

## Canadian Chamber of Commerce in Latvia Annual Report

September 14th, 2019

### 1) Period Covered

This report covers the period from the last Annual General Meeting held on October 1<sup>st</sup>, 2018 to the time of this report in preparation for the Annual General Meeting of October 7<sup>th</sup>, 2019.

### 2) Membership

	06.09.2017	29.08.2018	+ / - last year to this year	02.09.2019	Budget	Success vs budget
Corporate contributing members	0	0	+1	1	0	+1
Senior Corporate members	1	2	-1	1 (1)	2	-1
Corporate members	31	34 (10)	-10	24 (5)	29	-5
Business members	20	27 (9)	-3	24 (9)	21	+4
Individual members	29	27 (16)	-10	17 (7)	15	+3
Associate members	4	3 (1)	+2	5	3	+2
<b>Total members</b>	<b>85</b>	<b>93 (36)</b>	<b>-21</b>	<b>72 (22)</b>	<b>70</b>	<b>+3</b>

Note: bracketed numbers represent the number of members who have not, at time of the report, fulfilled their membership obligations.

The Exupery International School became the CanCham's first Corporate contributing member. Singh's Restaurants remain the only Senior Corporate member.

### 3) Database

The CanCham database was updated and has the following entries:

- 1082 entries of people who are invited to CanCham events (2018-1011, 2017-975, 2016-882, 2015-126).
- 146 entries of people who are notified of CanCham events but live abroad (2018-89, 2017-91, 2016-87).
- 1203 Total database (2018-1146, 2017-1048, 2016-953)

### 4) Finances

Income and Expenditure Summary for the current year up to September 30<sup>th</sup>, 2019 (currently including estimates for September)

Revenue	TOTAL	Budget	Variance
1 Membership fees	8,990.00	9,680.00	-690.00
2 Donations and gifts received, sponsorship	0.00	600.00	-600.00
3 Revenue from events	9,055.88	6,300.00	2,755.88
4 Overpayment	0.00	0.00	0.00
5 Repaid PVN	1,389.49	720.00	669.49
6 Other revenue	0.00	0.00	0.00
7 LIAA	0.00	0.00	0.00
<b>Total revenue</b>	<b>19,435.37</b>	<b>17,300.00</b>	<b>2,135.37</b>
<b>Expenditures:</b>	<b>0.00</b>		
1. Event costs	9,074.44	6,000.00	-3,074.44
2. Office expenses	701.79	300.00	-401.79
3. Accounting and administrative services	5,808.00	6,292.00	484.00
4. Marketing and PR Services	2,114.62	1,936.00	-178.62
5. Gifts	0.00	600.00	600.00
6. Website domain	0.00	200.00	200.00
7 Bank charges	78.53	120.00	41.47
8 Swedbank konta atvēršana/UR	0.00	0.00	0.00
9 Meeting expenses	0.00	300.00	300.00
10 Annual Meeting	0.00	200.00	200.00
11 Representation / other chambers	0.00	300.00	300.00
12 Unanticipated	0.00	600.00	600.00
13 PVN	0.00	0.00	0.00
14 LIAA	0.00	0.00	0.00
<b>Total Expenses</b>	<b>17,777.38</b>	<b>16,848.00</b>	<b>-929.38</b>
Revenue and expenditure difference	1,657.99	452.00	1,205.99

Cash on hand as of August 31<sup>st</sup>, 2019

Cash on hand	68.35
Cash in bank	1379.74
<b>Total cash available</b>	<b>1,448.09</b>

## **5) Annual General Meeting October 1st, 2018**

Attending the AGM were 19 members representing 26 votes. Proxies representing 23 votes were registered. The total vote count registered for the AGM was 49 of a total possible 88 votes from the total membership or 56%. This constituted a quorum and the meeting could be considered valid.

