

Tamil Community Centre – Board of Directors - Minutes  
May 2nd 2022, 8:00pm – Virtual Meeting

**Expected to attend:**

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

**Absent with Regrets:**

Neethan Shan (On leave of absence)

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: Kethees**

**BE IT RESOLVED THAT the minutes from April 18, 2022 be approved as presented.**

**MOTION CARRIES.**

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

***Please reference the documents for the meeting. Below is the procurement schedule for the selection of the prime consultant (Architect) that has been prepared. The schedule needs to be met in order to maintain overall project schedule. Once the RFQ is posted, we can also share and promote the link generally with the community and other equity seeking groups and encourage applicants.***

**Procurement Milestones/Schedule**

RFQ Issued **May 4th, 2022**

RFQ Closing **May 31st, 2022**

Evaluation Complete **June 9th, 2022**

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

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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**

*Taylor Cole from Turnertownsend reviewed the RFQ documentation and fielded questions and comments from the Board.*

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

**BE IT RESOLVED THAT the consultant procurement strategy be approved as presented; and**

**BE IT FURTHER RESOLVED THAT the RFQ for Prime Consulting Services be approved as presented.**

**MOTION CARRIES.**

b) Cost Estimate of Pre-design

***We are currently in the process of cost-estimating based on current information. This will be important to understand the cost of the project at the current market conditions. At this stage the cost-estimate will not be as accurate, since the design has not evolved passed the pre-design/pre-concept phase. Cost estimates will be conducted at various stages throughout the design, and will improve in accuracy as the design becomes detailed and final. Cost estimating is critical to make sure we remain within budget as the project progresses.***

5. Accounting Firm Update

*Vimalachandran communicated that we've opened up the necessary banking accounts, see below:*

*a) Current chequing account. This is already registered with the Ministry so we will use this to pay eligible cost invoices as per TPA and also receive reimbursement funds from the government,*

***Transit No. :10292***

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**Inst. No. : 004**  
**Account No.: 5248090**

*b) We will use this as an operating expense account, for non-eligible cost expenses and other miscellaneous expenses.*

**Transit No. :10292**  
**Inst. No. : 004**  
**Account No.: 5238753**

*c) We will use this account to deposit all donations and revenue from fundraising activities.*

**Transit No. :10292**  
**Inst. No. : 004**  
**Account No.: 5248104**

*d) We had to open a savings account in order to get a credit card for our subscription based expenses such as mailchimp, etc. There will be no activity on this account other than just an initial deposit of \$1000 that's required so they can issue us a \$1000 credit card.*

**Transit No. :10292**  
**Inst. No. : 004**  
**Account No.: 5247655**

**Next Steps:**

- i) Reconcile last fiscal accounts**
- ii) Finish accounting software and tools set-up**
- iii) Prepare Board and community reporting templates**
- iv) Begin depositing seed sponsor donation deposits and issue tax receipts**
- v) Prepare first claims report for the Ministry as per the TPA**

6. Communications Committee Update

- a) Committee Call Out Update

*Rang reviewed the status of the call out. Great initial response from the community. Encouraged Board members to continue sharing within their networks to apply.*

7. Seed Sponsorship Fundraising Update

- a) Board outreach/review of pledge list

*Campaign is underway and we are hoping to increase the number of seed sponsors substantially over the next few weeks.*

- b) Next steps

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*Board members should actively push the seed sponsorship opportunity within their networks over the next couple of weeks so we hit our target.*

8. Other

9. Adjournment

**MOTION**      **Moved: Rang**      **Seconded: Santhakumar**

**BE IT RESOLVED THAT the meeting be adjourned.**

**MOTION CARRIES.**