

Date: Friday, April 6th, 2016 18.30
Place: Vienības gatve 109, Technical Partners office
Attending: Board: Sam Davidovich, Ed Kalvins, Henrik Mjoman, Indra Sproģe-Kalviņa, Daiga Štendenberga
Audit Committee: n/a
Absent: n/a
Chair: Ed Kalvins
Minutes: Ed Kalvins

1 Minutes of Meeting:

1.1 Appointment of Secretary for the purpose of taking minutes of the board meeting.

EK appointed.

1.2 Previous minutes: MR-1702 approved as written.

2 Finance and Administration

2.1 Financial report update

2.1.1 Financial report for December, 2016

Opening balance	1,995.88
Revenues	1,062.02
Expenses	1,826.98
Closing balance	1,914.30

2.1.2 Financial report for January, 2017

Opening balance	1,914.30
Revenues	1,621.03
Expenses	1,532.12
Closing balance	1,998.21

2.1.3 Financial report for February, 2017

Opening balance	1,998.21
Revenues	2,052.82
Expenses	701.69
Closing balance	3,349.34

2.1.4 Financial report for March, 2017

Opening balance	3,349.34
Revenues	1,929.99
Expenses	1,725.36
Closing balance	3,553.97

2.1.5 Audit Committee recommendation regarding membership fee payments and anniversary dates – anniversary dates will be synchronized at the time members enter their third year. Anniversary dates will be set for the end of September. This is based on AGMs happening at the beginning of October.

2.1.6 Compensation issues / Sustainability

- EK recommended that the CanCham adopt a sustainable, long term administrative system for running the CanCham. This should include considerations for permanent or part time paid staff, office facilities and other factors that are needed for operating a chamber of commerce. The models used by other chambers who have permanent offices and paid staff should be used as examples. An independent committee should be established to consider alternatives for presentation to the membership at the next AGM, and the recommendations should be included in a budget proposal variant.
- DS undertook to head such a committee. It was suggested that Uldis Muižnieks, Gundars Bojars and Valters Kronbergs be approached to participate in such a committee. Other candidates could also be considered at the discretion of DS and/or the Audit Committee.
- The Board agreed with the recommendation.

2.1.7 Remuneration for bookkeeping and administrative services:

- The current monthly compensation for bookkeeping and administrative services is €300.00, not including PVN.
- The budget approved by the AGM in October provided for an increase to €500.00 in

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- January, 2017.
- The current contract for bookkeeping and administrative services is with “TP Riga” SIA.
 - EK proposed that the monthly remuneration be increased to €400.00.
 - The proposal was approved by the Board.
- 2.1.8 Expenses related to events: event organizers
- EK proposed that event organizers be exempt from paying the participation fee if they are involved in organizing an event and make a significant contribution to the event. The definition of “significant” shall be at the discretion of the Chairman or his designate.
 - The proposal was approved by the Board.
- 2.1.9 Expenses related to events: photography
- EK proposed that the event photographer be compensated. This would include doing the photography, sorting the pictures and providing the pictures for the CanCham web site and FB page.
 - Discussions identified that normal ranges for such services are between €50 and €70 (not including PVN), the minimum amount should be no less than €35.
 - The Board decided that €50 would be appropriate.
- 2.1.10 Next year’s budget
- HM recommended that next year’s budget should be explained to the membership at the AGM (as well as being made available before the AGM).
 - The Board agreed.
- 2.2 Organizational Issues**
- EK proposed that Inta Cinite be invited to the Board as an ex-officio member of the Board. This implies that IC could not vote on matters of legal significance (this is limited to those elected by the AGM and registered in the Business Registry), but could vote as agreed by the Board as is done currently with the Board and Audit Committee.
- 2.3 Communication – CanCham Workplace**
- ISK has set up “Workplace” for the Board, Audit Committee and the Work Groups for communication purposes.
 - This does not require a person to be registered with FB. The FB CanCham secret Board page will still be used for voting purposes.
- 2.4 Business Development**
- 2.4.1 Services
- A new section has been added to the CanCham web site named “Services” <http://cancham.lv/services> which includes member “Sell Sheets”. This section is to be used to communicate CanCham’s capabilities internationally.
 - The Services section in the web site includes a CanCham Sell Sheet and Work Group Sell Sheets with the intention of promoting member services to a wider audience.
- 2.4.2 Canada Trip
- A Canada Trip is planned by Ed Kalvins from September 13th to September 20th.
 - SD and Arnis Markitants are helping with organizational issues in Canada.
 - Discussions will include CERBA, ventureLab and others. Consideration is being given to include other members on this mission.
 - Financing for a group is also under investigation.
- 3 Statutes**
- 3.1 Changes to Statutes**
- Proposed changes are to be submitted by JL and ISK.
 - As JL is no longer with the Board, ISK has undertaken to provide recommendations to changes.
- 3.2 Ethics Committee Regulations**
- Guna Skangale has provided outline in Latvian.

