

Tamil Community Centre – Board of Directors - Minutes
May 16th 2022, 8:30pm – Virtual Meeting

Expected to attend:

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

Absent with Regrets:

Neethan Shan (On leave of absence)
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 May 2, 2022 be approved as presented.

MOTION CARRIES.

4. Project Management Office Update
 - a) Review and approval of Turner Townsend contract

MOTION **Moved: Vimalachandran** **Seconded: Santhakumar**

BE IT RESOLVED THAT the contract for project management services provided by Turner Townsend be approved for execution as presented.

MOTION CARRIES.

- b) Procurement of Prime Consultant (Architect)

Please reference the documents for the meeting.

Procurement Milestones/Schedule

RFQ Issued **May 4th, 2022**

RFQ Closing **May 31st, 2022**

Tamil Community Centre – Board of Directors - Minutes
May 16th 2022, 8:30pm – Virtual Meeting

Evaluation Complete **June 9th, 2022**

Shortlist recommendation to Board **June 13th, 2022**

RFP for Prime Consultant Issued **June 15th, 2022**

RFP for Prime Consultant Closing **July 14th, 2022**

Proponent Interviews **July 20th-22nd, 2022**

Evaluation & Negotiations **July 15th – 29th, 2022**

Notification of preferred proponent award **August 3rd, 2022**

Design commencement **August 15th , 2022**

MOTION

Moved: Vimalachandran

Seconded: Rang

BE IT RESOLVED THAT Taylor Cole, Gurkan Ersalan, Stephen Wong, Nedra Rodrigo and Siva Vimalachandran be appointed as the evaluators for the prime consultant selection process, to review and evaluate submissions, and provide recommendations to the Board for approval at the appropriate stages of the process.

MOTION CARRIES.

- c) Key Milestones, Master Schedule, Cashflow Projections

- d) PMO recommendation for payment of invoices – Memo #1 May 13, 2022

MOTION

Moved: Vimalachandran

Seconded: Rang

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 have received the first donation from the Srinarayanathas Foundation for \$25,000. A charitable tax receipt will be issued.

Tamil Community Centre – Board of Directors - Minutes
May 16th 2022, 8:30pm – Virtual Meeting

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 – in progress**

6. Appointment of Project Committee Member

MOTION Moved: Vimalachandran Seconded: Kethees

BE IT RESOLVED that Chenthuran Ganesarajah join the Project Committee to support the Committee in coordination of bookkeeping services, accounting and reporting; and

BE IT FURTHER RESOLVED that Chenthuran Ganesarajah sign a non-disclosure agreement before he begins volunteering on the Committee.

MOTION CARRIES.

7. Communications Committee Update

- a) Committee Call Out Update*

8. Seed Sponsorship Fundraising Update

- a) Extension of Seed Sponsorship campaign deadline to July 1st, 2022
- b) Next steps

9. Other

10. Adjournment

MOTION Moved: Rodrigo Seconded: Kethees

BE IT RESOLVED THAT the meeting be adjourned.

MOTION CARRIES.