



MEETING ATTENDEES			
Adam Olivero - Chair	✓	Susan Sakal - Councillor Rep.	✓
Michelle Eccles	✓	Angela Wainscott - Recording Secretary	✓
Brandon Koebel - Councillor Rep. (Arrived 5:18 PM)	✓	Christine Samson	✓
April Marshall - Town Rep.	✓	Emily Morrison	✓

Call to Order	Adam Olivero called the meeting to order at 5:05 PM
Disclosure of Pecuniary Interest	N/A
Approval of Agenda	MOTION 1: Made by Angela Wainscott Seconded by Michelle Eccles THAT the agenda be approved as circulated. CARRIED.
Approval of Previous Minutes September 12, 2023	MOTION 2: Made by Michelle Eccles Seconded Susan Sakal by THAT the meeting minutes be approved as circulated. CARRIED.
Business Arising from Previous Minutes	By-Law <ul style="list-style-type: none"> - No update - E. Morrison to connect with Hicks and Hicks to see next steps. Car Donation <ul style="list-style-type: none"> - Car may or may not be available - Adam to confirm
Monthly Financials (September 30) September <ol style="list-style-type: none"> 1. 9/30 GL 2. 9/30 Balance Sheet 3. 9/30 YTD Neptune Scoops 2024 Budget	<ul style="list-style-type: none"> - Donations are exceeding expectations and wages are on track keeping our budget on track. - The current budget does not accurately reflect the program schedule for the remainder of the year. - Action: E. Morrison to update the budget and budget projections. MOTION 3: Made by April Marshall Seconded by Susan

	<p>Sakal THAT the September 30th Financials be approved as presented. CARRIED.</p> <p>Neptune Scoops</p> <ul style="list-style-type: none"> - In 2021, Launch Pad rented the ice cream truck which leaked during the first rain. - The truck owner had Launch Pad fix the truck with a promise that the company would reimburse Launch Pad for the costs but the fees were never reimbursed. - Action: A. Olivero to send a registered letter to the truck rental owner with an attached invoice from the Town of Hanover. <p>2024 Budget</p> <ul style="list-style-type: none"> - E. Morrison reviewed the anticipated 2024 budget with the Board. - Action: E. Morrison to ask the Town of Hanover to add an additional expense line in order to record the loan repayment to the Town of Hanover. - Program instructor wages, benefits and WSIB expenses will all be reflected on the general wages and benefits line moving forward - Action: E. Morrison to ask the Town of Hanover to add a Fundraising line to our budget - Action: E. Morrison to work with the Town of Hanover to set up a donation line specifically for income coming in from community donors that receive tax receipts. The existing donation line holds unconditional grants which should be moved into a line of its own. - 2024 budget is subject to change based on additional calculations and discussion. - Action: A. Marshall will work with Chris at the Town of Hanover to further develop the budget based on information provided during the discussion which will be re-examined at the next meeting.
<p>Operations Manager Report</p>	<p>Drop-In</p> <ul style="list-style-type: none"> - There has been numerous requests regarding the return of Drop-In Programming. - At this time there is no capacity to bring back the drop-in programming. <p>Google Drive</p> <ul style="list-style-type: none"> - E. Morrison provided an overview of the existing Google Drive materials as shared with the board including existing and anticipated commitments.

Adult Programming

- The Iron Workers Union is finalizing the contract for use of Launch Pad facilities for staff training and CWB testing two nights per week. Community outreach and funding is also being negotiated. The first rental date will be November 6, 2023.
- C. Samson is also in contact with LIUNA Apprenticeship Trade School for space rental.
- Life Directions is increasing their rental time to serve students with employment needs.
- Fanshawe is interested in doing an 8-10 week accounting course at the Launch Pad facilities.
- LEADS, an employment agency offering virtual assistance, has also been approached and has shown an interest in renting the space in exchange for marketing.
- Launch Pad is working with Fanshawe and Georgian college to investigate the possibility of becoming a training site for future programs.

Youth Programming

- Launch Pad has organized a NWMO tour which will be held on November 21, 2023 in Oakville with all expenses (lunch and bussing) paid by NWMO.
- After school programs are running with great attendance. There was a generous donation by a community member to support youth fall programming and contribute 30% of the costs incurred by students.
- Elephant Thoughts will be renting the kitchen Monday-Thursday starting in November. There is the possibility to host Chamber Luncheons at Launch Pad while Elephant Thoughts is on site allowing their chefs to practise their culinary skills to create experiences within the facilities. This will bring in additional rental revenue each month.
- A four week Holiday mini session will be provided starting November 28th which will give students a chance to experience 3D printing and culinary.
- Saugeen Academy is using the facilities Thursday afternoons from 1:30-3:30 for a variety of programming using their own instructors. They are also interested in signing up for welding and

woodshop courses with Launch Pad instructors when those courses are available.

- Alicia Gibbons from *The Space in Between* is now providing a “Leading from Within” class during the field trips.
- Alicia is also running the fall “Insight for Life” course which is fully funded by donors.
- The Indigenous worker for students at JDSS has applied for and has received funding for a leather working workshop which will be held at Launch Pad. Launch Pad Youth can participate for a small fee.
- Fanshawe and Georgian College are also considering our facilities as a dual credit location for culinary and woodworking.

