

**Canadian Chamber of Commerce in Latvia
General Annual Meeting - Unity Business Centre, Vienības Gatve 109
Minutes
Monday, October 4th, 2021**

The Meeting Agenda as circulated to the membership three weeks prior to the AGM included:

1. Opening: Chairman of the Board, Ed Kalvins
2. Election of a chairman, secretary and vote counters for the annual meeting
3. Approval of the agenda, procedural (vote counting)
4. Annual Report - additional
5. Audit Committee Report - additional
6. Discussions/Questions regarding reports
7. Election of the President / Chairman of the Board of Directors
8. Election of the Board (4 members) and the Canadian Director
9. Budget proposal for the upcoming year / membership fees
10. Future Events
11. Other Items
12. Adjournment

Attendees:

Attending the AGM were 20 members representing 26 votes. Proxies representing 6 votes were registered. The total vote count registered for the AGM was 32 of a total possible 44 eligible votes representing 73% of possible votes. This constituted a quorum and the meeting could be considered valid.

1. Opening: Chairman of the Board, Ed Kalvins

Meeting opened at 18:40

Ed Kalvins opened the meeting and welcomed all present. He introduced the outgoing Board and group leaders and recognized their work.

2. Election of a chairman, secretary and vote counters for the meeting

Una Brūna nominated Ed Kalvins as Chairman of the AGM. Elected unanimously

Ed Kalvins nominated Indra Sproģe-Kalviņa as Secretary of the AGM. Elected unanimously

Ed Kalvins nominated Baiba Rūķe and Ligita Breģe as Vote Counters of the AGM. Elected unanimously.

3. Approval of the agenda

The Chairman asked if there was anything that should be added to the agenda. There were no additions, and the agenda was approved unanimously.

4. Annual Report

There were no additions to the Annual Report.

5. Audit Committee Report

The Audit Committee members were asked if they had any additional comments to the report. Committee members had nothing to add to the published report.

6. Discussions/Questions regarding reports

There were no questions nor comments about the Annual Report from the floor.

There were no questions nor comments about the Audit Report from the floor.

The Annual Report and Audit Committee Report were approved unanimously as written without further comments.

7. Election of the President / Chairman of the Board of Directors

Only one person – Una Brūna – was nominated for the position of the President/Chairman of the Board in advance. Members were asked if there were any additional nominations from the floor. There were none. The Chairman proposed election by acclamation as there was only one candidate. The Una Brūna was elected by acclamation.

8. Election of the Audit Committee, Canadian Director and the Board

a. Election of the Board (4 members)

The following four members had been nominated for the Board:

- Ed Kalvins, TP Riga
- Indra Sproģe-Kalviņa, TP Riga
- Shane Kells, International School of Riga
- Mark Watson, Riga Apartments

Members were asked if there were any additional nominations from the floor. There was none.

The Chairman proposed election by acclamation as there were four candidates for the four positions on the Board. The Board was elected by acclamation.

b. Election of the Canadian Director

The former Canadian Director Samuel Davidovich of Transnational Consulting Company, based in Toronto, Canada, has been nominated for the position in advance. The members were asked if there were any additional nominations from the floor. There were none. The Chairman proposed election by acclamation as there was only one candidate. Samuel Davidovich was elected as the Canadian Director by acclamation.

9. Budget proposal for the upcoming year / membership fees

Ed Kalvins presented the budget and highlighted the major issues:

- CanCham budget is quite low, but, under the circumstances, should not be increased.
- The budget depends on payments by the members (membership and event fees), but sometimes the financial obligations are not met, and this places additional burden on the limited CanCham administrative resources. Very often, reminders need to be sent.
- CanCham is paying a smaller fee for the administrative services than other Chambers in Latvia; therefore, CanCham has lower membership fees. As a result, the existing budget does not permit more services for CanCham.
- It was noted that the COVID-19 situation is difficult for many members. As a result, it will be difficult to meet budgeted income. However, it is difficult to predict the effects, and therefore little justification for adjustments.

The Chairman proposed to accept the proposed budget as is. It was accepted unanimously.

10. Future Events

Ed Kalvins informed the meeting of the upcoming CanCham events. The Thanksgiving dinner at Elizabete Hotel has been cancelled due to the effects of COVID-19 regulations.

Apparently new regulations for in-person events will require COVID-19 certificates, and as a result, meetings will have to be planned in such a way as to provide ZOOM facilities for those that can't attend.

11. Other Items

Una Brūna thanked the membership for entrusting her with the leadership of the CanCham.

It was noted that participation of Canadians and Canadian companies in and with the CanCham is marginal, and as a result, the CanCham cannot limit itself to dealing only with Canada and Canadians. Members were advised that one of CanCham's objectives is to "actively promote the business interests of its members", where-ever they may be.

12. Adjournment

Chairman thanked everyone for participation and adjourned the meeting. Meeting closed at 19:30.

Secretary (Indra Sproģe-Kalviņa)

Chairman (Ed Kalvins)