There were no elections of officers this year. The following are now in the second year of their two year mandate:

- Ed Kalvins, (TP Riga) President / Chairman of CanCham
- Henrik Mjoman, Prime Recruitment
- Indra Sproģe-Kalviņa, TP Riga
- Inta Cinite, Inta Consulting
- Kintija Barloti, "Dr. Barloti" SIA

Sam Davidovich remains as Director to represent the CanCham in Canada.

Audit Committee as it was elected for three years last year. The following are Audit Committee members.

- Arvīds Godjuks
- Dzintra Renigere, R Birojs
- Jan Welitz, E-bags

Minutes are posted in the CanCham web site at <http://cancham.lv/members-section/agm--2018>.

## **6) Board of Directors / Audit Committee – Meetings**

A total of 3 Board meetings were held during the period. One Audit Committee meeting was held. An exclusive Work Place page is being used by the Board for decision-making and discussions.

## **7) Summary of activities**

The CanCham launched its DMC (Destination Management Coordination – <http://cancham.lv/dmc>) initiative at the dinner with Prime Minister Krišjānis Kariņš on March 26<sup>th</sup>, 2019. This was the result of discussions with the various work groups as to what works and what doesn't work in working internationally and developing strategic partnerships, but we also recognized a local application for this principle. We encourage members to try to understand the basic concepts and to talk to CanCham's Business Development team on how to get the most out of the initiative. Five DMC's in Canada have already been designated, and the system is to be expanded.

The bookkeeping and administrative services agreement with "TP Riga" SIA was extended. Indra Sproģe-Kalviņa continues her responsibilities as per the budget approved by the AGM.

Guidelines for an Ethics Committee were not actioned.

At last year's AGM, Richard Hunter undertook to chair a CanCham Sustainability Committee to explore fee issues and additional sources of revenue. This is still in process.

The CanCham is using FB Workplace to enhance communication between the various groups, and a special CanCham members group page in Face Book is being used as an additional communication tool. However, because of peculiarities with each of these sites, we are still looking for a better communication vehicle. "Slack" is currently under consideration. Suggestions welcome from members.

CanCham provided a Medical Insurance Offer for its members on June 15th, 2019. We expect to repeat the offer shortly.

## 8) Group Leaders

The Board continued the development of a system of Group Leaders for the various interest groups. The intent of this system was to help with coordinating and improving CanCham activities by getting more people involved, but also to provide group leaders the possibility to increase their visibility to enhance their business objectives. The following is a listing of group leaders:

- Ilvars Pētersons, Governance Council Chairman
- Henrik Mjoman, Business Development Group Chairman
- Richard Hunter, Trade Facilitation and Export Group Leader,
- Lasse Henritius, Business Support Group Leader,
- Una Brūna, Health & Leisure Group Leader
- Oskars Stankēvičs, Construction Related Services Group Leader
- Julie O'Donohue, Knowledge Services Group Leader
- Artis Lielbardijs, Production & Agriculture

Responsibilities of the Group leader included

- Encourage group members to effectively communicate what they have to offer through networking and providing information for the web site such as sell sheets, logo information, news and developments in their companies,
- Help develop a joint strategy so that the group's activities can be offered to the outside.
- Contact and inform group members about CanCham events.
- Work with other groups to meet the needs of their group.
- Maintain contact with group members so that group members do not feel neglected.

Several groups have, or are in the process of forming committees that will help transform ideas into actions and to provide additional resources to improve results. A summary of group leader meeting reports is available in <http://cancham.lv/members-section/groups-leaders>, and detailed minutes are posted in Work Place.

## 9) Events

The following are 10 CanCham events during the period:

