

Board of Directors Meeting

Date: Monday, October 30th, 2017, 18.40
Place: Vienības gatve 109, Technical Partners office
Attending: Board: Kintija Barloti, Inta Cinīte, Ed Kalvins, Henrik Mjoman,
Audit Committee: Arvīds Godjuks
Absent: Indra Sproģe-Kalviņa, Dzintra Renigere, Jan Welitz
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 as Secretary by acclamation.

1.2 Previous minutes: MR-1704

Accepted as written unanimously.

2 Finance and Administration

2.1 Organization of the Board

2.1.1 Responsibilities of Board members

- Henrik Mjoman was confirmed as Business Development Manager whose responsibilities will include working with other chambers of commerce in Latvia, writing summaries about past events, maintaining contact with organizations CanCham is working with, such as Taipei mission.
- Indra Sproģe-Kalviņa is responsible for talking to venues for events, in addition to her regular finance and administrative duties.
- Inta Cinīte will serve as Vice President and continue coordinating work of work groups.
- Kintija Barloti will be involved in the marketing of work groups.

2.1.2 Canadian representative

- Sam Davidovich is resigning from the position of Director and Canadian representative, and Ed Kalvins. Ed Kalvins to discuss this with Sam. It was also proposed to involve Arnis Markitants and Reinis Briedis to assist the Board from the Canadian side on specific issues. Approved.

2.2 Financial report update

2.2.1 Current Financial position as of October 30, 2017.

Cash on hand
Cash in bank 522.10 €
Total cash available 522.10

Expenditure and income details available to the Board and Audit Committee at
<https://drive.google.com/drive/folders/0B0j32FLBHXf9YXNxakhLS01laDQ>

2.2.2 Compensation issues / Sustainability

- DS-06.04.17 Compensation / Sustainability committee. As DS is no longer on the Board, this issue is closed.
- Remuneration for bookkeeping and administrative services: at AGM Karlis Sarkans volunteered to chair the committee to explore the compensation issue and was approved. Board expects him to report their findings.

2.3 Bookkeeping and Administrative Services contract

- Currently the contract is awarded to TP.

- The Board discussed other options, such as placing a public advertisement for these services, emphasizing that the candidate should be a certified accountant. It was also pointed out that CanCham cannot offer a competitive compensation.
- EK recused himself from voting on this issue.
- Given the good work of TP in providing these services so far, it was proposed to continue the current arrangement, and it was approved unanimously.

2.4 Business Development

2.4.1 Canada Trip

- In September, Ed Kalvins went on a business mission to Canada, and has submitted a report which is also available on CanCham website.
- Kintija Barloti spoke of her good experience during the trip and established contacts. Currently Ed Kalvins is in process of writing letters to the established contacts.

2.4.2 Strategy 2018

- Before this meeting, some points of the proposed Strategy were discussed on Workplace, so now it was approved unanimously for publishing subject to amendments in the future as necessary.

3 Statutes

3.1 Ethics Committee Regulations

- Board-06.04.17 – no change. It is still work in progress.

4 Membership

4.1 Marketing and Promotion / Commissions policy

- Ed Kalvins reminded the Board of the incentive for members to recruit new members to CanCham. AGM 2016 approved a 20% commission from the membership fee for 3 consecutive years to those who bring in a new member. Approaching the anniversary date, this contact person is expected to follow up with the member about the renewal of the membership.

4.2 Report on membership

- There are 89 members as of now.
- There is an issue with non-paying members.
- The current practice is that after the due date, they lose their membership level, but are not excluded from the organization. When they pay, they are reinstated to their membership level.
- The question was raised how to deal with members who have not paid for a longer time and then want to renew their membership.
- The prevailing position was either to request the members to cover the gap in payments to keep their membership and the original anniversary date or reapply for the membership anew.

4.3 Membership Levels

4.3.1 Review of membership categories and associated fees

- Ed Kalvins raised an issue of the categorization of membership levels, i.e., what is considered an "individual", "business", etc.
- One option could be to look at the number of employees in the business.
- No decision was made at this point, but it was suggested to leave the issue for further discussion. The new sub-committee dealing with compensation and fees could be asked to explore categorization and associated fees.

4.3.2 Dealing with non-paying members

- To follow up on the issue regarding non-paying members, it was proposed to exclude them from CanCham after a month from the anniversary date if no payment received, but keep them on the mailing list.
- Arvids Godjuks pointed out that it would be advisable to send an invoice a month before the anniversary date. Ed Kalvins informed the Board that currently there are resource constraints

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- and it will not be possible.
- Arvids offered to create an automated system that would alert the administrator of the due date and issue invoices. Ed Kalvins agreed to work on this system.
- Decision was made to enforce the existing policy to exclude non-paying members after they have been sent an invoice and a warning. Within a month of the waning members will receive a letter stating that they are excluded from CanCham. Then a person will have to reapply for membership and fill out a new application. The Board will decide whether to grant the membership or not. The decision was accepted unanimously.

