

NOOLAHAM FOUNDATION

GOVERNANCE BOARD MEETING MINUTES

Date: 1 December 2024

Time: 5:30 p.m. Sri Lanka Time

Meeting: Governance Board Meeting

Venue: Online

Attendance

The following members were present at the meeting

1. Rathina Iyer Pathmanabhan Iyer
2. Meera Bharathy
3. Kopinath Thillainathan
4. Shaseevan Ganeshananthan
5. Dr. Kanaga Sugumar
6. Prashanth Srinivasan
7. Nalayini Indran
8. Mayooraanathan Ratnavelpillai
9. Mark Balmforth
10. Sujeevan Tharmaratnam
11. Ransuthamalar Nanthakumar

Agenda

1. Approval of the previous meeting minutes
2. Approval of the Annual Plan and Annual Budget for 2025
3. Appointment of Governance Board and Grey Board members for 2025
4. Annual Conference, Communications and Public Relations
5. Staff Capacity-Building Programme
6. Any Other Business (AOB)

1. Approval of Previous Meeting Minutes

The minutes of the previous Governance Board meeting were reviewed and approved.

2. Annual Plan and Annual Budget for 2025

2.1 Approval of the Annual Plan for 2025

The Governance Board reviewed and approved the Annual Plan for 2025, subject to the following comments, priorities and directives.

2.1.1. Field Researcher Responsibilities

The primary responsibility of the Field Researcher will be to identify and document new collections and potential projects for the project pipeline.

Action ID: 2931

2.1.2. Review of Rights Management

A comprehensive review of the rights-management targets is required to ensure alignment with the Foundation's organizational objectives. Permissions, rights-related documentation and associated administrative tasks must be integrated into the relevant projects and assigned as part of the respective project responsibilities.

Action ID: 2930

2.1.3. Infrastructure Development and AI Implementation

Adequate funding must be allocated for infrastructure development and the implementation of Artificial Intelligence (AI) projects to strengthen the Foundation's operational capacity, support innovation and advance its strategic objectives.

Action ID: 2913

2.2 Approval of the Annual Budget for 2025

The Governance Board approved the Annual Budget for 2025.

3. Fundraising and Resource Mobilization

The Governance Board discussed strategies to strengthen fundraising, expand the contributor base and improve the Foundation's financial sustainability.

The following strategies and responsibilities were agreed upon.

3.1. Expansion of the Fundraising Network

- Five new contributors will be recruited through a dedicated fundraising initiative.
- Each Governance Board member is responsible for identifying at least ten potential fundraisers.

- Each Grey Board member is responsible for identifying at least five potential fundraisers.

3.2. Local Chapter Development

New Grey Board members will be identified and recruited through the development of local chapters. This initiative aims to strengthen regional representation, expand community engagement and increase support for the Foundation.

Action ID : 2774

3.3. Engagement with Noolaham Visitors

The Foundation will establish and maintain regular communication with visitors to Noolaham to strengthen relationships, encourage continued engagement and promote greater community participation.

Action ID: 2932

3.4. Recruitment for Resource Mobilization

The Foundation will work towards recruiting a staff member dedicated to fundraising and resource mobilization. The responsibilities of this role will include identifying funding opportunities, preparing and managing proposals, coordinating fundraising activities and supporting relevant writing and documentation.

Action ID: 2293

3.5. Support for Scholars, Researchers and Intellectuals

Funds raised through the Foundation's initiatives may be used to support research-related expenses incurred by scholars, researchers and intellectuals. Such support may include travel expenses and per diem allowances, where appropriate.

The term "*commission*" should not be used to describe this type of support.

Action ID: 2904

3.6. Fundraising Commitments

The following fundraising commitments were recorded during the meeting:

1. Kopinath Thillainathan - 4 fundraisers and 20 contributors
2. Prashanth Srinivasan - 3 fundraisers and 15 contributors
3. Dr. Kanaga Sugumar - 5 fundraisers and 25 contributors
4. Sujeewan Tharmaratnam - An additional 5 fundraisers and 25 contributors
5. Meera Bharathy - 6 fundraisers in total
6. Shaseevan Ganeshananthan - 13 fundraisers in total

7. Noolaham staff - 5 fundraisers in total

The above commitments will guide the Foundation's fundraising and contributor-engagement efforts for 2025.

4. Governance Board and Grey Board Appointments for 2025

The following appointments and proposed appointments were recorded for 2025.

4.1. Governance Board

- **Sanjayan Selvamanickam** will join the Governance Board.

