

Launch Pad Regular Board Meeting
Date: Tuesday Mar 7, 2023

MEETING ATTENDEES			
Adam Olivero - Chair	✓	Susan Sakal - Councillor Rep.	✓
Pierre Valley - Vice Chair	✓	Rachel Taylor	
Michelle Eccles	✓	Angela Wainscott - Recording Secretary	✓
April Marshall - Town Rep.	✓	Nicholas Manglal-lan	✓

Call to Order	Adam Olivero called the meeting to order at 5:35 PM
Approval of Previous Minutes	<ul style="list-style-type: none"> - Jack MacDonnell submitted his resignation following the last Board meeting. <p>MOTION 1: Made by <u>Pierre Valley</u> Seconded by <u>Michelle Eccles</u> that the meeting minutes be approved as circulated. CARRIED.</p>
Business Arising from Previous Minutes (Nicholas was asked to create a 3-month outlook for staff if Drop-Ins and Podcasts were to be eliminated)	<ul style="list-style-type: none"> - Staff schedules were reviewed looking at the potential for role shifts based on programming changes (eliminating Drop-Ins and the Podcast), staff changes, and a potential change in hours - Action: Nicholas to create a weekly staff schedule visual for July and August. - Option to close Friday was discussed: Friday is the “rental” day for the facilities by outside parties. - Nicholas voiced concerns over public opinion and of a lack of contingency plan IF reducing the number of staff on site during Ashleys maternity leave. - Nicholas expressed that we don’t currently have the time or capacity to manage volunteers - A suggestion was brought forward by

	<p>S. Sakal to engage Probus more in programming led by volunteers</p> <ul style="list-style-type: none"> - A discussion was held around working <i>on</i> the business rather than <i>in</i> the business. - Action: Ashley to create process documents for her existing role to be used by staff moving forward. Process documents include: Volunteer Management, Community Engagement and Presentations (Step By Step), How Programs are created/developed, Volunteer Requirements ie. lesson plans - Action: Ashley to develop official Exit Interviews for volunteers - The board voiced concerns over volunteer burnout <p>MOTION 2: Moved by Seconded By that</p>
<p>Budget Review + Repayment of Loan</p>	<ul style="list-style-type: none"> - We need to make \$86,058.74 (including Grants) or \$121,058.74 (excluding Grants) to net 0 at the end of the year. There would be an additional \$8,000 if hiring to fill Ashley's position for 16 weeks. - Discussion was held over the repayment of loan commencing in 2024
<p>Re-Launching Launch Pad</p>	<ul style="list-style-type: none"> - Discussion was held regarding opportunities to generate revenue. Discussion included: - Developing promotional material to advertise building rental - Stepping back and developing a new business plan - The possibility of eliminating Neptune Scoops for the year 2023 - The possibility of contracting out Neptune Scoops to be run by a business with the support of Launch Pad youth hires. - Action: Nicholas to brainstorm revenue generating opportunities (building rentals, parking lot rentals, etc)

	<ul style="list-style-type: none"> - Action: Joshua to develop promotional material specifically focusing on revenue generating opportunities for Launch Pad (kitchen and event space rental, etc) - Action: Nicholas with each team member to create a list of deliverables for each role - All material to be added to website - Action: Delete “closed” messages on instagram the day after they are posted to aid with public opinion - Discussion was created - Option to bring in Elly Green to develop a business plan to move Launch Pad forward. <p>MOTION 3: Made by Pierre Valley Seconded By Angela Wainscott that Neptune Scoops be put on hold for the 2023 year. Discussion was held. CARRIED</p> <ul style="list-style-type: none"> - Action: Josh to develop PR campaign over the closure of Launch Pad (Marketing: Exploring new planets and will be back in 2024) <p>MOTION 4: Made By Angela Wainscott Seconded By Michelle Eccles that Launch Pad move forward with the generation of a business plan by Elly Green with the support of the Grey County Business Enterprise Centre with the understanding that Launch Pad will contribute \$2,000 to support the development. Discussion was held. CARRIED</p>
<p>Summer Student</p>	<ul style="list-style-type: none"> - Discussion was held surrounding hiring a summer student to support Launch Pad staff. - Lauren, a student from last year, has been approached to come back again to fill Ashley’s maternity leave. The cost of this would be \$8,000 for the year.

	<p>MOTION 5: Made by Pierre Valley Seconded By Angela Wainscott that Launch Pad hire a summer student at a rate of \$15.75 fully contingent on government funding for 10 weeks. Discussion was held. CARRIED</p> <ul style="list-style-type: none"> - Action: Nicholas to reach out to Lauren to let her know of the changes - Action: Nicholas to adjust existing funding request.
<p>IN Camera</p>	<p>MOTION 6: Made by Angela Wainscott Seconded By Pierre Valley that the meeting be moved In Camera. 8:41 PM</p> <p>MOTION 7: Made by Pierre Valley that the meeting be moved out of camera.</p>
<p>Moved out of Camera</p>	<p>MOTION 8 : Made by Susan Sakal Seconded By Michelle Eccles that the following proposal be made:</p> <ol style="list-style-type: none"> 1. In the absence of an existing Board Treasurer the Launch Pad Board of Directors propose to the Town of Hanover that they assume control of all expenditures including Company Credit Card to act as Treasurer until a time at which the role may be assumed by a member of the board. 2. Economic Development Manager and Director of Corporate Services/Treasurer of the Town of Hanover develop a budget for the 2023 fiscal year to be reviewed by the Launch Pad Board of Directors for approval.

	<p>3. The Town of Hanover appoint one additional council representative to the Launch Pad Board of Directors and extend voting privileges to the Town Representative serving on the board.</p> <p>4. Launch Pad Board of Directors request a loan in the amount of the current outstanding deficit and propose the repayment terms to begin in 2024 over a three year term.</p> <p>CARRIED</p> <ul style="list-style-type: none"> - Maintain existing operations at present
Adjournment	<p>MOTION 9: Made By Angela Wainscott that the meeting be adjourned at 10:06 PM</p>

Adam Olivero - Board Chair

Nicholas Manglal-Ian - Executive Director

