

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 (gurkan.eraslan@turntown.com)

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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-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.