

Canadian Chamber of Commerce in Latvia Annual Report

Monday, September 13, 2020

1) Period Covered

This report covers the period from the last Annual General Meeting held on October 7th, 2019 to the time of this report in preparation for the Annual General Meeting of October 5th, 2020.

2) Membership

	06.09 2017	29.08 2018	02.09 2019	+ / - last year to this year	31.08 2020	Budget	Actual vs budget
Corporate contributing members	0	0	1	+1	2 (1)	1	+1
Senior Corporate members	1	2	1 (1)	+2	3 (1)	1	+2
Corporate members	31	34 (10)	24 (5)	-1	23 (11)	22	+1
Business members	20	27 (9)	24 (9)	-3	21 (14)	24	-3
Individual members	29	27 (16)	17 (7)	+1	18 (9)	17	+1
Associate members	4	3 (1)	5	0	5 (3)	5	0
Total members	85	93 (36)	72 (22)	0	72 (39)	70	+2

Note: bracketed numbers represent the number of members who have not, at time of the report, fulfilled their membership obligations.

The Savoie Laporte joined Exupery International School as CanCham's Corporate contributing members. Indian Raja and Energolukss joined Singh's Restaurants as CanCham's Senior Corporate members.

3) Database

The CanCham database was updated and has the following entries:

- 990 entries of people who are invited to CanCham events in Latvia (2019 – 1082, 2018-1011, 2017-975, 2016-882, 2015-126).
- 1110 Total database (2019 – 1203, 2018-1146, 2017-1048, 2016–953)

4) Finances

Income and Expenditure Summary for the current year up to September 30th, 2020 (currently including estimates for September)

Revenue	TOTAL	Budget	Variance
1 Membership fees	7,160.00	9,200.00	-2,040.00
2 Donations and gifts received, sponsorship	0.00	0.00	0.00
3 Revenue from events	6,051.26	6,300.00	-248.74
4 Overpayment	0.00	0.00	0.00
5 Repaid PVN	1,663.81	720.00	943.81
6 Other revenue	0.00	0.00	0.00
Total revenue	14,875.07	16,220.00	-1,344.93
Expenditures:	0.00		
1. Event costs	6,205.69	6,000.00	-205.69
2. Office expenses	250.96	300.00	49.04
3. Accounting and administrative services	6,292.00	6,292.00	0.00
4. Marketing and PR Services	1,561.83	1,840.00	278.17
5. Gifts	79.83	600.00	520.17
6. Website domain	25.00	200.00	175.00
7 Bank charges	82.59	120.00	37.41
9 Meeting expenses	0.00	300.00	300.00
10 Annual Meeting	0.00	200.00	200.00
11 Representation / other chambers	0.00	0.00	0.00
12 Unanticipated	0.00	300.00	300.00
Total Expenses	14,497.90	16,152.00	1,654.10
Revenue and expenditure difference	377.17	68.00	309.17

Balance as of August 31st, 2020

Cash on hand	0.70
Swedbank	231.44
Total cash available	232.14

5) Annual General Meeting of October 7th, 2019

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.

The following officers were elected for two years:

Ed Kalvins, (TP Riga) was elected to the position of President / Chairman of CanCham

The following were elected to the Board:

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

Sam Davidovich was elected as Director to represent the CanCham in Canada.

The following were elected to the Audit Committee for three years.

- Dzintra Renigere, R Birojs
- Jan Welitz, E-bags
- Inna Kotlikova, Gosselin Mobility Baltics

Minutes are posted in the CanCham web site at

http://cancham.lv/docs/961/Documents/AGM_2019/AGM_2019_minutes.pdf

6) Board of Directors / Audit Committee – Meetings

A total of 4 Board meetings were held during the period. One Audit Committee meeting was held. Henrik Mjoman resigned from the Board as of February 19th, 2020.

7) Summary of activities

The CanCham DMC (Destination Management Coordination – <http://cancham.lv/dmc>) initiative had a slow start after its launch in April of 2019, but with the COVID-19 State of Emergency preventing in-person meetings, weekly ZOOM meetings were started for some of our groups which allowed for participation from Canada. Adjustments were also made to the DMC policy and procedures. There are now 11 DMCs in Canada. We encourage members to try to understand the basic concepts and to talk to CanCham's Business Development team on how to get the most out of the initiative. It is clear that a large number of members still do not understand the concept. A special effort will be made to inform members as to the workings of the system, and a special presentation will be made in Trade Facilitation & Export group's presentation evening this fall. We also expect to connect to chambers of commerce in Canada to develop strategic partnerships with our members.

The bookkeeping and administrative services agreement with "TP Riga" SIA was extended. Indra Sproģe-Kalviņa continues her responsibilities to provide bookkeeping and administrative services as per the budget approved by the AGM.

Guidelines for an Ethics Committee were not actioned.

The CanCham Sustainability Committee initiative to explore fee issues and additional sources of revenue was abandoned.

The CanCham stopped using FB Workplace because of difficulties in its use. The decision was made to concentrate information in the CanCham's web site (www.cancham.lv) and FB (<https://www.facebook.com/canchamlatvia>), and the closed group "CanCham Members and Good Friends" where members can post their own advertisements. Some CanCham members have also undertaken to develop other social media sites to promote the CanCham under the direction of Julie (O'Donohue) Cooke.

