

Board of Directors Meeting

Date: Monday, February 2, 2026
Place: ZOOM <https://us02web.zoom.us/j/85235834132?pwd=aaGkAbDSSAAPts7dv7CjWuHRFaPwIq.1>
Attending: Board: Andris Kesteris, Ed Kalvins, Ieva Mežule, Indra Sproģe-Kalviņa, Mark Watson, Normunds Kupcis, Una Brūna,
Canadian Embassy: Nicolas Lepage,
Audit Committee: Astrida Bola,
Absent: Dzintra Renigere, Sam Davidovich, Sintija Friemberga, Zanda Līva Locika
Chair: Ed Kalvins
Minutes: Ed Kalvins

1 Minutes of Meeting:

1.1 Approval of MR-2507: Accepted as written

2 Organizational

2.1 AGM 2026

- 22 members attended, 9 sent proxies.
 - Total votes present: 31
 - Total eligible votes: 53
 - Quorum: 27
- Connecting international members via ZOOM:
 - Audio-visual issues delayed the start of the meeting by about 15 minutes.
 - Points to note in future:
 - One person with one computer should be designated as ZOOM administrator
 - All board members should be connected by ZOOM
 - Anyone addressing the membership should do so either via ZOOM or using a microphone
- The proposed budget was accepted as presented.
- A Strategic partnership Initiative presentation was presented.
- All other agenda items were completed without incident and accepted.
- In future the Audit Report should be
 - presented to the Board for review prior to the AGM.
 - written in English
 - aligned with clearly defined Audit Committee responsibilities, to be detailed in the pending CanCham strategy.
- Coffee table:
 - A coffee table was set up by the ISR who provided the coffee.
 - Baltic Restaurants provided cut fruit and pastries.
 - NL provided Canadian wine
- 251020 EK to investigate the use of an electronic voting system for the AGM to allow off-site voting.
 - ZOOM has a polling feature, but it has limitations.
 - This should be tested at Board meetings.

2.2 Strategic Partnership Initiative (SPI)

- Update
 - The SPI database has 402 entries of which 149 are from Canada.
 - E-Mailing of potential partners has begun.
 - Board and Audit Committee members are reminded that they may access the shared files. EK should be notified if access issues arise.

2.3 Governance proposal

- Agreements:
 - 250929 EK Modify agreement with ISK to reflect only financial services based on responsibilities in the report.
 - 250929 EK Establish MD agreement with EK based on responsibilities in the report.

2.4 Mentoring proposal (Ed Kalvins)

- Zanda Līva Locika has commenced role on the Board, and has been added to the CanCham Board WhatsApp group.

2.5 Recommendations

2.5.1 EK proposed that Jānis Lazdāns be invited to serve on the Board as an Ex-Officio Member. Following discussion, it was decided this would not be appropriate at this time, and that interest

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from other members should first be assessed.

- 260202 EK to add a question regarding interest in serving as an Ex-Officio Board Member to the next member survey.

2.5.2 EK recommended that Karen Verbeek and Susan Mogensen be included in CanCham’s website team as Strategic Partnership Initiative Coordinators (Canada) in recognition for their work in developing this project. Proposal accepted.

3 Finance

3.1 Current Financial position as of Monday, February 2nd, 2026.

Date	30.12.2024	03.03.2025	28.09.2025	29.12.2025	02.02.2026
Cash on hand	0.00	0.00	0.00	0.00	0.00
Cash in bank	3,033.28	3,753.63	6890.94	9171.33	13,225.95
Total cash available	3,033.28	3,753.63	6890.94	9171.33	13,225.95
Accounts payable	0.00	0.00	0.00	0.00	0.00
Net financial position	3,033.28	3,753.63	6890.94	9171.33	13,225.95

3.2 Budget vs Actual up to end of January, 2026

- Budget: €7,426
- Actual: €13,225

4 Membership

4.1 New Members:

- 16.01.2026 Balticanada (Bronze)
- 19.01.2026 Siltumelektroprojekts (Gold)
- 19.01.2026 Sodexo Canada Ltd (Gold)
- 22.01.2026 Sunstar Group (Gold)
- 26.01.2026 Kaspars Korbs (Individual)

