

LAUNCH PAD BOARD OF DIRECTORS MEETING MINUTES

Tuesday, May 2nd, 2023

5:00 p.m.

Members Present: Adam Olivero, Pierre Valley, Michelle Eccles, Rachel Taylor, April Marshall, Brandon Koebel, Susan Sakal

Regrets: Angela Wainscott

Others Present: Christine Samson

Call to Order: Due to unforeseen circumstances the Board Chair started the meeting at 5:33pm.

Disclosure of Pecuniary Interest: None

Adoption of April 16, 2023 Special Minutes

Moved by Michelle Eccles/ Seconded by Pierre Valley THAT the minutes of the Special Meeting be approved as printed and circulated. **CARRIED**

Business Arising from Previous Minutes

A. Approval of voting privileges for the Town of Hanover representative

Moved by Michelle Eccles/ Seconded by Rachel Taylor THAT the Town staff representative be given voting privileges as a Launch Pad Board of Directors' member and that the by-laws be sent to the Governance Committee for updating and renewal, then brought back for the Annual General Meeting.

B. Update on Business Strategic Planning Initiative with Elly Green (April Marshall)

-Grey County will be partially funding this consultation.

-Elly is a social enterprise consultant who worked to create Launch Pad's Neptune Scoops feasibility plan so she is quite familiar with the organization.

-April and Elly will work together as they plan a SWOT approach

-the in person consultation meeting was to be held in July, but the Board discussed changing the July consult date to occur in late June.

-staff can use this strategic planning initiative as a reference point in the future

-it is the Board's opinion that Emily Morrison, the Executive Director, should be invited to attend despite the fact that she is on maternity leave. Some payment would be involved.

C. Update on Grant Writing Proposal (April Marshall)

- Kate Russell is a Writer for Hire with regards to grants

-she wants to be part of our process with Elly Green

- she will tell the Board which grants are the best to pursue
- a retainer arrangement is preferred in contracting for expected deliverables (scope of work); \$1,000 flat rate per grant application
- Kate is willing to scribe notes when we meet with the consultant
- other grants were discussed and it was noted that Rachel will look further into the deliverables of the Community Foundations Infrastructure Grant receive. Michelle will look into what our deliverables of the RBC Future Launch grant where, as a notification was sent that the final report is due on June 30th, 2023.

Summer Programming

- Explore Camps (ages 10-11) – led by Jorja; discussion ensued about whether to allow high school students who are seeking Community Service hours to assist in delivering the programs. There could be one senior volunteer and two junior ones.
- it could run at least two weeks, possibly more
- 8:30 to 4:00 Monday to Friday – painting, sports, crafts, etc.
- a discussion ensued regarding Parks and Recreation overlap or joint partnership. April may speak with Laura Christen on this issue.
- Greg C.N. Smith – Flipping the Iceberg – He is a motivational speaker who will provide a five hour workshop at Launch Pad. The date needs to be confirmed.
- Fibre Optics program – Christine is hoping to hear more about this potential program or rental coming next September.
- Brandon suggested we consider a ‘Pack Your Resume Camp’ for ages 13-14 years old which could deal with topics such as first aid, resume writing, leadership training, how to prepare for a job, how to set a budget and stick to it, YMCA connections, etc.
- ask Jorja to propose a plan for a Drop- In session in the summer. Students would pay to come to Launch Pad. Would it be a half day, a full day, or once a week? Concerns were raised about whether it is worth the time or money to spend on this activity with the current staff compliment and wages in mind. Students would definitely have to register so the staff would know what to expect and for the Board to determine if it was worthwhile. Some discussion also ensued about whether it could be done like a Field Trip Day where we offer structured program experiences.

Budget Review and Approval

A. Presentation by April Marshall

- items of importance were reviewed with the Board

- April will inform Chris Walker of the blank space for Office and Stationery Supplies and put in \$3,300. She will also ask that the \$600 for Grant Connect be omitted. The billing for Zoom Pro will also be reviewed.
- 61-8250-3400 Add **kitchen appliance maintenance** to this item and increase the amount from \$500 to \$1,000.
- Alicia Gibbon's program may have more revenue since she obtained some of her own sponsors. April will research this.
- If the Board wishes to increase revenue, more programs could be offered.
- An updated budget will be emailed for approval once final revisions are made.

