

Launch Pad Regular Board Meeting  
Monday, January 5 at 5:00 PM



MEETING ATTENDEES			
Adam Olivero - Chair	✓	Susan Sakal - Director	✓
Michelle Eccles - Director	✓	Angela Wainscott - Secretary	Abs
Brandon Koebel - Director	✓	Rebecca Broderick - Executive Director	✓
April Marshall - Treasurer	✓		

Call to Order	The Chair called the meeting to order at 5:07 PM Angela sent her regrets.
Land Acknowledgment	The Chair recognized the land that we are gathered on and gave thanks to the Saugeen Ojibway Nation who are the traditional keepers of this land.
Disclosure of Pecuniary Interest	None noted.
Approval of Agenda	<b>MOTION:</b> Made by <b>Susan</b> , Seconded by <b>Michelle</b> THAT the agenda be approved as circulated. <b>CARRIED.</b>
Approval of Previous Minutes	<b>MOTION:</b> Made by <b>Susan</b> , Seconded by <b>Michelle</b> THAT the November 29, 2023 meeting minutes be approved as circulated. <b>CARRIED.</b>
Confirmation of Motions Approved Between Meetings	<b>MOTION:</b> Made by <b>April</b> , Seconded by <b>Susan</b> THAT the contract for the Adult Programs and Operations Manager as well as the contract for the part-time Cleaner be approved as presented. <b>CARRIED.</b>
Business Arising from Previous Minutes	2021 Ice Cream Truck Outstanding Balance -The Operations Committee will provide an update at the next meeting.  Furniture Donation from Bruce Power -No update specific to the Bruce Power furniture. -Michelle has a potential lead and will investigate further. -Brandon has applied to Green Standards - a

	<p>company that assists not-for-profits in obtaining used office furniture.</p> <p>Policy for Program Cancellations          -This item will be referred to the Operations Committee and brought back to the board for approval.</p>
<p>Finance Update</p>	<p>The Treasurer reviewed the financial statements presented up to the end of December, 2023. Some invoices and payroll are still outstanding. Currently the balance sheet shows a surplus of \$38,511.</p> <p><b>MOTION:</b> Made by <b>Susan</b>, Seconded by <b>Michelle</b> THAT the financial statements be received as presented.  <b>CARRIED.</b></p>
<p>2024 Budget</p>	<p>The board reviewed the proposed 2024 budget which has been updated based on comments at the last meeting. Discussion included:</p> <ul style="list-style-type: none"> <li>-The consistent rental revenue (Iron Workers, Life Directions) is a positive for the budget.</li> <li>-April to add in funds received from the NWMO to offset field trip costs.</li> <li>-The board discussed the “miscellaneous rental revenue” budgeted for 2024. Operations Manager to develop a plan to ensure the target is met.</li> <li>-Launch Pad staff computers are original and well beyond their useful life. Adam has sourced new laptops which will be added into the budget.</li> <li>-Framework for program budgets needs to be developed to better reflect the revenue and expenses, ensuring all programs are revenue positive when all costs are factored in.</li> <li>-New ideas are being developed for programs (1 off sessions, adult cooking, project-based classes).</li> <li>-The staff expense line for after school programs will be reviewed.</li> <li>-The revenue and expense lines for March Break/Summer Programs will be reviewed.</li> </ul> <p>The budget will be finalized and brought back for approval at the next meeting.</p>
<p>Operations Manager Report</p>	<p>The Operation Manager’s report was provided in advance and received for information.</p>
<p>Executive Director’s Report</p>	<p>Rebecca provided an update on the holiday donor acquisition campaigns. Expenses totalled \$4,000</p>

	<p>with final revenues being calculated. A donation for \$5,000 was received along with other donations from community members. The board will ensure a budget for fundraising campaigns is included for 2024. Campaigns with less expensive up-front costs will be explored.</p> <p>A \$10,000 donation was also received from CUSW to support skill-based programs.</p>
<p>Sub-Committee Reports</p>	<p><b>GOVERNANCE</b></p> <p>The Governance Committee provided their report in advance. A new board member application has been received and was reviewed against the board's skills matrix and requirements. The applicant will be invited to the next board meeting. The committee will be reaching out to other potential board members to gauge interest.</p> <p>A Special Resolution to approve a corporation name change to <i>Launch Pad Skills Training &amp; Technology Centre</i> has been signed by the Members of the Corporation and an Amendment to the Articles of Incorporation will be filed with the Province of Ontario for approval.</p> <p>The proposed amendments to the by-laws have been provided to Hicks &amp; Hicks for review.</p> <p>Questions regarding the report were discussed including amendments to the proposed board policies.</p> <p>Action items requiring approval:</p> <p><b>MOTION:</b> Made by <b>April</b>, Seconded by <b>Michelle</b> THAT policy GOV-05-24 Board of Directors Nomination and Election Policy be approved as amended. <b>CARRIED.</b></p> <p><b>MOTION:</b> Made by <b>Susan</b>, Seconded by <b>April</b> THAT policy GOV-06-24 Committee Principles, Rules and Regulations be approved as amended. <b>CARRIED.</b></p> <p>The board discussed the development of a sponsorship and donations policy. This will be reviewed by the Fundraising Committee and brought back for board approval.</p>

	<p><b>FUNDRAISING</b> The Fundraising Committee met to review the results of the holiday campaigns. Future campaigns are in development.</p> <p><b>OPERATIONS</b> The Operations Committee provided their report in advance. Questions regarding the report were discussed.</p> <ul style="list-style-type: none"> <li>-The Committee met with Saugeen Economic Development Corporation to discuss the re-launch of Neptune Scoops in 2024. SEDC will support this venture with business training and mentorship.</li> <li>-The Committee has reviewed and short-listed applications for the Youth Programs Manager position. Interviews have been conducted. References will be checked and an offer of employment will be issued shortly to the successful candidate.</li> <li>-The Corporation’s mission and full name will be added to the exterior of the building along with a list of program offerings.</li> <li>-April will follow up with BC Hughes to update the Launch Pad logo to include “Skills Training &amp; Technology Centre”.</li> <li>-The marketing videos paid for under the HIPP grant are nearing completion and will be promoted in the coming months.</li> </ul>
Other Business	Nothing noted.
In Camera	Nothing noted.
Adjournment	<p><b>MOTION:</b> Made by <b>Michelle</b>, Seconded by <b>April</b> THAT the meeting be adjourned at 8:24 PM. <b>CARRIED.</b></p> <p><b>Next Meeting Date:</b> Tuesday, January 23, 2024 at 5:00 PM</p>