

Launch Pad Regular Board Meeting
 Date: Friday, Jun 6, 2023



MEETING ATTENDEES			
Adam Olivero - Chair	✓	Susan Sakal - Councillor Rep.	✓
Pierre Valley - Vice Chair	✓	Rachel Taylor	✓
Michelle Eccles		Angela Wainscott - Recording Secretary	✓
Brandon Koebel - Councillor Rep.	✓	Christine Samson	✓
April Marshall - Town Rep.	✓	Barry Heany - BDO	✓

Call to Order	Adam Olivero called the meeting to order at 5:44 PM
Disclosure of Pecuniary Interest	N/A
Approval of Previous Minutes	MOTION 1: Made by Angela Wainscott Seconded by Susan Sakal THAT the meeting minutes be approved as circulated. CARRIED.
Business Arising from Previous Minutes	N/A
Presentation - BDO Auditors Report	<ul style="list-style-type: none"> - Audited to materiality of \$14,000. - Increase in revenue of \$66,000 over the previous year (Includes funds provided from the Town of Hanover to eliminate the deficit) - Program expenses were higher than anticipated - Fundraising revenue was lower than expected. - Reserves were used toward clearing the deficit <p>MOTION 2: Made by Brandon Koebel Seconded by Susan Sakal THAT the draft statements provided by BDO be approved as presented. CARRIED.</p>
Budget Presentation to Hanover Council	<ul style="list-style-type: none"> - Report will be presented as a staff report.

<p>Operations Manager Report</p>	<p>Neighbour Concerns</p> <ul style="list-style-type: none"> - There was an incident with youth playing behind the Launch Pad woodshed and disturbing the neighbours. Benches/tables have been moved and the neighbours concerns have been resolved. <p>Current Roles</p> <ul style="list-style-type: none"> - Board members are taking on additional responsibilities during the interim period between Executive Directors. <p>Boot Camp</p> <ul style="list-style-type: none"> - On Thursday July 13th, Launch Pad will be hosting a Bootcamp, Lunch and Seminar with Support Ontario Youth (SOY) providing a business seminar for local businesses and Tools in the Trades providing a Motive Power and Transportation course for Youth and Adults over 18. - Following the event, success stories will be tracked and shared. <p>Field Trips</p> <ul style="list-style-type: none"> - Kids really enjoyed the field trip - Contracts have been developed to be sent in advance of the field trips - Process for payment has been automated to make it easier for staff as well as schools <p>Volunteer Structure</p> <ul style="list-style-type: none"> - Option for volunteers to take on secondary roles - Flaws to our existing volunteer structure
<p>Sub-Committee Reports</p>	<p>GOVERNANCE</p> <p>By-Laws</p> <ul style="list-style-type: none"> - By-Laws have been moved into a Google Doc for Board and Staff accessibility - Changes have been made to the By-Laws including length of term

	<p>(changing from two to three years) and time of meeting from 5:30 to 5 PM. All changes were made available for review</p> <ul style="list-style-type: none"> - The Board added the expectation that Board members are expected to serve on a minimum of one committee and make themselves available for one initiative - Action: Legal consultation will occur to ensure standards for not-for-profit are met. <p>AGM</p> <ul style="list-style-type: none"> - AGM will be held Friday June 23rd, 2023 at 7:15 PM - Action: Annual Meeting invitation to be sent out VIA social media and invitation to Mayor Sue Paterson to bring greetings extended. <p>FUNDRAISING</p> <p>Receiving and thanking Donors</p> <ul style="list-style-type: none"> - A standard letter will be prepared for all donations under \$1,000. - Specialized letters will be developed for amounts over the threshold. <p>Community Foundation Grant</p> <ul style="list-style-type: none"> - Action: Letter will be developed respectfully declining the grant as it does not align with our current funding needs. <p>Fundraising Focus</p> <ul style="list-style-type: none"> - At this time our committee will focus on Sponsorships versus individual donors until a formal plan of action is in place. <p>OPERATIONS</p> <p>S.W.O.T Analysis</p> <ul style="list-style-type: none"> - Elly is preparing for the analysis which will take place June 23, 2023.
Other Business	Communication - G-suite has been implemented and will be used moving forward by the board as the main means of communication.

	<p>Rachel Taylor will attend Town of Hanover Strategic Planning session as Launch Pad Representative on Wednesday June 21st.</p>
<p>In Camera</p>	<p>MOTION 3 : Made by April Marshall Seconded By Susan Sakal that the meeting move In Camera</p> <p>Discussion was held.</p> <p>MOTION 4 : Made by Angela Wainscott Seconded By Brandon Koebel that the meeting be moved out of camera. CARRIED</p> <p>Items brought out of Camera:</p> <ol style="list-style-type: none"> 1. Emily Morrison will be returning from maternity leave part-time moving to full time in September. 2. A qualified candidate was interviewed to take on the role of Program Coordinator. 3. The Board will develop a 3-month work plan for the program coordinator role based on the posting. <p>MOTION 5 : Made by Susan Sakal Seconded By April Marshall that the position of Interim Program Coordinator be offered to the successful applicant as discussed. CARRIED</p>
<p>Adjournment</p>	<p>MOTION 6: Made By April Marshall that the meeting be adjourned at 9:18 PM</p>

Adam Olivero - Board Chair

Angela Wainscott - Recording Secretary