

Canadian Chamber of Commerce
in Latvia

Board of Directors Meeting

Proj. Nr. **CanCham**
Report # **MR-1902**
Issue Date: September 9, 2019
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Date: Monday, August 26, 2019 18.45
Place: Vienības gatve 109, Technical Partners office R 5.7.1
Attending: Board: Inta Cinīte, Ed Kalvins, Henrik Mjoman, Kintija Barloti, Indra Sproģe-Kalviņa,
Audit Committee: Dzintra Renigere. Jan Welitz
Group leaders: Lasse Henritius, Oskars Stankevics, Richard Hunter (via phone)
Absent: Arvīds Godjuks, Una Bruna, Roy White, Artis Lielbārdis
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 by acclamation.

1.2 Previous minutes: MR-1901

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 Monday, August 26, 2019

Cash on hand		85.60 €
Cash in bank		1153.30 €
Total cash available		1238.90 €
Accounts payable		0.00 €
Net financial position		1238.90 €

There are still outstanding receivable due that will increase the cash available. Full financial report will be prepared by September 2, to be discussed later.

2.2 AGM 2019

To familiarize all CanCham members with the relevant documents in advance of the AGM, all materials should be sent out by email by September 16. For this purpose, there will be another board meeting on September 9 to review all the documents. Dz. Renigere confirmed that the audit report draft can be prepared by that day.

This year, there will be new Board and Audit Committee elections. Ed Kalvins will send out calls for volunteers and nominations shortly. He also encouraged the present meeting participants to consider volunteering for the positions on the Board and Audit Committee. He said he would talk to each candidate in person before the elections.

2.3 Compensation issues / Sustainability

2.3.1 171005 KS – CanCham sustainability study – the work of the committee leadership has been taken over by Richard Hunter in October 3, 2018 (at the AGM).

R. Hunter briefly informed the meeting of his considerations and suggestions regarding the CanCham membership fees. He proposed restructuring the chamber and introducing a two-tier system: social and business parts. Membership fees will differ for each part. They will have to be increased, especially for the business group. Business group will be receiving more assistance and advice, and also will

participate in committees. A Sustainability Report draft will be submitted to the Board by September 2 and will be discussed at the next board meeting. Then it will be presented at the AGM.

2.4 Work groups: review of progress

2.4.1 171030 – Board: Review of system and members.

2.4.2 180820 - I. Cinite to invite work group leaders to the board meetings as non-voting board members. (Complete)

The group leaders in attendance expressed a need for a meeting to talk about synergies across work groups. Ed Kalvins proposed holding regular meetings. At the same time, there is a “social event” format proposed earlier as well, open to all members and friends. R. Hunter supported the idea by saying that such meetings should be started as soon as possible, and J. Welitz reminded of the usefulness of informal meetings among members. The purpose of these social events is to have informal get-togethers or “meet and greet” to allow the participants to know each other better. On the one hand, the events could be completely free of any format. On the other hand, it was suggested that each meeting could have its own theme, e.g., playing cards, Latvian food recipes. Thursday was suggested as the best day of the week for the social events, organized every two weeks. K. Barloti suggested to keep a specific day, time and place of the social events consistent for people to put it in their calendar and develop a habit of attending the event occasionally.

It was agreed to hold the first social event this Thursday (August 29) at 6:30 pm at Singh’s Restaurant on Gertrudes St. A notice to everybody will go out August 27.

E. Kalvins reminded that group leaders should be more in touch with the group members. By reminding them about upcoming events, they can build rapport and also discuss group business matters.

2.4.3 Briefing by Lasse Henritius about Business Support group (BSG)

L. Henritius pointed out that the BSG has a support function rather than a direct business function. The group is too diverse to have some common development strategy. It could provide its services to other groups. Business for this group would come from other members.

2.4.4 Briefing by Oskars Stankevics about Construction related business group

O. Stankevics emphasized that operating at the group level has certain advantages because in such a way, there is more information about available services that other groups can use. Group leader would have a coordination function as he would pass the information to the people who need specific construction related services. The group had a meeting recently. OS commented on the proposed two-tier structure and pointed out that the social and business parts cannot be separated as business is built on relationships that are developed over time.

2.4.5 190114 EK is working on a DMC policy. Complete

The policy is approved and posted on the website. As of now, there are five people in Canada identified as DMCs. On the website, there is also a case study about DMC operations.

3 Statutes

3.1 Ethics Committee Regulations

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

4 Membership

4.1 New Members

Ed Kalvins informed the meeting of the 12 new members that have joined CanCham since the last AGM. Among them are Corporate Contributing member Exupery International School and several corporate members such as, Satoric Alfa, CBRE and Baltic Beach Hotel.

Currently there are 73 members, and over the last years, there has been some movement – some members have left CanCham, others joined it.

4.2 Membership fee payment

H. Mjoman raised an issue of good standing of members and proposed to deal with delayed membership fee payment by following up by phone three days after sending invoices.

4.3 Promotional initiatives

4.3.1 Internal member promotion

Dz. Renigere reminded of a past practice of letting 3-4 businesses to present themselves during each CanCham event. It is a practice worth resuming. Also giving everybody a minute to introduce themselves at the beginning of events was a good practice. These practices were discontinued due to the difficulty of combining member presentations and invited speakers. An alternative was proposed to resume member introductions. There could be a meeting without invited speakers devoted entirely to business presentations. There is a drawback to this format though. Such events may be attended by a small number of interested members. Therefore, it was proposed to choose the presenters by lottery at the start of the event. In such a way, there could be five or so presenters, each given five minutes. This could also be done during the social events. In addition, everybody should be given 30 seconds to introduce themselves, too, especially at the social events.

5 Audit Committee

There were no new updates from the Audit Committee.

6 Events

6.1 Upcoming events

Ed Kalvins briefly mentioned the major upcoming events, such as Thanksgiving with the new Trade Commissioner from the Embassy of Canada on October 14 and CanCham Christmas on December 2.

7 Other Business

7.1 Communication issues

Ed Kalvins pointed out that communication within CanCham could be improved. He encouraged everybody to use Workplace (WP) as this is the major collective communication tool used in CanCham. There have been complaints though about too many email notifications coming from WP when a new post has been generated. Therefore, people should not post unimportant messages to reduce the traffic on everybody's email account. Some messages are generated by the system itself, such as invitations to follow other members, reminders about earlier posts and weekly statistics on account activities. L. Henritius pointed out that unimportant emails coming from WP can be restricted by unsubscribing to specific types of emails, an option given at the bottom of such emails. It was also mentioned that there are many unsolicited messages generated by the system and there may not be ways to eliminate them.

As an alternative communication tool, LH suggested checking out Slack which is free of charge and allows creating groups and making calls.

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7.2 Business development

Ed Kalvins informed the participants that he had a meeting with the procurement officer and communications officer of the Canadian NATO Armed Forces deployed in Latvia. They have a new team now, and they intend to do more networking with CanCham and notify it about their procurement needs.

There will be a new Trade Commissioner at the Embassy of Canada in Latvia, and CanCham intends to involve him/her in its activities.

8 Next meeting

September 9th, 2019 Board meeting to review information being sent for annual general meeting

9 Closing

The meeting adjourned at 20:30