

**Canadian Chamber of Commerce in Latvia**  
**General Annual Meeting - Unity Business Centre, Vienības Gatve 109**  
**Minutes**  
**Monday, October 3rd, 2022**

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

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

**Attendees:**

Attending the AGM were 10 members representing 12 votes. No proxies were received or registered. The total vote count registered for the AGM was 12 of a total possible 37 eligible votes representing 34% of possible votes. This did not constitute a quorum and the meeting could not be considered valid.

**1. Opening: Una Brūna, President**

Meeting opened at 18:40  
Una Brūna opened the meeting and welcomed all present.

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

Una Brūna nominated Ed Kalvins as Chairman of the AGM. Elected unanimously  
Ed Kalvins nominated Indra Sproģe-Kalviņa as Secretary of the AGM. Elected unanimously  
Ed Kalvins nominated Dzintra Renigere as a vote counter of the AGM. Elected unanimously.

**3. Approval of the agenda**

The Chairman noted that a quorum had not been achieved and hence, the meeting cannot be considered to be valid which meant that voting for the Board and Audit Committee could not take place. This would mean that, according to the statutes, and extraordinary meeting of the membership needs to be called to elect the CanCham's officers. Since three weeks are required to provide members of adequate notice, it was agreed to set the date for the extraordinary meeting as Monday, October 31<sup>st</sup>, 2022 and notice to members be sent accordingly.

It was suggested that the question of the liquidation of the Canadian Chamber of Commerce in Latvia be included in the agenda.

It was agreed by all present that all reports should be presented and discussed. The rest of the meeting's agenda was modified accordingly:

- Annual Report
- Strategy Review (Mark Watson, Board Member and Strategy Group Leader)
- Audit Committee Report
- Discussions/Questions regarding reports
- Adjournment

**4. Annual Report**

Una Brūna advised members that an updated report up to October 3<sup>rd</sup>, 2022 was available in the AGM site at <https://cancham.lv/members-section/agm-2022>. The main changes included:

- an update to the number of active members which now number 42, down from 62 a year ago.
- an update in the financial position of the CanCham reflecting a negative balance of €3507.00.

Una then asked Board members for a report on their activities.

Shane Kells, acting in the capacity of Director, Liaison with Canadians and in particular, the Canadian Embassy in Latvia and the Canadian Armed Forces, noted that neither entity had demonstrated any desire for cooperation with the CanCham.

Ed Kalvins, acting in the capacity of Director, Business Development indicated that the three main CanCham instruments (i.e. the DMC system, the Visit Latvia program and the Show & Tell initiative), though having good support in their development, lacked support in their implementation. Part of this was due to the effects of COVID-19 and the war in Ukraine.

Mark Watson, acting in the capacity of Director, Corporate Membership, has been leading a strategy group on CanCham's Strategy 2022. The Board had recognized that interest in the CanCham had been waning over the past few years, and the search was on for expanding business opportunities for CanCham members.

#### **5. Strategy Review (Mark Watson, Board Member and Strategy Group Leader)**

The CanCham Strategy 2022 is available in the AGM site at <https://cancham.lv/members-section/agm-2022>. Mark presented a summary of conclusions and recommendations to the membership, also available in the same section.

#### **6. Audit Committee Report**

The Audit Committee members were asked if they had any additional comments to the report.

Dzintra Renigere commented that fees paid in September were for the coming year and that they did not cover past debts. Ed Kalvins pointed out that the Board had suspended invoicing during the COVID-19 period because of difficulties experienced by numerous members. Member payments are normally due on each member's anniversary date, hence most of the fees did, in fact, cover a large part of the past year, but were not enough to cover contractual obligations.

#### **7. Discussions/Questions regarding reports**

There were no questions nor comments about the Annual Report from the floor.  
There were no questions nor comments about the Strategy Report from the floor.  
There were no further questions nor comments about the Audit Report from the floor.

The reports could not be approved because of the unavailability of a quorum.

#### **8. Adjournment**

Chairman thanked everyone for participation and adjourned the meeting. Meeting closed at 20:10.

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Secretary (Indra Sproģe-Kalviņa)

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Chairman (Ed Kalvins)