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Cecilia Linden	Janar Sutt	15.01.2025	<b>20250115_COUNCIL _MEETING 1</b>	<b>02</b>

## SCAN. CHAMBER COUNCIL MEETING, JANUARY 15, 2025

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### RELEVANT DOCUMENTS

The appendices and documents listed below are of essential value for the understanding of this document.

Document

No.	Document title
1.	20250115_Chamber_Council_Meeting.pdf

### INVITATION

Venue:	NJORD Law Firm, Telliskivi tn 60/2
Time:	January 15, 2025; 15.30 – 17.10
Invited:	Extended Council members and Manager



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## AGENDA SCANDINAVIAN CHAMBER COUNCIL MEETING 15TH JANUARY 2025

	Time	Subject	Comment	Resp
1	15.35-15.38	Welcome and Opening of the Remarks		Cecilia
2	15.38-15.40	Election of Chair and Minute Taker		Everyone
3	15.40-15.40	Approval of the Agenda		Everyone
5	15.40-15.53	Working Procedure of the Council		Everyone
6	15.53-16.05	Nomination Committee Working Procedure		Everyone
1	16.05-16.11	Financial / Budget Overview		Karolina, Cecilia
7	16.11-16.35	Event and Activity Planning		Cecilia, everyone
8	16.35-16.46	Visuality and Marketing / Website		Cecilia, everyone
9.	16.46-17.03	Other Business		Veikko, everyone
10	17.03-17.05	Action Points and Next Steps		Cecilia
11	17.05-17.05	Closing Remarks		Karolina

### PARTICIPANTS

1. Hans Magnar Aanansen
2. Janar Sutt
3. Marco Iovino
4. Peter Thomsen
5. Veikko Toomere
6. Kristiina Koel
7. Karolina Ullman
8. Cecilia Linden
9. Jaanus Stern (online)

#### 1.1. Welcome and opening of the remarks

Cecilia welcomed all attendees to the first council meeting of the Scandinavian Chamber of Commerce.

#### 1.2. Election of Chair and Minute Taker

The council proceeded with the election of the Chair and Minute Taker for the meeting. Karolina was unanimously elected as Chair, and Cecilia was appointed as Minute Taker.

#### 1.3. Approval of Agenda

The Agenda for the meeting was reviewed by all council members and unanimously approved without changes.



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#### 1.4. Working Procedure of the Council

Peter initiated the discussion on the council's working procedure, emphasizing the need to ensure that future council members are active and engaged. He suggested that having active members is more important than focusing on specific representative roles, which can be hard to achieve for the long term.

The council agreed that meetings would be held monthly, excluding the summer months.

Janar proposed continuing with weekly meetings, similar to SCCE's approach last year. The weekly meetings are scheduled for Tuesday mornings at 08:30. Initially, all council members should participate in the meetings. Over time, this may be scaled down to include only the Manager, Chair, and Vice-Chairs.

To streamline responsibilities, tasks will be distributed among council members, and committees may be formed as needed. Suggested committees included those focused on events, member recruitment, and communications. Peter proposed creating country-specific sub-committees to handle recruitment, communication with existing members, and coordination with embassies. Kristiina supported this idea, emphasizing the importance of maintaining dialogue with embassies. She noted that NECC previously had monthly updates with the Norwegian Embassy, a practice she recommended continuing. Kristiina will coordinate the scheduling of the first embassy meeting.

The council established that a quorum for decision-making would require two-thirds of members to be present, with the Chair holding a deciding vote in case of a tie. The roles of Chair and Vice-Chair will rotate annually to encourage diverse leadership perspectives. Cecilia will serve as the permanent Minute Taker in her role as Manager.

Communication among council members will primarily occur via email, with all documents, including meeting minutes, to be uploaded to a shared drive. The drive will have restricted access to ensure confidentiality. Once meeting minutes are approved by the council, they will be protected on the shared drive.

#### 1.5. Nomination Committee Working Procedure

The council discussed the composition and responsibilities of the nomination committee. It was agreed that the Chair of the Nomination Committee should not be a member of the Council, but the other Nomination Committee members can be members in the Council.

**The committee members elected were:**

**Jaanus Stern (Estonia)**  
**Marco Iovino (Denmark)**  
**Robert Pajos (Sweden)**  
**Hans Magnar Aanensen (Norway)**

The nomination committee will be responsible for identifying and nominating suitable candidates for the council. Jaanus will draft the working procedure. The final draft will need approval at the AGM, as stipulated in the Articles of Association. Nominations for council positions should be forwarded to Cecilia well in advance of the AGM, ideally when the invitations are sent out.



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### 1.6. Financial / Budget Overview

The council reviewed the budget approved last year. It was agreed that each legacy chamber would contribute €150 per member to establish a financial buffer for the new chamber. For members affiliated with multiple chambers, costs will be divided proportionally.

Cecilia will open a bank account for the Scandinavian Chamber of Commerce. Once all necessary documents are signed and approved, funds will be transferred. The council noted that once the annual reports for the legacy chambers are finalized, they will have a clearer picture of the financial contributions to the new chamber.

