

LAUNCH PAD YATC BOARD OF DIRECTORS

March 29th 2022 | 5:30 pm – 7:00 pm – **Virtual**



AGENDA – Tuesday March 29th 2022

- 1. Disclosure of Pecuniary Interest**
- 2. Approval of the Agenda**
- 3. Approval of Previous Board Meeting Minutes – February 17th 2022**
- 4. Business Arising from Previous Minutes**
- 5. Financial Update –**
 - **February Month End Narrative Report & Grant Application Update**
 - **Financial Scenario Planning Report**
- 6. Executive Director Report**
- 7. HIPP Apprenticeship Update**
- 8. Neptune Scoops Update**
- 9. Launch Pad Expansion Proposals**
 - **Letter of Interest from individuals within the Community of Saugeen Shores**
- 10. New Board Member Application Review**
- 11. Next Meeting Date & Time**
- 12. Adjournment –**

KEY UPCOMING DATES



MARCH 29th 2022 MEETING MINUTES

DIRECTORS PRESENT Adam Olivero | Michelle Eccles | Pierre Valley | Councillor Selwyn Hicks

STAFF PRESENT Emily Morrison |

OTHERS PRESENT April Marshall |

REGRETS Angela Wainscott

AGENDA

1. Disclosure of Pecuniary Interest

Nil.

2. Approval of the Agenda

Motion to Approve the Agenda.

MOVED BY Adam Olivero | SECONDED BY Pierre Valley

CARRIED.

3. Approval of Previous Minutes – February 17th, 2022

Motion to Approve Minutes as presented.

MOVED BY Pierre Valley | SECONDED BY Councillor Selwyn Hicks

CARRIED.

4. Business Arising From Previous Minutes

Councillor Selwyn Hicks announced that he will be taking a leave of absence starting May 2nd for the Provincial Election Campaign as his successful nomination as the Liberal Party of Ontario Candidate for Grey-Bruce- Owen Sound Riding.

5. Financial Update

February Month End Financial Report & Grant Application Update



NARRATIVE

Reporting Category	Summary Analysis		ACTIONS REQUIRED	
Overall Financial Performance	<p>Launch Pad’s 2021 year-end, statements show a year end deficit of \$41 118.41.</p> <p>With the Town of Hanover’s Contribution now on the Feb 2022 month end statements our cash situation is positive \$50 731.64.</p> <p>As this significant positive cash situation is not expected to be maintained, it is crucial that frugality is maintained.</p>		<p>As we enter into a provincial election year, few large Government Grants are expected to materialize in opportunity. Thus it is important to look for earned revenue opportunities and seek out individual donor opportunities.</p>	
Revenue Variations	Revenue Source	+ or - \$/%	Analysis	Actions Required
	CWB Testing Revenue	38% of target already achieved	This offers a significant opportunity to make the welding shop a revenue positive even with steel prices rising.	Direct market the opportunity to local welding shops. Individuals can take their test on the same day, after the CUSW union members have completed their test to maximize revenue generation in one day.
	Entrepreneurial Expenses		North Bruce Peninsula confirmed their picnic table purchase for 2022 to a value of \$7500! This will achieve 80% of our goal.	Will invoice for first half of order in May 2022.
	Watch for Youth Program Revenue to go up in March 2022		\$5000 youth program for Salvation Army \$5500 for 10 field trip days \$900 March Break Camp Revenue	Should bring us up to 35% of our target by March End 2022
	Trillium Mutual Donation of \$5000 not yet on the books		Launching of the Automotive Program.	
	Gov of Ontario RED Fund		Can claim final payment for reimbursement on March 31 st for expenses incurred Jan 1 – March 31 st	

