

## **JHCA Canada TSA Team Meeting – Tuesday, April 23, 2024**

### **Attendees**

Kugathasan Sarangapani

Saba Guru

Buva Thirunavukarasu

N. Ramesh

Kathir Nadarajah

Kumaran.S

Jeytheepan.M

Sathiyarayanan Saravanapavananthan

Sutha Subramaniam

### **Absentees**

J. Shanthypoosan

Aravinthan Sathananthan

M. Wakisan

Suntharesan Ganeshamoorthy

Sutharsan Sirinivasan

**Minutes Prepared by:** Sutha Subramaniam

Meeting discussion outcomes are given in blue text.

Discussions were continued with the below given sequence

### 1. Welcome Message

Meeting started with welcome message

### 2. Special welcome to the **Two New TSA members** and members' introduction

A warm welcome was given by the TSA team to the two new TSA members Kumaran and Jeytheepan. Then all TSA members self-introductions were done.

After that TSA chair gave a high-level explanation (to the two new members) about current TSA projects, how they are monitored and how the monthly progress update of each project is shared with the TSA team. Also, he mentioned that Mullaitivu project will be listed as one of the TSA main projects from now on and the same TSA processes/protocols will be followed for this new project too.

TSA projects details and assigned teams for the projects follow up are given below.

### **TSA Team 2024 – Current Activities**

- Students monthly financial support
- Group Students Projects
- Support JHC Students to stay in hostel & study
- Mullaitivu students education support project

## **TSA Team 2024 – Projects monitoring & new initiatives teams**

University Students & School Students follow up

Team: Narayanan, Wakisan, Kathir, Sutharsan

Group Students Project follow up

Team: Narayanan, Sutharsan , Buvanendran, Ramesh

JHC Hostel Students support program follow up

Team: Aravinthan, Suntharesan

Mullaitivu Students education Support Project

Team: Kumaran, Jay, Sutha

Charity Registration Initiative update

Team: Sutha, Saba Guru, Ramesh, Kathir, Narayanan

After the introduction session, the chair Sutha said today's meeting main discussion topics are

- Finalizing the Mullaitivu project brochure/banner
- Dinner presentation video clip
- TSA activities summary brochure (to place them on the dinner event tables)

### **Finalizing the Mullaitivu project brochure/banner**

TSA chair showed the final draft of the brochure that was decided during the meeting (held on April 17, 2024) with "Fund Raising Subcommittee".

Then team members gave their opinions especially on the heading of the brochure. Mainly they flagged out that the heading is too big.

After a lengthy discussion it was decided to shorten the heading and Jeytheepan agreed to make that modification quickly and send the modified brochure to the TSA team.

### **Dinner presentation video clip**

Sutha said as decided during the meeting (held on April 17, 2024) with “Fund Raising Committee”, two video clips will be prepared

1. Regular TSA activities video clip (played only one time)
2. Special video clip for Mullaitivu projects (will be played a couple of times)

TSA activities clip will be played first and the at end of the clip I will be mentioned that there will be a separate video clip for the new TSA project “Mullaitivu Students Educational Development project”

Then all team members gave their comments and feedbacks. Based on those inputs the following decisions were taken.

- TSA activities clip and Mullaitivu project clip will be played separately.
- TSA clip will be played first.
- In the Mullaitivu project video clip, TSA name has to be included somewhere to avoid the confusions.
- The finalized video clips have to be showed to the TSA team before sent them to the dinner subcommittee.

### **TSA activities summary brochure (to place them on the dinner event tables)**

Sutha – Every year prepare this brochure and place them on the tables at the dinner event. Last year Narayanan helped us on this brochure preparation. I would like to get his help this year too.

Narayanan accepted the request.

Then the team had open discussion about the format and details to be included in the brochure. The following decisions were taken.

- High priority should be given to Mullaitivu project in this brochure preparation and more details of this project should be included.
- Sutha need to provide all the students numbers, dollar amounts and the statistical details to Narayanan on time.
- Kumaran and Jeytheepan will provide all details about the Mullaitivu project to Narayanan.

After this as the last discussion topic, Narayanan brought up the teacher payment increase request that was received from Addappallam MV.

Currently we are paying SLR 15,000 for two teachers. Now they are asking SLR 20,000.

Team decided that it is a reasonable request and approved the payment increase request.

Meeting was concluded after this discussion.

.