

Board of Directors Meeting

Date: Tuesday, July 30th, 2024 at 18:30

Place: Riga.apratment.com

Attending: Board: Ed Kalvins, Ieva Mežule, Indra Sproģe-Kalviņa, Mark Watson, Normunds Kupcis, Una Brūna

Canadian Embassy: Nicolas Lepage

Audit Committee: Astrida Bola,

Absent: Baiba Krūmiņa, Dzintra Renigere, Sintija Friemberga, Andris Kesteris, Sam Davidovich

Chair: Ed Kalvins

Minutes: Ed Kalvins

1 Minutes of Meeting:

1.1 Approval of MR-2403 – Approved version [CanCham MR-2403 240423-0](#) as written.

2 Organizational

2.1 CanCham accounting and administrative services

2.1.1 240220 – Board - Contract for Finance & Administration - complete

- Agreement proposal provided by ISK for services similar to the old agreement.
- Agreement value at €400 per month starting April 1st, 2024.
- Recommended that UB manage contractual obligations. UB agrees.
- Concept of agreement approved in principle, subject to UB review and sign-off.
- The agreement is to be reviewed once CanCham's financial position has improved, and put out to tender for competing offers.

2.1.2 240220 – Legal address – deferred

2.1.3 Registration of the Board

- 240220 – ISK to prepare documents for the Registry - in process
- 240318 – AB/EK to arrange Audit Committee report

2.2 Immediate objectives

2.2.1 preparatory work to recruitment drive:

- 240422 – Board to review two-page brochure
- 240318 – BK, EK, IM to propose sponsorship policy.

2.3 Interaction with Canadians

2.3.1 240220 – Board - Interaction with the Canadian Embassy - deferred

2.3.2 240220 – Board - Interaction with the Canadian Military - Task Force Latvia - deferred

2.3.3 240220 – Board - Interaction with Canadian companies / entrepreneurs active in Latvia – deferred

2.3.4 Partner organizations in Canada

- 240318 – EK to contact LNAK (the Latvian National Federation in Canada) to determine possible cooperation on economic issues.
 - Invitation for cooperation sent. No response or acknowledgement yet.
- 240318 – AK to contact Birches Credit Union which serves the Baltics to determine possible cooperation on economic issues.
 - Birches has been approached, but contact with decision-making persons not yet established.
- 240318 – EK to contact the Latvian Canadian Cultural Centre in Toronto to determine possible cooperation on economic issues.
 - Invitation for cooperation sent. No response or acknowledgement yet.
- Canadian Eurasian Chamber of Commerce (CECC)
 - 240422 – SD to follow-up with CECC as to forms of cooperation.

2.4 Internet

2.4.1 E-Mails

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

2.5 Statutes

2.5.1 240220 – EK, Modify statutes to change 4 to 6 board members

2.5.2 Ethics Committee Regulations

- 240220 – EK Use NEBA "Our Core Values" section as basis for CanCham's ethics position.

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3 Finance

3.1 Current Financial position as of Tuesday, July 30th, 2024.

Cash on hand	0
Cash in bank	1372.24
Total cash available	1372.24
Accounts payable	0
Net financial position	1372.24

3.2 Proposal referring to the Board and Audit Committee

- 240422 – EK to advise Board and Audit Committee members of the need to re-register and about the preceding policy decision.

3.3 Barter Arrangements

- It was recommended that "121 On-Line" (Haralds Ozols) receive Bronze Membership as compensation for providing CanCham with its web site.
- 240422 – EK to advise Harijs Ozols of the decision to grant him bronze membership. - Complete

3.4 Survey Nr 24-09 Incentive Program

Recommendation: CanCham members would be eligible to receive a 20% commission on a new member's fees for recruiting new members for three years.

Agree: AB,EK,IM,ISK,NK,NL,UB, Disagree: 0, Discuss: 0, No vote: AK,BK,DR,MW,SD,SF,
Accepted

3.5 Bad debts – before the re-start

The following bad debts were written off:

- Olga Melnikova - €85.00
- Ivonne Bradley - €66.00
- Richard Hunter - €145

4 Membership

4.1 Recruitment Initiatives

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

4.2 Membership renewals

- 10.04.2024 Bronze level - Gosselin Mobility Baltics, Inna Kotlikova, Olga Konstantinova, paid
- 10.04.2024 Bronze level - FF International Movers, Aivars Usans
- 08.05.2024 Individual promoted to Bronze – TP Riga
- 10.05.2024 Bronze level – Pullman Hotel
- 16.05.2024 Bronze level – CBRE Baltics
- 16.05.2024 Bronze level promoted to Silver – Latvian American Eye Centre
- 28.05.2024 Individual promoted to Bronze – R Birojs
- 23.07.2024 Bronze level – Mr Car
- Recommendation to continue membership of the Riga Business School at the Bronze level on a barter basis. Accepted.

4.3 New Members

4.3.1 Survey Nr 24-03 New Member - RTU International School of Science and Technology

Agree: AB,BK,DR,EK,IM,ISK,UB, Disagree: 0, Discuss: 0, No vote: AK,MW,NK,NL,SD,SF
Accepted

4.3.2 Survey Nr 24-10 New Member - Sorainen

Agree: AK,BK,EK,IM,ISK,NL,SD,UB, Disagree: 0, Discuss: 0, No vote: AB,DR, MW,NK, SF,
Accepted

4.3.3 Active Members in Good Standing as of July 30th, 2024

- Gold level – 0

Canadian Chamber of Commerce
in Latvia

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- Silver level – 2
- Bronze level – 9
- Individual – 0
- Total - 11

5 Events & Programs

5.1 Past Events

- 5.1.1 CanCham business networking breakfast with Baiba Krumina (AMETROS) at the Grand Poet Hotel on Wednesday, May 8, 2024. 18 attended
- 5.1.2 CanCham “Re-Start” reception hosted by the Embassy took place on Monday, May 27th, 2024 at Latvian Chamber of Commerce and Industry. 38 attended
- 5.1.3 Riga Business Chamber seminar “Doing business with Canada”, May 31, 2024 with Nicolas Lepage and Ed Kalvins as speakers.
- 5.1.4 CanCham’s “Defence, and Latvia’s Defence Strategy” panel discussion took place on Monday, June 3rd, 2024 at the Pullman Riga Old Town Hotel. 33 attended
- 5.1.5 CanCham’s business networking breakfast with Melanie Raymond on Canada - economic outlook on Friday, June 7th, 2024 at 8.30 at the Tribe Riga City Centre Hotel was cancelled due to lack of interest.
- 5.1.6 CanCham’s Canada Day 2024 BBQ at the Sonada Hotel Gardens on Monday, July 1st, 2024. 20 attended.

5.2 Upcoming Events

- 5.2.1 **Thursday, September 12th, 2024 at 18.30** - CanCham Corner – Tinto “Wine Library”,
- 5.2.2 **Monday, October 14, 2024 at 18.30** - Canadian Thanksgiving Dinner

6 Other Business

- 7 **Next meeting:** To be arranged