

MINUTES OF THE FINNISH TRADE GUILD ANNUAL GENERAL MEETING ON FEBRUARY 24, 2016

Time: 18.00-19.20
Venue: Embassy of Finland, ul. Chopina 4/6 Warsaw
Present: Appendix 1
Agenda:

1. Opening of the meeting
2. Election of chairman and secretary for the meeting and election of two vote counters
3. Legality of the meeting and quorum
4. Activity report for year 2015
5. Profit and loss account year 2015
6. Activity plan for year 2016
7. Election of the FTG Board for year 2016
8. Nomination of FTG representatives to the 2016 SPCC Board
9. FTG Basic Legal Advice - Board report and discussion
10. Other issues.

1 -2. Opening of the meeting and election of the chairman, secretary and vote counters

The Annual General Meeting was opened by Johan Puotila, Chairman of the FTG Board, who in absence of other candidates was elected Chairman of the meeting. The Chairman warmly thanked Ambassador Hanna Lehtinen for hosting the meeting at the Embassy premises.

Mr Piotr Prus volunteered as the secretary of the meeting and was elected for that post.

Mr Marcin Milczarek and Mr Pekka Männistö were elected as the vote counters.

List of participants shall be attached to the minutes as the Appendix 1.

3. Legality of the meeting and quorum

The Chairman noted that the invitations for the AGM were sent on January 4th February 2016, observing statutory two weeks' notice before holding the meeting. The Chairman also explained the FTG by-laws do not set any specific numerical requirements concerning quorum, so decisions can be taken by majority of present participants.

The Chairman noted with satisfaction that about 1/3 of FTG members were present.

It was agreed that the meeting was convened in line with the FTG statutes and has the capacity to adopt valid decisions and resolutions.

4. Activity report for year 2015

Johan Puotila presented the FTG Board's activity report for 2015 (Appendix 2).

The meeting unanimously approved the Board's 2015 Activity Report.

5. Profit and loss account year 2015

Johan Puotila presented FTG's income and expenses for the financial period from 1/01/2015 to 31/12/2015 as follows:

Income (PLN)

SPCC national section allocation	22.866
Participation fees	5.154
Sponsorship income	<u>40.730</u>
	68.750

Expenses (PLN)

Board meetings	911
Equipment/ supplies	1.505
Sauna Event	1.200
Summer Picnic	28.013
Crayfish Party	16.506
Independence Day's Night	20.572
Travel costs	<u>74</u>
	68.781

The balance showed a deficit of 31 PLN, which was covered from SPCC budget.

The Chairman thanked warmly the corporate sponsors that had contributed financially to the FTG activities in 2015, making the many activities and high attendance possible.

6. Activity plan for year 2016

Johan Puotila presented the Board's activity plan for year 2016, consisting of the following items:

- AGM
- May 1 – Vappu celebration (TBD) depending on the members interest
- Summer Picnic
- Crayfish Party
- Independence Day's Night
- Ice Hockey event(s) in conjunction with Ice Hockey World Championships in Russia
- Seminar/VIP guest event(s), where feasible in cooperation with the Embassy of Finland (Finnish or Polish guest speaker)
- Sauna event (pending member interest)
- Visit to a member/other company
- Promote Basic Legal Advice service to current and potential new FTG members and monitor closely, implement improvements as needed
- Implement membership drive; “members get members”.
- In cooperation with the Finnish Embassy, continue supporting as feasible efforts to protect and secure future activity in some of the so called ”Suomi Houses” in Warsaw.

- Work and cooperate with SPCC Board colleagues to secure that basic principles upon which the Chamber was founded, such as equal representation and voice of the four founding members, are maintained.

The participants discussed the plan. Additionally Mr. Konrad Chlubek (Kemira) asked about possibility of using the SPCC office conference room for members. Ms Agnieszka Kowalcze (SPCC Office Director) ensured that such possibility existed and that relevant information would be placed on SPCC website. It was also noted that FTG membership recruitment one-pager should include information on conference room availability for members.

Mr Santeri Eriksson (Embassy of Finland) presented current status of Suomi-Houses preservation project. It was stated that HE Ambassador Hanna Lehtinen met the Mayor of Środzieście Mr Piotr Kazimierzak, however the binding decisions had not been made due to lack of zoning regulations for the area of Jazdów. Currently one of the Suomi Houses is used by Polish –Finnish Association.

The meeting unanimously approved of the proposed activity plan.

7. Election of the FTG Board for year 2016

The Chairman presented the following candidates having expressed their interest to be elected to the FTG Board for 2016:

Members:

Johan Puotila (Confero Consulting, Managing Director) Chairman
 Anitta Koskio (ExpatHouse, Managing Director), Deputy Chairman
 Piotr Prus (ECOVIS Milczarek & Co, Partner),
 Kari Vähäkangas (Finpro, Head of Finpro Poland)
 Pauli Rumbin (HT Laser, Managing Director)
 Anna Maria Kalamaja (Suomen Unipol Poland, Key Account Manager)
 Harri Reiman (Leinonen, Managing Director)

Deputy Board Members:

Marcin Bruszewski (Fortum, Head of Legal Affairs Region Poland).
 Pekka Männistö (OpusCapita, F&A Development Manager)
 Ilkka-Cristian Niemi (Barona Human Resources, Managing Director)

When asked, present members had no additional or alternative candidates to propose.

The meeting unanimously elected presented candidates to the FTG Board for 2016.

8. Election of FTG representatives to the 2016 SPCC Board

The Chairman presented following candidates for FTG representatives on the SPCC Board in 2016:

Johan Puotila (Confero Consulting, Managing Director) SPCC Vice Chairman
 Anitta Koskio (ExpatHouse, Managing Director), SPCC Board Member

Harri Reiman (Leinonen, Managing Director) SPCC Deputy Board Member

When asked, present members did not have additional or alternative proposals.

The meeting unanimously elected presented candidates as FTG representatives for the SPCC Board in 2016.

9. FTG Basic Legal Advice - Board report and discussion

The Chairman informed participants that the SPCC Board made a majority decision in spring 2015 to discontinue the basic legal advice services to SPCC members. Having assessed the available options, FTG Board decided to investigate the possibility of launching a FTG basic legal advice service to FTG members, paid for from the FTG budget and implemented in cooperation with the SRC law firm that previously was selected to provide the SPCC legal advice service. The idea having proved feasible and following an extensive discussion in the SPCC board on whether a national section is allowed to provide such services to its members, the FTG Board's proposal was approved of by the SPCC Board, providing the service is communicated and offered to FTG members only. The new member service is scheduled to start as of March 1, 2016.

Ms Smolarek from SRC law firm presented herself and the law firm, sharing her experience related to providing legal advice services to SPCC members. It was underlined that the communication between member seeking advice and law firm was and will be confidential and subject to professional secrecy. Members present discussed the importance of proper marketing of the service to FTG members and using it as one of the recruitment tools for new members.

As there were no other issues, the Chairman closed the meeting.

After the official meeting Mrs Hanna Lehtinen, Ambassador of Finland, presented her welcoming remarks, also updating participants on upcoming activities of the Embassy. After the Ambassador's overview a buffet dinner was served.

Appendices:

1. Attendance list
2. Board's Activity Report 2015

Chairman

Secretary

Johan Puotila

Piotr Prus