

Canadian Chamber of Commerce

in Latvia

Board of Directors Meeting

Proj. Nr. **CanCham**

Report # **MR-2405**

Issue Date: Thursday, October 24, 2024

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Ref. Nr: CanCham MR-2405 241024-0.docx

Date: Tuesday, October 22nd, 2024 at 18:30

Place: ZOOM

Attending: Board: Andris Ķesteris, Ed Kalvins, Ieva Mežule, Indra Sproģe-Kalviņa, Normunds Kupcis, Una Brūna

Canadian Embassy: Nicolas Lepage

Audit Committee: Dzintra Renigere,

Absent: Astrida Bola, Mark Watson, Sintija Frienberga, Sam Davidovich

Chair: Ed Kalvins

Minutes: Ed Kalvins

1 Minutes of Meeting:

1.1 Approval of MR-2404 – Approved version **CanCham MR-2404 240730-0** as written.

2 Organizational

2.1 Board – Baiba Krūmiņa

2.1.1 BK has relocated to Spain and resigned from the Board.

2.1.2 240220 – Legal address – deferred

2.1.3 Registration of the Board

- 240220 – ISK to prepare documents for the Registry - in process
- 240318 – AB/EK to arrange Audit Committee report
- The registration has not been done yet. At this moment, the minutes of the Re-Start General Meeting show that we approved increasing the Board from 5 to 7. With Baiba leaving, we now have 6. If we were to submit minutes as they are now, there would be a disjoint between the minutes (7) and the actual situation (6). To simplify things and avoid undue issues, it is recommended that the minutes sent to the Registry should reflect today's reality of 6 Board members. This was agreed. (Note by EK: The current statutes as registered in the Registry have 5 Board members. We added two because Baiba and Ieva volunteered to serve on the Board. The change does not significantly affect the CanCham. We can discuss whether or not to add an additional person to the Board before the AGM. We may even want to consider increasing it to 9.)

2.2 Immediate objectives

2.2.1 preparatory work to recruitment drive:

- 240422 – Board to review two-page brochure
 - The two-page brochure has not been reviewed by all Board members yet. See <https://cancham.lv/about-cancham/brochure>.
- 240318 – EK, IM to propose sponsorship policy.

2.3 Interaction with Canadians

2.3.1 240220 – Board - Interaction with the Canadian Embassy

- All interaction with the Embassy is to be done through NL. (Complete)

2.3.2 240220 – Board - Interaction with the Canadian Military - Task Force Latvia

- EK contacted by Captain Romiche Francois Engagement Officer of Task Force Latvia Headquarters, Canadian Armed Forces regarding Thanksgiving dinner.
 - EK provided letter requesting CAF participation.
 - Cooperation being developed.
 - IM to be introduced to Captain Francois.

2.3.3 240220 – Board - Interaction with Canadian companies / entrepreneurs active in Latvia – deferred

2.3.4 Partner organizations in Canada

- 240318 – EK to contact LNAK (the Latvian National Federation in Canada) to determine possible cooperation on economic issues.
 - Invitation for cooperation sent and followed up two weeks ago. No response or acknowledgement yet. It appears that there is no interest. Complete.
- 240318 – AK to contact Birches Credit Union which serves the Baltics to determine possible cooperation on economic issues.
 - This is really not their role; however, they are prepared to consider participation on a

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project-to-project basis. (Complete)

- 240318 – EK to contact the Latvian Canadian Cultural Centre in Toronto to determine possible cooperation on economic issues.
 - Invitation for cooperation sent. No response or acknowledgement yet.
 - Because the Centre is dealing with local problems, it is unlikely that they would actively be involved with the CanCham. However, their facilities can be rented as required. (Complete)
- Canadian Eurasian Chamber of Commerce (CECC)
 - 240422 – SD to follow-up with CECC as to forms of cooperation.
 - Correspondence continually taking place sharing information.
 - A draft MOU has been sent for consideration by their side.

2.4 Internet

2.4.1 E-Mails

- 240220 – BK, EK, ISK Formatting e-mails from the database to be reviewed
- The current methodology is acceptable. (Complete)

2.5 Statutes

2.5.1 240220 – EK, Modify statutes to change 4 to 6 board members

2.5.2 Ethics Committee Regulations

- 240220 – EK Use NEBA “Our Core Values” section as the basis for CanCham’s ethics position.

3 Finance

3.1 Current Financial position as of Tuesday, October 21st, 2024.

Date	30.07.2024	21.10. 2024
Cash on hand	0.00	0.00
Cash in bank	1,372.24	4,151.23
Total cash available	1,372.24	4,151.23
Accounts payable	0.00	0.00
Net financial position	1,372.24	4,151.23

3.2 Proposal referring to the Board and Audit Committee

- 240422 – EK to advise Board and Audit Committee members of the need to re-register and about the preceding policy decision.
 - All Board and Audit Committee members have been reminded about the policy.
 - Current situation:
 - Members in good standing: AB,DR,EK,ISK,MW,NL,UB,
 - Not registered: AK,IM,NK,SD,SF. Note: all who are not registered as members have membership status when it comes to their responsibilities on the Board, but will not be eligible for re-election.

