ZUG INTERNATIONAL WOMEN'S CLUB
BOARD MEETING MINUTES
Wednesday 24th of June 2026, 1800 – 20h30
Bettina Bjerregaard, Artherstrasse 55, Zug

Present:

President:	Émely Steegstra- Hendrix	Secretary:	Leontien van Rooijen
Treasurer:	Stephanie Alavedra	Interest Groups:	Bettina Bjerregaard
Annual Events:	Linda Sharpe	Magazine:	Elizabeth Egli
Web Editor:	Betsy Ballew	Hospitality:	Fanny van Dijck

Excused:

VP:	Susan Laudenbacher	Membership:	Mary-Anne Kedda
Advertising:	Andrea Lenke	Marketing:	Marlena Jaszczyk
Escapes:	Alicia Toledo		

1. **Opening Meeting & Expenses**
   - Émely started the meeting at 18:10H
   - Expenses are signed

2. **Determine Agenda**
   - Agenda is approved

3. **Approval of previous Board Minutes**
   - Meeting minutes of the 27th of May 2026 are approved
   - Linda proposed, and Betsy seconded

4. **Calendar**
   - The deadline for the Calendar is the first of August. Bettina updated all the regular activities till the end of the year.

5. **ETGZ / App update**
   - Émely had a meeting with the board of the English Theater Group Zug (EGTZ). She learned that the ETGZ was founded by Ladies from the ZIWC 40 years ago. They celebrate their 40th anniversary this year. As part of their 40th anniversary celebrations, they would like to strengthen those ties once again. The first opportunity for us to collaborate is their concert on 11 September. They are not asking for any money from us, only that we promote the event and encourage our members to attend the concert, where some of them will also lend a hand.They will ask for donations and will support our Charity Wunderlampe.
     They organize a concert on the 11th of September, a gala in November and in March 2027 a Musical. They will probably advertise in our Connect! Magazine and other channels.

ETGZ offered us help with a performance and/or our light/sound techniques at our 60th Anniversary events.

- We **voted** all **in favour** to collaborate on the September concert and support them in their anniversary celebrations.
- Alicia and Émely are collecting quotes for the new app. They found out that building the basic framework is very expensive and are doing it themselves. The visuals will be outsourced because this is too complicated.
- Linda's husband Andre built a PWA (progressive web app) and this looks amazing. See link in the Board app group. He will be asked to make a quote and build this for us including training, migration and security. We will also ask in the BI-weekly if there is somebody within the Club with web design skills and would like to bring out quotes for a web based app as well. Decision to be made next BM

Action: Linda and Betsy

6. Payments guidelines and Expense Claims

- Stephanie uploaded a document in the BM folder about the guidelines for payments and reimbursements of expense claims.
  Please read them all, especially new board members
- Special request not to use staples because all claims are scanned automatically. Small receipts please copy them on A4 size to make scanning easier.
- The reimbursement guideline also includes the rules in case of giving a cash tip. We decided that cash tips can never exceed 10% of the bill amount.

Action: ALL

7. Webeditor Update

- The calendar on the mobile is still not working properly and is work in progress. Andre (Linda, her husband) might be able to help us to have a proper overview. This can be the solution until we have the PWA ready. The calendar is made in wordpress and is the most important tab of the website.
- One of our members (Evelyn Foo) would like to have a spotlight event on how to buy a house in Switzerland from A-Z. She would like to organise a 45 min. presentation and 20 min. QA accompanied with prosecco and snacks. The member has together with her husband a real estate agency. Betsy and Andrea spoke with her at the AGM. The idea is to make a package for her to organize a spotlight event (Autumn) in combination with advertising after the event in the Connect! Magazine..

Action: Andrea

8. **Review Afternoon Tea / Ideas for Seasonal Evening**
   - Afternoon Tea in Cham was a pleasant afternoon, with nice food and a good atmosphere with the piano although it was quite warm. Unfortunately only 26 members signed up for the tea. All payments are settled. Next year to organize the spring event earlier in June or end of May and consider if it should be on a Saturday or Weekday.
   - The members only tick box on the website should be activated so you can only register for 1 person.
   - We suggested several options for the Seasonal evening for this year. The location will be the Siehbachsaal.
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9. **Update Advertising**
   - Andrea sent Leontien a short update on advertising.
     We have three new advertisers Janine Marty with Thermomix, Hull's school in Zurich and Ancient Healing Wisdom from Michele Horn-Tomic.
     Good news is as well that the Park Hotel continues the partnership for another two years.

10. **Non members to IG's / Whats app community / General Update**
    - One of our members (Izolda) would like to set up an IG offering short training/ workshops on communication, conflict and collaboration in business for ZIWC members. She would like to do this in German instead of English. The ZIWC and the IG's are English speaking except from the IG German class. Émely offered to help her to translate if necessary but the core language of the ZIWC is English. Bettina will let her know.
    - She also would like to organize a spotlight event with Rogér Dijk, a MEd and highly experienced systemic trainer and co-developer of "Transactional Analysis on the Table". Unfortunately this is very short notice and should take place 1st or 2nd of July during day time . Bettina will ask her if Mr. Dijk is more often in Switzerland and if it would be possible to have this spotlight event either on a Saturday or in the evening.This spotlight event is more a BN workshop than a regular spotlight event. Susan to be copied in on this conversation.

Action: Bettina

11. **Any other business**

- Elizabeth mentioned that in the upcoming Magazine only the new Board Members and the changed in position Board Members have an intro. Unfortunately there is no space for all.
- Stephanie mentioned again that we have to spend the money from the budget over the year and not only at the end of the club year.
- Émely asked Bettina not to have the IG apéro's to quickly after each other and not in the same month as the appreciation evening.
- Bettina mentioned that she read in the handover that IG leaders were given a present every two years. This is not correct and we only give IG leaders a present when they leave with a minimum of three years as IG leader. To be updated in the handover.

Action: Bettina

- Elizabeth will have a meeting next week with Tanya regarding the interview for the Connect! Magazine.
- Last week at the monthly dinner there was a member who cancelled the same evening for the event. Stephanie will mail her for no-show fee as the cancellation policy is applicable on the monthly dinners too.
- Next BM's

Tuesday 18 August	**Dachraum Library (Zug)**
Tuesday 15 September	**Haus zum Lernen (Zug opposite Library)**
Wednesday 21 October	Centro Italiano ????
Wednesday 11 November	Haus zum Lernen
Wednesday 9 December	Haus zum Lernen

- Susan sent a Memorandum of Understanding in the Board folder regarding the collaboration with PWN Zug and Zurich. We agreed she can move forwards to finalize this.

Meeting closed at 20.29 H

Next Board Meeting on Tuesday, 18th of August 2026 at 18:00H at Dachraum Bibiliothek, in Zug