

Canadian Chamber of Commerce
in Latvia

Board of Directors Meeting

Proj. Nr. **CanCham**
Report # **MR-2504**
Issue Date: Sunday, August 17, 2025
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Ref. Nr: CanCham MR-2504 250817-0.docx

Date: Thursday, August 14th, 2025, 18.30

Place: ZOOM

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

Canadian Embassy: Nicolas Lepage,

Audit Committee: Astrida Bola, Dzintra Renigere

Absent: Normunds Kupcis, Sam Davidovich, Sintija Frienberga

Chair: Ed Kalvins

Minutes: Ed Kalvins

1 Minutes of Meeting:

1.1 Approval of MR-2504: approved as written.

2 Organizational

2.1 FICIL

Arta Bažovska, Una Brūna, Mark Watson and Ed Kalvins met with FICAL Board (virtually) on Wednesday, July 30th, 2025 to present justification of CanCham's application to FICIL. Application approved by Board. Needs to be ratified by the membership.

2.2 Registration of Board

2.2.1 Complete.

2.3 Immediate objectives

2.3.1 Current strategy

- 250513 – "Paper" on strategic partnership strategy. To be reviewed by MW.

3 Finance

3.1 Current Financial position as of Monday, August 14th, 2025.

Date	30.07.2024	30.12.2024	03.03.2025	13.05.2025	14.07.2025	14.08.2025
Cash on hand	0.00	0.00	0.00	0.00	0.00	0.00
Cash in bank	1,372.24	3,033.28	3,753.63	4,674.94	6,227.32	6229.42
Total cash available	1,372.24	3,033.28	3,753.63	4,674.94	6,227.32	6229.42
Accounts payable	0.00	0.00	0.00	0.00	0.00	0.00
Net financial position	1,372.24	3,033.28	3,753.63	4,674.94	6,227.32	6229.42

3.2 Budget vs Actual up to end of July, 2025

- Budget: €2,963
- Actual: €5,059

4 Membership

4.1 New Members:

- 14.08.2025 Dexterra Group - Gold

4.2 Renewals: None

4.3 Not renewed (yet)

- 30.05.2025 R Birojs -
- 30.05.2025 FF International Movers

4.4 Active Members in Good Standing as of August 14th, 2025

Level	21.10. 2024	30.12.2024	03.03.2025	13.05.2025	14.07.2025
Gold	1	1	1	1	2
Silver	4	5	6	7	10
Bronze	15	18	20	23	25
Individual	0	1	1	1	1
Total	20	25	28	32	38

5 Events & Programs

5.1 Past Events

5.2 Upcoming Events

There was a discussion regarding the timing of the CanCham Corner and the Strategic Partnership seminar. There were reasons why the proposed schedule should have switched the two events. However, it was recognized that there are a number of potential new members who could join the CanCham in early September and that these new members should be a part of the Strategic Partnership initiative, therefore, it was decided that the social event should occur before the closed event, and that the schedule should stay as is.

5.2.1 Schedules

- Thursday, September 4th, 2025 at 18.30 – CanCham Corner – Informal Networking
 - **Decision: Arrange with Tinto.**
- Monday, September 22nd, 2025 at 18.30 – Strategic Partnership Seminar (members only) via ZOOM so as to engage those in Canada.
- Monday, October 13th, 2025 at 18.30 - Canadian Thanksgiving Dinner
 - Radisson Elizabete quoted €45.80 this year (€35.00 last year).
 - Note: one limitation as to venue is oven size able to accommodate a complete turkey.
 - Last year we charged €40/€50.
 - **Decision: Confirm Radisson Elizabete as the venue.**
 - **Decision: Charge €50/€65.**
- Monday, October 27th, 2025 at 12.30 – Procurement Seminar luncheon with the CAF/TFL
 - Originally planned to focus on construction, but we have been advised that the construction seminar with Defence Construction Canada (DCC) is now planned for February, 2026.
- Monday, November 10th, 2025 at 18.30 – Women in the Military. In recognition of Patriots' Week
 - Organizational Committee Formed: UB (Chair) with ISK, IM & EK.
 - 250814 - UB to arrange separate meeting to discuss plans.

- Monday, December 8th, 2025 at 18.30 – CanCham Christmas
 - Although last year's CanCham Christmas was ok, there were, however, some issues and it was felt that consideration should be given to others.
 - Suggested that a DJ should be used rather than a live singer.
 - **Decision: Seek proposals from other venues to see what they have to offer.**
 - 250814 – ISK to arrange request for proposal from various venues.

5.2.2 Additional potential events:

- CanCham Corner at the new RTU Riga Business School location at Ķīpsala
- Meet & Greet with the Toronto-based representative of the Latvian Investment and Development Agency, Ilze Lacgalve
- Development of commercial activity between Canada and Latvia, in cooperation with the RTU Riga Business School and Prof. Jonathan Calof of the University of Ottawa
- Presentation of Canada to the Latvian Chamber of Commerce and Industry

5.2.3 Event organization

- 250714 – Board to discuss the “policy” on the payment of event fees by a certain deadline.
 - The audit committee had recommended implementing a deadline by which event registrants must register and pay for the event. This policy had not been presented to the Board, and thus was not approved, but was implemented with exceptions being made.
 - Past practice:
 - Normally venues ask for a deposit (could be up to 50% of anticipated attendance cost) on signing a contract. CanCham has never agreed to this.
 - Accepted agreement with venues:
 - we provide an estimated attendance range when arranging an event, but no deposit.
 - we inform the venue during the preceding week as to anticipated changes in attendance.
 - we notify the venue at 17.00 of the last business day before the event of the final count. This is the attendance we commit to pay for.
 - if there are late additions, these may be accommodated (but not guaranteed). Usually 2 or 3 additions can be added.
 - There are three options regarding deadlines:
 - Set the deadline with no exceptions.
 - Set the deadline allowing for exceptions.
 - Have no deadline.
 - Pros and Cons:
 - Have no deadline.
 - This is anarchy. Venues need to know the count before the event. Not acceptable to venues.
 - Set the deadline allowing for exceptions.
 - Cons - Strains resources. Burden on event organizers.
 - Cons – Subject to abuse, i.e. some can get used to it.
 - Set the deadline with no exceptions.
 - Cons – event attendance reduction by about 10%
 - **Decision: Implement setting deadline with no exceptions.**

5.2.4 Assistance for organizing events

- 250714 – EK – define “Significant contribution” and arrange a proposal for Board consideration. Complimentary
- The definition of “significant contribution” was approved in MR-1703 April 6th, 2017 and included:
 - contact with potential attendees prior to event, usually 50 to 100 people (members and potentials) that we would like to see coming to an event, (via personal e-mail, phone, or WhatsApp message).
 - helping with venue set up,
 - registering guests,
 - other contributions deemed to be significant.
- This could apply to anyone, i.e. Board/Audit members, CanCham members, students. Etc.

6 Other Business

6.1 Video Communications including (discussion deferred)

- CanCham promotional video
- CanCham Annual General Meeting - Zoom video connection
- CanCham Show & Tell Member Presentations - Zoom video connection
- CanCham event promotional video
- CanCham event review video

7 Next meeting: Monday, August 25th, 2025 at 18.30 with ZOOM