

Canadian Chamber of Commerce in Latvia
General Annual Meeting - Riga Business School, 11 Skolas iela
Minutes
October 7th, 2019

The Meeting Agenda as circulated to the membership three weeks prior to the AGM included:

1. Opening: Chairman of the Board, Ed Kalvins
2. Election of a chairman, secretary and vote counters for the annual meeting
3. Approval of the agenda, procedural (vote counting)
4. Annual Report - additional
5. Audit Committee Report - additional
6. Discussions/Questions regarding reports
7. Election of the President / Chairman of the Board of Directors
8. Election of the Board (4 members) and the Canadian Director
9. Budget proposal for the upcoming year / membership fees
10. Future Events
11. Other Items
12. Adjournment

1. Opening: Chairman of the Board, Ed Kalvins

Meeting opened at 18:40

Ed Kalvins opened the meeting and welcomed all present. He introduced the outgoing Board and group leaders and recognized their work. He also introduced the voting ballot system.

2. Election of a chairman, secretary and vote counters for the meeting

Ed Kalvins nominated Julie O'Donohue as Chairman of the AGM. Elected unanimously

Ed Kalvins nominated Inta Cinite as Secretary of the AGM. Elected unanimously

Ed Kalvins nominated the Audit committee members Dzintra Renigere, Arvids Godjuks and Jan Welitz as Vote Counters of the AGM. Elected unanimously.

Julie O'Donohue took over the chairmanship of the AGM, and Inta Cinite took on the position of secretary.

Attendees:

Attending the AGM were 31 members representing 43 votes. Proxies representing 5 votes were registered. The total vote count registered for the AGM was 48 of a total possible 83 votes from the total membership or 58%. This constituted a quorum and the meeting could be considered valid.

3. Approval of the agenda

Chairman asked if there was anything that should be added to the agenda. Ed Kalvins pointed out that the agenda was missing the point about Audit Committee election (3 members) by error and proposed to include it. Everybody voted for the addition. There were no other additions, and the agenda was approved unanimously.

4. Annual Report

Ed Kalvins was asked if he had any points or comments to add to the report. He did not have any, and there were no questions about the report from the floor.

Annual report was approved as presented unanimously.

5. Audit Committee Report

The Audit Committee members were asked if they had any comments to the report. Committee members had nothing to add to the published report. There were no questions from the floor. The Audit Committee Report was approved unanimously.

6. Discussions/Questions regarding reports

The Annual Report and Audit Committee Report were accepted as written without further comments.

7. Election of the President / Chairman of the Board of Directors

Only one person – Ed Kalvins – has been nominated for the position of the President/ Chairman of the Board in advance. Members were asked if there were any additional nominations from the floor. There was none. In accordance with the Robert's Rules of Order, Ed Kalvins proposed to replace ballot voting with election by acclamation as there was only one candidate. The change in procedure was put to vote. It was approved unanimously, and the President/Chairman was elected by acclamation.

8. Election of the Audit Committee, Canadian Director and the Board

a. Election of the Audit Committee (3 members)

The following three members were nominated for the Audit Committee:

- Dzintra Renigere, R-Birojs
- Jan Welitz, e-Bags, SIA
- Inna Kotlikova, Gosselin Mobility Baltics

The members were asked if there were any additional nominations from the floor. There was none. Ed Kalvins proposed to replace ballot voting by election by acclamation as there were three candidates for three positions. The change in procedure was put to vote. It was approved unanimously, and subsequently the three Audit Committee candidates were elected by acclamation.

b. Election of the Canadian Director

The former Canadian Director Samuel Davidovich of Transnational Consulting Company, based in Toronto, Canada, has been nominated for the position in advance. The members were asked if there were any additional nominations from the floor. There was none. Ed Kalvins proposed to replace ballot voting with election by acclamation as there was only one candidate for the position. The change in procedure was put to vote. It was approved unanimously, and subsequently, Samuel Davidovich was elected as the Canadian Director by acclamation.

c. Election of the Board (4 members)

The following five members were nominated for the Board:

- Henrik Mjoman, Prime Recruitment
- Indra Sproģe-Kalviņa, TP Riga
- Julie O'Donohue, Exupery International School
- Una Brūna, Latvian American Eye Centre
- Richar Hunter, Ozols America

Members were asked if there were any additional nominations from the floor. There was none. Members filled out the ballots by crossing out candidates they did not support, leaving no more than four candidates. In addition, they could indicate a special support to some candidates by putting a cross next to their names. That would give a candidate an extra point.

