

Date: Monday, August 20, 2018 18.45
Place: Vienības gatve 109, Technical Partners office
Attending: Board: Kintija Barloti, Inta Cinīte, Ed Kalvins, Henrik Mjoman,
Audit Committee: Arvīds Godjuks, Dzintra Renigere, Jan Welitz
Absent: Indra Sproģe-Kalviņa,
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-1802

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

2 Finance and Administration

2.1 Financial report update

2.1.1 Current Financial position as of Monday, August 20, 2018:

Cash on hand	0 €
Cash in bank	741.48 €
Total cash available	741.48 €

Expenditure and income details available to the Board and Audit Committee at

<https://drive.google.com/drive/folders/0B0j32FLBHXf9YXNxakhLS01IaDQ>

2.1.2 Compensation issues / Sustainability

- 171005 KS - Remuneration for bookkeeping and administrative services: Karlis Sarkans. Since its establishment at the 2017 AGM, the committee consisting of three members and headed by K. Sarkans has not shown any initiative in exploring the remuneration issue. At this Board meeting, Henrik Mjoman assumed responsibility for conducting research and proposing options for review.

2.2 Policies

2.2.1 The new Privacy and Personal Data Policy (see <http://cancham.lv/about-cancham/privacy-and-personal-data-policy>) was accepted on 27.05.2018 by EK, HM, IC.

2.2.2 A policy on Membership fees for Members with more than one company/logo was approved on 22.02.2018 by EK, IC, HM and ISK. This policy states that the CanCham offer the following

- a. A group of related companies may be represented in the CanCham as a Senior Corporate member. One of their logos would have Senior Corporate member status, the others would be in the Corporate level.
- b. A group of related companies may be represented in the CanCham as a Corporate member. One of their logos would have Corporate member status, the others would be in the Business level.

2.3 Business Development

2.3.1 Mission to Latvia planned for March 29th to April 8th was cancelled due to lack of interest.

2.3.2 Mission to Canada planned for May 9th to May 17th was cancelled due to lack of interest.

2.3.4 Other business development options

- Strategy – change
 - o work with individuals/companies in Canada and internationally who are interested in working with the CanCham, with a focus on partnership development. For example, EK will have a discussion with a business person from India about collaboration between CanCham and Indian businesses.
 - o start by developing virtual relationships to determine if there is real interest between parties. To this end, CanCham needs to connect its members with potential partners in Canada and elsewhere electronically. IC proposed using Skype or other tools at the upcoming work group meetings and invite interested business people in Canada to

- join the discussion. IC will look into technical solutions for such meetings.
- hold work group meetings to focus on the development of the work groups and develop action plans.
- Consider the invitation from Daugavpils Business Forum organizers to send a CanCham delegation to the Forum on September 20-21 with the purpose of:
 - expanding CanCham reach outside Riga and attracting new members
 - contributing to business development in Daugavpils region by inviting interested people to join the Export work group meeting either in person or remotely through Skype.

3 Statutes

3.1 Ethics Committee Regulations

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

4 Membership

4.1 Report on membership

4.2 New Members (15)

- 4.2.1 VPH LATVIA, represented by Juris Barkans and Barry Nabuurs, wishes to join the CanCham as a corporate member. Approved on 27.09.2017 by EK, ISK, HM.
- 4.2.2 Andrejs Skesters from the RSU (Rigas Stradiņu Universitāti) wishes to join the CanCham as an associate member. Approved on 04.10.2017 by EK, ISK, HM.
- 4.2.3 Milad Asdaghi wishes to join the CanCham as an individual member. Approved on 02.10.2017 by EK, ISK, DS, HM.
- 4.2.4 Alda Zeila wishes to join the CanCham as an individual member. Approved on 09.10.2017 by EK, ISK, IC, HM.
- 4.2.5 FF INTERNATIONAL MOVERS, represented by Agnija Usane and Aivars Usans, wishes to join the CanCham as a corporate member. Approved on 09.10.2017 by EK, ISK, IC, HM, KB.
- 4.2.6 Davis Nabutovskis a student at Stockholm School of Economics in Riga, wishes to join the CanCham as an associate member. Rejected. He has a business.
- 4.2.7 Bite represented by Valts Kārklīšs, wishes to join the CanCham as a Senior Corporate member. Approved on 13.02.2018 by EK, ISK, IC, HM.
- 4.2.8 LPKS Rūjienas oga represented by Artis Lielbardišs, wishes to join the CanCham as a business member. Approved on 11.02.2018 by EK, ISK, IC, HM.
- 4.2.9 Web Media Kings, represented by Oskars Dombrava, wishes to join the CanCham as a corporate member. Approved on 11.04.2018 by EK, ISK, IC, HM.
- 4.2.10 Aeronas SIA, represented by Janis Putrams, wishes to join the CanCham as a corporate member. Approved on 03.05.2018 by EK, ISK, IC, HM, KB.
- 4.2.11 Biedrība "BRAVISIMO" represented by Ieva Šteinberga, wishes to join the CanCham as a business member. Approved on 17.04.2018 by EK, ISK, IC, HM, KB.
- 4.2.12 Richard Hunter wishes to join the CanCham as an individual member. Approved on 28.06.2018 by EK, IC, KB.
- 4.2.13 Leinonen SIA, represented by Lasse Henritius, wishes to join the CanCham as a corporate member. Approved on 06.07.2018 by EK, IC, HM, KB.
- 4.2.14 Rohit Madaan wishes to join the CanCham as an individual member. Approved on 15.08.2018 by EK, ISK, IC, KB.
- 4.2.15 Ričards Stūris wishes to join the CanCham as an individual member. Approved on 15.08.2018 by EK, ISK, IC, HM.

