

MEETING MINUTES – Date: November 1st 2022 | Hybrid | 5:30pm - 7pm

DIRECTORS PRESENT Adam Olivero | Pierre Valley | Rachel Taylor | Michelle Eccles | Angela Wainscott | Jack MacDonnell

STAFF PRESENT Nicholas Manglal-lan

OTHERS PRESENT April Marshall

REGRETS Councillor Selwyn Hicks

AGENDA MINUTES

1. Disclosure of Conflict of Interest

NIL.

2. Approval of the Agenda

All approve

MOVED BY Pierre Valley || SECONDED BY Michelle Eccles

CARRIED.

3. Approval of Previous Board Meeting Minutes Date: October 5th 2022

April Marshall reminded Nicholas Manglal-lan that Selwyn Hicks on these meeting minutes should be referred to the Councillor Hicks and not Warden Hicks as that was listed on the last meeting minutes

MOVED BY Rachel Taylor | SECONDED BY Pierre Valley

CARRIED.

4. Business Arising from Previous Minutes

NIL

5. Financial Update

Nicholas Manglal-lan presented the financial report that pertains to August to September as that was the last financial statement received and the Directors were all aware of the numbers and understood what to make of the month to month swings

April Marshall informed the board that there are reports that can be ran by the keystone program that can give better insight into what each director has inquires on about the financial situation and/or history

The directors requested from Nicholas Manglal-lan to look into the max theoretical calculations of staff wages required for a calendar year

Board of Directors advised Nicholas Manglal-lan that as he does grant applications and is fortunate enough to be approved, he should always follow up with the Grant Coordinators on how they money was used and provide pictures

It was suggested by Angela Wainscott and Pierre Valley on two different survey formats to be implemented into Launch Pad operations for programming and other revenue models. These two surveys are “Do Well, Do Differently” & “Start, Stop, Continue”. These will be more effective to improve the quality of Launch Pad’s operations

MOVED BY **Angela Wainscott** | SECONDED BY **Pierre Valley**

CARRIED.

6. Executive Director Report

Program consumables are being calculated for each class in the Fall term of Launch Pad after school programming to better understand how much each class costs to operate. This will lead to better understanding of the numbers and a better depiction of what to ask of sponsors for the programming of Launch Pad

The “Whats your 9 to 5” has gone rebranding and back up and running smoothly. There is hopes to take the new added efforts towards the podcast and seek out advertising opportunities and sponsorships as they are working towards delivering more accessibility of knowledge about our rural area to youth to know how they can contribute and help aid towards the labour shortage we are currently facing

As recruitment plans are in development, Michelle Eccles makes it aware to keep it mind on how to gauge the level of skill for Launch Pad to go about ensuring the quality of focus for the youth. The board then through discussion talked about having a recruitment night for potential instructors alongside current instructors

Board of Directors request of Nicholas Manglal-lan to make sure we can keep organization of documents up to date and to make sure we can find things easily on our portals.

7. Fundraising update

Pierre Valley made note that Launch Pad needs to look at how to be able to drive more traffic onto the website as that is the main digital format that can be most easily accessed by the public.

Board of Directors wish for Launch Pad to map out and list ways of volunteering at Launch Pad

Reviewed the Christmas 2022 fundraising letter proposed by fundraising subcommittee, comments were to additionally add an online version of the letter

The directors has small talks of brainstorming towards a fundraising event but nothing concrete came out of it

All members present at the meeting were asked that as we have a fundraising campaign towards the public, we are all to lead by example and donate as well to show our best foot forward towards the cause

Motion: To spend on the execution of the fundraising letter for Christmas

MOVED BY Pierre Valley | SECONDED BY Michelle Eccles

CARRIED.

8. New Business and brief future projections

Upcoming budget meeting in December is to incorporate a component on fundraising

The Directors were asked to partake in a social night at Launch Pad with integration of a campaign call night to assist with the fundraising campaign

Jack MacDonnell provided an update regarding the last meeting and said that he will give a report within the next week to give his findings on the new business of a pitch event night at Launch Pad

Montgomery Industrial was looking for gas training to get there G3 license. Launch Pad and the Board reviewed the possibility of it at Launch Pad to help out but the conclusion was there is alot of logistical requirements needed to consider so it will be held at incubation for now

9. Adjournment - Time: 7:50pm

Moved By – Angela Wainscott