

Date: Thursday, October 14th, 2021 17:00
Place: ZOOM teleconferencing
Attending: Board: Ed Kalvins, Indra Sproģe-Kalviņa, Mark Watson, Shane Kells, Una Brūna
Audit Committee:
Group Leaders:
Absent: Dzintra Renigere, Jan Welitz, Inna Kotlikova, Ilze Dērupa, Reinis Lauskis.
Chair: Una Brūna
Minutes: Mark Watson

1 Minutes of Meeting:

1.1 Review/approval of AGM minutes – deferred to the next meeting

2 Finance and Administration**2.1 Financial report update**

2.1.1 Current Financial position as of

Cash on hand		0.00
Cash in bank		1286.94
Total cash available		1286.94
Accounts payable		1452.00
Net financial position		-165.06

2.2 Board Responsibilities

2.2.1 The following board responsibilities were agreed and confirmed

- President - Una Brūna
- Vice-president – Ed Kalvins
- Director, Finance & Administration – Indra Sproģe-Kalviņa
- Director, Business Development – Ed Kalvins
- Director, Liaison with Canadians – Shane Kells
- Director, Corporate Membership – Mark Watson
- Ambassador of Canada status as the Honorary Chairman of CanCham.

21-10-26: SK will speak to the Ambassador of Canada about the CanCham role and will try to organise a session where we can discuss common objectives.

2.3 Audit and Due Diligence

We all agreed that audits had been completed in the past and any potential 'conflicts of interest' had been resolved to everyone's satisfaction. Audits will continue in the prescribed manner in future, too,

In fact, we agreed that without the help of a very supportive TP Riga SIA, the recent Chairman (Ed Kalvins) and the Director of Finance (Indra Sproģe-Kalviņa), CanCham would have struggled to make as much progress as it has over the last few years. The administration requires a wide range of skills and functions associated with the maintenance of finance, up to date records, website, communications and Facebook Group pages amongst other facilities.

The arrangement whereby TP Riga do not impose credit limits on CanCham has been a major factor in CanCham maintaining some level of liquidity.

Based on the above, we, the Board of Directors see every reason why we should continue with the current financial and administrative arrangements.

2.4 CanCham accounting and administrative services

2.4.1 Contract for Finance & Administration

- On the basis of our decision to continue with the current arrangement with TP Riga SIA, there will not be any changes or tendering for the Finance and Administration work.
- Given our knowledge of the market, there is no prospect of obtaining the Financial and Administration service at a lower cost than at present. In addition, selection of a new set of service providers to cover the various functions required could cause significant issues and provide a disparate and inferior service.

2.4.2 Legal address

- No change. Remains Vienības gatve 109.

- 2.4.3 Registration of the Board
 - 21-10-26 ISK to arrange.
- 2.4.4 Business cards
 - Deferred to the next meeting

2.5 Strategy 2022

We discussed the need to establish an agreed CanCham Strategy. The most recent strategy has is shown on the CanCham website. All board members agreed we should review the strategy so we can all give our own feedback on it.

21-10-26: Board - Review the existing strategy and provide feedback to Ed within two weeks of this meeting.

2.6 Statutes

- 2.6.1 Ethics Committee Regulations
 - 17-04-06 – Board: no change. It is still work in progress.
 - We discussed the need for an Ethics Framework. It was agreed we should provide a high level framework and key ethical principles.
 - 21-10-26: MW** - Produce a sample Ethics framework and policy for discussion and review.

3 Membership

- 3.1 New Members 2 business members, 1 from Canada (Ingris Zemitis), 1 from Latvia (MR Car)
 - 3.1.1 In the current difficult environment, it was noted that the largest challenge will probably be retaining the Corporate members.
 - 3.1.2 There will also need to be a concerted effort to try and acquire new members. More on this topic will need to be discussed and as part of the CanCham Strategy.
- 3.2 Current membership status (members in good standing / members)

Corp Cont	1 / 2
Senior Corporate	0 / 2
Corporate	9 / 15
Business	13 / 22
Individual	11 / 16
Associate	0 / 4
Total	34 / 62

 - 3.2.1 There has been, not surprisingly, some reduction in the paid up membership and especially for the Corporate Members.
 - 3.2.2 There will need to be specific targeting of existing and prospective Corporate Members. This can be discussed as part of the CanCham Strategy to deal with (what maybe) a perspective where Corporate Members see a reduced value of membership especially during the pandemic (when person to person/business to business networking has been problematic. This situation is set to continue given the new lockdown and curfew starting Thursday 21st October.
 - 3.2.3 It is important that before contacting the 'unpaid' Corporate Members that a uniform and clear communication is agreed as part of our Marketing and Communications Strategy.
 - 3.2.4 **21-10-26: Board** - Agree overriding Marketing & Communication strategy as part of the overall CanCham strategy (Board of Directors)
 - 3.2.5 **21-10-26: MW** - Follow up on Corporate Members.

Meeting ends at 18.30

The following topics will be discussed in more detail at the next Board Meeting in 4 weeks.

3.3 Promotional initiatives

- Advertising Collages: FB, FB M&GF, LinkedIn
- Member postings: FB M&GF

4 Audit Committee

5 Events & Initiatives

Board of Directors Meeting

5.1 Initiatives (Potential – for discussion)

- Combined Group Meetings / Individual Group meetings
- CanCham Talks
- Show & Tell
- Project concept approach:
 - medical tourism
 - sports tourism
 - business tourism
- Guest speaker meetings: in-person or ZOOM?
 - new Canadian Senior Trade Commissioner
 - Canadian Embassy night with the Ambassador

5.2 Discussion on ZOOM Meetings

- Combined Group Meetings - observations / discussion
- Implementation Group – looking for solutions - observations / discussion
- CanCham member meetings - once a month, every three months?
- Project group meetings – inviting others

5.3 Upcoming events

- Thanksgiving Dinner
- CanCham Christmas
- Canada Day

6 Other Business

7 Next meeting: Thursday, November 11th, 2021 at 17.00.