

Board of Directors Meeting

Date: Monday, December 29th, 2025, 18.30

Place: ZOOM

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

Absent: Audit Committee: Astrida Bola,
Andris Kesteris, Dzintra Renigere, Nicolas Lepage, Normunds Kupcis, Sam Davidovich, Sintija Frienberga

Chair: Ed Kalvins

Minutes: Ed Kalvins

1 Minutes of Meeting:

1.1 Approval of MR-2506: Accepted as written.

2 Organizational

2.1 AGM 2026

- Reviewed proposed budget and annual report.
 - Finance actuals for 2025
 - Financial budget for 2026 – main proposed changes
 - Accounting services increased from €300 to 350 per month
 - Managing Director services increased from €600 to €800 per month
 - €250 allocated to mentoring program – event attendance expenses
 - €2,500 budgeted for CanCham of Europe event
 - €400 budgeted for FICIL membership
 - Annual report
 - Approved for presentation to the AGM.
- It was recommended that €2000 be designated as “untouchable” i.e. funds that should not be spent except with the approval of a special meeting of the Board. Note: past practice has been that only budgeted and approved funds may be spent by CanCham management without special approval from the Board. Other expenditures outside the budget need and get Board approval.
- 251020 EK to investigate ZOOM link for use at AGM. – complete
 - Arrangements made with the International School of Riga (venue for the AGM) to arrange for a ZOOM connection.
- 251020 EK to investigate use of electronic voting system for AGM so that voting can take place off site.
 - Deferred to next year as there will not be any voting requiring a secret ballot for this year's AGM.

2.2 Strategic Partnership Initiative (SPI)

- Update
 - Active participants in most meetings: AK, EK, Karen Verbeek, Susan Mogensen. Others participate on an as needed basis.
 - Description: <https://cancham.lv/about-cancham/strategic-partnerships>, includes:
 - <https://cancham.lv/strategic-partnership-brochure>
 - <https://cancham.lv/about-canada>
 - <https://cancham.lv/about-latvia-and-northeastern-europe>
 - Google shared files established.
 - Access provided to all Board and Audit members. It is up to Board and Audit members to confirm that they have access.
 - Includes:
 - Meeting reports,
 - SPI document, includes information for €100k financing proposal
 - Brochure,
 - Strategy,
 - Marketing – Carousels
 - A database of contacts has been developed and is being populated
 - Sell sheets are to be used for individual SPI participants.
 - It was decided to modify UB's title according to <https://cancham.lv/about-cancham/team> from Vice-President / Director, Health & Welfare to Vice-President / Director, Strategic Partnership Initiative in order to emphasize CanCham's commitment to SPI.

2.3 Governance proposal

- Agreements:
 - 250929 EK Modify agreement with ISK to reflect only financial services based on responsibilities in the report.
 - 250929 EK Establish MD agreement with EK based on responsibilities in the report.

2.4 CanChams of Europe meeting in Brussels (Ed Kalvins)

- 251020 EK/UB Issue report on conference. Complete

2.5 Mentoring proposal (Ed Kalvins)

- 251020 EK to send letter of invitation to the schools. Complete
- ISR has selected Zanda

2.6 Current strategy

- 250513 MW "Paper" on strategic partnership strategy to be reviewed. Complete
- 251020 EK to send Sell sheet examples to MW. Complete

3 Finance

3.1 Current Financial position as of Monday, December 29, 2025.

Date	30.12.2024	03.03.2025	28.09.2025	29.12.2025
Cash on hand	0.00	0.00	0.00	0.00
Cash in bank	3,033.28	3,753.63	6890.94	9171.33
Total cash available	3,033.28	3,753.63	6890.94	9171.33
Accounts payable	0.00	0.00	0.00	0.00
Net financial position	3,033.28	3,753.63	6890.94	9171.33

3.2 Budget vs Actual up to end of December, 2025 (estimated)

- Budget: €2,853
- Actual: €9,171

4 Membership

4.1 New Members:

- 12.12.2025 Mogotel Hotel Group (Bronze)
- 29.11.2025 TEGOS (Silver)
- 20.11.2025 Arings (Silver)
- 05.11.2025 Brown Dog Consulting (Bronze)

4.2 Renewals:

- 18.12.2025 Radisson Daugava (Bronze)
- 15.12.2025 Vladimirs Čamans
- 15.12.2025 Circle K (Silver)
- 24.11.2025 Rescue Dynamics (Bronze)
- 19.11.2025 Kronbergs Čukste Levin (Bronze)
- 10.11.2025 Astrette Baltics (Individual promoted to Bronze)
- 24.10.2025 FF International Movers (Bronze)

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

Level	21.10. 2024	30.12.2024	03.03.2025	28.09.2025	19.10.2025	29.12.2025
Gold	1	1	1	2	4	4
Silver	4	5	6	11	11	13
Bronze	15	18	20	26	27	29
Individual	0	1	1	1	2	2
Total	20	25	28	40	43	48

5 Events & Programs

5.1 Past Events

- Monday, October 27th, 2025 at 12.30 – Procurement Seminar luncheon with the CAF/TFL . Registered 73, attended 72, all paid.
- Thursday, October 30th, 2025 - FICIL High Council Meeting. CanCham represented by MW. Dinner attended by MW, UB and EK.
- Thursday, October 31st, 2025 - FICIL Conference at Saeima: MK represented the CanCham
- Wednesday, November 5th, 2025 - Riga Business School opening of Kīpsala Campus. CanCham represented by EK and ISK.
- Monday, December 1st, 2025 at 18.30 – CanCham Christmas. Registered 52, attended 49, all

paid.

5.2 Upcoming Events

- Thursday, January 8th, 2025 – New Year's CanCham Corner, Pullman Hotel
- Monday, January 26th, 2026 at 18.30 CanCham Annual General Meeting, Riga International School
 - EK to send out the Notice for the AGM on Monday, January 5th, 2026.
- Monday, February 16th, 2026 - Procurement Seminar luncheon with Defence Construction Canada (DCC) and companies providing construction related services. Radisson Daugava.
- Monday, March 9th, 2025 at 18.30 – Women in the Military
 - It was decided to proceed with the event but not to involve a panel since it is too difficult to coordinate speakers' schedules. The single speaker format was agreed. ISK has had discussions with Antonina Blodone (<https://www.linkedin.com/in/anto%C5%86ina-b%C4%BCodone-b5893134b>) as to her possible participation, and it was decided to invite her as a guest speaker in this event which marks Women's Day (March 8th).
 - 251229 UB to provide a short description as to her vision of the subject matter for the event.
 - Round table vs "long" table format for this dinner event were discussed with the preference given to the long table format because of the increased potential for networking while seated.

5.3 Quotation formats

- 251020 EK to discuss the Radisson Latvia's "heavy" quotation format and requirement for penalties on not achieving estimated attendance.

6 Other Business

6.1 Video Communications including

- CanCham promotional video (deferred)
- CanCham Annual General Meeting - Zoom video connection (arranged)
- CanCham Show & Tell Member Presentations - Zoom video connection (deferred)
- CanCham event promotional video (ISK providing these videos and posts them in FB)
- CanCham event review video (deferred)

6.2 CanCham responsibilities towards the CAF (deferred)

- 250929 – The Board is to discuss this situation.

6.3 Web Site

- 251020 EK to discuss upgrades with Harijs Ozols.

7 Next meeting: Monday, February 2nd , 2026 at 18.30 via ZOOM

Connect with <https://us02web.zoom.us/j/85235834132?pwd=aaGkAbDSSAAPts7dv7CjWuHRFaPwlg.1>