



17 March 2020

Dear Fellow Members

Today is the day when we should have been sending out the formal notice for our 2020 Annual General Meeting (“AGM”) which was scheduled to be held On 31 March 2020. Preliminary notice of this date had already been made available to you via our website.

As you will also know from yesterday’s BritCham newsletter, the Government’s announcement regarding the State of Emergency has determined for us that we must postpone our AGM. I am sure you all appreciate the reasoning behind this decision which emanates not only from the common sense thinking explained by the Prime Minister regarding health measures to try and prevent the spread of COVID-19 but also from a desire physically to hold our AGM at a time when we are able to focus on it rather than be on the look-out for anyone coughing or sneezing.

Our way forward now will therefore be as follows:

1. We will review when to re-summon the AGM once the State of Emergency has been withdrawn.
2. At that time, we will send out formal notice – in addition to announcing the details in our newsletter – and adequate notice will of course be given.
3. The topics to be covered in the AGM include, but are not limited to, the following:
 - (i) Reports about BritCham activities since the last AGM;
 - (ii) Adoption of our annual financial statements;
 - (iii) Presentation of information about the current Board followed by the election of the Board for 2020/21

and it is about the foregoing three points that I will now write further.

BritCham activities

This year we issued an Annual Report and the presentation at the AGM will be based upon its content. I do not propose therefore to write further on this point at this time. If any member, or indeed any member joining subsequent to its issue, would like an additional copy of this

report, please contact Renāte (e-mail: renate.romanovska@britcham.lv) who will send you an e-version.

Financial statements

These are usually required to be filed with the State Authorities after being approved at the AGM. We shall be claiming '*force majeure*' and file a copy of our accounts which will have been approved by the Board including an accompanying explanation as to why the usual formal document cannot be lodged.

Composition of the Board

The usual biographical etc. details of those standing for election, or re-election, to the Board will be included with the other information that will be sent out with the notice of the meeting. Suffice it to say that this year there are vacancies for four members and that we currently have five candidates so we shall have to follow the full election procedure. If there are any other members who wish to stand for the Board, you now have until close of business on 31 March 2020 to lodge your papers. The necessary forms etc. can be obtained from Renāte.

That concludes what I have to say about the AGM at this time. I will add that I trust everyone will adopt the necessary attitude to hand washing etc. and that we will all avoid the virus. I shall hope to be able to see you all in the future at our re-convened AGM.

With best wishes
Yours sincerely



Cameron G. Greaves
Chairman of the Board