

**Canadian Chamber of Commerce
in Latvia**
Board of Directors Meeting

Proj. Nr. **CanCham**
Report # **MR-2402**
Issue Date: Wednesday, March 20, 2024
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Ref. Nr: **CanCham MR-2402 240320-0.docx**

Date: Monday, March 18th, 2022 at 18:30
Place: Latvian American Eye Centre / also ZOOM video conferencing
Attending: Board: Baiba Krūmiņa, Ed Kalvins, Ieva Mežule, Mark Watson, Normunds Kupcis, Una Brūna
CanCham Directors in Canada: Andris Kesteris, Sam Davidovich
Canadian Embassy: Nicolas Lepage
Audit Committee: Astrida Bola, Sintija Frienberga,
Absent: Dzintra Renigere, Indra Sproģe-Kalviņa,
Chair: Ed Kalvins
Minutes: Ed Kalvins

We welcomed CanCham's Canadian Directors Sam Davidovich (a founding member of the CanCham) and Andris Kesteris to this meeting. This is the first time we have had representation from Canada thanks to modern technology, and plan for their continued participation to enhance cooperation on both sides of the ocean.

1 Minutes of Meeting:

1.1 Approval of MR-2401 – Approved version [CanCham MR-2401 240313-0](#) as written.

2 Organizational

2.1 Membership

2.1.1 Benefits for members

- 240220 – EK to prepare suggested benefits for each category - complete.
- 240318 - Board to review benefits for approval.
 - see <https://cancham.lv/about-cancham/benefits>

2.2 CanCham accounting and administrative services

2.2.1 240220 – Board - Contract for Finance & Administration – deferred

- TP Riga cannot be contracting party because of changes in regulations (June, 2023) requiring company license which TP Riga does not have,
- Possibility of contracting ISK as self-employed licensed person. To be discussed.

2.2.2 240220 – Legal address – deferred

2.2.3 Registration of the Board

- 240220 – ISK to prepare documents for the Registry - in process
 - Recent regulation changes are making process cumbersome.
 - Need to submit Audit Committee report.
- 240318 – AB/EK to arrange Audit Committee report

2.3 Immediate objectives

2.3.1 preparatory work to recruitment drive:

- 240220 – BK, IM to prepare a two-page CanCham presentation - in process
 - To be distributed to Board when draft complete: estimated time – two weeks.
- Sponsorship policy: Sponsorship policy should be defined. None currently exists.
 - 240318 – BK, EK, IM to propose sponsorship policy.
- 240220 – BK to modernize the web site - complete
 - Upgrades will be ongoing.
- 240220 – EK to provide candidates for invitations from the CanCham database for the re-start event - complete
 - Sent to NL for review
 - 108 on CanCham list
 - Criteria – invitees should be useful CanCham members in future.
- 240220 – NL to provide candidates for invitations from the Embassy for the re-start event.
- 240220 – EK to provide a tentative event schedule for the next year - complete.
 - <https://cancham.lv/events/cancham-upcoming-events-as-of-march-13th-2024-?pp=>
 - Decision to organize informal events (e.g. CanCham Corner) on Thursdays.

2.4 Interaction with Canadians

2.4.1 240220 – Board - Interaction with the Canadian Embassy – deferred

2.4.2 240220 – Board - Interaction with the Canadian Military - Task Force Latvia – deferred

- AK advised that he is working with the head of Task Force Latvia on a non-CanCham related

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project.

2.4.3 240220 – Board - Interaction with Canadian companies / entrepreneurs active in Latvia – deferred

2.4.4 Partner organizations in Canada

- EK currently liaises with the Canada-Eurasia Chamber of Commerce and the Latvian Canadian Council (soon to be Baltic Canadian Council).
- 240318 – EK to contact LNAK (the Latvian National Federation in Canada) to determine possible cooperation on economic issues.
- 240318 – AK to contact Birches Credit Union which serves the Baltics to determine possible cooperation on economic issues.
- 240318 – EK to contact the Latvian Canadian Cultural Centre in Toronto to determine possible cooperation on economic issues.

