

Tamil Community Centre – Board of Directors - Minutes
June 13th 2022, 8:00pm – Virtual Meeting

Expected to attend:

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

Absent with Regrets:

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 May 16, 2022 be approved as presented.

MOTION CARRIES.

4. Project Management Office Update
 - a) Procurement of Prime Consultant (Architect) Update

Please reference the documents for the meeting.

Successful List of bidders for the RFQ that will be evaluated:

- Diamond Schmitt Architects
- gh3.inc
- KPMB Architects
- MacLennan Jaunkalns Miller Architects
- Moriyama & Teshima Architects
- RDH Architects
- Salter Pilon Architects
- Taylor Smyth Architects
- ZAS Architects

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b) Payment Process Timeline

c) PMO recommendation for payment of invoices – Memo #2 June 09, 2022

MOTION **Moved: Vimalachandran** **Seconded: Ramachandran**

BE IT RESOLVED THAT the payment of invoice recommendations be approved as presented;and

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

MOTION CARRIES.

5. Accounting Firm Update

We received the second donation from Inforce Life Group of Companies for \$25,000. A charitable tax receipt will be issued.

As reported, we will use this account to deposit all donations and revenue from fundraising activities.

Transit No. :10292

Inst. No. : 004

Account No.: 5248104

Next Steps:

i) Reconcile last fiscal accounts - complete

ii) Finish accounting software and tools set-up - complete

iii) Prepare Board and community reporting templates – in progress

iv) Begin depositing seed sponsor donation deposits and issue tax receipts – in progress

v) Prepare first claims report for the Ministry as per the TPA – complete

6. Committee Call-out Update and Evaluations

Appointment of Committee Members

Communications Committee:

MOTION **Moved: Vimalachandran**

Seconded: Rang

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MOTION CARRIES.