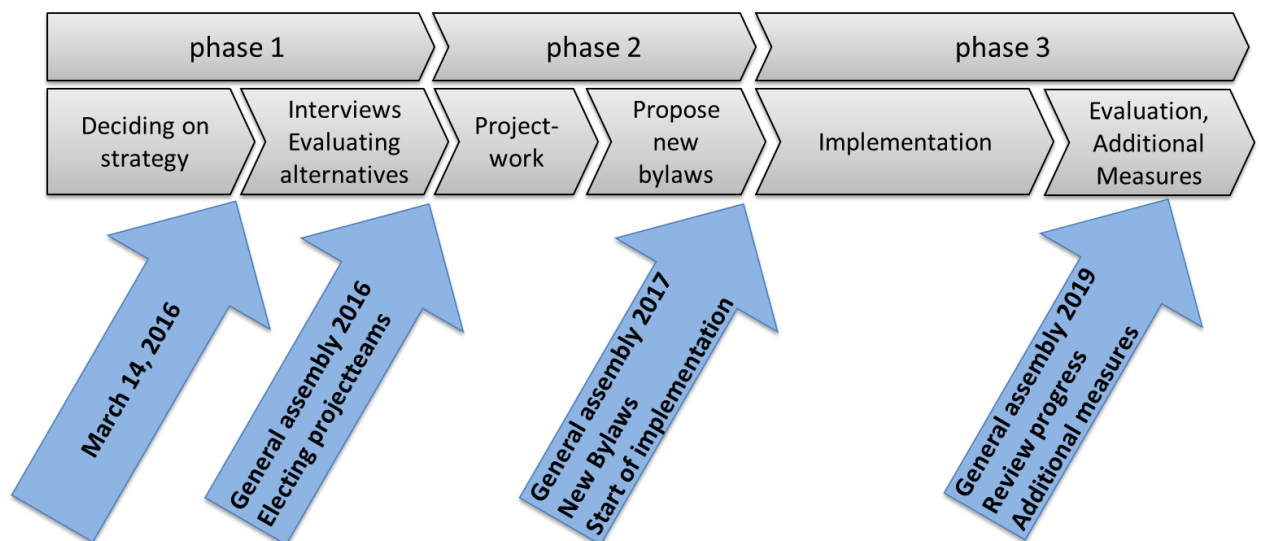
Finances:

- Third party funding: Aim 130 kCHF, achieved 107 kCHF (primarily through membership fees, Photonics 21 support and paid support for event organization)

Dr. Christoph Harder, president of Swissphotonics, leads through the rest of the General Assembly.

6. Approval of the new NTN Swissphotonics

- **Roadmap** for NTN2 (2017 to 2020) to become self-supportive and gain independence from CTI:



- **Project team:**

Who wants to participate in project team? (Request to participate will also be sent to members by e-mail when distributing GA meeting minutes)

- **Question from audience (VarioOptics):**

How was “Verein Schweizer Laser und Photonik Netz” funded before the CTI grant for NTN in Switzerland?

It started as a private initiative but was later funded under the R+D Initiative program by CTI before it became a CTI funded NTN in 2013 (see also link

<http://www.swissphotonics.net/about-swissphotonics/bylaws>).

7. Annual accounts (tax year) 2015

	2015 budget	2015 final	2015 comments
Membership fees	SFr. 32 000.00	SFr. 27 153.06	
KTI Beitrag			
Base	SFr. 210 000.00	SFr. 210 000.00	
Bonus	SFr. 140 000.00	SFr. 139 252.00	
Sponsoring	SFr. 0.00	SFr. 2 000.00	
	SFr. 39 000.00	SFr. 74 367.56	Innopho+Europho
Reserves		SFr. 39 800.00	Reserven aufgelöst
Total Revenue	SFr. 421 000.00	SFr. 492 572.62	
Managing Director	SFr. 50 000.00	SFr. 55 080.00	
President	SFr. 75 000.00	SFr. 76 742.40	
Outsourcing	SFr. 30 000.00	SFr. 35 978.30	
Admin	SFr. 5 000.00	SFr. 5 605.00	
Marketing	SFr. 20 000.00	SFr. 20 813.86	
Society contributions	SFr. 8 000.00	SFr. 5 398.19	
Workshops	SFr. 150 000.00	SFr. 168 859.28	
Travel			
Reise	SFr. 2 000.00	SFr. 0.00	
Reise Inno/Europho21	SFr. 3 000.00	SFr. 0.00	
Special Program			
Seed	SFr. 54 000.00	SFr. 51 200.00	
Konferenz Sponsoring	SFr. 16 000.00	SFr. 23 705.50	
Studie	SFr. 8 000.00	SFr. 4 851.50	
Nationale Labors	SFr. 400 000.00	SFr. 243 809.88	150'000 in 2016
Finance cost/dep		SFr. 39.95	
Steuern	SFr. 0.00	SFr. 1 170.80	
Total Cost	SFr. 821 000.00	SFr. 693 255.36	
Profit	-SFr. 400 000.00	-SFr. 200 682.74	Nat Labors+Reserven

Audited:

- Zürich MAF Consulting Group AG
- It is approved by Prof. Dr. Konrad Wegener (ETHZ) and in approval cycle with Dr. Eric Boillat (EPFL). Prof. Wegener recommended to the assembly approval of the annual accounts.