4.3.3 Membership benefits

- Ed Kalvins asked the Board to review the benefit list to different membership levels, paying attention to how many times CanCham sends out information about companies. The number of such announcements should differentiate among members at different levels. Board was asked to see if anything else needs to be changed. Ed Kalvins emphasized that ability to join work groups is an important benefit.

4.4 Work groups

4.4.1 Review of system and members

- The Board expressed concern that it is questionable whether members feel being in a work group is a benefit. The Board is not doing a good job selling the concept of work groups and why it is beneficial to be part of a work group.
- Another problem is finding group leaders who are willing to make an effort.
- Currently the Tourism group leader position is vacant as all the members who were approached were too busy to take up additional responsibilities.
- The Board decided to call a group leader meeting on November 20th. One of the items on the agenda will be reviewing the March 6th work group meeting notes.

4.4.2 Promotional initiatives

- Kintija Barloti asked the Board to also consider other benefits for members to give more incentives to become members. An example could be discounts at various member businesses. This issue was left for further discussion.

4.4.3 Press

- Ed Kalvins proposed to make CanCham more visible by releasing briefings about events in business press, e.g., Dienas Bizness, Letta.
- Henrik agreed to take the responsibility for writing press releases in English, and Inta Cinite will translate them into Latvian.
- Examples of releases are the upcoming Christmas event, recent AGM.

4.4.4 Focus Group sessions

- Focus Group sessions are meant for work groups to present their member businesses. However, only business and corporate level members will be given this opportunity and they will be differentiated by the length of time allotted for the presentation, e.g., 7 min. to corporate members and 5 min. to businesses.
- There was a discussion about the term "focus group" in the given context, and it turned out there was no unanimity in this regard. The question was left for further discussion.
- The Board discussed some organizational issues. Information about these sessions will be sent to the extended list of contacts containing approximately a 1000 names.
- Kintija mentioned that other members do not know that the invitation is going to such a large group of business people. It could be a stimulus to join CanCham and work groups as this is an opportunity for work group members to present themselves to business people outside CanCham.
- Initially it was planned to organize two such sessions by the end of 2017. However, given the

time constraints and approaching Expert session and Christmas event, it was decided to postpone the group sessions to the next year. The first session will be organized in the 3rd week of January. The location will be a hotel or a restaurant like in case of regular cancham events.

5 Audit Committee

5.1 Audit Committee - 06.04.17 Write guidelines.

- Initially there used to be a plan to prepare audit guidelines that the Committee would follow. However, Ed Kalvins praised the work of the audit group and indicated that in fact, the Board is getting guidance from the committee on a regular basis and there is no need for the Board to give any guidelines to the Committee. Therefore, for the time being, the Board will postpone formalizing any guidelines.

6 Annual General Meeting

6.1 Minutes / Approval

- Minutes approved unanimously.

7 Events

7.1 Upcoming events

7.1.1 CanCham Christmas

- CanCham Christmas is to take place on December 8th, 2017 at the Radisson Latvija, 27th floor restaurant in support of Nāc Līdzās charity. It was suggested to also invite the patron of this charity – Vaira Vīķe-Freiberga. Henrik will organize raffle tickets and prizes. Indra will help with selling the tickets. Audit Committee will supervise the procedures for the lottery. Members will be reminded to bring cash because bank cards will not be accepted. Also, members will be invited to donate gifts for the lottery. Further discussion of this event will follow in Workplace.

7.1.2 Expert Seminar

- On November 13th, there will be a seminar by R Birojs (Dzintra Renigere) about the new tax law and its implications for business. The announcement will go out shortly.

7.2 Program for next year

- There was a suggestion to approach Krišjānis Kariņš and Alan Amron as speakers.
- Possibly CanCham could invite also Vaira Vīķe-Freiberga.

8 Other Business

8.1 Alan Amron's offer to write about innovative CanCham businesses in Dienas Bizness. The Board could not identify any candidates for the Dienas Bizness column, but felt that Mr. Amron could benefit from networking with CanCham members if he came to an event as a speaker.

8.2 Ed Kalvins informed the Board about his contact with Estonian business people through the Estonian Embassy in Riga. There is no CanCham in Estonia.

9 Next meeting

- Will be discussed in January

10 Closing 21:30