

Date: Monday, September 29th, 2025, 18.30

Place: ZOOM

Attending: Board: Andris Kesteris, Ed Kalvins, Ieva Mežule, Mark Watson, Normunds Kupcis, Sam Davidovich, Una Brūna
Canadian Embassy:

Audit Committee: Astrida Bola,

Absent: Dzintra Renigere, Indra Sproģe-Kalviņa, Nicolas Lepage, Sintija Friemberga

Chair: Ed Kalvins

Minutes: Ed Kalvins

1 Minutes of Meeting:

1.1 Approval of MR-2504: approved as written.

2 Organizational

2.1 Governance proposal (Mark Watson)

- Document detailing the recent “CanCham Organisation Structure & Governance Review” was sent to all Board and Audit Committee members for review on Thursday, September 24th, 2025.
- Discussion: The document was thoroughly discussed, and several of those present commended the work done in its preparation. A question was raised as to texts referring to the Audit Committee. It was agreed that this text should be reviewed and that some clarification or deletion may be required. It was also noted that there were some issues regarding communication of concerns since not all Audit Committee members had been informed or were aware of proposed issues, and the document author had not received any comments directly, except from NL who commended and agreed with the proposals.
- **Proposal** for media services:
 - A schedule of rates for some media services was proposed. All sums are PVN extra when applicable. This will be expanded as we develop this section.
 - Event photography: €70.00.
 - Artwork/banner design: €20.00.
 - Film clip production for social media accounts (less than one minute): €20.00.
 - Expenses will be charged to Marketing and PR Services account. Note: This is a budgeted position.
 - **Decision:** The above schedule was adopted unanimously.
- **Decisions regarding compensation:**
 - Compensation (all sums are PVN extra when applicable):
 - ISK to receive €300.00 monthly for financial services.
 - EK to receive €600.00 monthly for managing director services through “TP Riga” SIA.
 - Agreements:
 - Modify agreement with ISK to reflect only financial services based on responsibilities in the report.
 - Establish MD agreement with EK based on responsibilities in the report.
 - Implementation date for proposals in report: September 1st, 2025.

- The Board designated UB to sign all agreements on behalf of the Board.
- The report and recommendations were accepted unanimously with EK abstaining from voting.

2.2 CanChams of Europe meeting in Brussels (Ed Kalvins)

- From Wednesday, October 15th (evening) to Friday, October 17th (lunchtime) – exact times and program not yet known.
- Attending will be CanCham representatives, the Canadian Trade Commissioner, representatives of the Trade Commissioner Services, EDC, and provinces, Sara Wilshaw (Canada's Chief Trade Commissioner), Canadian Minister of Trade, Maninder Sidhu.
- Proposed that EK and UB attend representing CanCham Latvia.
- Approximate costs: €1,500 depending on flight schedules and hotel costs. Waiting for information from the organizers on exact timing and hotel expenses.
- €1,200 has been budgeted in activities involving other chambers, and €2,400 in unanticipated expenses, so related expenses are covered in the budget.
- MK requested justification for the expense.
- Justification: Our objective is to position ourselves to get to know people who can help us attract Canadian business to the Baltic region via CanCham.lv by reaching out to Canadian businesses already doing business in Europe, and to institutions that can help do so from Canada.
- **Decision:** The proposal to send EK and UB to represent CanCham Latvia to the CanChams of Europe meeting in Brussels was accepted.

2.3 Mentoring proposal (Ed Kalvins)

- CanCham has four members that are educational institutions. (Exupery, ISR, RTU IS, RBS).
- **Proposal:** invite each school to nominate one student to be a non-voting Board member for this academic year to participate in Board activities and learn how the CanCham works.
- Depending on the number of students that are actually involved, attendance to events could be made to be free of charge, with associated expenses charged to the Marketing and PR Services account.
- No specific responsibilities will be set for the students, though they will be encouraged to actively participate in areas of their interest or expertise, and they will be asked for a Feedback report
- 250929 EK to prepare a letter of invitation to the schools and pass it by the Board for review.
- **Decision:** The idea to invite each school to nominate one student to be a non-voting Board member was approved in principle.
- (Note: since the Board meeting, Exupery advised that it will not renew its membership, leaving three schools to deal with.)

2.4 FICIL

- CanCham membership to FICIL approved on September 17th, 2025
- The annual FICIL membership fee is EUR 180.00.
- FICIL will hold its 29th High Council meeting with the Government of Latvia on October 30th and 31st.
- one representative of each Associate Member organisation may register for the High Council meeting.