Details:

- Equity 31.12.2015: 802'807.76 CHF
- Further reminders will be sent out to collect pending payment of member fees for 2016
- Sponsoring: A company sponsored one workshop
- Strong revenue increase due to additional Europho21 funding for the transfer of project duties from Spanish project partner (who went bankrupt) to Swissphotonics
- Marketing = Website, ...
- Society contributions: Memberships EPIC, OSA, ...

- Workshops: Apéros, organisation, room rentals, ...
- Special program: Seed money innovation checks (5'000 CHF each) for about 10 proposals
- Special program: Studies = market report

→ Total revenue ~ 500'000 and total cost ~ 700'00 CHF results in loss of 200'000 CHF. This was planned because Swissphotonics supports the National Labs as long as money is available.

8. Status accounts: CTI year 2016 (Sept. – Oct.)

Posten	KTI '16 Budget	KTI'16	Kommentar
KTI-Beiträge	350 000.00	349 252.00	
Mitgliederbeiträge	35 500.00	38 796.86	Kontoeingänge 1.10.15-26.9.16
Sponsoring	20 000.00	8 000.00	inkl. 1000 Sponsor EPHJ (noch ausstehend)
Erträge aus Dienstleistungen	60 000.00	60 000.00	EuroPho21 pro rata (siehe separate Abrechnung)
Weitere Ertragsquellen	-		
Zwischentotal Ertrag	465 500.00	456 048.86	Mindereinnahmen durch Sponsoring
Posten			
Mandate: Geschäftsführer	54 000.00	55 080.00	
Mandate: Präsident	75 000.00	76 723.20	
Mandate: Eventmanagement	80 000.00	80 460.00	
Mandate: Europho21	30 000.00	63 529.80	Mehrausgaben durch Europho21 Zusatzarbeit
Raumaufwand		-	in Mandaten
Verwaltungs- und Informatikaufwand	5 000.00	2 334.00	Informatik in Mandaten, nur Treuhänder
Kommunikationsaufwand	36 000.00	29 096.71	
Veranstaltungen	16 000.00	22 611.51	Sponsoring von Konferenzen
Workshops	50 000.00	96 889.72	Mehrausgaben durch zusätzliche Veranstaltungen (IOA)
Arbeits- und Innovationsgruppen	210 000.00	146 703.54	Nationale Labors
Reisen und Spesen	7 000.00	-	teils in Mandat
Anschubfinanzierung	54 000.00	45 795.00	Seed money checks
Diverser Betriebsaufwand	-		
Zwischentotal Aufwand	617 000.00	619 223.48	Wie geplant
Erfolg	-151 500.00	-163 174.62	Verlust durch einmalige Nationale Labors Ausgaben

- Essentially similar numbers despite the 3 month shift of the budget period
- Equity by 26.9.2016: 570'327.46 CHF
- Not audited but reported to CTI

9. Bylaw amendment; add commitment to bylaws

Corporate act: Decision of the board

June 16, 2015

Commitment to Antitrust Laws Compliance

English:

This publication is based on a decision by the board of directors on 16th of June, 2015:

Companies and organizations are subject to various antitrust regulations. The responsibility for complying with antitrust law lies with them.

Swissphotonics offers its members a legal basis for the exchange of opinions and for experiences whilst at the same time adhering to antitrust laws.

Meetings of Swissphotonics are not to be used as an opportunity dealing with topics that are a violation of antitrust laws or for arranging or fostering agreements or decisions that are not in line with antitrust law. Swissphotonics will not accept any behavior that might be a violation of antitrust law.

Deutsch:

Diese Veröffentlichung basiert auf einem Beschluss des Vereinsvorstandes vom Juni 2015:

Unternehmen und Organisationen unterliegen einer Vielzahl an wettbewerbsrechtlichen Bestimmungen und tragen dafür Sorge, dass sich ihr Business innerhalb dieser Bestimmungen bewegt.

Swissphotonics bietet seinen Mitgliedern eine legale Plattform für den Austausch von Meinungen und Erfahrungen. Die Treffen des (Verbandes) sollen keine Gelegenheit zu Verletzungen von wettbewerbsrechtlichen Bestimmungen darstellen. Die Treffen von Swissphotonics sollen zudem keine Gelegenheit zum Abschluss von Verträgen oder Vereinbarungen geben, die gegen wettbewerbsrechtliche Bestimmungen verstossen. Swissphotonics toleriert kein Verhalten, dass wettbewerbsrechtlichen Bestimmungen widerspricht.

Vote: Approval: 28, Disapproval: 0, Abstention: 0

It was decided to add this commitment as an amendment to the bylaws.

