



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

Call to Order	Adam called the meeting to order at 5:05 PM Angela sent her regrets.
Disclosure of Pecuniary Interest	None noted.
Approval of Agenda	MOTION: Made by Susan , Seconded by Michelle THAT the agenda be approved as circulated. CARRIED.
Approval of Previous Minutes	MOTION: Made by Susan Seconded by Michelle THAT the July 11, 2023 meeting minutes be approved as circulated. CARRIED.
Delegation and Presentation - Dave Eccles	Adam welcomed Dave Eccles who joined the meeting to discuss Launch Pad's insurance. Launch Pad is under the Town's umbrella including \$20 million for liability. There is a \$15,000 deductible for claims. Volunteers are automatically included for insurance purposes. Anyone who is hired (payroll, honorarium) is defined as a sub-contractor. They should be onboarded as an employee with the Town or they need to have their own insurance. Game Day Insurance is a facility user-group program that the Town has. Game Day Insurance only applies for facility users,

	<p>however this program is not available for not-for-profits.</p> <p>Dave noted that there is another insurance program, Instant Risk Coverage, that could be investigated. Meeting spaces and the kitchen are likely okay, but the automotive, welding and carpentry areas would not be covered by this type of policy.</p> <p>So long as an individual has proof of insurance they could rent any area of the facility.</p> <p>Dave recommended that Launch Pad have an incident log to record any incidents which occur on site.</p> <p>Dave is willing to review insurance certificates and will review the key things to look for with Christine.</p> <p>Adam asked about the idea of a key pin for individuals to access the facility outside of business hours. Dave noted that there is increased liability and risk with this model.</p> <p>Action: Christine will meet with Dave to follow up on the Instant Risk Coverage program and insurance certificates.</p> <p>Christine will review the current waiver for program participants.</p>
<p>Business Arising from Previous Minutes</p>	<p>Key/PinCode Access Based on the information provided by Dave it was decided that a key/pin code would not be put in place at this time.</p> <p>Window Decal and Signage Update Christine has followed up with Raynbow Signs regarding the exterior decals (under digital sign and top front of building). Ray has provided the contract, the deposit, and the next steps to proceed. Installation should occur in August. Total project cost: \$9,000. CIP contributing \$2,500.</p> <p>The window decals were purchased from</p>

	<p>OnePromo in 2022.</p> <p>Action: Christine will follow up with OnePromo to get a cost to remove the signs and a cost to install new signs.</p>
<p>Finance Update</p>	<p>April provided an update on Launch Pad's budget to the end of June.</p> <p>Programming revenue for adult programs was not budgeted for in 2023. Currently revenue is \$743, with expenses around \$303.</p> <p>Youth programming revenue is \$12,777 (annual budget \$18,700). Moving forward, class sizes will be increased to 10 participants per program to ensure each program is revenue positive. At least 8 programs must run in the Fall session to hit the budgeted revenue figures.</p> <p>Field trip revenue is \$8,955 (annual budget \$35,200). Developing the field trip program will be essential for the Fall.</p> <p>Room rental revenue is \$15,113 (annual budget is \$38,500).</p> <p>Overall, the budget is showing a \$45,063 surplus that includes the \$100,000 Town donation.</p> <p>MOTION: Made by Pierre, Seconded by April THAT the Board supports proceeding with the NWMO funding applications and conversations regarding volunteer recruitment. CARRIED.</p> <p>Action: Christine will put together ideas for NWMO funding applications (due in October).</p> <p>Christine will finalize the daily cost per participant for field trips and the programs that can be offered.</p> <p>Christine will finalize the cost for renting the welding shop. Expenses for room rentals also need to be determined.</p>

<p>Operations Manager Report</p>	<p>Christine provided an update on potential programs for future consideration.</p> <ol style="list-style-type: none"> 1. Iron Workers Union (long term rental) <ul style="list-style-type: none"> -Using LP as a test and training facility -Rent two evenings per week -Will pay for their materials and assist with equipment upkeep <p>Action: Christine will investigate longer-term rental options with respect to the LP lease.</p> <p>Christine will bring this back for further discussion when more details are finalized.</p> <ol style="list-style-type: none"> 2. Fall Programs <ul style="list-style-type: none"> Youth <ul style="list-style-type: none"> -Running two nights per week -Automotive program -Culinary class -Hairstyling -Arts Adult <ul style="list-style-type: none"> -Welding -Carpentry -Working at Heights 3. School Field Trips <ul style="list-style-type: none"> -Cost and program offerings being finalized 4. Volunteer Fair in partnership with Bruce Grey Mentorship and community partners <p>Pierre departed at 8:00 PM and joined the meeting virtually.</p>
<p>BC Hughes Video Update</p>	<p>Promotional videos being created in partnership with HIPP. BC Hughes attended the Tools in the Trades day for recording.</p> <p>They will be returning in the Fall to continue the production process.</p>
<p>Software and Digital Tool Review</p>	<p>Christine provided an overview of the various web platforms that Launch Pad currently</p>

	<p>subscribes to.</p> <p>Action: The Board will need to consider the necessity of each program/subscription service moving forward based on budget availability and the features that each program provides.</p>
<p>Sub-Committee Reports</p>	<p>GOVERNANCE The Governance Committee recommended that the Board approve a new policy for Director Selection, including a Board Skills Matrix and Board Director Application package.</p> <p>MOTION: Made by April, Seconded by Rachel THAT Policy GOV-01-23 Guidelines for Director Selection as well as Appendix A (Board Skills Matrix) and Appendix B (Board Director Application) be approved. CARRIED.</p> <p>FUNDRAISING The Fundraising Committee met to discuss the upcoming Chamber of Commerce Golf Tournament Putting Contest and have developed a list of trades-based accessories for golfers to use.</p> <p>The Committee is also developing strategies for donor acquisition efforts.</p> <p>Action: Develop a flyer to promote Launch Pad and current needs for Program Instructors and Directors.</p> <p>Angela and Rachel will provide an update on the requirements for the Giving Tuesday (November) campaign at the next meeting.</p> <p>OPERATIONS The Committee met with Elly Green on July 31. The final report will be completed in the next few weeks and shared with the Board.</p>
<p>Other Business</p>	<p>Nothing noted. Christine left the meeting at 9:00 PM.</p>

In Camera	<p>MOTION: Made by April, Seconded by Michelle THAT the Board move into closed session to discuss personal matters about identifiable individuals. CARRIED.</p> <p>MOTION: Made by April, Seconded by Susan THAT the Board approves the recommendations from the Closed Session. CARRIED.</p>
Adjournment	<p>MOTION: Made by Michelle, Seconded by Susan THAT the meeting be adjourned at 10:07 PM. CARRIED.</p> <p>Next Meeting Date: *Note the Date Change Tuesday, September 12, 2023, 5:00 PM</p>

Adam Olivero - Board Chair

Brandon Koebel - Recording Secretary