

JHCA Canada TSA Team Meeting – Thursday, August 22, 2024

Attendees

Kugathan Sarangapani
Buva Thirunavukarasu
N. Ramesh
Sathiyararayanan Saravanapavananthan
Kumaran.S
Sutha Subramaniam

Absentees

J. Shanthypoosan
Aravinthan Sathananthan
Kathir Nadarajah
M. Wakisan
Suntharesan Ganeshamoorthy
Sutharsan Sirinivasan
Saba Guru
Jeytheepan.M

Minutes Prepared by: Sutha Subramaniam

TSA chair started the meeting with warm welcome and said this special meeting is scheduled to discuss about the upcoming TSA Annual Update meeting preparation.

Then he presented the tentative TSA Annual Update meeting agenda and started the discussion. The following were discussed

- Agenda sequence
- Allocated time for each agenda item.
- Headings for the guest speakers' topics
- Back up video clips from the speakers
- TSA Fund raising slide format and how it can be presented by the event moderator
- Ground rules for Zoom meeting and how it can be displayed
- Calling the TSA donors and invite them for the meeting
- Sending the official invitation to all JHCA Canada members through JHCAC secretary.
- Official invitation format
- Sending the invitation to all TSA contact list people (donors and members) by the TSA chair
- Getting the feedback or suggestion from Ooruni TSA coordinators
- Allocate time for coordinators to talk/ present in the annual meeting

After the discussions the following action items were assigned

1. Send the official TSA Annual update meeting invitation to JHCA Canada secretary and request him to send out the invitation to all JHCAC members – Sutha

2. Send out the official TSA Annual update meeting invitation to all TSA donors and other contact list people – Sutha
3. Calling all TSA donors one week before the meeting date – Ramesh & Narayanan
4. Officially invite Dr. Jegaruban and request a backup video clip – Kumaran & Sutha
5. Get the back up video clip from two university students – Buvanendran
6. Finalize Suthaparan's presentation topic – Narayanan
7. Load Annual update meeting presentation materials and documents into two or three computers – Sutha, Ramesh & Narayanan

Finally, TSA chair mentioned the following...

- The Ooruni TSA Coordinators meeting is scheduled for August 25th and requested all members to participate if they have time.
- One more TSA team special meeting will be scheduled in one week time to finalize agenda and presentation materials

Meeting was concluded after this discussion.

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