10. Discharge of the board members

The general assembly discharges the executive board (Dr. Christoph Harder: HPP, Schindellegi (President); Dr. Christian Bosshard: CSEM, Muttenz (Managing Director); Prof. Dr. Valerio Romano: UAS Burgdorf (BFH) (Vice President); Dr. Gabriel Dumitru: Blösch Group, Grenchen (Treasurer); Beat Lüscher: UAS Windisch (FHNW) (Actuary); Prof. Dr. Carsten Ziolk,; Dr. Lukas Krainer: OneFive, Zürich; Prof. Dr. Frank Nüesch:

EMPA, Dübendorf; Prof. Dr. Christophe Moser: EPFL Lausanne; Josef Stirnimann: Inspire, Zürich; Dr. Kurt Weingarten: Lumentum, Zürich) for the
 - annual financial statement 2015
 - for the CTI budget year 2016

(The final approval of the annual accounts from Dr. Eric Boillat is still pending)

Vote (in charge: Dr. Andreas Ettemeyer): Approval: 28, Disapproval: 0, Abstention: 0

11. Business plan and budget 2017

Posten	Abschluss 2015	Budget 2017	Kommentar 2017
KTI-Beiträge	349 252.00	300 000	Reduktion um 15%
Inländische Förderbeiträge			
Ausländische Förderbeiträge	74 367.56	80 000	20'000 upside möglich
Mitgliederbeiträge	27 153.06	45 000	Neue Mitglieder
Veranstaltungsbeiträge			
Sponsoring	2 000.00	20 000	Stretch Goal
Spenden			
Erträge aus Dienstleistungen			
Weitere Ertragsquellen	39 800.00		
Zwischentotal Ertrag	492 572.62	445 000	
Posten			
Entschädigung Geschäftsführende	-		
Entschädigung Vorstand	-		
Übriger Personalaufwand	-		
Mandate: Geschäftsführer	55 080.00	54 000	
Mandate: Präsident	76 742.40	75 000	
Mandate: Eventmanagement	80 460.00	80 000	
Mandate: Europho21	30 000.00	60 000	Europho Zusatzaufgaben
Raumaufwand	-		
Verwaltungs- und Informatikaufwand	5 605.00	5 000	
Kommunikationsaufwand	31 063.55	20 000	
Veranstaltungen	23 705.50	16 000	
Workshops	88 399.28	80 000	Reduktion
Arbeits- und Innovationsgruppen	243 809.88	40 000	Auslaufende Unterstützung mit NTN
Reisen und Spesen	5 978.30	-	
Anschubfinanzierung	51 200.00	54 000	
Diverser Betriebsaufwand	1 211.45	-	
Zwischentotal Aufwand	693 255.36	484 000	
Erfolg	-200 682.74	-39 000	Verlust durch Unterstützung Nationaler Labors

Details

- 15% less funding from CTI for the new NTN phase
- Ausländische Förderbeiträge = Europho21 funding. For 2017 independent of future development of H2020 programme
- Sponsoring: Planned 10x increase compared to 2016

- Mandates for president and executive manager including pension funds, overhead office, ...
- New: Mandates for event management declared in the planned budget. Work for workshops, mailings, ...
- Kommunikationsaufwand = Website, ...
- Workshops with a little reduction
- Arbeits- und Innovationsgruppen: Direct funding into equipment no longer possible.
- Anschubfinanzierung = Innovation checks

Discussion

- Is increase in member fees from 27 kCHF to 45 kCHF reasonable?

Answer: We already increased the number of members by 28 last year. The income from member fees for 2016 is 34kCHF and a few payments are still missing. There is good potential to enlarge our membership base. We have a list of optics/photronics related companies in Switzerland with about 370 entries. Only 140 of them are currently members.

Vote on budget planning: Approval: 28, Disapproval: 0, Abstention: 0

12. Motions / amendments of the members

No applications by the members.

13. Varia

- **Proposals, comments and questions from the members**
 - Planned: Invitation of at least one journalist for major Swiss Photonics events
 - International success stories of members to report for EuroPho21 such as Bachelor program, company acquisitions by large industries: stories to be sent to Christoph Harder
 - NanoConvention in Fribourg puts together the program (June 1,2, 2017). There is room for collaboration with the MNT-group (and SSOM): Interest to be communicated to Christian Bosshard and Christoph Harder
 - Interest to participate in Swissphotonics driven event (workshop, enduser meeting, booth, apéro, ...) at Laser World Of Photonics, Munich, 26-06-2017? Interest to be communicated to Christian Bosshard and Christoph Harder
There will be an apéro of Swissphotonics together with onefive GmbH.

Signatures for the protocol



Dr. Christoph Harder
President Swissphotonics



Dr. Christian Bosshard
Board member, CEO Swissphotonics



Dr. Jürgen Söchtig
Supporting Swissphotonics, Scribe for this minutes

11th of December 2016

ga_minutes_2016.docx