

Board of Directors Meeting

Date: Tuesday, January 16th, 18.30
Place: Vienības gatve 109, Technical Partners office
Attending: Board: Kintija Barloti, Inta Ciniņa, Ed Kalvins, Henrik Mjoman, Indra Sproģe-Kalviņa,
Audit Committee: Arvids Godjuks, Dzintra Renigere,
Absent: Jan Welitz
Chair: Ed Kalvins
Minutes: Inta Ciniņa

1 Minutes of Meeting:

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

1.2 Previous minutes: MR-1801

It was proposed to accept the minutes of the previous board meeting of October 30, 2017, but not all members had had a chance to review the document. Therefore, this item was moved to the agenda of the next board meeting.

2 Finance and Administration

2.1 Organization of the Board: Canadian representative - Sam Davidovich has resumed his role as a Director representing CanCham in Canada.

2.2 Financial report update

2.2.1 Current Financial position as of January 15th, 2018:

Cash on hand	0 €
Cash in bank	1108.63 €
Total cash available	1108.63 €

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

- 171005 KS - Remuneration for bookkeeping and administrative services: Karlis Sarkans.

2.3 Business Development

2.3.1 Web site modifications

Ed Kalvins informed the board of the recent changes on CanCham website, particularly the presentation of the work groups to make it easier to promote member services to the interested parties. Member businesses are now clustered to offer a full package of services in each business area that CanCham is promoting.

2.3.2 Mission to Latvia

March 29th to April 8th there is a delegation of Canadian business people arriving to Riga. Board discussed operational issues related to this event and decided:

- To identify cultural and entertainment events to offer, especially knowing that the mission will take place during Easter and delegates may be accompanied by their families with children
- To discuss tourism and sightseeing options with CanCham members who are in this business
- To estimate the budget to organize the event
- To arrive at a tentative attendance cost to the Canadian delegation

2.3.3 Mission to Canada

May 9th to May 17th there is a visit of CanCham member delegation to Toronto. Since there is no CanCham in Lithuania and Estonia, delegation will also include business people from these countries who are interested in establishing contacts with Canada. M. Deiton in Toronto is appointed to work on preparing the mission on the Canadian side, and there is a strong support from the Canadian Embassy in Latvia and Latvian Embassy in Canada.

As an initial step, it was proposed to reach out to CanCham members and invite their expression of interest to participate in the delegation. The level of interest would allow to work on the

logistics and arrive at the cost of attendance. However, several board members pointed out that people need to know the approximate cost before signing up. Therefore, it was decided to work on the budget estimate for the event, including administrative expenses. Also, there is a possibility for individual businesses to ask financial assistance from LIAA, it just takes some time to process the request and receive the remuneration after the trip.

Discussion of the tentative program in Canada followed. Issue was raised how much entertainment and cultural events to include. Sam Davidovich will assist with the program as well. Ed Kalvins encouraged the board members to familiarize themselves with the tentative program which is posted on CanCham website, Events section.

Ed Kalvins emphasized that the purpose of both visits is to identify business partners not just sales reps.

2.3.4 Other business development options

- Discussed reaching out to business people internationally through various embassies in Latvia.
- An option to organize a Canadian business people panel discussion through a teleconference
- An option to invite interested Canadians to listen in to the live CanCham events through Skype or some other platform and give a chance to briefly interact with CanCham members

3 Statutes

3.1 Ethics Committee Regulations

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

4 Membership

4.1 Loze

Recently disconcerting news had surfaced in the media regarding a shady deal the Board of Irish Chamber of Commerce in Latvia had struck with a European Union agency. Under suspicious circumstances, the Chamber won a tender and obtained a large sum of money (over 1 M euros) from EU to promote Latvian chocolate products and cakes in the US and Canadian markets. One of the Board members is Jānis Loze who is also a member of CanCham. CanCham is concerned about this deal and wants to disassociate itself from it. Therefore, it was discussed whether to retain Mr. Loze as a CanCham member. In addition, Mr. Loze's membership has recently expired and he has not renewed it. It was proposed to either keep it suspended unless Mr. Loze makes his case or exclude him from CanCham. Decision was taken to exclude Mr. Loze from CanCham by acclamation.

4.2 Report on membership

4.3 Membership Levels

- 4.3.1 171030 – Board: Review of membership categories and associated fees- further discussion required.
- 4.3.2 171030 – AG: Dealing with non-paying members: 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.

4.4 Work groups

- 4.4.1 171030 – Board: Review of system and members
- 4.4.2 171030 – Board: Promotional initiatives

4.5 171030 – KB: Kintija Barloti - more incentives to become members. An example could be discounts at various member businesses. This issue was left for further discussion.

4.6 171030 – HK: Press releases

5 Audit Committee

Dzintra Renigere brought up an issue of new requirements raised for CanCham regarding accounting and tax. This needs further clarification. Obtaining a video course about accounting and taxation for societies would be cheaper than face-to-face meeting to discuss taxation issues.

An issue was raised whether Board members are entitled to mileage remuneration when they use their own transportation to arrive to Board meetings. The Audit Committee pointed out that this process is quite complicated from the accounting perspective, and it is simpler to use a taxi service and submit the receipt. However, the question was left open without any decision reached.

Dzintra Renigere reported some concerns that CanCham members have voiced regarding the lottery at the CanCham Christmas event when some Board members won many more prizes than other members. The Audit Committee confirmed that selling tickets and money collection were transparent, and all had equal chances. It is rather an issue how to encourage other members to buy more tickets thus increasing the donation to a good cause – the charity “Nāc līdzās”.

6 Events

6.1 Upcoming events

On January 29th, it is planned to have the presentation by the Minister of Finance. However, it has not been confirmed yet and the date may still change.

A tentative date for meeting the American inventor Alan Amron is April 30th, but Mr. Amron has not yet confirmed it.

It was discussed when to organize CanCham Christmas 2018. Based on the recent experience, Friday may not be a good day as many people had conflicting demands on their schedule. The Monday after the weekend of the first Advent was proposed, i.e., December 3rd. Also, there was a debate whether to organize the lottery the same way as it has been done so far or consider other options.

A question was raised where to organize Canada Day 2018. Mid-summer is a good time for outdoor options. Therefore, restaurants with patios should be considered.

7 Other Business

CanCham has encountered a situation when a corporate member has several branches operating under different logos, for example, Radisson Blu owns Hotel Latvia and Hotel Elizabete each carrying their own logo. CanCham regulations stipulate that one company cannot display several logos. As the Audit Committee pointed out, if each hotel wants to exhibit its individual logo, they both have to become corporate members separately. Hotel Elizabete is not a CanCham member while Hotel Latvija and Hotel Daugava are. Also, Cancham would have more of its events at Hotel Elizabete if it becomes a member.

8 Next meeting

To be scheduled in approximately three months' time.

9 Closing

The meeting was adjourned at 20:30.