



Skills Training & Technology Centre

Board of Directors Meeting  
Tuesday, July 23 at 5:00 PM

Attendees			
Adam Olivero - Chair & Director	P	Susan Sakal - Director	P
Michelle Eccles - Past Chair & Director	P	Amanda Motz - Director (Virtually)	P
Brandon Koebel - Secretary & Director	A	Rebecca Broderick - Executive Director	P
April Marshall - Treasurer & Director	P		

Call to Order
The Chair called the meeting to order at 5:04 PM. Noted that we have Amanda Monaghan and Krista LeSavage as guests at our meeting as potential board members in the future.

Land Acknowledgement
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
Nothing noted.

Approval of the Agenda
<b>Moved by</b> Michelle Eccles, <b>Seconded by</b> Susan Sakal THAT the agenda be approved as circulated. <b>CARRIED.</b>

Approval of the Previous Minutes
Discussion around payment of April field trips. April field trips have been paid. Discussion on Exec Report on Bruce Power picture for donation, classes coming. No errors or omissions reported. <b>Moved by</b> April Marshall, <b>Seconded by</b> Amanda Motz THAT the <a href="#">May 27, 2024 meeting minutes</a> be approved as presented. <b>CARRIED.</b>

### Business Arising from the Previous Minutes

On the Go Ads update. They have not made any contact with Launch Pad after sending letters and registered mail. The Town may look into Collections to try and recoup.

**Moved by** Susan Sakal, **Seconded by** Michelle Eccles

**Motion:** THAT Launch Pad write off the outstanding balance owing of \$492.52 from On The Go Ads. **CARRIED.**

### Financial Update

The Executive Director provided an update on the financials to date. Statements reflected actuals as of June 30, 2024. The balance sheet currently shows a surplus of \$32,200 including the Town's contribution. The 2024 loan repayment has been paid with interest.

Rebecca provided an update that some grants are covering program expenses but not reflected in the line for the programs revenue.

Discussion around CWB testing requirements as well as going directly to CWB.

**Moved by** Michelle Eccles, **Seconded by** Amanda Motz

THAT the June, 2024 financial statements be accepted as presented. **CARRIED.**

### Executive Director's Report

Rebecca presented her monthly report. Highlights included:

- Power Cord for Neptune Scoops Shack was taken recently
  - Incident Report was written up to document
  - Plan to post some signs to say the area is under surveillance
  - Will report to Hanover Police
- Meeting with Ledge Leadership about partnering with Launch Pad for programs with older youth 18-29
  - Next Stage Parenting
  - Team Coaching and Leadership program to coach LP Staff
  - Beyond High School program preparing students for life after High School
- Space Rentals for some externally provided programs are in the works too
- Fanshawe College is also anticipating returning in the Fall
- The posting is up for hiring the Youth Programs Manager
- The Chef and Culinary instructor has signed a new contract
- We have signed a contract with our new custodian

### Operation Manager's Report

Rebecca highlighted the Operation Manager's report. Highlights included:

- Social Models are being updated in anticipation of getting fall programs ready
- Lots of classes are in the work welding, hair dressing, Insight for Life as well
- The culinary instructor has needed extended time off to support her family in recovery

- and programs will be paused from them right now.
  - They are interested in coming back in the fall
- The custodian role has still been taken care of at this time

### Governance Committee Report

Nothing to report at this time.

### Fundraising Committee Report

Nothing to report at this time.

### Operations Committee Report

The Operations Committee submitted their report. Some items above were already covered in the ED and Operations report. We have been looking at how to add another office in the space. A Board member has also been working with Saugeen Student Start Up to utilize the Neptune Scoops Building. Also looking at the Beautification grant fulfillment. Working on surveying of participants. Staff is reviewing two policies on Video Surveillance and Fire and Emergency Policies. Once reviewed it will go back to the Operations Committee.

### Other Business

- Hanover Fall Fair Tug-A-War at this time we do not have capacity to participate. The ED Will let the Fair know
- Launch Pad will be at the Hanover Raceway for Saturday, September 7th, 2024 as the non-profit group that day.
- A Board Member brought up that the Hanover Rotary President would like to attend a future meeting as a delegation
- Hanover Chamber Luncheon will be at Launch Pad on Wednesday September 25th
- A number of groups are using the events space over the coming months as noted by the ED
- The ED noted that there is a plan in place to have events for Culture Days
- The Treasurer updated us on the Skills Development Fund Training that is opens next week
  - The treasurer will reach out to Kate Russell to retain her to facilitate the application process

**Moved by** April Marshall, **Seconded by** Amanda Motz

**Motion:** THAT the Treasurer will reach out to grant writer Kate Russell of Girl with a Carrot Marching to retain her services in applying to the Skills Development Fund. **CARRIED.**

- The ED brought up a person setting up a booth outside to sell food at Launch Pad
  - At this time the board has advised the ED to let them know the Eat Well Farmers Market would be a good spot
- Both Amanda and Krista talked about their experiences and desire to join the Launch Pad Board of Directors. The other Directors shared their experiences as well.

### In Camera Meeting

**Moved by** Amanda Motz, **Seconded by** April Marshall

THAT the Board moves to a closed session to address matters pertaining to identifiable individuals related to new director applications and to discuss staff performance. **CARRIED.**

The Board reconvened in open session at 8:24 PM. Direction was provided to staff. Direction was provided to the Governance Committee to follow up on the applications.

### Adjournment

**Moved by** Susan Sakal

THAT the meeting be adjourned at 8:26 PM. **CARRIED.**

**Next Meeting Date:** Tuesday, August 27, 2024

DRAFT