

Date: Monday, September 3, 2018 18.40

Place: Vienības gatve 109, Technical Partners office

Attending: Board: Inta Cinīte, Ed Kalvins, Henrik Mjoman, Indra Sproģe-Kalviņa  
Audit Committee: Jan Welitz, Dzintra Renigere

Absent: Kintija Barloti, Arvīds Godjuks,

Chair: Ed Kalvins

Minutes: Inta Cinite

## 1 Minutes of Meeting:

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

Inta Cinite appointed the Secretary.

### 1.2 Previous minutes: MR-1803

It was proposed to accept the minutes of the previous board meeting. Accepted by acclamation.

## 2 Finance and Administration

### 2.1 Financial report update

#### 2.1.1 Current Financial position as of Sunday, September 2nd, 2018:

Cash on hand	187.05 €
Cash in bank	626.40 €
<b>Total cash available</b>	<b>813.45 €</b>

Expenditure and income details available to the Board and Audit Committee at

<https://drive.google.com/drive/folders/0B0j32FLBHXf9YXNxakhLS01IaDQ>

### 2.2 Compensation issues / Sustainability

2.2.1 171005 KS – CanCham sustainability study – no updates

2.2.2 171030 – Board: Review of membership categories and associated fees – work in progress

2.2.3 171030 – AG: Dealing with non-paying members / automated system – work in progress

### 2.3 Work groups

2.3.1 171030 – Board: Review of system and members.

2.3.2 180820 - IC to invite work group leaders to the board meetings as non-voting board members.

2.3.3 Group Leader Participation on the Board. Leaders will be invited to meetings which are not considered closed. Group leader participation will be optional unless specifically indicated. Board continues making decisions on WP closed site. Leaders will continue to be a part of the General WP site.

### 2.4 Business Cards

Board decided to print CanCham business cards for Board members and Audit Committee members to facilitate CanCham promotion and visibility. CanCham will use the services of the firm that has already made the mock-up for CanCham business cards before. A 100 cards will be made for each member.

## 3 Statutes

### 3.1 Ethics Committee Regulations

170406 – Board: no change. It is still work in progress.

## 4 Membership

### 4.1 New Members

### 4.2 Current membership status

	In good standing	1 year	2 years	
Senior Corporate	2			2
Corporate	24	9	1	34
Business	18	5	4	27
Individual	11	10	6	27
Associate	2	1	0	3

Total				93

**4.3 Promotional initiatives**

4.3.1 171030 – KB: Kintija Barloti - incentives

4.3.2 171030 – HK: Press releases

**5 Audit Committee**

**6 Events**

**6.1 Annual General Meeting**

6.1.1 See <https://drive.google.com/drive/folders/1ryL2ZxbBauEsvx44s24HsVpastC64zMq>

6.1.2 Time-line for information being prepared for AGM:

September 3rd, 2017	Board Meeting to Approve information being sent for annual meeting
September 9th, 2017	Latest date that Information can be sent out to members
October 1st, 2018	Annual General Meeting

**6.1.3 Annual Report**

- Audit Committee (DzR) posed a question about income and cost of events the balance of which is currently negative. EK explained that one reason is some people registering and not showing up and not paying, so the cost had to be covered from CanCham budget. Have to think about keeping it positive or at least in balance. It was suggested that Board may need to raise a question at the AGM about the margin of events fee.
- DzR also asked several clarifying questions about expenses.
- EK pointed out that budget for the next year is going to be commensurate with this year's actual financial statement. In the past, including this current period of 2017/2018, the budget has often been set higher in the expectation of more new members joining CanCham, and the actuals were lower. Now the budget will be adjusted to the actual historical trend.
- Thanks to Kintija's effort, CanCham received reimbursement from LIAA for last year's CanCham mission to Canada, which adds to reduced expenses. It will be included in the annual report.

All documents need to be sent out to the members by September 9. Actuals will be reported till the end of August, estimates will include September.

**6.1.4 Issues for discussion**

- Regarding membership fees and staff member remuneration, at AGM members will be asked who else wants to take up the task since the committee that was initiated at last AGM did not perform. It is important that the committee consists of CanCham members who are not on the Board.

**6.2 Upcoming events**

6.2.1 **Monday, September 10 at 18.30** Focus on Exports and Strategic Partners to work on the marketing strategy for this work group.

6.2.2 **Thursday, September 20th – 21st, 2018** International East Baltic Business Forum in Daugavpils.

- CanCham delegation to the Forum – six people
- Travel expenses will be covered by CanCham, lodging and meals will be covered by the Forum organizers

**Board of Directors Meeting**

- 6.2.3 **Monday, October 1 at 18.30** - The CanCham's Annual General Meeting with a Focus on Creating Visibility
- 6.2.4 **Monday, October 8, 18.30** – Canadian Thanksgiving Dinner at the Hotel Elizabete
- 6.2.5 **Monday, October 29 at 18.30** - Focus on Medical Services including Medical Tourism
- 6.2.6 **Monday, November 26 at 18.30** Focus on Sales (local and regional) for Latvian producers and manufacturers, and representatives of international companies.
- 6.2.7 **Monday, December 3 at 18.30** – CanCham Christmas.
- 10.08.2018 KB and ISK – recommend location at the next Board meeting. It is recommended to hold the event at Pullman, approved by acclamation.
- 6.2.8 **Monday, January 21 at 18.30** - Focus on Construction Related Services, Development Projects and Financing
- 6.2.9 **Monday, February 11 at 18.30** - Focus on Agricultural / Production / Manufacturing
- 6.2.10 **Friday, June 14 at 15.00** – Celebrating Latvia – a warm up to “Jāņi” with a plant tour of the Brālis Brewery <http://bralis.lv/lv/index?is18>.

**7 Other Business**

- 7.1 IC raised a question about Governance Committee which has not shown any activity so far. EK emphasised the practical need for such a committee and that more work needs to be done to make it function.
- 7.2 IC also inquired about the engagement of individuals outside Latvia who are on the CanCham database, especially those in Lithuania and Estonia. EK explained that so far their participation has been passive, but when CanCham adopts a more digital approach using videoconferencing, they will be able to participate in the events.

**8 Next meeting**

Monday, October 15th, 2018

**9 Closing**

The meeting was adjourned at 19:45