TAMIL COMMUNITY CENTRE BOARD OF DIRECTORS MEETING MINUTES

February 26, 2024

Members Present: A. Arulsothy N. Rodrigo

K. Navaratnam R. Santhirasegaramoorthy

S. Jeyakumar D. Vigneswaran

S. Panchalingam

Members Absent: K. Saravanan

Guests: S. Kanapathipillai

1. CALL TO ORDER/ROLL CALL

2. APPROVAL OF MINUTES

Moved by Rodrigo Seconded by Jeyakumar

That the minutes of the February 19, 2024 TCC Board Meeting, be approved.

CARRIED

3. APPROVAL OF AGENDA

Moved by Panchalingam Seconded by Jeyakumar

That the agenda for the February 26, 2024 TCC Board Meeting, be approved.

CARRIED

4. BOARD APPROVAL FOR DONOR-MANAGEMENT CRM

Moved by Panchalingam Seconded by Rodrigo

That the Fundraising Committee move forward with securing the CRM tool which allows the team to manage fundraising efforts, manage donors, communications (built-in marketing tool, emails), events with donors (starting permissions to store 1000 donors on the system) for USD 2278.00 (about CDN 3000.00).

CARRIED

5. SCHEDULING BOARD-LED SITE VISITS

That the Board visit the Ancaster Memorial (357 Wilson Street East, Ancaster, ON, L9G 2C1) on Thursday, February 29, 2024, at 9:30am – 1:00pm.

That Novita along with the consultants, gh3 and Turner Townsend, primary users, and 3 Board members (Ramanan, Nedra, Saru) visit Flato Markham, Chinese Cultural Centre, and The Country Day School on Wednesday, March 6 (back-up date: March 5, March 13/14).

6. STATUS OF OUTREACH TO PRIMARY USERS FOR A) UTILITY ASSESSMENT AND B) ENGAGEMENT WITH 150 ORGANIZATIONS

Surveys are currently underway, completion is targeted in the next 3 weeks.

In an effort to further engage with organizations outside of social media and emails, personal contact via phone calls has also begun with the 150 stakeholders.

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7. PROJECT, FUNDRAISING, ENGAGEMENT/COMMUNICATIONS, GOVERNANCE COMMITTEE STATUS UPDATES

Project:

- Flushing out second round of comments with architect, gh3
- Updated/final drawings targeting end of March
- Theatre study, survey, workshop preparations ongoing and on schedule

Engagement/Communications:

- On schedule with reach out to 150 orgs
- On schedule with webinars

Governance:

- Completion by end of March

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8. ADJOURNMENT

Moved by Rodrigo Seconded by Vigneswaran