- Arta Bazovska, our designated representative to FICIL, will be out of country at that time.
- EK is the designated alternative.
- **Decision:** It was decided that MW will represent the CanCham at the High Council Meeting as the CanCham representative.
- High Council Networking Dinner on October 30th at 15:45-18:30 at the Radisson Blu Ridzene Hotel. Besides one representative of the Associate Member organisation joining the High Council for free, we are welcome to invite other members of our organisation to take part in the dinner for a fee - EUR 50.
- 250929 EK to survey Board members for who would like to attend the Dinner.
- Conference at Saeima: Following the High Council meeting on October 31st at 13:30 at the Saeima, there will be a conference (in Latvian) - "Sustainability for Economic Resilience", organised by FICIL and CSR Latvia. We are invited have our members this conference as well. Participation is free.
- 250929 EK to survey Board members for who would like to attend the Dinner "Sustainability for Economic Resilience" Conference.

2.5 Immediate objectives

2.5.1 Current strategy

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

3 Finance

3.1 Current Financial position as of Monday, September 28th, 2025.

Date	30.07.2024	30.12.2024	03.03.2025	14.08.2025	28.09.2025
Cash on hand	0.00	0.00	0.00	0.00	0.00
Cash in bank	1,372.24	3,033.28	3,753.63	6229.42	6890.94
Total cash available	1,372.24	3,033.28	3,753.63	6229.42	6890.94
Accounts payable	0.00	0.00	0.00	0.00	0.00
Net financial position	1,372.24	3,033.28	3,753.63	6229.42	6890.94

3.2 Budget vs Actual up to end of August, 2025

- Budget: €2,103
- Actual: €6,053

4 Membership

4.1 New Members:

- 10.09.1015 Padures Manor (Bronze)
- 10.09.2025 Belss (Silver)

4.2 Renewals: None

- 02.09.2025 R Birojs (Individual promoted to Bronze)
- 20.08.2025 Sorainen (Silver)

4.3 Not renewed (yet)

- 30.05.2025 FF International Movers
- 14.08.2025 Mr Car

4.4 Active Members in Good Standing as of September 28th, 2025

Level	21.10. 2024	30.12.2024	03.03.2025	14.07.2025	28.09.2025
Gold	1	1	1	2	2
Silver	4	5	6	10	11
Bronze	15	18	20	25	26
Individual	0	1	1	1	1
Total	20	25	28	38	40

5 Events & Programs

5.1 Past Events

- Thursday, September 4th, 2025 at 18.30 – CanCham Corner at the Wellton Riga Hotel & SPA, Valņu iela 49, Restaurant Tapas Tapas. Registered 41, attended 30.
- Monday, September 22nd, 2025 at 18.30 – Strategic Partnership Seminar (members only) via ZOOM. Registered 29, attended 20

5.2 Upcoming Events

5.2.1 Schedules

- Monday, October 13th, 2025 at 18.30 - Canadian Thanksgiving Dinner
- Monday, October 27th, 2025 at 12.30 – Procurement Seminar luncheon with the CAF/TFL
 - **Proposal:** Provide for admission-free access for two CAF personnel – the presenter and an assistant.
 - The proposal was discussed. EK indicated that the CAF was considering having an additional three people attend from the Procurement group, and an addition two from the liaison team. The Board recognized the importance of having CAF present at our meetings and considered sponsoring all. However, it was questioned as to where the line should be drawn.
 - **Decision:** Provide for admission-free access for two CAF personnel – the presenter and an assistant as they are directly associated with the presentation.
- Monday, November 10th, 2025 at 18.30 – Women in the Military. In recognition of Patriots' Week – planning underway.
- Monday, December 8th, 2025 at 18.30 – CanCham Christmas

5.2.2 Additional potential events:

- TBD - CanCham Corner at the new RTU Riga Business School location at Ķīpsala
- Early 2026: Meet & Greet with the Toronto-based representative of the Latvian Investment and Development Agency, Ilze Lacgalve

- April, 2025: 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

5.2.3 Event organization

- Decision: Implement setting deadline with no exceptions.
- This issue is to be revisited.

6 Other Business

6.1 Video Communications including

- 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

6.2 CanCham responsibilities towards the CAF

- A question was raised as to how a CanCham member, particularly if they are a Board or Audit Committee member, should respond for a request for information from CAF personnel if the information requested does not involve other CanCham members, and involves personal time to investigate requirements that are not related to the member's business or to CanCham. It was noted that there is no CAF financial investment in CanCham, though our association with the CAF is a definite, if not even critical, benefit to the CanCham. The CanCham organizes networking events that includes non-members, and notifications of such events reach the extended CanCham database as well as social media platforms. CanCham also commits resources and accepts risks in so doing.
- 250929 – The Board is to discuss this situation.

7 Next meeting: Monday, October 20th, 2025 at 18.30 via ZOOM