3.3 Bad debts before the re-start

The following bad debts were written off:

- Olga Melnikova - €85.00
- Ivonne Bradley - €66.00
- Richard Hunter - €145.00

4 Membership

4.1 Membership renewals

- 30.07.2024 Bronze level - Riga Business School
- 05.09.2024 Gold level - VentEko
- 11.09.2024 Bronze level promoted to Silver – RigaApartment.com
- 17.09.2024 Silver level - Exupery International School
- 18.09.2024 Bronze level - Radisson Blu Latvija Conference & Spa Hotel

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- 24.09.2024 Bronze level - Kronbergs Čukste LEVIN
- 03.10.2024 Bronze level - International School of Riga
- 14.10.2024 Individual level promoted to Bronze - Astrette Baltic States
- 14.10.2024 Silver level - Circle K Business Centre

4.2 New Members

4.2.1 CanCham Survey Nr 24-12 New Member – Rescue Dynamics

Agree: AB,EK,MW,ISK,NL,UB, Disagree: 0, Discuss: 0, No vote: AK,DR,IM,NK,SD,SF, Accepted

4.2.2 Active Members in Good Standing as of October 21st, 2024

- Gold level – 1
- Silver level – 4
- Bronze level – 15
- Individual – 0
- Total - 20

4.2.3 Second/Third logos

- Past practice has been to allow Corporate members to position an associated logo in the Business member section (e.g. Pepi Rer and Iglu).
- It was recommended to continue this practice, that is, a Silver member can place an associated logo in the Bronze section, and a Gold member – one in Silver and one in Bronze.
 - It was suggested that the benefits be updated accordingly.
 - Approved.
 - 241022 – EK to update benefits for Gold and Silver members to add associated logos to lower levels.

4.3 Recruitment Initiatives

- The main effort is to attract Canadian companies to the CanCham.
- EK is corresponding with Canadian companies on his list.
- 241022 – EK, NL to prepare a listing of companies to be approach.

5 Events & Programs

5.1 Past Events

5.1.1 CanCham Corner on Thursday, September 12th, 2024 at 18.30 at Tinto. 33 registered, 29 attended.

5.1.2 CanCham's Canadian Thanksgiving Dinner 2024, Monday, October 14, 2024 at 18.30 at the Radisson Blu Elizabete Hotel. 51 registered, 49 attended. (All paid)

- There was confusion on Radisson's side about the second drink that was to be served during the meal.
 - A complaint was lodged with the restaurant.
 - They claimed that the allotment was used up during the beginning networking part, however, they did start to offer the second round, but only when most had finished eating.

5.2 Upcoming Events

5.2.1 **Monday, November 11th, 2024 at 18.30** – CanCham Show & Tell – Member Presentations and Business Networking

- Decision made to delay the Show & Tell to next year.
- To be replaced with a CanCham Corner featuring a presentation on cybersecurity.
- Suggestion made that it should take place at Tinto. NL to confirm.

5.2.2 **Monday, December 9th, 2024 at 18.30** - CanCham Christmas

- Pullman Hotel recommended as the venue.
 - they have quoted €35.00 for the meal with one drink. Additional drinks at €6.00.

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- Armands Lozinskis Lūsis being considered for entertainment, See <https://www.facebook.com/Armands.lozinskis.3> and <https://www.youtube.com/watch?v=QGzFdX3dTbA>
 - Asking price: €330. Apparently taxes are extra. TBD.
 - 241022 – EK to survey Board and Audit members to determine whether or not this entertainer should be considered. [Survey posted in WhatsApp](#).
 - 241022 – ISK to provide additional details for this event.
- The issue of controlling drinks was discussed. Using tickets was suggested. This still needs to be reviewed.
- Final decisions yet to be made.

5.2.3 **Thursday, January 9th, 2024 at 18.30** – CanCham Corner – Informal Networking to start the New Year

5.2.4 **Monday, January 27th, 2025 at 18.30** – CanCham AGM

5.2.5 **Monday, February 17th, 2025 at 18.30** – Military Procurement

5.2.6 **Monday, March 17th, 2025 at 18.30** – Focus on the Canadian Embassy

5.2.7 CanCham Talks – Canadians business in Latvia - considerations

6 Other Business

6.1.1 CanChams of Europe

- CanCham has joined <https://canchams.eu/>.

6.1.2 Medical Companies

- UB asked if medical companies could advertise their services in the Embassy web site.
- NL indicated that it is policy that no firms advertise in Embassy web sites. However, referrals are provided if approached.

7 Next meeting: To be arranged