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Koostas/Issued by: Cecilia Linden	Kinnitas/Approved: Peter Thomsen	Kuupäev/Date: 04.04.2025	Dokumendi nr./Document no: <b>20250404_COUNCIL_MEETING 4</b>	Rev: <b>02</b>

**SCAN. CHAMBER COUNCIL MEETING, APRIL 4, 2025****Table of Content**

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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.	20250404_Chamber_Council_Meeting.pdf

**INVITATION**

Venue:	NJORD Law Firm, Telliskivi 60/4, Tallinn
Time:	April 4th, 2025; 16.00 – 17.30
Invited:	Council members and Manager



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**AGENDA SCANDINAVIAN CHAMBER COUNCIL MEETING 4TH APRIL 2025**

	Time	Subject	Comment	Resp
<b>4.1</b>	16.02-16.05	Welcome and Opening of the Remarks		Janar
<b>4.2</b>	16.05-16.07	Election of Chair and Minute Taker		Everyone
<b>4.3</b>	16.07-16.08	Approval of the Agenda		Everyone
<b>4.4</b>	16.08-16.12	Overview of the latest meeting minutes		Cecilia
<b>4.5</b>	16.12-16.34	Election of Council Officers		Everyone
<b>4.6</b>	16.34-16.51	Operational Routines		Peter
<b>4.7</b>	16.51-16.57	Financial Overview		Cecilia
<b>4.8</b>	16.57-17.00	Membership Status		Cecilia
<b>4.9</b>	17.00-17.08	Event Planning & Upcoming Activities		Cecilia, everyone
<b>4.10</b>	17.08-17.12	Other Business		everyone
<b>4.11</b>	17.12-17.14	Action Points and Next Steps		Peter
<b>4.12</b>	17.14-17.15	Closing Remarks		Peter

**PARTICIPANTS**

1. Hans Magnar Aanansen (online)
2. Janar Sutt
3. Peter Thomsen
4. Kristiina Koel
5. Ksenia Bogdanova
6. Jaanus Stern
7. Ulrica Fors (online)
8. Veikko Toomere
9. Maarja-Maria Aljas (online)
10. Cecilia Linden

**4.1 Welcome and opening of the remarks**

Janar Sutt opened the forth meeting and welcomed the newly appointed council members.

**4.2 Election of Chair and Minute Taker**

Janar Sutt was elected to chair the meeting until a permanent Council Chair was elected. Cecilia Linden was elected as minute taker.



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#### 4.3 Approval of Agenda

The agenda was unanimously approved by all participants.

#### 4.4 Overview of the latest Meeting Minutes

Cecilia walked through the latest meeting minutes, providing an overview of key decisions and discussions.

#### 4.5 Election of Council Officers (Chair, Vice Chair)

Two candidates were nominated for Chair: **Kristiina Koel** and **Peter Thomsen**.

A discussion followed on the voting method. Jaanus proposed anonymous voting, while others preferred a show of hands. It was decided to proceed with **open voting via hand-raising**, including those attending online. Both candidates gave a short presentation of their background and previous contributions.

It was briefly discussed whether the Chair should be of Scandinavian origin. It was noted that there are no rules enforcing this.

##### Voting result:

- Peter Thomsen: 6 votes
- Kristiina Koel: 3 votes

##### Outcome:

- **Chair:** Peter Thomsen
- To ensure equal representation, Peter proposed appointing both **Janar Sutt** and **Kristiina Koel** Vice Chairs. This was unanimously approved.

#### 4.6 Operational Routines

Peter introduced the proposed routines for the council, including meeting frequency, agenda distribution, and public availability of minutes. It was agreed to hold council meetings on the last Thursday of each month, except during summer. These meetings should coincide with the monthly after-work events.

Peter also mentioned the Tuesday morning check-in meetings with Cecilia, and Cecilia will distribute meeting links and update email lists for the new council.

Several working groups were proposed:

- Events (general and country-specific)
- Member feedback and engagement (including a survey in October/November)
- Communication and social media (Ksenia and Ulrica to assist)
- Special projects (magazine, business awards)
- Member outreach (Veikko and Janar to lead, based on a business registry list)

There was a discussion on the procedure for admitting new members. Jaanus suggested the council should review all applications. Cecilia explained her current process and agreed to present all applications with background and financial details at council meetings.

##### Decisions:

Council meetings will be held on the last Thursday of each month, excluding summer, and meeting minutes will be published on the website.

Members will also be welcome to attend council meetings.

Weekly Tuesday meeting with Peter, Cecilia and any other member of the council that wish to participate will be established. Cecilia is responsible for distributing the meeting link and updating the council's email list. The



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council agreed to form several working groups to handle events, member engagement, communications, special projects, and membership outreach. New member applications will be reviewed monthly at council meetings, accompanied by background and financial information.

#### 4.7 Financial Overview

Cecilia shared the latest numbers with the council. Since invoices were sent out on the same day, there had not yet been significant changes in the budget. She presented the costs and income related to the Grand Opening and noted that a budget update from Reidi will be shared once available. It was concluded that the costs for the Grand Opening were a bit lower than expected.

There are some challenges with regards the former chambers bank account, the DECC bank account has been closed. Cecilia and Kadri (former DECC bookkeeper) need to go together to the bank and move the money to the new bank account.

##### Decision:

The financial update was noted. Cecilia will share the updated budget from Reidi once it has been finalized.

#### 4.8 Membership Status:

Cecilia provided an update on the current membership situation. It was agreed that new members should provide written confirmation and a company contact person. Members joining later in the year should only pay a prorated fee for the remaining months.

Peter raised the question, which type of companies are within our scope of "correct ethic for our members", and requested that the council members will start the definition of this, so that we can refuse any further members if they are not living up to the chamber "code of ethic".

##### Decision:

New members must submit written confirmation and include a contact person. Members who join mid-year will be invoiced for the remaining months of the calendar year only.

#### 4.9 Event Planning and Upcoming Activities

Cecilia presented the upcoming events: the SEB Event on May 8 (for which speaker suggestions are welcome), Norwegian Constitution Day on May 17 (venue and brass band are booked, and planning is ongoing by Cecilia and Kristiina), and Valdemarsdag on June 14 in Paldiski (planned in cooperation with DFDS, with Ksenia and Cecilia continuing planning).

##### Decision:

Council members will support speaker suggestions for the SEB event on May 8. Planning for the May 17 celebration is being handled by Cecilia and Kristiina. The Valdemarsdag event will be held on June 14 in Paldiski, with planning continued by Cecilia and Ksenia in collaboration with DFDS.

#### 4.10 Other Business

There was a discussion regarding the Annual General Meeting (AGM) and the number of members. It was discussed to wait for outstanding invoices to be paid in order to confirm the quorum but in order to keep the deadline, we need to confirm the number of members as soon as possible.



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**Decision:**

Cecilia will monitor incoming payments and update the member count accordingly. She will inform Jaanus and Veikko to ensure accurate planning for the AGM quorum.

**4.11 Action Points and Next Steps**

Cecilia will send out calendar invitations for the upcoming monthly meetings and ensure that meeting minutes are published on the website. The Tuesday morning meeting link and updated email addresses will be shared with the council. Newly formed working groups will begin their tasks. Cecilia will share updated financial figures once available and confirm the final number of active members for AGM planning.

**4.12 Closing Remarks**

Peter Thomsen closed the meeting by thanking all participants.

**Decision:**

The next council meeting will take place on 24th of April at Parkinn by Radisson Meriton Hotel and calendar invitations will be sent out by Cecilia.