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4 Membership

4.1 Report on membership

- 4.1.1 AS "Viesnica Latvija wishes to join the CanCham as a corporate member. Approved on 16.12.2016 by EK, HM, ISK, DS
- 4.1.2 The Latvian American Eyes Centre wishes to join the CanCham as a business member. Approved on 17.01.2017 by EK, HM, ISK, DS
- 4.1.3 Pjotrs Kurtukovs wishes to join the CanCham as an individual member. Approved on 22.01.2017 by EK, HM, ISK
- 4.1.4 Siemens Osakeyhtio Latvijas filiāle wishes to join the CanCham as a corporate member. Approved on 22.01.2017 by EK, HM, ISK
- 4.1.5 The BG Real Estate represented by Aigars Zviedris, wishes to join the CanCham as a business member. Approved on 25.01.2017 by EK, HM, ISK
- 4.1.6 Energolukss wishes to join the CanCham as a corporate member. Approved on 25.01.2017 by EK, HM, ISK, DS
- 4.1.7 Cannelle Bakery, represented by Ivars Skrebelis, wishes to join the CanCham as a business member. Approved on 01.02.2017 by EK, HM, DS
- 4.1.8 Neils Sniedzins wishes to join the CanCham as an individual member. Approved on 15.02.2017 by EK, HM, ISK, DS
- 4.1.9 SIA "Dr. Barloti" (Kintija Barloti) wishes to join the CanCham as an individual member. Approved on 28.02.2017 by EK, HM, ISK, DS
- 4.1.10 Indian Raja Restaurant (B & C Restaurants) wishes to join the CanCham as a corporate member. Approved on 28.02.2017 by EK, HM, ISK, DS
- 4.1.11 Gosselin Mobility Baltics, represented by Olga Konstantinova, wishes to join the CanCham as a business member. Approved on 01.03.2017 by EK, HM, ISK, DS
- 4.1.12 SIA Continett wishes to join the CanCham as a corporate member. Approved on 06.03.2017 by EK, HM, ISK, DS
- 4.1.13 Ripo International, represented by Ugis Arents, wishes to join the CanCham as a business member. Approved on 23.03.2017 by EK, HM, ISK, DS
- 4.1.14 Tele2 represented by Valts Karklins wishes to join the CanCham as a corporate member. Approved on 27.03.2017 by EK, HM, ISK, DS
- 4.1.15 Controlit Factory, represented by Kristaps Draudins, wishes to join the CanCham as a corporate member. Approved on 31.03.2017 by EK, HM, ISK, DS
- 4.1.16 IIZI BROKERS, represented by Lauris Klavins, wishes to join the CanCham as a corporate member. Approved on 31.03.2017 by EK, HM, ISK

4.2 Membership Levels

4.2.1 Senior Corporate

- EK recommended implementing a Senior Corporate membership level with a 500 EUR fee and benefits as described.
- The Board approved the Senior Corporate membership level.

4.2.2 Review of membership categories and associated fees

- To be considered.

4.3 Work groups – leaders and activity

EK explained that most Work Group leaders were being ineffective and not demonstrating any initiative.

5 Audit Committee

5.1 Audit Committee - elect a chairperson and secretary, and provide requirements of the Board.

- The Board decided to ask Arvids Godjuks to organize the Audit Committee and arrange for a meeting to be called and the committee formerly established so that it can officially start auditing the work of the Board.

5.2 Write guidelines.

6 Annual General Meeting

6.1 Minutes / Approval

- Approved as written.

7 Events

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7.1 Past Events

- 7.1.1 170126 Pabriks
- 7.1.2 170202 VID Breakfast with ICCL
- 7.1.3 170220 Taiwan Night
- 7.1.4 170301 Canadian films at the invitation of the Canadian Embassy.
- 7.1.5 170306 PFP Work Groups at Singh's
- 7.1.6 170320 Greens Night
- 7.1.7 170321 Foreign Ministry meeting about CETA (EK)

7.2 Upcoming Events

- 7.2.1 170419 Rail Baltica
- 7.2.2 170512 Kariņš – Still have not had confirmation as to his participation.
- 7.2.3 170605 Celebrating Canada
- 7.2.4 170616 Celebrating Latvia at Brālis Brewery on June 16th at 15.00. Organized by DS and Uldis Muižnieks.
- 7.2.5 170701 Canada Day
- 7.2.6 171002 AGM
- 7.2.7 171009 Thanksgiving
- 7.2.8 Christmas

8 Other Business

None

9 Next meeting

Not set.

10 Closing

21.45