

JHCA Canada TSA Team Meeting – Tuesday, November 08, 2022

Attendees

Kugathan Sarangapani
Raveendra Kandasamy
Shanthypoosan Jeyabalan
Prem Premachandra
Buva Thirunavukarasu
Wakeesan Mathiyaparanam
Muralee Perairampillai
Roger Mathialagan
Ramesh Navaratnam
Suthakaran Subramaniam

Minutes Prepared by: Suthakaran Subramaniam

Agenda

1. Welcome
 - Officially welcome the Ex Officio members
 - Quick feedback/views/suggestions
2. TSA Team's Mission, Vision & Main focus for next one year
3. JHCA Canada TSA Annual Progress Update 2022 Report – Feedback, comments, suggestions etc.
4. Activities Update
 - Current
 - Need to be resumed which were stopped due to Covid & unstable situations.

5. TSA Financial Review

- Collected fund & Receivable for year 2021
- Collected fund & Receivable for year 2022
- Donors list 2021
 - Continuing Donors
 - Leaving Donors
 - New donors
 - Potential financial shortfall
 - Immediate action needed to recover the shortfall

6. Assignments, Responsibilities & Areas of help needed

7. EC Team and TSA Team

- Timely updates
- Clear & transparent communications
- Defined process protocols

8. Other matters.

Discussion Details:

The meeting discussions were proceeded with the agenda sequence

1. Welcome

This was the first TSA team meeting after JHCA Canada AGM 2022. TSA chair started the meeting with a warm welcome to the new ex officio team members and requested their views & feedback about TSA.

Ex officio members gave their very positive feedback.

Shanthypoosan – It is a very good initiative and we all need to support. Continue to do the good job.

Raveendra – All TSA projects are great. Recently JHC principal also requested some help. If you can accommodate, that would be great.

Sutha replied – Yes, president Kugathasan already talked to me about this. I believe we can do that.

2. TSA Team's Mission, Vision & Main focus for next one year

Chair Sutha – As I mentioned earlier, this would be my last year for this TSA chair position. That is what I have this mission and vision for one year. As a team, during this one year period, we all need to bring the TSA to the next level with the following thoughts or mindset

- Work as one team
- Active participation & take more ownership from all team members
- Positive talks and initiatives
- Work towards building a stronger donor community
- Implement more TSA activities
- Keep good relationship with EC team, Volunteers in SriLanka and donors. There are 4 operational groups within the TSA team and they are

1. Donor Community
2. TSA members
3. JHCA Canada EC Team
4. Ooruni - TSA Team in SriLanka

It is better to have good relationship & understanding amongst these 4 groups to bring the TSA activities & initiatives to the next level.

- Collective ideas/suggestions are welcome,
- Try not to insist or convince
- Regular meetings (TSA team meeting, Volunteers meeting etc)

Finally, chair Sutha said he appreciate team members' constructive feedback about the suggested "TSA Mission & Vision" for one year.

[3. JHCA Canada TSA Annual Progress Update 2022 Report – Feedback, comments, suggestions etc.](#)

Chair Sutha – We recently circulated our “TSA Annual Progress Update 2022” document for all JHCA Canada members and our donor community. Special thanks to President and Secretary for circulating our document to all members.

I really need your feedback to validate the content and the format of this report.

Raveendra – It was a good report with plenty of information. It is better to have an “Executive Summary” at the beginning of this report.

Premachandra – Yes, it was a good report. Since it is a big report, some people may not read everything. If you can create a couple of pages summary report, you can circulate to everyone as a quick TSA update.

Sutha replied – Yes, we can do that.

[5. TSA Financial Review](#)

Sutha – As per the agenda, the next discussion topic would be [4. Activities Update](#). But we are going to discuss the [5. TSA Financial Review](#) next.

Year 2021 Active donors 86, Supporting 135 students (one to one basis). But there were 164 beneficiary students. We supported all these students by using the fund collected from these 86 donors.

Out of these 86 donors,
Seven donors (who supported 8 students) stopped contribution

Another 5 donors (who support 13 students) haven't confirmed yet.
Looks like their contribution for 2021 going to be Doubtful.

2021 receivable as of today \$8367. It was \$29,448 on Aug/31/2022 when we closed the accounts for audit (Just before the JHCA Canada AGM 2022)

2022 receivable as of today \$40000. It was \$47,155 on Aug/31/2022 when we closed the accounts for audit (Just before the JHCA Canada AGM 2022)

If you review all these fund collection and beneficiary students' summary, it is obvious that we are going to have a financial short fall in the near future. We need to act now to recover this potential shortfall.

We always keep buffer fund (20K) in our TSA account. Also recently there was a big jump in exchange rate due financial crisis in SriLanka. Because of these we were able to manage to continue our TSA activities in the recent past without any financial issues even though our fund collection was halted or interrupted for a long period due to some other reasons. No point of talking about the past. As a team we need to think positively and move forward.

Please note that after 2019, 34 donors were added, supporting 45 students. Just for your information, 3 TSA members brought in these 34 donors. Currently, we badly need more donors. If each TSA member commit to bring 1 or 2 donors, we can recover this financial short fall very easily. So we expect your full cooperation on this matter.

4. Activities Update

Sutha- Initially due to the COVID then due to the financial unstable conditions in SriLanka, some of our group activities have been affected. Currently, only the below given activities are going on...