### 1.7. Event and Activity Planning

Cecilia presented the event plans for the first six months, highlighting the AGM and Grand Opening, scheduled for March 13, 2025. She noted that she would meet with representatives from the Port of Tallinn on January 16. Port of Tallinn has expressed interest in becoming member, and Cecilia will use this opportunity to discuss the possibility of hosting the AGM and Grand Opening at their venue. The event fee is planned to be as low as possible, ideally €15 per participant, although final costs will depend on the offers Cecilia receives. Royal Members will attend the event free of charge.

The council agreed that ambassadors from Scandinavian countries and a relevant Estonian Minister should be invited and encouraged to deliver speeches. Additionally, journalists, representatives from EAS, and the Nordic Council of Ministers in Estonia should be invited to participate in the event.

Peter suggested inviting a Danish cybersecurity expert from NATO as a speaker for future events. He also suggested Karsten Staehr as future speaker, he is a professor in Economics at TalTech (member of the Chamber). The council also discussed reviving DECC's football tournament, potentially scheduling it for early autumn, and collaborating with BECC on their annual golf tournament. Karolina proposed organizing a comedy evening (perhaps as part of the Grand Opening celebration), an idea that was well-received by the council. Cecilia will look into potential comedians.

Kristiina emphasized the importance of continuing the female lunch tradition, a popular event under NECC. She proposed incorporating this event into the new chamber's calendar to maintain its momentum and success.

### 1.8. Member Status and Update

Cecilia presented an overview of the current membership, noting that the total number of existing members stands at 129. She highlighted that a list of potential members has been created on the shared drive and encouraged council members to contribute their suggestions, including contact details.

She also pointed out that some members from the legacy chambers had dual or triple memberships across SCCE, NECC, and DECC. Radisson Blu, having been a member of both SCCE and NECC, should be added to that list.

### 1.9. Visuality and Marketing / Website

Cecilia provided updates on the chamber's website, which is live and undergoing regular updates. The chamber's social media presence includes Instagram, Facebook, LinkedIn, and X. Facebook will be used primarily for event promotion, while LinkedIn will focus on professional updates and member



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highlights.

Marketing materials such as tote bags, water bottles, and pins are being considered as gifts for members and event speakers. The council reviewed roll-up designs created by a graphic designer. Design number three was approved with minor changes, including resizing the QR code and updating the text to: "Connecting Scandinavian Businesses to Estonia."

### 1.10. Other Business

Veikko raised concerns about the current individual membership fee of €300 per year, explaining that it might be prohibitive for some individuals, especially those whose companies do not cover the expense. He stressed that reducing this fee would encourage more individuals to join, ensuring a more active and engaged membership base.

Kristiina added that the existing membership fees were initially set with the rationale that individual members receive nearly the same benefits as small business members. However, she acknowledged Veikko's point that many individuals might prefer to shift these costs to their employers, which is not always feasible.

After deliberation, the council agreed to reduce the individual membership fee to €200 per year while keeping the small business membership fee at €350 per year. This adjustment reflects the chamber's commitment to fostering inclusivity while retaining a fair structure for small businesses. Peter was tasked with updating the budget and revising the benefit packages accordingly, to be reviewed at the next council meeting.

The council also proceeded with the election of leadership roles. Janar Sutt was unanimously elected as Chair of the council, and Marco Iovino was elected as Vice-Chair. Both will serve in these roles until the AGM on March 13, 2025. The council expressed confidence in their leadership during this transitional phase for the chamber.

Veikko was assigned the responsibility of drafting the working procedures for the council.

### 1.11. Action Points and Next Steps

Cecilia provided a summary of the main decisions made during the meeting and outlined the next steps for the council. These included:

**Council Meetings:** Meetings will be held monthly, excluding the summer months, to ensure regular updates and effective coordination.

**Quorum and Voting:** A quorum was established as two-thirds of the council members. In the case of a tie, the Chair will have the deciding vote. Decisions will be made by a simple majority vote.

**Minute Taking:** Cecilia, as the Manager, will serve as the official Minute Taker for all council meetings.

**Nomination Committee:** Jaanus, Marco, Robert, and Hans Magnar were elected as members of the Nomination Committee. Their task is to draft their working procedures, which must be presented for approval at the AGM.

**Financial Contribution:** Each legacy chamber will contribute €150 per member brought into the new chamber. For members who were part of two or all three legacy chambers, the costs will be split proportionally.



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**Membership Fees:** The private individual membership fee will be reduced to €200 per year, while the small business membership fee will be €350 per year.

**Budget and Membership Benefits:** Peter will prepare a revised budget reflecting the updated membership fees. He will also review and update the benefit packages associated with these memberships to ensure they align with the new fee structure.

**Grand Opening and AGM:** Scheduled for March 13, Cecilia will explore venue options, including the Port of Tallinn, which has expressed interest in becoming a member. Invitations will be extended to the Scandinavian Ambassadors, who will be invited to deliver speeches, as well as journalists, representatives from EAS, and the Nordic Council of Ministers. The event is intended to be accessible, with a planned participation fee of €15 (free for Royal Members).

Additionally, **Janar Sutt** was elected as Chair of the council, and **Marco Iovino** was elected as Vice-Chair. Both will serve in their positions until the AGM on March 13.

**The next council meeting** date will be decided via email to accommodate everyone's schedules.

## 1.12. Closing Remarks

The meeting concluded on a positive note, with council members expressing satisfaction at the successful completion of the first council meeting of the Scandinavian Chamber of Commerce.