

**TAMIL COMMUNITY CENTRE
BOARD OF DIRECTORS
MEETING MINUTES**

August 7, 2024

Members Present: K. Navaratnam N. Rodrigo
S. Jeyakumar K. Saravanan
S. Panchalingam D. Vigneswaran
R. Santhirasegaramoorthy

Members Absent: A. Arulsothy

Guests:

1. CALL TO ORDER/ROLL CALL

2. APPROVAL OF MINUTES

**Moved by Jeyakumar
Seconded by Rodrigo**

That the minutes of the July 8, 2024 TCC Board Meeting, be approved.

APPROVED

3. APPROVAL OF AGENDA

**Moved by Saravanan
Seconded by Jeyakumar**

That the agenda for the August 7, 2024 TCC Board Meeting, be approved.

APPROVED

4. UPDATE ON FINANCES

1. External audit – all requested information has been sent to auditors, Navaratnam to finalize banker assigned to TCC account
2. Payroll process – all required information has been submitted for payment
3. PMO Invoices need to be approved by Project team
4. Promo material and bbq related invoices to be submitted as well

RECEIVED

5. DESIGN APPROVAL OF CONCEPT PLAN POST CLASS-D ESTIMATE

That the total project budget be fixed as \$40M, meaning a \$30M hard cost build;

That the core program will include the 1) vessel of library and museum space, 2) gym with a second-floor walking track of 3 rows, 3) first dance studio, and 4) meeting rooms/multipurpose rooms;

That the 1) auditorium, 2) second dance studio, and 3) associated washrooms and changerooms be planned for phase 2, once the funds are raised.

APPROVED

6. PLANNING FOR ANNUAL GENERAL MEETING – SEPTEMBER 28, 2024

That as the Board plans for the AGM, the following timeline be implemented:

- *August 3 – Board to minute that they will have a Nomination Committee to review and make recommendations to candidates*
- *August 7 – Open call out for candidates to submit for Director position. Deadline is August 23*
- *Week of August 7 – Confirm who will act on the Nomination Committee*
- *August 17 – Board meeting minute a resolution approving Nomination Committee members, and finalizing Terms of Reference for Nomination Committee*
- *August 24 – Round 1 interviews*
- *August 31 – Round 2 interviews*
- *September 7 – Nomination Committee gives Nominees and Recommendations to Board/Stakeholders*
- *September 7 – Sep 16 – Time for Board to consider nominees and recommendations and get consent from potential Nominees to act on the Board. The Board understands that this is a shorter than ideal time period for deliberation but since Board is part of review process the Board finds this to be adequate time for consideration.*
- *September 16 – Notice of AGM to Board of Directors*
- *September 16 – Email/ Social Media publicize AGM*
- *September 28 – AGM*

That the Board extends the application period to 4 weeks, understanding that there is no impact/pressure to the consideration timeline, just a reduction in the Board to consider the recommendations of the Nomination Committee (which is acceptable as the Board is involved and updated throughout the application/interview process through the Nomination Committee anyway).

That all potential candidates of the Nomination Committee be all organization who attended the in-person Tamil Organization Update Workshops, all Sponsors who have committed Transformation Giving (over \$100K), all Governance Committee Members, while current Board Members remain as observers to remain prudent and fully informed.

APPROVED

7. ADJOURNMENT

**Moved by Vigneswaran
Seconded by Jeyakumar**