

Canadian Chamber of Commerce
in Latvia
Board of Directors Meeting

Proj. Nr. **CanCham**
Report # **MR-2401**
Issue Date: Wednesday, March 13, 2024
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Date: Tuesday, February 20th, 2022 at 18:30
Place: Canadian Embassy
Attending: Board: Baiba Krūmiņa, Ed Kalvins, Ieva Mežule, Indra Sproģe-Kalviņa, Normunds Kupcis, Canadian Embassy: Nicolas Lepage
Audit Committee: Astrida Bola,
Absent: Dzintra Renigere, Mark Watson, Sintija Frienberga, Una Brūna
Chair: Ed Kalvins
Minutes: Ed Kalvins

EK welcomed new members to the CanCham Board (Baiba Krūmiņa, Ieva Mežule, Normunds Kupcis, and Nicolas Lepage representing the Canadian Embassy) and Astrida Bola of the Audit Committee.

1 Minutes of Meeting:

1.1 n/a

2 Organizational

2.1 Board Responsibilities

2.1.1 Board Members were confirmed with the additional titles:

- Ed Kalvins, Chairman & President
- Una Brūna, Vice-President / Director, Health & Welfare
- Indra Sproģe-Kalviņa, Director, Finance & Administration
- Mark Watson, Director, Communications
- Normunds Kupcis, Director, Sports & Recreation
- Baiba Krūmiņa, Director of Membership Development
- Ieva Mežule, Director, Liaison with Canadians
- Nicolas Lepage, Ex-Officio Member of the Board representing the Embassy of Canada
- Sam Davidovich, Ex-Officio Member of the Board, Director – Canada (Toronto)
- Andris Ķesteris, Ex-Officio Member of the Board, Director – Canada (Ottawa)

2.1.2 Additional responsibilities

- It was suggested that Board and Audit Committee members should consider it an obligation to recruit 3 people to attend CanCham public events.

2.2 Audit Committee

2.2.1 Audit Committee Members Astrida Bola, Dzintra Renigere, and Sintija Frienberga were confirmed.

2.2.2 Additional responsibilities

- Apart from the normal auditing of CanCham's financials, the Audit Committee was asked to audit operational issues and the performance of the Board.

2.3 Membership Categories Discussion (based on distributed information)

2.3.1 The following fee levels were adopted:

- €1,200 Gold
- € 600 Silver
- € 300 Bronze
- € 100 Individual (to include small business < 5 people), non-profit organizations, and individuals, pensioners, students and educational institutions that are not engaged in commercial activities

2.3.2 Benefits for members

- 240220 – EK to prepare suggested benefits for each category.

2.4 CanCham accounting and administrative services

2.4.1 Contract for Finance & Administration - deferred

2.4.2 Legal address - deferred

2.4.3 Registration of the Board

- 240220 – ISK to prepare documents for the Registry.

2.4.4 Business cards

- It was agreed that if a Board or Audit Committee Member wishes to have a CanCham business card and/or an e-mail address, they should contact EK directly.

2.5 Immediate objectives

- It was agreed that recruitment was to be given the highest priority.
- The recruitment drive would start when some preparatory work has been completed, including:
 - 240220 – BK, IM to prepare a two-page CanCham presentation,

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- 240220 – BK to modernize the web site,
- 240220 – EK to provide candidates for invitations from the CanCham database for the re-start event,
- 240220 – NL to provide candidates for invitations from the Embassy database for the re-start event,
- 240220 – EK to provide a tentative event schedule for the next year.

2.6 Interaction with Canadians

- 2.6.1 Interaction with the Canadian Embassy - deferred
- 2.6.2 Interaction with the Canadian Military - Task Force Latvia
 - The Canadian military is divided into two main groups: the troops stationed in military bases and Task Force Latvia (TFL) which provides support services.
 - We will not be interacting with the troops stationed at the bases.
 - Our focus should be on TFL which will increase its presence over the next year.
 - There has been a rotation of personnel, so we need to develop appropriate contacts. NL will be point of contact at the start.
- 2.6.3 Interaction with Canadian companies and entrepreneurs active in Latvia - deferred

2.7 Internet

- 2.7.1 Web site
 - The current web site was established in 2000 when the CanCham was formed, and its style is totally out of date. There are also programming issues that need to be addressed, and the presentation of information upgraded.
 - The following should be preserved:
 - The database with 991 entries representing economically active individuals, of which 891 are in events.lv and receive notifications of public events, 162 on the members list representing current and former members, 103 in Canada and 36 current members.
 - Information in the following sections: <https://cancham.lv/members-section/board> (Board Meeting Reports), and <https://cancham.lv/members-section/for-all-members> (AGM information from 2016)
 - BK has undertaken the website's modernization. Arrangements are being made with Harijs Ozols.
- 2.7.2 E-Mails
 - 240220 – BK, EK, ISK Formatting e-mails from the database to be reviewed
- 2.7.3 Social Media
 - Used regularly
 - <https://www.facebook.com/canchamlatvia>
 - <https://www.linkedin.com/company/16210726/>
 - Rarely used accounts
 - <https://twitter.com/CanChamLV>
 - <https://www.instagram.com/canchamlatvia/>

