



LAUNCH PAD BOARD OF DIRECTORS MEETING

May 11th 2022 | 5:30 pm – 7:00 pm – **Virtual**

AGENDA – Wednesday May 11th 2022

- 1. Disclosure of Conflict of Interest**
- 2. Approval of the Agenda**
- 3. Welcome & Introductions of Invited Guests**
- 4. Approval of Previous Board Meeting Minutes – March 29th 2022**
- 5. Business Arising from Previous Minutes**
 - **Make Note of Capital Purchases for Neptune Scoops**
- 6. Financial Update –**
 - **April Month Ends & Grant Application Review**
- 7. Executive Director Report**
- 8. Neptune Scoops Update**
- 9. Launch Pad Expansion Research Update**
- 10. Draft AGM Agenda Review**
- 11. Executive Director Maternity Update**
- 12. New Board Member Nominations**
- 13. New Business**
- 14. Next Meeting Date & Time**
- 15. Adjournment –**

KEY UPCOMING DATES

AGM – June 2 2022

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MEETING MINIUTES – Wednesday May 11th 2022

DIRECTORS PRESENT Adam Olivero | Michelle Eccles | Angela Wainscott |
Pierre Valley |

STAFF PRESENT Emily Morrison |

OTHERS PRESENT April Marshall | Rachel Taylor | Jack MacDonnell

REGRETS Councillor Selwyn Hicks

AGENDA

1. Disclosure of Conflict of Interest

Nil.

2. Approval of the Agenda

Motion to Approve the Agenda.

MOVED BY Angela Wainscott | SECONDED BY Adam Olivero

CARRIED.

3. Welcome & Introduction of Invited Guests

Two invited guests Rachel Taylor and Jack MacDonnell submitted applications to join the Board of Directors. They were invited to a meeting to meet the other directors, get an understanding of the organization and see how a meeting operates before they confirm their interest in joining the Board.

4. Approval of Previous Board Meeting Minutes – March 29th, 2022

Motion to Approve Previous Board Meeting Minutes as presented.

MOVED BY Adam Olivero | SECONDED BY Pierre Valley

CARRIED.

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5. Business Arising From Previous Minutes

In the time since the last meeting, Neptune Scoops did purchase capital assets after Emily further researched the option of purchasing a mobile trailer from a local community group. After further research, budget costing and an extensive pro/con list, Neptune Scoops did not purchase the mobile trailer but instead a permanent ice cream retail structure and a mobile bicycle unit that has an attached freezer to be able to attend community events.

6. Financial Update

Emily reviewed the April Month Ends with the Board of Directors and presented the analysis below.

Reporting Category	Summary Analysis	ACTIONS REQUIRED
Overall Financial Performance	<p>April 2022 Month Ends Show a current surplus of \$60 688.67 for the 2022 year.</p> <p>2021 Year End Deficit was -\$41 118.41</p> <p>While sitting in a positive cash flow position now, expect a dip at May month ends for capital purchases related to Neptune Scoops before Neptune Scoops opens in June.</p>	<p>Earned revenue opportunities are doing very well, when field trips end at June Month end, Launch Pad needs to refocus in on grant writing and our donation giving campaign.</p>

Revenue Variations	Revenue Source	+ or - \$/%	Analysis	Actions Required
	CWB Testing Revenue	100% of target already achieved	With CWB revenue comes CWB expenses, but we seem to be in line with our assumptions.	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		Another Sale to The Town of Hanover of two bike racks!	
	Youth Program Revenue -	50% of our target achieved	May Month Ends should see a \$10 000 revenue increase from field trips	
	Saugeen Economic Development Corporation	\$5000	\$5000 to support the Neptune Scoops initiative	Question for Board of Directors – do we want to remove funds from the ‘investing in youth reserve’ to cover some of the capital investments made for Neptune Scoops?

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	Gov of Ontario RED Fund		Final claim submitted – awaiting on reimbursement cheque of \$6800 yet to be accounted for in the books	
Expense Variations	Expense Line	+ or - \$/%	Analysis	Actions Required
	Equipment & Maintenance	75% of our \$6000 budget reached	We had two maintenance bills related to the dishwasher in the kitchen, and purchased an air filtration unit	Monitor and remain diligent for the rest of the year.

Motion to Receive Financial Update as presented.

MOVED BY Angela Wainscott | SECONDED BY Pierre Valley

CARRIED.

7. Executive Director Report

Emily presented the staff update on activities related to the Strategic Plan. This last month has been filled with many field trips that have kept staff busy. Looking forward to the end of the school year in an effort to reset and get back to working on strategic initiatives in addition to day to day operations.

8. Neptune Scoops Update

Youth have been meeting each week on Thursday nights to build the business plan for Neptune Scoops. The initial 5 youth will work til hours expand July 1st and then will decide if they need to add more members to the team. If they do decide to hire then they will be in charge of the interviews and the decision making process to gain the experience. Family Practice Night is set for Friday May 27th and Opening Night is Thursday June 2nd to correspond with the Annual General Meeting.

9. Launch Pad Expansion Research Update

Emily has talked with many different organizations, both for-profit and non-profit, that have various expansion models and expansion strategies. The sub-committee has agreed to meet soon to debrief all the information to further discuss which strategy is best for Launch Pad.

10. Draft AGM Agenda Review

Emily presented a draft agenda for the upcoming AGM but it will be finalize at the later meeting.

11. Executive Director Maternity Leave Update

An update was given to the Board of Directors on the statues of Emily’s maternity leave plan. The Board of

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Directors discussed and confirmed that having many internal staff assume different pieces of Emily’s responsibilities was not in the best interests of the organization. Thus a full job posting is to be posted to find an interim Executive Director. This position would be from June 2022 – September 2023. The job posting will be posted internally and externally at the same time with interviews scheduled as quality applicants are received. Emily will be full-time at Launch Pad until June 10th and drop to part time until July 22nd before starting her Mat Leave officially.

12. New Board Member Nominations

Motion to Nominate Rachel Taylor to the Board of Directors.

MOVED BY Adam Olivero | SECONDED BY Pierre Valley

CARRIED.

Motion to Nominate Jack MacDonnell to the Board of Directors.

MOVED BY Pierre Valley | SECONDED BY Adam Olivero

CARRIED.

13. New Business

Nil.

14. Next Meeting

TBD to discuss the 2021 Audited Financial Statements when completed by BDO prior to the AGM.

15. Adjournment - 8:10 PM

Moved By – Adam Olivero