1. CanCham's Canadian Thanksgiving Dinner on October 8th, 2018 at the Radisson Blu Elizabete Hotel
2. Focus on Trade with Canada with **Dr. Brent McKenzie**, Associate Professor at the University of Guelph, Ontario, Canada on Thursday, November 8th, 2018 at the Trompete Restaurant
3. Business after Hours with BITE Latvia on Thursday, November 22nd, 2018
4. CanCham Christmas supporting "Nāc līdzās!" (Come Along) on Tuesday, December 4th, 2018 at the Pullman Riga Old Town Hotel
5. CanCham's "Latvia as a Commercial" Hub with **Prime Minister Krišjānis Kariņš** took place on Tuesday, March 26th, 2019 at the Radisson Blu Latvija Hotel
6. Healthcare Group Meeting April 2<sup>nd</sup>, 2019
7. CanCham's Focus on Canada and the Canadian Embassy with **H.E. Kevin Rex** Canadian Government Ambassador to Latvia on Monday, May 13th at the Mercure Riga Centre Hotel
8. CanCham's "Speed Dating" Networking event on Monday, June 3rd, 2019 at Singh's Restaurant
9. CanCham's Canada's 152nd birthday celebration on Sunday, June 30th, 2019 at the Baltic Beach Hotel & SPA
10. CanCham's Focus on Connecting Canada and Latvia – Procurement & Services with **LCdr Ken Narozanski** on Tuesday, July 16, 2019 at the Radisson Blu Daugava Hotel

Business Development Events:

1. CanCham's Focus on Healthcare and Strategic Partners on Monday, October 29th
2. Focus on Construction Related Services on Monday, January 21st
3. CanCham's Focus on Export took place on Monday, January 28th, 2019
4. CanCham's Focus on Healthcare and Strategic Partners on Monday, February 18th
5. CanCham's Knowledge Services Group meeting on Wednesday, May 15 at 15.00 at the Exupery International School
6. Healthcare Group Meeting May 16<sup>th</sup>, 2019 at the Latvian American Eye Centre
7. Knowledge Services Group meeting on June 19<sup>th</sup>, 2019
8. Construction Related Services Group meeting on June 19<sup>th</sup>, 2019
9. Trade Facilitation Committee Group meeting on June 20th, 2019

10. Health & Leisure Group Committee Meeting on Monday, August 5th, 2019 at the Radisson Blu Elizabete Hotel

#### Social Events

The CanCham launched its "CanCham Corner", bi-weekly social events starting on Thursday, August 29th, 2019 at 18.30 at Singh's Restaurant, Ģertrūdes iela 32. providing an opportunity to meet CanCham members and network with those interested in developing business opportunities with Canada or amongst ourselves.

1. CanCham Corner on August 29, 2019 at Singh's
2. CanCham Corner on September 12, 2019 at Singh's

CanCham Representatives also participated in the following:

1. Grand opening for the Riga International School's K118 campus on September 7<sup>th</sup>, 2018.
2. CanCham sent a delegation to participate in the V International East Baltic Business Forum from September 20th to the 21st, 2018 in Daugavpils.
3. Air Baltic's celebration of Latvia's 100<sup>th</sup> anniversary on November 9<sup>th</sup>, 2018.
4. Latvian American Eye Centre celebrates its 25<sup>th</sup> anniversary at the Latvian National Theatre.
5. NATO Reception on March 27<sup>th</sup>, 2019
6. Mercure Riga Centre Hotel celebrated its 5 year anniversary on May 17th, 2019.
7. Team Finland Garden Party at the Embassy of Finland on June 5th, 2019
8. Magnetic Latvia Business Form on June 18<sup>th</sup>, 2019.
9. Concert and reception on ending of the Romanian Presidency of the European Union Council on June 27<sup>th</sup>, 2019.
10. Canadian Embassy Canada Day celebration on July 1<sup>st</sup>, 2019.

Upcoming scheduled events include:

1. Monday, October 7th at 18.30 – AGM
2. Monday, October 14th at 18.30 - Thanksgiving Dinner
3. Thursday, November 7th at 18.30 - Business after hours for the Health & Leisure Group
4. Monday, December 2nd at 18.30 CanCham Christmas
5. Monday, April 20th, 2020 – Business after hours at the Exupery International School
6. Monday, June 1st, 2020 - CanCham's "Speed Dating" Networking event

See <http://cancham.lv/news> and <http://cancham.lv/events> for additional details.

Ed Kalvins  
President  
Canadian Chamber of Commerce in Latvia