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Expense Variations	Expense Line	+ or - \$/%	Analysis	Actions Required
	Service Fees	30% of budget	We were hard hit on accepting credit card for CUSW training fee through the NS Processing Payment - \$130 for \$3000 of revenue	Will no longer allow for individuals to pay by credit card, direct individuals to pay online through Town of Hanover Portal, debit, cash, or cheque.
Future Considerations	Summary Analysis			Actions Required
	<p>Political: Federal – New government money will be announced from promised election campaign will be coming online to capitalize.</p> <p>Provincial June Election & Municipal October Election – ensure all candidates and government officials know the importance of Launch Pad</p> <p>Environmental: COVID – 19 & 2022 With Youth back in school and COVID Restrictions lifting, Field trip bookings are picking up thanks to Dave Barrett. An additional 21 field trips @ \$35 per youth are booked for April/May/June 2022</p> <p>Social: The Communications & Development sub-committee had an idea of doing a direct mail campaign to our ‘transportation catchment area’ to still promote the existence of Launch Pad and asking for donations.</p> <p>Use our existing CampBrain software we uploaded all previous donor data to see a complete list of our past donors – call each donor and invite them for a tour and discuss donating again.</p> <p>Technology:</p> <p>Our current <i>Grant Advance</i> Search Software Membership Expires in May 2022.</p> <p>I do not recommend buying it again but would like to consider purchasing a membership to <i>Grant Connect</i>. We did previously have this for one year prior to switching to Grant Advance and I had more success.</p>			<p>Political – Continue to monitor and apply for Government Grant opportunities that support or mission and vision no matter the competition.</p> <p>Environmental – Ensure I do not burn out staff as field trip days lead to 10 hour shifts but this is a prime revenue source</p> <p>Social – Mailings Target in May but before for Victoria Holiday Weekend.</p> <p>Try to call all donors by end of April 2022.</p> <p>Technology – One year membership cost approx. \$600 + tax</p>



	<p>Economic: continue to be an Octopus – a strong brain & and strong organizational foundation with multiple tentacles generating multiple sources of revenue in such that we are not reliant on one pillar.</p> <p>Legal: How would the addition of new Launch Pad locations impact our organizational development?</p>	<p>Economic –</p> <p>Create a direct marketing flyer to local welding shops for their employees to be recertified at Launch Pad.</p> <p>Legal – Continue to Research & Explore various organizational structure opportunities that offer Launch Pad the greatest success.</p>
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6. Executive Director Report

Emily reviewed with the Board of Directors the Staff Report and highlighted the number of field trip bookings at Launch Pad, the number of organizations renting space at Launch Pad, and the success of March Break Programming.

Emily also informed the Board of Directors of some personal news that she is expecting a baby in Summer of 2022 and intends to start maternity leave early, with her last day being Friday June 10th 2022.

7. HIPP Apprenticeship Update

Launch Pad’s Open House on March Break went moderately well. Each day we offered tours to individuals that attended, had a display of the HIPP Apprenticeship campaign, and a social service employment provider that offered program support to

April & Emily reported to the Board of Directors that a joint application was submitted to the Rural Economic Development Fund to build on the marketing and awareness of the HIPP Apprenticeship Pillar. The grant request included a one year full-time position to manage the marketing and promotion, in addition to dollars supporting CWB test days for interested youth.

8. Neptune Scoops Update

Emily reported back to the Board of Directors that the mobile trailer unit under investigating to purchase as the new Neptune Scoops is going to require more of an upgrade investment than originally anticipated. After an informal safety inspection, we know it needs breaks to be added, blinker indicators, and hitch upgrade over

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and above resealing the roof and upgrading inside walls to fix and prevent future water damage.

Pierre highlighted an alternative solution for a permanent structure, and a mobile unit, and the Board directed Emily to continue to research and report back via email on a proposed pathway moving forward.

9. Launch Pad Expansion Proposals

Launch Pad received another expression of interest from a group of community members from the Municipality of Saugeen Shores on Launch Pad Hanover's willingness to be replicated in another community under the same name and logo.

The Board received the letter and instructed the already established ad hoc sub-committee looking into expansion requests to further research opportunities and expansion models.

10. New Board Member Application Review

Launch Pad reviewed two board of director applications and both were positively received. The individuals will be invited to the next meeting to see how we work and learn more, for them to decide

11. Next Meeting Date & Time - May 11th 2022 @ 5:30 PM

12. Adjournment - 7:20 PM

Moved By – Adam Olivero