1. Students monthly financial support

2. Teacher assignments support or special classes support for couple of schools.
3. Providing lunch for a remote area school (temporary)

Those interrupted group class activities update will be given by the respective project in charge team member

Skype Teaching – Buvanendran

Still the situation is not favour to start the classes. Also the main teacher Niruthiha is in her final year at the University and she is very busy. We will restart the activities when everything settle down.

E-Kalvi – Ramesh

The situation is getting better. I talked to Nelson (Kilinochchi coordinator) last week and he we can restart the classes soon. I will talk to him one more time and give the update.

Sutha- Yes, we would like to start all the activities asap and back to track to our pre Covid situation.

6. Assignments, Responsibilities & Areas of help needed

Sutha – We need team members' help to take responsibility for the following assignments. Need to assign the lead role person for each assignments.

- Bringing more donors

As I mentioned earlier, we need more new donors. Also if we start to help needy JHC students as per Principal's request, we need to find out new donors for that project too. Actually this assignment is all team members' responsibility. Everyone need to participate on this initiative.

- Website update with the help of EC team

Web site update is very crucial for our TSA growth. When we approach the potential donors, they normally ask our web site. Ramesh faced this problem. Someone need to volunteer to take the lead role and work with EC team and web master to update the TSA section in the JHCA Canada website.

President Kugathasan came forward.

- Newsletter Release

Sutha - Releasing newsletter is the good way to communicate with our donors and members in timely manner. It will help us to keep in touch with our donors. Arunmozivarman helped us on this initiative in the past.

He will be in our team as Ex officio member this time too. Sorry, I couldn't invite him for this meeting. We can ask him to lead this initiative. Can someone please join this team and help him.

Buvanendran – Plan to release the next newsletter by end of this year is too early. Target it for March/2023.

Prem: Yes, we can release the next newsletter in Mar/2023. As discussed earlier, summarize the TSA annual update and the outcomes of our today's meeting. Send that summarized document to donors and the members in Dec/2022 in order keep the donors in touch and informed.

- Contact beneficiary students & evaluate the status – once a month

Sutha – This is a new initiative and I talked about this in the JHCA Canada AGM 2022 too. Our plan is talking to each beneficiary students once a month, get the sense of where they stand and motivate them. Anyone can volunteer for this initiative too. We need more people for this. On the other hand, we are looking for new members especially for this initiative.

- Lead group student projects

Sutha – We need to focus on group student projects where most number of students will get benefit. We need your help to start group student projects especially in upcountry area and Eastern province.

7. EC Team and TSA Team

Sutha – Unfortunately we had some misunderstanding and disconnects in the past. We are not here to discuss the past. We need to find a way how we can improve and build up a good relationship with mutual understanding. As TSA Team we need to do the following

- Give timely update to the EC team
- We need to have clear & transparent communications with EC team all the time.
- We encourage and appreciate the Ex Officio members to attend TSA meetings in regular manner. Then always Ex Officio members aware of all TSA discussions. Thank you for all EX Officio members who come for our meeting today.
- TSA team should defined process protocols for all of the activities and processes.

I have full confident that we can achieve this goal with your help.

8. Other matters.

Raveendra – I believe you have TSA Operational document as a presentation. Why don't you make that as a pdf document and share

with everyone. Also you can use that as your team base document for your processes.

Sutha – Yes, I can do that.

Buvanendran – When you do bank to bank fund transfer to SriLanka, Srilankan bank will give SLR 1000 as incentive for each transaction. Why don't you split and send money more frequent.

Then everyone gave their comments on this matter. Especially president, treasurer and secretary expressed their views. Finally team decided to send money to SriLanka once a month instead of once in every two months.

Sutha – I would like to bring a proposal to increase the students' monthly payment amount. Actually I brought up this based on input from couple of donors and money saving due to sudden increase in SriLankan rupees exchange rate. Also other organizations similar payments are much higher than our payment scale. I believe, we can increase the payment as below

University students	SLR 6000
GCE A/L & GCE O/L students	SLR 5000
Students Grade 10 and under	SLR 4000

Team members gave their input

- We should have a good monitoring system to make sure the funds are not misused by students or parents
- Our coordinators' input/feedback is important to make a decision for this proposal
- We should schedule our SriLankan coordinators meeting in a regular basis.
- It is better have meetings/communication with our beneficiary students once in every two months.

- Meeting with university students should be motivational oriented.
- Meeting with other students should be evaluation/verification oriented.
- When we consider the inflation, increasing the student support amount is very reasonable. We should increase the amount.

Buvnendran volunteered to help on meeting with students arrangement. Also he said he can do this only for a short period.

Sutha – yes, we will schedule the coordinator meeting after the meeting with JHC Principal.

After that there was a quick discussion about JHC Principal's request. Members' feedback was very positive and they feel that we should do that. Then president Kugathan said that he will schedule a meeting with JHC principal and requested all TSA members to attend the meeting.

Premachandra – It is better to schedule a fixed date for our monthly meeting like that we had in the past.

Raveendra – We have our EC meeting second week of every month. You can schedule TSA meeting either 1st or 3rd week of every month.

Sutha – OK, we will have our monthly meeting 1st week Tuesday of every month.

Sutha – As the TSA chair, I am really happy. It is a good meeting after long time. Thank you all for attending this meeting. Especially for all Ex Officio members who came for this meeting.

Meeting was concluded with that last discussion.