2.8 Statutes

- 2.8.1 240220 – EK, Modify statutes to change 4 to 6 board members
- 2.8.2 Ethics Committee Regulations
 - 170406– 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 which can be incorporated into any revised strategy.
 - 211111 MW: Incorporate sample Ethics framework and policy within overall Strategy for discussion and review.
 - 240220 – EK Use NEBA “Our Core Values” section as the basis for CanCham’s ethics position.

3 Finance

3.1 Current Financial position as of February 20th, 2024

Cash on hand	0
Cash in bank	160.04
Total cash available	160.04
Accounts payable	3872.00
Net financial position	3611.96

- 3.2 Accounts payable deficit: action deferred

- 3.3 Financial year – deferred

3.4 Proposal referring to the Board and Audit Committee

- EK Proposed that Board and Audit Committee members should be exempt from member fees

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in the absence of paid help, and the expectation that all would have a larger than normal workload during the CanCham restart period.

- Although most present seemed to indicate agreement to the idea initially, NL categorically rejected the concept as it challenged good governance principles, and that acceptance of the proposal would jeopardize Embassy/CanCham relations. This resulted in indecision among those present which deserved further discussion.
- The issue was deferred to the next meeting.

4 Membership

4.1 Current membership status

- At this time, there are no members in good standing as no invoices have been issued since the decision to liquidate the CanCham was taken in October, 2022.
- It is the policy of the CanCham to consider former members as members even if they have not paid.

4.2 Recruitment Initiatives

- See section 2.5 on immediate objectives

5 Events & Programs

5.1 Programs

5.1.1 Visit Latvia Program

- 240220 – Board decision required as to whether or not to continue the program.
- To be modified based on recent experiences with promoting the program. The package price concept does not appear to be universally applicable, and a different approach must be adopted.
- 240220 – EK, NK, UB to modify the Visit Latvia Program.

5.1.2 DMC System

- 240220 – Board decision required as to whether or not to continue the program.
- The concept appears good, but its implementation needs refinement.
- 240220 – EK to modify the DMC system.

5.1.3 Group System

- Several special interest groups had been formed to promote specific sectors of activity. These included the Health, Leisure and Education Group, the Trade Facilitation and Export Group, the Business Support group, and the Construction & Real Estate Related Group.
- This was unsuccessful and will not be continued.

5.1.4 "Show & Tell" presentations

- It was agreed that the concept should be continued and incorporated into the CanCham's annual plans.

5.1.5 CanCham Corner

- The concept for the CanCham Corner for informal gathering was positively received and will be incorporated into the CanCham's annual plans.

5.2 Upcoming Events (Proposed)

5.2.1 CanCham Restart event

- This event is to be hosted / sponsored by the Embassy.
- The guest list will be limited to those the Embassy and CanCham consider to be current or potential contributors to Embassy and CanCham objectives, and provide opportunities to meet key people.
- The event will be reception style with the Ambassador and CanCham representative providing short and concise addresses to those in attendance.
- It is expected that this will take place in April.

5.2.2 Canada Day

- The CAF and Embassy organize separate events marking Canada Day. It was decided that the CanCham should do likewise separately, and that previously used formats were quite appropriate.
- Scheduling: July 1st this year is a Monday. We will have to select a date so as to coordinate with the Embassy to have Embassy representatives attend our event.

5.2.3 Canadian Thanksgiving

- Monday, October 14, 2024. Second Monday in October.

5.2.4 CanCham Christmas

- Has traditionally taken place the first Monday in December. That would make it December 2nd this year.

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6 Other Business

6.1 Hockey

- NK advised that Canadian amateur hockey teams are planning trips to Latvia in April and May.
- 240220 – NK Consider how the CanCham could benefit from this activity.

6.2 Representative network to Canada

- NL advised that “We have been approached by the Latvian Chamber of Commerce and Industry (LCCI) that are looking to expand their representative network to Canada. For more information about the LCCI representatives’ network, you can visit their website at: <https://www.ltrk.lv/lv/content/7873>. If you know someone in your Canadian network that could be a good candidate, I’m happy to pass on the reference to the LCCI.

7 Next meeting Monday, March 18th, 2024 at 18.30.