

Launch Pad Special Meeting Called By the Chair
Date: Tuesday Apr 16, 2023

MEETING ATTENDEES			
Adam Olivero - Chair	✓	Susan Sakal - Councillor Rep.	✓
Pierre Valley - Vice Chair	✓	Rachel Taylor	
Michelle Eccles	✓	Angela Wainscott - Recording Secretary	✓
Brandon Koebel - Councillor Rep.	✓	Christine Samson - HIPP Apprentice Coordinator	✓
April Marshall - Town Rep.	✓		

Call to Order	Adam Olivero called the meeting to order at 12:20 PM
Update on Daniel and Ashley	<ul style="list-style-type: none"> • Daniel has given notice with his last official day being Friday April 28th, 2023. • Ashley has provided notice that her last day at Launch Pad will be Friday April 28, 2023
Review community survey results/ Feedback received	<ul style="list-style-type: none"> - One survey result was received - Suggestions included maintaining the drop-in programming with a membership fee structure - Interest in supporting Launch Pad through Fundraising initiatives.
Confirm itinerary for next few months – programming, bookings, field trips – confirm what’s manageable given the staffing compliment	<p>General Itinerary</p> <ul style="list-style-type: none"> - Spring Programming is continuing as planned - Field Trips are continuing as planned for Spring - Space Rentals are the main priority for the summer of 2023 - Plan for a minimum of two youth focused activities/programs per month - No new co-op students in the next term <p>For Upcoming Field Trips:</p> <ul style="list-style-type: none"> - Kenny will submit invoice for

	<p>Tuesdays session to be paid by Town</p> <ul style="list-style-type: none"> - Ashley to coordinate volunteers for the remaining field trips up to the end of the school year and connect Christine to the volunteers through an introductory email. <p>For Upcoming Programming:</p> <ul style="list-style-type: none"> - Susan to provide Vulnerable Sector Cheque Letter to Hallman volunteers to be completed Monday <p>Summer Camp/Activity Ideas:</p> <ul style="list-style-type: none"> - Option for video game camp - Elephant Thoughts collaboration - St. John's training for Youth on site - Therapy dog training with kids <p>Future Opportunities Available:</p> <ul style="list-style-type: none"> - Potential for space rental by the YMCA for resume writing workshops, etc. - Bonnie (Working at Heights) instructor has been contacted to rent the Launch Pad space for her programming - Alicia Gibbons is teaching a wellness program through Launch Pad facilities - Sparks Centre is offering dual credits which is something that we could replicate - Fanshawe could provide a good potential for partnerships
<p>Work plans for staff and expectations during this timeframe</p>	<ul style="list-style-type: none"> ● Christine to read through staff work plans outlined below together with the staff: <p>Work Plan for Daniel -</p> <ul style="list-style-type: none"> - Compile photos and videos into a catalogued drive to be shared with Rachel via the Google Drive. - Gather all co-op student information (evaluations, roles, work plans) to provide guidance for the remainder of the term - Continue to create and post social media content (please send through to Rachel/Angela prior to posting) until departure

- Finalize any existing promotional materials
- Assist with field trips and programming as assigned
- Outline process for preparing the newsletter
- Continue all other duties as assigned

Work Plan for Ashley -

- Send out an email to existing contacts about upcoming maternity leave introducing Christine as the new contact (Please include her as a CC in the email so that she can follow up in the interim as needed)
- Finalize a plan for the co-op teacher tour
- Connect with all families for the automotive program informing them of the schedule change to automotive "the auto technicians have asked to move the programming to 5:30-6:30"
- Connect with Rachel for an absorption day to share your knowledge prior to departure.
- Coordinate youth focused summer programs involving minimal volunteers and share process with Christine
- Provide all CWB information (processes and contact information) to Christine via email
- Email field trip teacher directing further communication (after last date) to Christine
- Share process for bookings and Camp Brain with Christine
- Share room rental process with Christine
- Ensure password document is updated for all future use
- Compile list of key holders and who still have them/who does not
- Provide Christine with a facility orientation and tour and open and close procedure
- Coordinate volunteers for the remaining field trips up to the end of the school year and connect Christine to the volunteers through an introductory email.

Work Plan for Christine -

- Send out an email introducing herself to key organization members, volunteers, and stakeholders
- Forward all of Nicholas' emails to her new email
- Forward all of Emily's emails to new account
- Gather all materials together to create organization and structure within the digital files
- Provide Health and Safety list to Board of objectives to be completed
- Compile and sort all physical paperwork
- Provide list of all missing policies and documentation
- Together with staff and volunteers, create inventory of equipment and materials the organization owns and make note on each item on where they are in their lifespan.
- Create Teams Drive for the Board to connect and share

Work Plan for Jorja -

- Develop social posts recognizing the award received
- Continue teaching course and assisting with field trips
- Develop a list of all finance charge accounts created
- Assist Christine with administrative duties
- Continue duties as assigned

Work Plan for Co-op Students -

- Taking photos and working on social media strategy
- Fulfilling duties as assigned

Work Plan for Board -

- Adam to set up email for Christine "christine@yatc.ca"
- April to create a statement of changes from Launch Pad and an automatic email reply
- Adam to confirm Michelle to accept award on Launch Pad behalf of

	<p>Chamber Awards</p> <ul style="list-style-type: none"> - Brandon to take on website refinements until an appropriate staff member can be appointed - Rachel Taylor to take on social media posting following the departure of Daniel until an appropriate staff member can be appointed - Rachel and Angela to develop a plan for Gresta Limited to acknowledge the \$10,000 donation - Susan to connect with Hallman volunteers for vulnerable sector cheques - April to meet with Grey County and Elly Green to advance business planning
<p>Programs Manager job posting (confirm timing for posting, interviews, hiring)</p>	<ul style="list-style-type: none"> - April to work with Melissa to develop a programs coordinator posting to fill Ashley's maternity leave.
<p>Next steps for grant writing, business planning and budget (and donor recognition)</p>	<ul style="list-style-type: none"> - April to meet with Grant Writer to create a proposal based on the needs of Launch Pad - April to meet with the Business Enterprise Center and Elly Green to create a proposal that best suits the needs of Launch Pad moving forward. - April and Chris Walker to develop a draft budget for approval at the next Board meeting - Suggestion sent in by Rachen for committee focused tasks will be discussed at the next general board meeting
<p>Website Concerns</p>	<ul style="list-style-type: none"> - Brandon Koebel photo is missing from website - Dates are incorrect for upcoming programming and need to be adjusted
<p>Building Maintenance</p>	<ul style="list-style-type: none"> - Develop a staff tidying list as a part of the daily responsibilities within the organization

	<ul style="list-style-type: none"> - Create a checklist for April Brown to complete with each site visit - Reach out to dumpster company to determine the possibility of adding a lock to the top of dumpster (Christine to Do)
Adjournment	MOTION 9: Made By Susan Sakal that the meeting be adjourned at 5 PM
Next Regular Board Meeting	Tuesday May 2, 2023 at 5 PM

Adam Olivero - Board Chair

A - Executive Director