B. April Brown's request for more cleaning time

The Board is aware that April would like to increase her hours, but due to low demand in programming, the Board wishes to keep her current hours. April Marshall will contact Human Resources for some guidance on how best to instruct the cleaner with her duties. Dave Barrett is another possible contact.

Operations Manager Report (Christine Samson)

A. Status of Process Documents

-this is an ongoing process that involves research into rental agreements, kitchen agreements, health and safety checks, etc. It will take time to locate all information on the drive.
 - A health and safety check revealed that the two welding tanks currently stored in the Electrical Room must be moved. A possible solution is that they can be installed in the welding room itself.

B. June Field trip options – staff are looking at auto, music, culinary, welding and sewing options

- April Marshall will reach out to Ellen Schmaltz for assistance with culinary.
 - Christine to confirm with the applicable teachers.

Other Business

A. Donation Policy / Approval– the Town usually provides the donor with a tax receipt when a donation is given. We have the opportunity to prepare a letter to accompany the receipt and be issued at the same time. Rachel will send a letter to April for Henry and Barb Lansink (Gresta Ltd.). Angela Wainscott will make a personal contact with the Lansinks to provide them with a letter of thanks and to acknowledge that the Board is working on a Recognition Plaque to be placed on a wall at Launch Pad. The Fundraising Committee will be formalizing how donations will be handled in the future.

B. Rotary Club Presentation May 9th – the Board decided that the date for a presentation to this club would be better in the fall. April will contact the President, Eric Snyder, to express our regrets and postponement of the presentation.

C. Heather – Wed. morning volunteer for cleaning

-the Board would like to change her schedule to accommodate our new hours so staff do not have to come in to the building. Christine will need to discuss this with Heather and her Community Living volunteer.

D. Funky Ferments (Eli McFadden) – At the current time Eli is coming in to Launch Pad on Saturday's from 9:00 to 3:00 with his own key and he pays \$50.00 for each use of the commercial kitchen. He runs the dishwasher and bottles his product. Christine will discuss Eli's current contract with him and ask for his key since it appears that his contract has ended. The Board also discussed replacing the locks on the entire building. Christine will contact Randy's Lock Safe & Alarm Inc. for prices.

E. Pipe Bending Contract – Two individuals had been in discussion with staff for a proposed contract for a course at Launch Pad. They have left supplies that are sitting in our event space at the current time. Christine has sent emails, but no response has been received. Their contract seems to be on hold. A rental agreement is not in place and a registration fee has not been submitted. Christine will reach out to them again in hopes that they will either sign an agreement or remove their materials from Launch Pad.

F. Cracked Window – Christine has already notified Bob's Glass that the new window has cracked again. Since it is under warranty, it will be replaced later this month. Christine will investigate ways in which this breakage can be avoided in the future.

G. Launch Pad Slack Space – Pierre will research communication and collaboration options for the Board and staff to use in the future in order to deal with the numerous emails being generated at the current time.

H. Program Manager's Job Posting Update – The job has been posted and applications must be in by Friday, May 5th. April, Michelle and Rachel will conduct interviews.

I. AGM Plan – the Governance committee will develop a plan for this event.

Subcommittee Formation:

Governance – this committee will look at policies and procedures, by-laws, as well as board recruitment. Members: **Brandon, Susan, Michelle**

Fundraising – This committee will take care of donations and process / sponsorships, as well as fundraising possibilities. Members: **Rachel, Angela**

Business Plan/Operations – this committee will review room rentals, health and safety and put together a business plan. Members: **Adam, Pierre, April.**

The Board of Directors moved into CLOSED SESSION involving a personnel matter at 10:28. The Board came out of CLOSED SESSION at 10:30. They only discussed the one matter at hand.

Moved by Michelle Eccles/Seconded by Pierre Valley, THAT the Board approve the interim operations manager salary plan as presented, that includes a top-up to the hourly wage and additional hours up to a maximum of 44 hours per week and will take effect immediately through September 2023. **CARRIED.**

Adjournment

Moved by Brandon Koebel THAT this meeting now be adjourned at 10:38 pm.

Board Chair, Adam Olivero