4.3 Current membership status

	In good standing	1 year	2 years
Senior Corporate	2		0
Corporate	20	13	6
Business	18	5	1
Individual	12	11	6
Associate	2	1	0
Total	54	30	11
	54	84	95

Those who have not renewed their membership for two years, will eventually be removed from the member list after the final notification email.

4.4 Membership Levels

- 4.4.1 171030 – Board: Review of membership categories and associated fees- further discussion required.
- 4.4.2 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. As of now, AG is working on such a system.

4.5 Work groups

- 4.5.1 171030 – Board: Review of system and members. Since work groups have not been active on Workplace, EK suggested removing all work group sites, leaving a general site for all members. Suggestion was supported by the Board. EK also reminded the Board to take a more active part on Workplace sites.
- 4.5.2 Richard Hunter, the leader of the Export group, together with EK has been active in searching business opportunities for export and reaching out to every group member. He is organizing the upcoming Export group meeting on September 10. The meeting cannot take place without at least 10 group members in attendance.
- 4.5.3 EK proposed that Board members should not be group leaders. Now IC is the leader of Business Support group, and KB the leader of Medical Tourism and Medical Services group
- 4.5.4 Work group leaders will be asked to reach out to their members and encourage their participation in CanCham events, especially in the upcoming work group sessions (even if they are not members of those groups) to seek business opportunities and collaboration across member businesses.

4.6 Promotional initiatives

- 4.6.1 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.
- 4.6.2 171030 – HK: Press releases
- 4.6.3 EK informed that CanCham members working in marketing and advertising areas will be consulted on ways to promote CanCham
- 4.6.4 EK reminded that each individual CanCham member, especially Board members, can promote CanCham events and activities by sharing information through their networks, including social media
- 4.6.5 Work group leaders will be asked to remind their group members that a way to promote their products and services is to donate gifts for CanCham event speakers and for the CanCham Christmas lottery. HM and IC were asked to reach out to the group leaders in this regard.

5 Audit Committee

No new information

6 Events**6.1 Annual General Meeting**

Time-line for information being prepared for AGM:

July 31st, 2017	Date of financial reports for auditing
August 20th, 2017	Financial Report for year – basis for Annual Report and Audit Committee Report (actuals for 10 months, estimates for 2) - ISK
August 20th, 2017	Budget proposal for 2018 prepared and submitted for review EK
August 20th, 2017	Draft Annual Report due for review EK
August 31st, 2017	Draft Audit Committee Report submitted for review AG, DR, JW
September 3rd, 2017	Board Meeting to Approve information being sent for annual meeting
September 9th, 2017	Latest date that Information can be sent out to members
October 1st, 2018	Annual General Meeting

EK reminded that this year, there will not be elections as the Board and the Audit Committee were elected for two years.
Board agreed to use Riga Business School facilities for the AGM.

6.2 Upcoming events

- 6.2.1 **Monday, September 10 at 18.30** Focus on Exports and Strategic Partners. EK will try to

- arrange participation of a representative of the Foreign Ministry responsible for Canada.
- 6.2.2 Thursday, September 20th – 21st, 2018 International East Baltic Business Forum in Daugavpils.
- 6.2.3 **Monday, October 1 at 18.30** - The CanCham's Annual General Meeting with a Focus on Creating Visibility
- 6.2.4 **Monday, October 8, 18.30** – Canadian Thanksgiving Dinner. Having considered several location options, Hotel Elizabete was selected.
- 6.2.5 **Monday, October 29 at 18.30** - Focus on Medical Services including Medical Tourism
- 6.2.6 **Monday, November 26 at 18.30** Focus on Sales (local and regional) for Latvian producers and manufacturers, and representatives of international companies.
- 6.2.7 **Monday, December 3 at 18.30** – CanCham Christmas. The location TBD. KB and ISK will check out several options and give a recommendation at the next Board meeting.
- 6.2.8 **Monday, January 21 at 18.30** - Focus on Construction Related Services, Development Projects and Financing
- 6.2.9 **Monday, February 11 at 18.30** - Focus on Agricultural / Production / Manufacturing
- 6.2.10 **Friday, June 14 at 15.00** – Celebrating Latvia – a warm up to “Jāņi” with a plant tour of the Brālis Brewery <http://bralis.lv/lv/index?is18>.

7 Other Business

- 7.1 Upon IC's proposition, work group leaders will be invited to the board meetings, and this information will be posted on Workplace

8 Next meeting

Monday, September 3rd, 2018 to approve the information to be sent to members

9 Closing

The meeting was adjourned at 20:30.