8) Special Interest Groups and Group Leaders

1. The Board continued the development of a system of Group Leaders for the various interest groups. The intent of this system was to help with coordinating and improving CanCham activities by getting more people involved, but also to provide group leaders the possibility to increase their visibility to enhance their business objectives. The following is a listing of group leaders:
 - Ilze Dērupa, Trade Facilitation and Export Group Leader,
 - Reinis Lauskis, Business Support Group Leader,
 - Una Brūna, Health & Leisure Group Leader
 - Oskars Stankēvičs, Construction Related Services Group Leader
 - Julie O'Donohue, Education Group Leader
 - Artis Lielbardišs, Production & Agriculture

Responsibilities of the Group leader included

- Encourage group members to effectively communicate what they have to offer through networking and providing information for the web site such as sell sheets, logo information, news and developments in their companies,
- Help develop a joint strategy so that the group's activities can be offered to the outside.
- Contact and inform group members about CanCham events.
- Work with other groups to meet the needs of their group.
- Maintain contact with group members so that group members do not feel neglected.

Several groups have, or are in the process of forming committees that will help transform ideas into actions and to provide additional resources to improve results.

2. Because COVID-19 prevented in-person meetings, in May, we started weekly group ZOOM meetings which allowed us to connect to DMCs in Canada, as well as to the Latvian Embassy in Canada and representatives of the Latvian Investment & Development Agency. The following is a listing of when meetings took place:
 - Health & Leisure Group Zoom meeting 2-200513, 3-200520, 4-200527, 5-200603, 6-200610. Focused on members providing medical services to employees of companies and embassies with foreign employees working in Latvia, the organizing of medical conferences and the development of incoming and outgoing medical tourism.
 - Trade Facilitation & Export Group Zoom meeting 1-200514, 2-200521, 3-200528, 4-200604, 5-200618. Focused on developing strategic partnerships with Canadian businesses for the development of import and export opportunities for goods and services.
 - Construction Related Services Group Zoom meeting 2-200512, 3-200519, 3-200519, 4-200526, 5-200602, 6-200609, 7-200616. Focused on sharing information about active construction or renovation projects, and technology transfer issues.

These meetings will continue in September. Each group will meet every two weeks.

3. "Show and Tell" Member Presentation Events

It has frequently been said that members do not know what services or products are provided by other members. This has been addressed by CanCham Corner social events and "speed dating" networking events.

The CanCham will be launching "Show and Tell" member presentation evenings in the fall of 2020 giving members a five minute opportunity to present their companies in their particular group events. Canadian companies will be invited to participate using ZOOM to enhance these networking opportunities. The meetings are expected to be in-person events. However, should the COVID-19 situation in Latvia worsen, these presentations will still take place using ZOOM.

9) Events

1. The following are 10 CanCham events during the period:
 1. CanCham's Canadian Thanksgiving Dinner on October 14th, 2019 at the Radisson Blu Elizabete Hotel featuring, H.E. Kevin Rex, the Canadian Government Ambassador to Latvia,
 2. CanCham Christmas supporting "Nāc līdzās!" (Come Along) took place on Tuesday, December 2nd, 2019 at the Pullman Riga Old Town Hotel,
 3. CanCham Corner on Thursday, January 16th, 2020 at 18.30 at Singh's Restaurant,



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4. CanCham's "Late Lunch" introducing Mr Michael Eyestone (Canadian Trade Commissioner) with CanCham's Board and Corporate members on Thursday, January 30th, 2020,
5. CanCham's Focus on Canada: Trade, Business & Export Development with Mr Michael Eyestone (Canadian Trade Commissioner) and Savoie Arbitration's owner Mr Pierre-Olivier Savoie,
6. CanCham's Health & Leisure Group's Business After Hours: Health with Benefits on February 6th, 2020,
7. Focus on Professional Women with Tuija Seipell and Julie O'Donohue on Wednesday, February 19th at 18.30 at the Radisson Blu Elizabete Hotel.
8. CanCham Corner celebrating "Women's Day" with a special Spa and Zole night at the Baltic Beach Hotel & Spa on Monday, March 9th at 18.30,
9. CanCham's Canada's 153rd birthday celebration on Thursday, July 2nd on the Terrace of the Pullman Riga Old Town Hotel,
10. Commercial visit to Iecava with the Canadian Embassy in Latvia and the CanCham on Thursday, August 6th, 2020.

2. Social Events

The CanCham continued its "CanCham Corner", social events, but had to stop these early this year because of COVID-19. However, they will be continued.

3. Upcoming scheduled events include:

1. Monday, October 5th at 18.30 – AGM
2. Monday, October 12th at 18.30 - Thanksgiving Dinner
3. Monday, October 26th, Construction Related Services "Show & Tell" Member presentations evening
4. Monday, November 9th, Trade Facilitation & Export "Show & Tell" Member presentations evening
5. Monday, November 30th, Health & Leisure "Show & Tell" Member presentations evening
6. Monday, December 7th at 18.30 CanCham Christmas

See <http://cancham.lv/news> and <http://cancham.lv/events> for additional details.

Ed Kalvins
President
Canadian Chamber of Commerce in Latvia