4.2. Grey Board

The following individuals will join the Grey Board

- Mohamed Saakir Ibrahim
- Rajan Bala
- Sinniah Karuppiyah Navaratanarajah
- Sujeevan Tharmaratnam

4.3. Sujeevan's Fundraising Commitment and Board Position

Sujeevan Tharmaratnam agreed to confirm and identify the fundraisers committed through his fundraising initiative within one month, with a target completion date of 31 December 2024.

He also expressed his intention to step down from the Governance Board and serve on the Grey Board in 2025.

4.4. Follow-Up with Contributors

Reminder letters will be sent to contributors in Canada whose payments remained outstanding up to January 2024.

Action ID: To be confirmed.

4.5. Nalayini's Role

Nalayini Indran will continue to serve as a Grey Board member, contributing to the Foundation through mentorship, process development and project support.

5. Chapter Development and Governance

The Governance Board discussed the status of local chapters, the identification of new directors and the formalization of chapter governance arrangements.

5.1. Sri Lankan Chapter

Three members are actively involved in the Sri Lankan chapter. The chapter's registration status must be confirmed in consultation with these active members.

Action ID: 2934

5.2. Australian Chapter

New directors need to be identified for the Australian chapter to strengthen its leadership and operational capacity.

Action ID: 1418

5.3. Potential Grey Board Members

Meera Bharathy proposed S. K. Vickneswaran and Aathman Ravi as potential Grey Board members.

- **Aathman Ravi:** His connections with CTC may provide opportunities to mobilize resources and strengthen support for Noolaham Foundation.
- **S. K. Vickneswaran:** Her potential involvement and mentorship role remain uncertain due to limited participation to date. The Board recommended adopting a wait-and-see approach before making a decision regarding her role.

5.4. External Audits for Registered Chapters

An external audit will be arranged for all registered chapters to strengthen financial accountability and transparency.

Action ID: 1419

5.5. Memoranda of Understanding with Chapters

All chapters will be required to sign a Memorandum of Understanding (MoU) with the main Governance Board. The MoUs will formalize the roles, responsibilities and working relationships between the Foundation and its respective chapters.

Action ID: 2935

6. EAP 1450 Project Submission

Mark Balmforth noted that preparing and submitting the continuation proposal for EAP 1450 had been challenging due to insufficient supporting materials.

The need to identify and prepare the necessary materials to support future submissions was noted.

7. Staff Capacity-Building Programme

The proposed staff capacity-building visit to India was approved.

The initiative will receive partial financial support through a contribution from Selvarajah Sir. The Foundation will make further efforts to secure the remaining funds required to implement the programme.

Action ID: 2841

8. Annual Conference, Communications and Public Relations

The Annual Conference, Communications and Public Relations were included in the meeting agenda. However, the draft notes do not record specific decisions or action points under these items.

Further details should be added if decisions were made during the meeting.

9. Any Other Business (AOB)

No additional matters were documented in the notes provided.

10. Summary of Key Decisions and Follow-Up Actions

No	Action Item	Responsible Person / Group	Action ID
1	Implement the 2025 Annual Plan	CEO/ Sector leads	2025
2	Review rights-management targets and integrate related tasks into projects	CEO/ DLA Manager	2930
3	Identify and document new collections and pipeline projects	CEO/ PAP Manager	2931
4	Allocate appropriate funding for infrastructure and AI initiatives	GB/ CEO	2913
5	Implement the approved 2025 Annual Budget	CEO/ FHA Manager	2025
6	Identify at least 10 fundraisers per Governance Board member and 5 per Grey Board member	GB/ CEO	Ongoing

7	Recruit five new contributors	GB/ CEO	2025
8	Develop local chapters and identify new Grey Board members	CEO/ Sector leads	2774
9	Establish regular communication with Noolaham visitors	CEO/ Sector leads	2932
10	Recruit a staff member dedicated to resource mobilization	CEO	2293
11	Confirm the registration status of the Sri Lankan chapter	CEO	2934
12	Identify new directors for the Australian chapter	GB/ CEO	1418
13	Arrange external audits for registered chapters	GB/ CEO	1419
14	Formalize chapter arrangements through MoUs	GB/ CEO	2935
15	Identify supporting materials for the EAP 1450 continuation proposal	GB/ CEO	As required
16	Secure the remaining funds for the staff capacity-building visit to India	GB/ CEO	2841

11. Closing

The meeting addressed the Foundation's strategic priorities for 2025, including annual planning and budgeting, fundraising, governance appointments, chapter development, resource mobilization and staff capacity building.

The relevant members and teams will follow up on the agreed actions and work towards implementing the approved plans and decisions.