



Tiitel/Title: SCANDINAVIAN CHAMBER OF COMMERCE - COUNCIL MEETING				Leht/Page: 1(7)
Koostas/Issued by: Cecilia Linden	Kinnitas/Approved: Janar Sutt	Kuupäev/Date: 17.03.2025	Dokumendi nr./Document no: 20250220_COUNCIL_MEETING 3	Rev: 02

SCAN. CHAMBER COUNCIL MEETING, MARCH 17, 2025

Table of Content

<u>AGENDA SCANDINAVIAN CHAMBER COUNCIL MEETING 17TH MARCH 2025</u>	2
<u>3.1 Welcome and opening of the remarks</u>	2
<u>3.2 Election of Chair and Minute Taker</u>	2
<u>3.3 Approval of Agenda</u>	2
<u>3.4 Overview of the latest Meeting Minutes</u>	3
<u>3.5 AGM Planning</u>	3
<u>3.6 Financial / Budget Overview</u>	4
<u>3.7 Membership Status</u>	5
<u>3.8 Event and Activity Planning</u>	5
<u>3.9 Visuality and Marketing / Website</u>	5
<u>3.10 Other Business</u>	6
<u>3.11 Action Points and Next Steps</u>	6
<u>3.12 Closing Remarks</u>	6

RELEVANT DOCUMENTS

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

Document No.	Document title
1.	20250317_Chamber_Council_Meeting.pdf

INVITATION

Venue:	Orkla Accounting, Liivalaia tn 45, Tallinn
Time:	March 17, 2025; 16.00 – 17.00
Invited:	Extended Council members and Manager



Tiitel/Title: SCANDINAVIAN CHAMBER OF COMMERCE - COUNCIL MEETING				Leht/Page: 2(7)
Koostas/Issued by: Cecilia Linden	Kinnitas/Approved: Janar Sutt	Kuupäev/Date: 17.03.2025	Dokumendi nr./Document no: 20250220_COUNCIL_MEETING 3	Rev: 02

AGENDA SCANDINAVIAN CHAMBER COUNCIL MEETING 17TH MARCH 2025

	Time	Subject	Comment	Resp
3.1	16.08-16.10	Welcome and Opening of the Remarks		Janar
3.2	16.10-16.11	Election of Chair and Minute Taker		Everyone
3.3	16.10-16.13	Approval of the Agenda		Everyone
3.4	16.13-16.15	Overview of the latest meeting minutes		Cecilia
3.5	16.15-16.46	Planning of the AGM		Everyone
3.6	16.46-16.49	Financial / Budget Overview		Cecilia
3.7	16.49-16.51	Membership Status		Cecilia
3.8	16.51-16.55	Event and Activity Planning		Cecilia, everyone
3.9	16.55-16.58	Branding, Visibility & Website Development		Cecilia, everyone
3.10	16.58-17.03	Other Business		Jaanus, everyone
3.11	17.03-17.06	Action Points and Next Steps		Cecilia
3.12	17.06-17.06	Closing Remarks		Everyone

PARTICIPANTS

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

3.1 Welcome and opening of the remarks

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

3.2 Election of Chair and Minute Taker

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



Tiitel/Title:				Leht/Page:
SCANDINAVIAN CHAMBER OF COMMERCE - COUNCIL MEETING				3(7)
Koostas/Issued by:	Kinnitas/Approved:	Kuupäev/Date:	Dokumendi nr./Document no:	Rev:
Cecilia Linden	Janar Sutt	17.03.2025	20250220_COUNCIL MEETING 3	02

3.3 Approval of Agenda

The agenda for the meeting was reviewed by all council members. Jaanus Stern proposed the inclusion of an additional point regarding the upcoming Annual General Meeting (AGM), which was unanimously approved for inclusion as item 3.5 on the agenda. With this amendment, the agenda was approved by all members.

3.4 Overview of the latest Meeting Minutes

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

The council agreed that legacy chambers will retain their respective funds, and Cecilia will handle invoicing for founding companies and SCCE. The Nordic Council of Ministers will be invoiced as a regular member.

Embassies will participate as honorary members with limited free attendance. A service pool will be created for member companies to respond to external inquiries.

To support growth, council members are encouraged to invite potential new members, and a digital membership card is in development.

Additional updates included member service promotion via the newsletter, new marketing materials, and improved member communication.

3.5 AGM Planning

This point was added to the agenda at the beginning of the meeting, as proposed by Jaanus Stern and unanimously approved by the council.

The council discussed the agenda for the upcoming Annual General Meeting (AGM) as well as the nomination process for both the council and the nomination committee. It was agreed that the nomination committee should nominate candidates for the next nomination committee.