2.5 Internet

2.5.1 Web site

- reviewed all sections <https://cancham.lv/>.
 - font on opening to be modified so as to avoid white on white.

2.5.2 E-Mails

- 240220 – BK, EK, ISK Formatting e-mails from the database to be reviewed

2.6 Statutes

2.6.1 240220 – EK, Modify statutes to change 4 to 6 board members

2.6.2 Ethics Committee Regulations

- 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 Monday, March 18, 2024

| | |
|-------------------------------|----------------|
| Cash on hand | 0 |
| Cash in bank | 50.25 |
| Total cash available | 50.25 |
| Accounts payable | 3872.00 |
| Net financial position | 3821.75 |

3.2 240220 – Board - Accounts payable deficit – deferred

3.3 240220 – Board - Financial year

3.3.1 Decision: Adopt January 1st to December 31st financial year in line with VID reporting. (Note: was formerly October 1st to September 30th since AGM was always the first Monday in October. Now, the AGM will be in January.)

3.4 240220 – Board - Proposal referring to the Board and Audit Committee – withdrawn / complete.

4 Membership

4.1 Registration

- Decision: everyone must re-register using the form in <https://cancham.lv/to-join>.

4.2 New Members

- The approval process for new members was discussed.
- Paragraph 9 of the CanCham statutes requires the Board to approve new members.
- In the past, this approval was registered in social media platforms restricted to the Board and Audit Committee members. Once the required votes had been received, new members were registered in CanCham Meeting Reports, and the member added to the active members directory. The problem with using social media platforms is that they change (Workplace/ Facebook). It is now recommended to use Google forms where votes are date stamped and available in excel format.
- 240318 – EK to set up voting for new members using Google forms.

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4.3 Recruitment Initiatives

- To begin after the Embassy sponsored reception and when the two-pager completed.

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. – Complete
 - Decision – continue the Visit Latvia program
- 240220 – EK, NK, UB to modify the Visit Latvia Program. - Complete
 - see <https://cancham.lv/about-cancham/visit-latvia>

5.1.2 DMC System

- 240220 – Board decision required as to whether or not to continue the program. – Complete
 - Decision – continue to use the DMC system.
 - Some concern was expressed that the meaning of DMC, or Destination Management Coordinator is not understood, despite it being explained in the description.
 - Consideration to be given to a new designation.
- 240318 - Board to review use of term "DMC".
- 240220 – EK to modify the DMC system. – Complete
 - see <https://cancham.lv/about-cancham/dmc->.

5.2 Upcoming Events

5.2.1 see <https://cancham.lv/events/cancham-upcoming-events-as-of-march-13th-2024->

5.2.2 Reception

- was tentatively scheduled for Monday, April 15th, 2024 at 18.30
 - changed to Monday, May 13th, 2024 at 18.30, but this will depend on some circumstances at the Embassy.
- Price estimates received from Marriott and Radisson – offers very similar.
- Plans are being based on 75 guests.
- 240318 – NL to identify Embassy personnel for arranging event / contractual arrangements.
- Summary of proposal from Radisson.

| Number of guests | 75 | | | | | | | | |
|-------------------------------|---------|-----|------------|---------|-----|------------|---------|-----|------------|
| | 1 hr | # | Total | 2 hr | # | Total | 3 hr | # | Total |
| Radisson | | | | | | | | | |
| Open Bar | € 25.74 | 75 | € 1,930.50 | € 34.32 | 75 | € 2,574.00 | € 44.33 | 75 | € 3,324.75 |
| Canape's choice average price | € 2.64 | 225 | € 594.00 | € 2.64 | 450 | € 1,188.00 | € 2.64 | 675 | € 1,782.00 |
| Total | | | € 2,524.50 | | | € 3,762.00 | | | € 5,106.75 |
| Per person | | | € 33.66 | | | € 50.16 | | | € 68.09 |

5.2.3 CanCham Corner

- Decision: Informal events should be on Thursdays.

6 Other Business

6.1 Hockey

- 240220 – NK Consider how the CanCham could benefit from this activity.

7 Next meeting: Monday, April 22nd, 2024 at 18.30 at the LAAC / ZOOM