Tamil Community Centre – Board of Directors - Minutes August 15th 2022, 7:00am – Virtual Meeting

Expected to attend:

Siva Vimalachandran Keerthana Rang Pamela Kethees Dr. Santhakumar Nedra Rodrigo Neethan Shan **Absent with Regrets:**

Dr. Lambotharan Vithu Ramachandran

- 1. Call to Order
- 2. Approval of Agenda

MOTION Moved: Vimalachandran Seconded: Kethees

BE IT RESOLVED THAT the Agenda be approved as presented.

MOTION CARRIES.

3. Approval of Minutes

MOTION Moved: Vimalachandran Seconded: Rang

BE IT RESOLVED THAT the minutes from July 25, 2022 be approved as presented.

MOTION CARRIES.

- 4. Project Management Office Update
 - a) RFP Update
 - 12 August 2022, Friday: Proponents will submit their bids. Our team will begin to distribute the documents to evaluators.
 - 22 August 2022, Monday: Evaluation committee will send their scores to Procurement Representative, Gurkan Eraslan (<u>gurkan.eraslan@turntown.com</u>)
 - 24 August 2022, Wednesday: Evaluation committee will get together to determine the top proponents. If there is a less than 5 points difference between the top two proponents, they will be invited to an interview.
 - 25 August 2022, Thursday: Top two proponent will be invited to an interview on 29 August.
 - 29 August 2022, Monday: From 1:00 to 5:00 pm, there will be two rounds of interviews and subsequent discussions after. The selected proponent will be sent to the TCC Board to be approved.

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30 August 2022, Tuesday: The successful proponent will be invited to enter contract negotiations.

- b) Project Cash flow Updated Projections
- c) PMO recommendation for payment of invoices Memo #4 August 13, 2022

MOTION Moved: Vimalachandran Seconded: Rodrigo

BE IT RESOLVED THAT the payment of invoice recommendations of \$28,266.14 be approved as presented; and

BE IT FURTHER RESOLVED THAT the TCC signing authorities issue the payments.

MOTION CARRIES.

5. User Committee Update

Rodrigo will be organizing consultation meetings to specifically solicit program requirements and design parameters for the library, archives and museum spaces.

6. Communications Committee Update

Rang focused on getting committee started. Focused on website, social media calendar etc. Updates expected for end of the month.

7. Seed Sponsorship Fundraising Update

MOTION Moved: Vimalachandran Seconded: Rodrigo

BE IT RESOLVED THAT that Sivan Ilankgo be appointed to the Fundraising Committee.

MOTION CARRIES.

8. Board capacity discussion for Fall 2022

MOTION to move in-camera Moved: Vimalachandran Seconded: Santhakumar

BE IT RESOLVED THAT that the meeting go in-camera.

MOTION CARRIES.

MOTION to move out-of-camera Moved: Vimalachandran Seconded: Rodrigo

BE IT RESOLVED THAT that the meeting go out-of-camera.

MOTION CARRIES.

9. Other

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-TamilFest tabling opportunity – Board trying to secure resources and volunteers to staff the table to confirm.

MOTION Moved: Shan Seconded: Vimalachandran

BE IT RESOLVED THAT the Board explore the option of developing a hiring package for the position of Executive Director, to manage the day to day Board and Committee functions of the TCC.

MOTION CARRIES.

10. Adjournment

MOTION Moved: Rang Seconded: Santhakumar

BE IT RESOLVED THAT the meeting be adjourned.

MOTION CARRIES.