For the council elections, the following candidates were proposed as members of the nomination council:

- SCCE: Janar Sutt, Ulrika Fors, and Maarja-Maria Aljas
- DECC: Ksenia Bogdanova (replacing Ole Rasmussen), Veikko Tomere, and Peter Thomsen
- NECC: Kristiina Koel, Hans Magnar Anansen, and Jaanus Stern

For the nomination committee, the following candidates were proposed:

- Roman from BLRT (Estonia)
- Jan-Olov Gårdsvik from Norwegian Consulting Team (Norway)
- Torfinn Losvik from Nordic Fibreboard (Norway)
- Marco Iovino from SBM Fastwood (Denmark)
- Karolina Ullman from NJORD Law (Sweden)

As two candidates were nominated from Norway, the council discussed which one would be more effective in the role. Jaanus presented both CVs and their experience, and the council decided that Torfinn Losvik would be more suitable for this period, due to his broader business network and experience in Estonia. However, the council noted the importance of keeping all nominees engaged with the chamber for future roles.

The council also discussed whether members of the nomination committee can serve on the council at the same time. It was agreed that while this should be avoided when possible, there will be no formal rule prohibiting it.



Tiitel/Title:				Leht/Page:
SCANDINAVIAN CHAMBER OF COMMERCE - COUNCIL MEETING				4(7)
Koostas/Issued by:	Kinnitas/Approved:	Kuupäev/Date:	Dokumendi nr./Document no:	Rev:
Cecilia Linden	Janar Sutt	17.03.2025	20250220_COUNCIL MEETING 3	02

It was decided that Marco Iovino will present the nominated candidates for both the nomination committee and the council during the AGM. Each nominee will send Marco a short description in advance to be read at the meeting. A group photo of the council will also be taken at the AGM. The council discussed whether the outcomes of the AGM would be affected if the new chamber registration documents are not approved in time. It was noted that although any member may oppose, all current members have agreed, and as long as a quorum (10% of members) is met, the process should move forward. If the registration is delayed, each legacy chamber must reach its own quorum for the AGM.

Practicalities at the AGM:

- The amendments to the Articles of Association will be the most time-sensitive point.
- Peter will prepare a budget plan for 2025.
- The vote for the new council will be conducted as a package. If more than 50% vote against, a new AGM with new candidates will be required. If more than 50% vote in favor, the new council will be approved.
- If the registry papers are not finalized, each chamber will vote individually.
- Voting will take place by a show of hands, and proxies are allowed.
- If needed, post-it notes in different colors per chamber will be used to distinguish votes.
- Two persons will assist the secretary with counting the votes.
- The meeting will be recorded for transcription purposes.

Decisions:

The nomination councils for each chamber were approved as follows: Janar Sutt, Ulrika Fors, and Maarja-Maria Aljas for SCCE; Ksenia Bogdanova, Veikko Tomere, and Peter Thomsen for DECC; and Kristiina Koel, Hans Magnar Anansen, and Jaanus Stern for NECC. The proposed candidates for the nomination committee—Roman (Estonia), Torfinn Losvik (Norway), Marco Iovino (Denmark), and Karolina Ullman (Sweden)—were approved.

It was agreed that, although it is preferable for members not to serve simultaneously on both the council and the nomination committee, there will be no formal rules prohibiting this. Marco Iovino will present the nominated candidates for both the nomination committee and the council at the AGM, and each nominee will submit a short written description to be read during the meeting. A group photo of the council will also be taken at the AGM.

The council discussed the implications of potential delays in the registration of the new chamber. It was concluded that the AGM can proceed as long as each legacy chamber meets quorum requirements, and since all members have agreed to the merger, no significant opposition is expected. Peter will prepare a draft budget plan for 2025 to be presented at the AGM.

Voting for the new council will be conducted as a single package. If more than 50% of members vote against, a new AGM with new candidates must be called; if over 50% approve, the vote will be confirmed. Proxy voting will be accepted, and if the registration papers are not finalized in time, chambers will vote individually using post-it notes in different colors. Two people will assist the secretary in counting votes, and the meeting will be recorded for transcription purposes.

3.6 Financial / Budget Overview

Cecilia gave a short overview of the current financial situation. As activities have only recently started, there was not much to report. She noted that revenue has begun to come in from membership fees and events. The only major expense so far has been the tote bags ordered for the Grand Opening



Tiitel/Title:				Leht/Page:
SCANDINAVIAN CHAMBER OF COMMERCE - COUNCIL MEETING				5(7)
Koostas/Issued by:	Kinnitas/Approved:	Kuupäev/Date:	Dokumendi nr./Document no:	Rev:
Cecilia Linden	Janar Sutt	17.03.2025	20250220_COUNCIL MEETING 3	02

and for gifts to new members.

