

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

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

- 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.

- 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