4.2 Renewals:

4.3 Active Members in Good Standing as of September 28th, 2025

Level	30.12.2024	03.03.2025	28.09.2025	19.10.2025	29.12.2025	31.01.2016
Gold	1	1	2	4	4	7
Silver	5	6	11	11	13	13
Bronze	18	20	26	27	29	30
Individual	1	1	1	2	2	3
Total	25	28	40	43	48	53

5 Events & Programs

5.1 Past Events

5.1.1 Thursday, January 8th, 2025 – New Year’s CanCham Corner, Pullman Hotel

- 46 registered, 35 attended. Last year: 27 registered, 17 attended
- The event was generally successful; however, there were several shortcomings on the venue side, including the availability of snacks.

5.1.2 Monday, January 26th, 2026 at 18.30 CanCham Annual General Meeting, Riga International School

5.2 Upcoming Events

5.2.1 Monday, February 16th, 2026 - Procurement Seminar luncheon with Defence Construction Canada (DCC) and companies providing construction related services. Radisson Daugava.

5.2.2 Monday, March 9th, 2025 at 18.30 – Women in the Military

- UB distributed “Women_Military_LV_24012026” for review and discussion
- Antoņinu Bļodoni, commander of the headquarters battalion, has confirmed participation
- Venue under consideration: Wellton Riverside SPA Hotel, 11. Novembra krastmala 33. A proposal has been received and is under review.

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- A decision is required regarding table configuration (round vs. square tables).
- 5.2.3 Discussion on Potential April events:
- Focus on CanCham Focus on Canada/Latvia Business Development & Strategic Partnership Initiatives: set for April 13th, 2026 at 18.30.
 - Meet a member – Mogotel Hotel Group: set for April 27th, 2026 at 15.00.
- 5.3 **Quotation formats**
- 251020 EK to discuss Radisson Latvia's detailed quotation format and penalty requirements related to attendance shortfalls.
- 6 **Other Business**
- 6.1 Video Communications including
- CanCham 2025 event review video created and posted in FB
 - 250925 Board to discuss CanCham promotional video - deferred
 - 250925 Board to discuss CanCham Show & Tell Member Presentations - Zoom video connection - deferred
- 6.2 CanCham responsibilities towards the CAF
- 250929 – The Board is to discuss this situation.
 - **Board concerns:** Several Board members have raised concerns regarding CanCham's relationship with the CAF and Task Force Latvia (TFL). These concerns include:
 - Perceived misrepresentation of CanCham's motives in supporting TFL;
 - The rejection of offers of assistance from Board members with relevant experience and familiarity with the situation in Latvia.
 - **Member feedback:** CanCham members have reported:
 - Repeated failures by TFL to respond to correspondence;
 - Contracts being awarded to out-of-country entities without providing local or member companies an opportunity to bid.
 - A lack of clear communication and transparency regarding which entities may tender for the provision of services and products;
 - Unclear and non-transparent criteria for the selection of service and product providers;
 - **Engagement challenges:** It was noted that communication between key TFL personnel and the CanCham Board has been limited. While TFL expressed interest in increased engagement with CanCham in September of last year, no sustained communication or follow-up materialized.
 - **Board position:** The Board fully acknowledges that TFL operates independently and follows its own processes and procedures to determine procurement solutions it deems most appropriate. CanCham has no intention to interfere with, influence, or be perceived as influencing TFL's procurement processes, nor does it intentionally convey such an impression to others.

However, the Board considers it within CanCham's remit to provide constructive feedback, based on member perspectives, regarding potential improvements to communication practices and transparency in TFL's procurement processes.
 - **Next steps:** The Board agreed that NL will address these issues in the manner he considers appropriate. The Board will monitor developments over the coming months while remaining committed to supporting TFL when requested.
- 6.3 Web Site
- 251020 EK to discuss upgrades with Harijs Ozols.
- 7 **Next meeting:** TBD