

Tamil Community Centre – Board of Directors - Minutes
April 18th 2022, 8:00pm – Virtual Meeting

Expected to attend:

Siva Vimalachandran
Keerthana Rang
Vithu Ramachandran
Pamela Kethees
Nedra Rodrigo
Dr. Santhakumar

Absent with Regrets:

Neethan Shan (On leave of absence)
Dr. Lambotharan

1. Call to Order
2. Approval of Agenda

MOTION **Moved: Vimalachandran** **Seconded: Rodrigo**

BE IT RESOLVED THAT the Agenda be approved as presented.

MOTION CARRIES.

3. Approval of Minutes

MOTION **Moved: Kethees** **Seconded: Rang**

BE IT RESOLVED THAT the minutes from March 29, 2022 be approved as presented.

MOTION CARRIES.

4. Project Management Office Update

Vimalachandran had circulated the signed formal recommendation from the evaluation committee for the selection of the PMO.

The contract was awarded to TurnerTownsend and the invite was shared with Board members to attend if available.

The kick-off meeting was held with TurnerTownsend on April 13th. The following are the priorities for the PMO for the next few weeks:

- a) Project Team mobilization*
- b) Reviewing all material project contracts of TCC (TPA, Land Lease, Progress and Claims reporting procedures)*
- c) Preparing the RFP documentation for Board review for the selection of the firm for Architectural Services*
- d) Cost estimating the project at current market conditions based on the information prepared through the pre-design process.*

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5. Accounting Firm Update

The kick-off meeting was held with Grant Thornton on April 11th. The following are the priorities for Accounting for the next few weeks:

a) Project Team mobilization

b) Reviewing all material project contracts of TCC where bookkeeping is relevant (TPA, Land Lease, HST analysis, Progress and Claims reporting procedures)

c) Preparing and setting up of the appropriate tools and services to manage our bookkeeping services

TCC signing authorities will need to open up the appropriate accounts at the bank so they can complete their set up.

d) Advising of the appropriate filings or outstanding filings that need to be complete for the past fiscal year

6. TCC Committees Terms of References Update

7. Communications Committee – TCC Branding Next Steps

Rang provided the following update from the last Board discussion:

The Board had a couple of questions around Kindful, the CRM donor management software we are considering:

- Around what percentage does Kindful take of each donation

- Is it Canadian or US-based?

- Have we explored CanadaHelps.com or NationBuilder?

Kindful charges based on the number of contacts stored within its database. TCC currently has a list of 1000 contacts which is expected to grow 5-10,000 in the near future. For 10,000 contacts it's \$100 monthly, for 15,000 contacts it's \$300 monthly, etc. As per donations, they charge a flat fee of 2.9% + 0.30 cents per transaction. The 2.9% can be deferred onto the donor at the time of the donation.

Kindful is a US based Company that ensures CRA compliance for Canadian users and automatically generates CRA-compliant tax receipts.

Nation Builder is more of an all-in-one solution that limits the capabilities of TCC on future endeavors. The flat fee and cost per transaction is the same as Kindful. I have used Nation Builder in the past for political campaigns and found customization to be limited as it wants you to use all its services like website, newsletter, etc.

As per CanadaHelps.com, it is not as sophisticated as Kindful as we will have to find another CRM management tool and the fees are higher (4% per donation). But we want to use it as a way to validate for users inquiring about the legitimacy of the organization. We would register with CanadaHelps.com and update it with key information about how funding is used which can yield greater results in terms of

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donor confidence. CanadaHelps and other softwares like Facebook Charity Registration provide a secondary donation platform. This information can be fed into the system though Quickbooks sync with Kindful.

Once Kindful is set up and synced across other platforms, further initiatives will be taken to enroll in both Facebook Charity Program as well as CanadaHelps.

a) Approval of graphic design fee for TCC rebranding

Rang reviewed the estimate the includes the wholesome creation of design assets for the re-brand.

MOTION **Moved: Rang** **Seconded: Vimalachandran**

BE IT RESOLVED THAT the graphic design submitted for the TCC re-branding be approved as presented.

MOTION CARRIES.

b) Approval of required subscriptions for google workspace and mailchimp.

Rang reviewed the need for these tools, so that communication is done professionally and not through personal email accounts.

MOTION **Moved: Rang** **Seconded: Vimalachandran**

BE IT RESOLVED THAT the subscription costs for google workspace and mailchimp be approved as presented.

MOTION CARRIES.

8. Fundraising Strategy Approval

MOTION **Moved: Rang** **Seconded: Vimalachandran**

BE IT RESOLVED THAT the fundraising strategy for seed sponsorship be approved as presented.

MOTION CARRIES.

9. Staffing Reconciliation

Ramachandran advised that we are waiting for reconciliation to receive our reimbursement.

10. Other

11. Adjournment

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MOTION **Moved: Ramachandran** **Seconded: Rodrigo**

BE IT RESOLVED THAT the meeting be adjourned.

MOTION CARRIES.