

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

Proj. Nr. **CanCham**
Report # **MR-2403**
Issue Date: Wednesday, April 17, 2024
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Ref. Nr: **CanCham MR-2403 240417-0.docx**

Date: Monday, April 22nd, 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 Ķesteris, Sam Davidovich
Canadian Embassy: Nicolas Lepage
Audit Committee: Astrida Bola, Sintija Frienberga,
Absent: Dzintra Renigere, Indra Sproģe-Kalviņa,
Chair: Ed Kalvins
Minutes: Ed Kalvins

1 Minutes of Meeting:

1.1 Approval of MR-2402 – Approved version **CanCham MR-2402 240320-0** as written.

2 Organizational

2.1 Membership

2.1.1 Benefits for members

- 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

2.2.2 240220 – Legal address – deferred

2.2.3 Registration of the Board

- 240220 – ISK to prepare documents for the Registry - in process
- 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
- Sponsorship policy: Sponsorship policy should be defined. None currently exists.
 - 240318 – BK, EK, IM to propose sponsorship policy.
- 240220 – NL to provide candidates for invitations from the Embassy for the re-start event.

2.4 Interaction with Canadians

2.4.1 240220 – Board - Interaction with the Canadian Embassy

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

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

2.4.4 Partner organizations in Canada

- 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.
- Canadian Eurasian Chamber of Commerce (CECC)

2.5 Internet

2.5.1 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

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3.1 Current Financial position as of Wednesday, April 17, 2024

Cash on hand	0
Cash in bank	45.25
Total cash available	45.25
Accounts payable	3872.00
Net financial position	3826.75

3.2 240220 – Board - Accounts payable deficit – deferred

3.3 Proposal referring to the Board and Audit Committee

4 Membership

4.1 New Members

- 240318 – EK to set up voting for new members using Google forms.

4.2 Recruitment Initiatives

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

5 Events & Programs

5.1 Programs

5.1.1 DMC System

- 240318 - Board to review use of term “DMC”.

5.2 Upcoming Events

5.2.1 see <https://cancham.lv/EVENTS/cancham-upcoming-events-as-of-april-14th-2024>

5.2.2 Reception

- 240318 – NL to identify Embassy personnel for arranging event / contractual arrangements.

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