

Board of Directors Meeting

Date: Monday, January 14, 2019 18.40
Place: Vienības gatve 109, Technical Partners office
Attending: Board: Inta Cinīte, Ed Kalvins, Henrik Mjoman,
Audit Committee: Jan Welitz
Absent: Kintija Barloti, Indra Sproģe-Kalviņa, Arvīds Godjuks, Dzintra Renigere.
Chair: Ed Kalvins
Minutes: Inta Cinite

1 Minutes of Meeting:

1.1 Appointment of Secretary for the purpose of taking minutes of the board meeting.

Inta Cinite appointed the Secretary.

1.2 Previous minutes: MR-1804

It was proposed to accept the minutes of the previous board meeting. Accepted by acclamation.

1.3 Review/approval of AGM minutes - CC-05 AGM 2018 minutes 181015-0. Approved by acclamation.

2 Finance and Administration

2.1 Financial report update

2.1.1 Current Financial position as of Monday, January 14, 2019:

Cash on hand		0.00 €
Cash in bank		255.24 €
Total cash available		255.24 €
Accounts payable		1,014.50 €
Net financial position		-759.26 €

Budget is in the red due to unpaid memberships. There has also been an issue with using wrong bank account, which needs to be sorted out.

2.2 Compensation issues / Sustainability

2.2.1 171005 RH – CanCham sustainability study – no updates so far. The work of the committee has been taken over by Richard Hunter in October 3, 2018 (at the AGM). Ed will follow up with him.

2.2.2 171030 – Board: Review of membership categories and associated fees – work in progress

2.2.3 171030 – AG: Dealing with non-paying members / automated system – work in progress.

2.3 Work groups

2.3.1 171030 – Board: Review of system and members.

2.3.2 180820 - IC to invite work group leaders to the board meetings as non-voting board members.

2.3.3 Group Leader changes

Added: Artis Lielbardis, Agriculture Based Services

Lasse Henritius, Business Support Group Leader

Oskars Stankēvičs, Construction Related Services Group Leader

Una Brūna, Healthcare & Pharmaceutical, Medical Tourism

Craig Williamson, Knowledge Services

Left: Juris Barkāns, Development Projects

There are several work group meetings set up – construction related services and export group with more meetings to follow in the next months.

2.3.4 Destination Management Coordinators (DMC's)

Recommended requirements (For Latvian DMC's):

- must be at least a corporate member
- must represent a definable professional activity

The idea of DMC is to find the right business connections for CanCham members, organize

networking or other events, such as participation in trade shows. There is a question of incentives for the DMCs. Commissions might work in an established market where the companies are known, but in this case where companies are trying to enter the markets, a certain fee for the services may be a more realistic option. CanCham corporate members could be DMCs for other businesses. In a case of successful deal, CanCham would receive 100 euros as a referral fee.

EK has had introductory discussions with two persons in Canada to assume the role of DMCs for Latvian businesses.

- 2.3.5 EK is working on a DMC policy. When the policy is in place, CanCham is going to reach out to Chambers of Commerce in Canadian municipalities.

2.4 CanCham accounting and administrative services

It was proposed to continue the contract with TP Riga for the accounting and administrative services. Two members of the Board and one member of the Audit Committee voted for the proposal, with EK abstaining (to avoid conflict of interests as being part of TP), and Indra SK (who is also part of TP) was not present. Proposal was accepted.

2.5 Strategy 2019

EK informed the meeting that the CanCham strategy for 2019 has been issued.

2.6 Business Cards

Board and Audit Committee members may request their business cards.

3 Statutes

3.1 Ethics Committee Regulations

170406 – Board: no change. It is still work in progress.

4 Membership

4.1 New Members

- 4.1.1 Exupery International School, represented by Julie O'Donohue, wishes to join the CanCham as a corporate member. Approved by EK, HM, IC, ISK 18.12.2018
- 4.1.2 Janis Briedis of Kavitvana wishes to join the CanCham as an individual member. Approved by EK, HM, IC, ISK 21.11.2018
- 4.1.3 "Jauna Forma" represented by Igors Shevchenko and Alyona Shevchenko, wishes to join the CanCham as a business member. Approved by EK, HM, IC, ISK 10.09.2018
- 4.1.4 Granitops upgraded from business to corporate membership

4.2 Current membership status

Currently under review. Currently members are being sent notifications. Air Baltics will not renew their membership. There are discussions with Bite about their membership.

4.3 Promotional initiatives

- 4.3.1 171030 – KB: Kintija Barloti - incentives
- 4.3.2 171030 – HK: Press releases. HM is writing his posts about events in FB Timeline that are later used for CanCham news.
- 4.3.3 There is a FB page for members only where they can put in their ads which may be shared on the general FB page. Nevertheless, CanCham is still continuing using Workplace, but reducing the number of pages to group leaders and Board page.
- 4.3.4 Ambassador of Canada has been asked to be the Honorary Chairman of CanCham.

5 Audit Committee

There were no new updates from the Audit Committee.

6 Events

6.1 Past Events

6.2 Upcoming events

- 6.2.1 Monday, January 21 at 18.30 - Focus on Construction Related Services
- 6.2.2 Monday, January 28 at 18.30 - Focus on Trade Facilitation & Export, Closed session, by invitation only.
- 6.2.3 Monday, February 4 at 18.30 - Focus on Healthcare, Medical Services and Medical Tourism
- 6.2.4 Monday, February 11 at 18.30 - Focus on Agricultural Production and Services
- 6.2.5 Friday, June 14 at 15.00 – Celebrating Latvia – a warm up to “Jāņi” with a plant tour of the Brālis
- 6.2.6 Monday, July 1st at 18.30 - Canada Day
- 6.2.7 Monday, October 7th at 18.30 – AGM
- 6.2.8 Monday, October 14th at 18.30
- 6.2.9 Monday, December 2nd at 18.30 CanCham Christmas

- 6.2.10 The Board discussed an option of “meet the members or speed dating” event to help members to know each other better. It could be organized in one of the member restaurants. Tentative date – late February, e.g., Feb 25.

7 Other Business

- 7.1 EK informed about establishment of CanCham in Lithuania.
- 7.2 This year there is a Latvian song and dance festival in Toronto. CanCham member G. Zalitis will be organizing flights, and Ilona Krumina in Toronto will be organizing hotels and business events, including an event for CanCham. The Board discussed an option to use the occasion for business promotion and contact development.

8 Next meeting

9 Closing

The meeting adjourned at 20:30.