

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

Proj. Nr. **CanCham**
Report # **MR-2501**
Issue Date: Friday, March 7, 2025
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Ref. Nr: **CanCham MR-2501 250307-0.docx**

Date: Monday, March 03, 2025 at 18:30
Place: ZOOM

Attending: Board: Andris Ķesteris, Ed Kalvins, Ieva Mežule, Mark Watson, Normunds Kupcīs, Una Brūna
Canadian Embassy:
Audit Committee:
Absent: Astrida Bola, Dzintra Renigere, Indra Sproģe-Kalviņa, Nicolas Lepage, Sam Davidovich,
Sintija Frienberga,
Chair: Ed Kalvins
Minutes: Ed Kalvins

1 Minutes of Meeting:

1.1 Approval of MR-2406: approved as written.

2 Organizational

2.1 Immediate objectives

2.1.1 preparatory work to recruitment drive:
• 240318 – EK, IM to propose sponsorship policy.

2.2 Interaction with Canadians

2.2.1 240220 – Board - Interaction with Canadian companies / entrepreneurs active in Latvia – deferred
2.2.2 UB and IM attended the conference "Women in the Armed Forces" on 6 December at Adazi military base.
• 241230 – IM to provide a report.

2.3 Statutes

2.3.1 Ethics Committee Regulations
• 240220 – EK Use NEBA "Our Core Values" as the basis for CanCham's ethics position.

3 Finance

3.1 Current Financial position as of Monday, March 3, 2025.

Date	30.07.2024	21.10. 2024	30.12.2024	03.03.2025
Cash on hand	0.00	0.00	0.00	0.00
Cash in bank	1,372.24	4,151.23	3,033.28	3,753.63
Total cash available	1,372.24	4,151.23	3,033.28	3,753.63
Accounts payable	0.00	0.00	0.00	0.00
Net financial position	1,372.24	4,151.23	3,033.28	3,753.63

3.2 Payment by Credit Card

• 241230 – ISK to arrange for payments to be made to CanCham via credit card. - Complete

3.3 Finance & Administration Services

- The agreement with ISK for Finance & Administration Services was agreed last year for a monthly charge of €400.00. This was on the basis that the CanCham had limited funds at the time of the restart. The fee also included charges for photography and album preparation.
- The agreement signed in 2015 was for €400.00, and it was later agreed by the Board that photography would be an extra €70.00 per month

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- The budget agreed at this year's AGM was for €500.00 per month.
- It was proposed to increase the agreement with ISK to €500.00 per month. Agreed.
- 250303 UB/ISK An addendum to the current agreement is to be prepared and signed, and reviewed with the Audit Committee.

4 Membership

4.1 New Members:

- 02.01.2025 Individual promoted to Bronze - Baltic Canadian Council
- 24.01.2025 Silver level – BB Skudras
- 18.02.2025 Bronze level - Modul

4.1.1 Active Members in Good Standing as of December 30th, 2024

Level	21.10. 2024	30.12.2024	03.03.2025
Gold	1	1	1
Silver	4	5	6
Bronze	15	18	20
Individual	0	1	1
Total	20	25	28

4.2 Recruitment Initiatives

- 241022 – EK, NL to prepare a listing of companies to be approach.

5 Events & Programs

5.1 Past Events

5.1.1 Thursday, January 9th, 2024 at 18.30 – CanCham Corner – 27 registered, 17 attended.

- The venue at the Pullman Hotel was very suitable for such an event.
- Arrangements should be made to ensure that guests have access to food.

5.1.2 Monday, January 27th, 2025 at 18.30 – CanCham AGM

- 16 attended of 29 voting members.

5.1.3 Monday, February 17th, 2025 – Military Procurement

- 74 registered, 72 attended. All paid.
- The event was considered a success.
- There were minor organizational issues:
 - The lectern and registration table were not available an hour before the event and needed to be provided. The requirement had been identified in the venue requirement specification.
 - Seating for 10 people per table had not been provided.
 - The welcome drinks were provided at a bar by the entrance. These should have been offered to guests as they arrives.

5.2 Upcoming Events

5.2.1 Friday, March 14th, 2025 at 18.30 - “More than a Dance”

- Canadian Embassy is supporting the premiere of the documentary “More than a Dance” in Latvia at Forum Cinemas (13.janvāra iela 8, Riga).
- Members are to be offered two tickets per member without cost.

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- 5.2.2 **Wednesday, March 26th, 2025 at 12.30** - Business Networking Luncheon with Dr. Jonathan Calof in Riga
- 5.2.3 **Thursday, March 27th, 2025** Riga Business School mini-course on “Preparing for Foreign Trade Show Participation with Competitive Intelligence” Presented by Dr. Jonathan Calof.
- 5.2.4 **Monday, April 14th, 2025 at 18.30** – CanCham 25-year Anniversary Celebration
- The Board meeting of December 30th, 2024 had identified April 14th as a suitable date. However, it was now suggested that, because this was the week before Easter (klušā nedēļa or holy week), this date may not be appropriate.
 - 250303 – EK to survey Board and Audit members for their opinions.
 - The nature of celebrations was discussed:
 - one option was to have it as an informal (CanCham Corner) style reception, introducing past CanCham presidents and longer serving board and audit members, having a photo display of past events, and reminiscing about past events.
 - another option was to incorporate the celebration with a tour to the Ādaži base followed by a dinner in the area, possibly at the Port Hotel (<https://porthotel.lv/restorans/>).
- 5.2.5 **Monday, May 19th, 2025 at 18.30** – CanCham Show & Tell – Member Presentations and Business Networking
- 80% of members participating in the member survey indicated a willingness to participate in a show & tell event as either a presenter and/or observer.
- 5.2.6 **Tuesday, July 1st, 2025 at 16.00** – Canada Day
- we have been informed that the Embassy will not be holding a Canada Day event this year.
 - It was agreed to hold Canada Day event at RigaApartment.com Sonada Hotel.
 - Consideration was given to starting a little earlier than usual. 16.00 was suggested.

6 Other Business

- No other business.

7 Next meeting: To be arranged