

Tamil Community Centre – Board of Directors - Agenda
March 14th 2022, 8:00pm – Zoom Meeting

Expected to attend:

Siva Vimalachandran
Keerthana Rang
Pamela Kethees
Nedra Rodrigo
Dr. Santhakumar
Dr Lambotharan

Absent with Regrets:

Neethan Shan
Vithu Ramachandran

1. Call to Order
2. Approval of Agenda

MOTION Moved: Kethees Seconded: Rodrigo

BE IT RESOLVED THAT the Agenda be approved as presented.

MOTION CARRIES.

3. Approval of Minutes

MOTION Moved: Kethees Seconded: Rodrigo

BE IT RESOLVED THAT the minutes from February 28, 2022 be approved as presented.

MOTION CARRIES.

4. Approval of Accounting RFP evaluation results

MOTION Moved: Kethees Seconded: Rang

Shan had inquired if there could be supporting minutes of the evaluation provided to the Board as part of the approval. Vimalachandran responded with the following:

"Evaluators score independently at first and then the consensus meeting is held to discuss specific scores that may vary in a substantial range in an effort to reach consensus. If an evaluator provides a very low score for a section then it is encouraged they write a comment to clarify why. The bid report form is attached that includes all of our comments.

This was a straightforward RFP, in most cases a bidder was provided a low or 0 score simply because they did not submit that relevant information.

Once the qualification sections are reviewed, the committee then reviews the price submission.

The RFP along with the candidates, evaluation criteria, and evaluation committee was reviewed and approved by the Board on January 17 prior to its release.

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The award is pending Board approval. "

The process was supposed to have commenced back in Fall of 2021. In November's Board meeting, Shan and Ramachandran suggested that they may be in a position to prepare the RFP. As of January 2022, the RFP was not prepared and we were starting to risk project schedule. Vimalachandran volunteered to prepare the RFP documents for Board review and approval. The Board approved all subsequent documents for the RFP on January 17 prior to the release of the RFP.

This accounting firm is for the pre-construction period only, until the end of 2023. There will be another RFP for the construction period.

Vimalachandran will facilitate the award process.

BE IT RESOLVED THAT the results of the Accounting RFP compiled by the evaluation committee be approved as presented; and

BE IT FURTHER RESOLVED that following the contract award, the TCC encourage the successful applicant to include Tamil speaking individuals and/or other equity seeking individuals on their project team.

Recorded vote:

Vimalachandran – in favour

Rang – in favour

Kethees – in favour

Rodrigo – in favour

Dr Santhakumar – in favour

Dr Lambotharan – in favour

MOTION CARRIES.

5. Approval of TCC Committees Terms of References

MOTION

Moved: Kethees

Seconded: Rodrigo

Vimalachandran walks Board through responsibilities of each Committee and how accountability to the Board would work.

Dr Lambotharan and Dr Santhakumar suggest having Terms of References be reviewed by a lawyer or a Legal advisor to support the Board.

Shan had comments about the Terms of References that he would like to discuss. Vimalachandran suggests we send the Terms of References out as drafts to start encouraging interest from the community. At the next meeting Shan can attend, the Board can finalize the Terms of References.

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Motion carries.