Audit Committee reported the following election results:

Candidate	Votes received
Henrik Mjoman	39
Indra Sproģe-Kalviņa	39
Julie O'Donohue	37
Una Brūna	38
Richard Hunter	15

There were 46 total votes (2 votes were not cast), out of which 4 were not valid. As a result, there were 42 votes in fact.

Thus, Henrik Mjoman, Indra Sproģe-Kalviņa, Julie O'Donohue and Una Brūna were elected to the Board.

9. Budget proposal for the upcoming year / membership fees

Ed Kalvins presented the budget and highlighted the major issues:

- CanCham budget is quite low.
- Budget depends on the due payments by the members (membership and event fees), but sometimes the financial obligations are not met, and this places additional burden on the limited CanCham administrative resources when Can Cham needs to send reminders.



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- CanCham is paying a smaller fee for the administrative services than other Chambers in Latvia; therefore, CanCham can afford lower membership fees. However, the existing budget does not permit more services for CanCham.

There was a question from the floor whether it is possible to raise membership fees. Ed Kalvins explained that this decision is hard to make. He also reminded that there was a Sustainability Committee established two years ago that has not come up with any findings and recommendations yet. Nevertheless, Richard Hunter who took over the leadership of the committee at AGM 2018, has expressed willingness to continue studying the issue. Membership fees will be reconsidered based on the study results. Ed asked if there were any volunteers to help the committee. Henrik Mjoman volunteered.

To address the fee issue, Ed Kalvins asked if any members could upgrade their membership to support CanCham, but left it to the discretion of every member.

There was a question if the Canadian Embassy could support CanCham. EK explained that since there are very few Canadian businesses in Latvia, and they are not CanCham members, supporting CanCham financially is not in line with the mission of the Embassy, which focuses on helping Canadian businesses enter the Baltic markets rather than assisting Latvian businesses to grow.

The Chairman proposed to accept the proposed budget as is. It was accepted unanimously.

10. Future Events

Ed Kalvins informed the meeting of the upcoming CanCham events.

On October 14th, there will be Thanksgiving celebration at Elizabete Hotel.

On November 7th, Health & Leisure Group will hold “Business after hours”. Information is coming shortly from Una Brūna.

CanCham Christmas will be celebrated on December 2nd. Also this year, there will be a lottery to support “Nāc līdzās” charity.

On April 20th, there will be “Business after hours” at Exupery International School.

Ed Kalvins informed about the new initiative – CanCham Corner, an informal social event - taking place every other Thursday at Singh’s restaurant. Next event will take place a week after the Thanksgiving event. Before the event, there are work group meetings. Health & Leisure and Trade Facilitation groups show promising initiatives. Ed Kalvins pointed out that CanCham has friends in the embassies of other countries, such as Taiwan and Switzerland. Trade Facilitation group could make use of this potential. Also DMCs for trade facilitation are promising opportunities.

11. Other Items

Ed Kalvins reminded how CanCham members can promote themselves. Examples are Medīgas who supplies flowers to the CanCham events to beautify the room and gift the guests, LAAC who provides



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lovely table cloths used to decorate tables during events, and Baltic Beach Hotel and Elizabete Hotel who provide gift certificates. In other words, members can help other members by getting their names out and doing their own promotion.

Ed Kalvins also mentioned some potential guest speakers that he is planning to invite to CanCham events. Valdis Dombrovskis and Artis Pabriks were mentioned as some of the speakers.

12. Adjournment

Chairman thanked everyone for participation and adjourned the meeting. Meeting closed at 19:30.

Secretary (Inta Cinite)

Chairman (Julie O'Donohue)