Staff Updates/Requests

- A survey will be created and sent out to program and field trip participants.
- The shared drive will be updated with existing files from the old computer and from Emily’s drive.
- B.C. Hughes will be filming interview and b-roll footage on November 2, 2023. Footage will be used to create a series of three videos - “What is Launch Pad”, donations and field trips.

Sub-Committee Reports

GOVERNANCE

- Committee is looking to start Board Recruitment based on the skills needed from the matrix
- **Action:** E. Morrison to follow up with two interested Board Members to begin the application process.
- Governance committee to develop Launch Pad facility booking policy/ Adult and Youth Programming Time Management, Google Form for new applicants, and their previous list of tasks.

FUNDRAISING

Giving Tuesday

- A. Wainscott has been in contact with Gemini Canada to set up a cheque presentation photo on a night when youth programming is running for student participation
- Gemini is happy to use their \$5,000 donation as our matching donation for the campaign.

- Launch Pad will be running targeted social media ads with a budget of \$100 for the campaign

Christmas Letter

- A draft Christmas Appeal letter has been developed and sent to the board for review
- Camp Brain is able to issue tax receipts which can be done by Launch Pad **Action:** A. Marshall to determine if this is a feasible option
- Launch Pad to send the Christmas Appeal letter to the community of Hanover and the rural routes surrounding it.
- Launch Pad will also provide updates to the Hanover Chamber of Commerce to target the businesses not included in the mail campaign.
- **Action:** E. Morrison will update the board with the actual campaign total via the chat with the dollar amount not to exceed \$5,000.

MOTION 4: Made by **Angela Wainscott** Seconded by **Brandon Koebel** THAT a Christmas Appeal Campaign with a maximum budget of \$5,000 be approved as presented.
CARRIED

OPERATIONS

S.W.O.T. Discussion

- Expanded the vision to include youth AND young adults
- A discussion was held surrounding the tagline/operating name

MOTION 5: Made by **April Marshall** Seconded by **Brandon Koebel** THAT that the legal name "Launch Pad Youth Activity & Technology Centre" be formally changed to "Launch Pad Skills Training & Technology Centre" under the operating name "Launch Pad"

CARRIED

"Launch Pad Skills Training & Technology Centre

Vision: Ensure that all youth and young adults can discover and develop their strengths, skills and passions to prepare for their future.

Mission: As a community hub we create opportunities for

young people to explore their curiosity, discover their interests, and enhance their skills through training programs and partnerships.

Values: Quality. Innovation. Empowerment. Inclusivity.

Description: Launch Pad is an innovative facility for youth and young adults (ages 12-29 years) located in Hanover that equips young people from across the region with the skills they will require for future employment opportunities. We provide fun and inclusive skill building programs that allow young people to explore their interests, develop their strengths and prepare themselves for their future career. In partnership with HIPP Apprentice, Hanover's Innovative People Program, our facility is a hub for employers, young adults and service providers to promote the pathways to apprenticeships and deliver skilled trades training. Through strong community partnerships, we lead a team of experienced instructors and volunteers who help our young people succeed."

MOTION 6: Made by **Susan Sakal** Seconded by **Michelle Eccles** THAT that the mission, vision, and values be accepted as presented and amended.

CARRIED

Neptune Scoops

- SEDC has asked how they can further support Launch Pad and has asked Launch Pad to submit an application for funding. E. Morrison has developed a proposal including a timeline and agenda for funding to continue the social enterprise of "Neptune Scoops".
- If "Neptune Scoops" is no longer a part of the business plan, there is an opportunity for the building to be sold and the revenue to support the deficit to the Town of Hanover.
- A discussion was held and the decision will be tabled for the next board meeting.

Paid Program Instructors

- Moving forward the operations committee will handle the onboarding of paid program instructors

Handyman/Custodian Expectations

	<ul style="list-style-type: none"> - Action: E. Morrison to update cleaning list and review expectations with the cleaner. - Action: E. Morrison to connect with Brian regarding the purchase of the necessary equipment. - Brian is happy to come for a deep clean prior to any larger events.
Other Business	<p>CAMSAFE</p> <ul style="list-style-type: none"> - Hanover police have put out a request for owners of private cameras to register their cameras. Action: C. Samson to register the cameras online <p>Board Field Trip</p> <ul style="list-style-type: none"> - B. Koebel suggested that the Launch Pad Board visit the Avon Maitland District School Board Pathways Innovation Centre to see the way their program is run.
In Camera	<p>MOTION 7: Made by Brandon Koebel Seconded by Michelle Eccles THAT that the meeting be moved in Camera at 9:46 PM. CARRIED</p> <ul style="list-style-type: none"> - A discussion was held surrounding the ED interview process and candidates. <p>MOTION 8: Made by Brandon Koebel Seconded by Susan Sakal THAT that the meeting be moved out of in Camera at 10:17 PM. CARRIED</p>
Adjournment	<p>MOTION 9: Made By April Marshall that the meeting be adjourned at 10:17 PM</p>