Cecilia also reminded the council that, as mentioned in an earlier meeting, she invoiced SCCE for one month of work. This amount is a temporary loan and will be reimbursed once funds are available in the Scandinavian Chamber's own account.

Decision:

- The financial status was noted. The reimbursement to SCCE will be made once sufficient funds are available.

3.7 Membership Status

Cecilia provided an overview of the current membership numbers. The Scandinavian Chamber currently has 131 members, plus affiliated members, bringing the total to approximately 150 members. She noted that some members might decide not to renew once invoices are sent out, leading to a slight decrease in numbers. The invoices will be sent out when all papers from the Registry Department is ready.

Decision:

- The invoices will be sent out when all papers from the Registry Department is ready.

3.8 Event and Activity Planning

Cecilia presented an overview of both past and upcoming events. The most crucial event is the Grand Opening. She mentioned that five speeches are planned, including contributions from ambassadors, the EAS, the Ministry of Foreign Affairs, and the Nordic Council of Ministers' Office in Estonia. A comedian has been booked, and the decision was made to remove the photobooth from the budget.

The council discussed who should present the speakers, and Janar Sutt volunteered to assist. There was also a discussion about whether an actor or host should be hired for the event, but due to budget constraints, the council agreed it would be more economical to assign this role to someone from within the council or the member community. It was also decided that Cecilia will book a photographer for the Grand Opening.

Cecilia also gave a short briefing on events planned for the spring and mentioned that a football tournament in June was being considered.

Decisions:

- Grand Opening lineup and host format confirmed.
- Photographer to be booked.
- Football tournament planning to proceed.

3.9 Visuality and Marketing / Website

Cecilia gave an update on the website and noted that approximately 7,200 visitors have accessed it since launch. She confirmed that bags for the Grand Opening have been ordered and delivered.

It was decided that the NECC and DECC websites should update their status and redirect to the new chamber website. Peter and Kristiina will send their login details to Cecilia if they are unable to update



Tiitel/Title: SCANDINAVIAN CHAMBER OF COMMERCE - COUNCIL MEETING				Leht/Page: 6(7)
Koostas/Issued by: Cecilia Linden	Kinnitas/Approved: Janar Sutt	Kuupäev/Date: 17.03.2025	Dokumendi nr./Document no: 20250220_COUNCIL_MEETING 3	Rev: 02

their respective sites themselves.

Decisions:

- NECC and DECC will update their online status.
- Peter and Kristiina will provide login info if needed.

3.10 Other Business

The council discussed operational routines. Marco suggested that these should be established at the next council meeting once the new council is in place. These routines should cover areas such as country-specific funds and events.

An amendment to the working procedure, proposed by a member, was reviewed. No objections were raised by the council, and it was agreed to propose the amendment at the upcoming AGM.

Decision:

- Operational routines to be discussed post-AGM.
- Amendment to the working procedure approved for AGM proposal.

3.11 Action Points and Next Steps

- **Chair and Minute Taker elected:** Janar Sutt was elected as Chair and Cecilia Linden as Minute Taker for the meeting.
- **Agenda approved with addition:** The agenda was approved, including a new item on AGM planning proposed by Jaanus Stern.
- **Previous minutes approved:** The council approved the previous meeting minutes and confirmed all actions discussed therein.
- **Nomination councils and committee approved:** The proposed members for the nomination councils and nomination committee were confirmed, with Torfinn Losvik selected as the Norwegian representative.
- **AGM voting procedures agreed:** Voting will be done as a package, proxies allowed, and color-coded post-its used if needed. The meeting will be recorded.
- **AGM can proceed without registration approval:** As long as quorum is met, the AGM can proceed even if the new chamber registration is delayed.
- **Membership invoicing confirmed:** Invoices will be sent once documents from the Registry Department are ready.
- **Grand Opening logistics decided:** A comedian is booked, the photobooth was removed, Janar will help present, and a photographer will be booked. No external host will be hired.
- **Website updates agreed:** NECC and DECC will update their websites and redirect to the new chamber site. Login info to be shared with Cecilia if needed.
- **Operational routines postponed:** To be defined at the next council meeting after the AGM.



Tiitel/Title:				Leht/Page:
SCANDINAVIAN CHAMBER OF COMMERCE - COUNCIL MEETING				7(7)
Koostas/Issued by:	Kinnitas/Approved:	Kuupäev/Date:	Dokumendi nr./Document no:	Rev:
Cecilia Linden	Janar Sutt	17.03.2025	20250220_COUNCIL_MEETING 3	02

An amendment to the working procedure will be proposed at the AGM.

3.12 Closing Remarks

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