



MEETING ATTENDEES			
Adam Olivero - Chair	✓	Susan Sakal - Councillor Rep.	✓
Michelle Eccles	✓	Angela Wainscott - Recording Secretary	✓
Brandon Koebel - Councillor Rep.	✓	Christine Samson	✓
April Marshall - Town Rep.	✓	Rebecca Broderick	✓

Call to Order	Adam Olivero called the meeting to order at 5:03 PM
Disclosure of Pecuniary Interest	N/A
Approval of Agenda	MOTION 1: Made by Brandon Koebel Seconded by Susan Sakal THAT the agenda be approved as circulated. CARRIED.
Approval of Previous Minutes October 24, 2023	MOTION 2: Made by Susan Sakal Seconded April Marshall by THAT the meeting minutes be approved as amended. CARRIED.
Business Arising from Previous Minutes	<p>Ice Cream Truck</p> <ul style="list-style-type: none"> - A. Olivero to connect with truck rental company regarding outstanding payment for repair. <p>Board Member Resignation</p> <p>MOTION 3: Made by Angela Wainscott Seconded by Brandon Koebel that the resignation of Rachel Taylor be accepted as presented. CARRIED.</p>
Monthly Financials (October 2023) October <ol style="list-style-type: none"> 1. 10/31 GL 2. 10/31 Balance Sheet 3. 10/31 YTD 	<ul style="list-style-type: none"> - CWB testing costs are higher currently than the revenue received from the program. HIPP Apprentice Grant has been set aside to cover the difference. The true cost of CWB testing will be reevaluated prior to moving forward with additional sessions in the new year. <p>MOTION 4: Made by Susan Sakal Seconded by April</p>

<p>2024 Budget</p>	<p>Marshall that the October 2023 financial statements be accepted as presented. CARRIED.</p> <p>2024 Budget</p> <ul style="list-style-type: none"> - The budget was reviewed and a discussion was held regarding various budget lines. - M. Eccles to confirm receipt of RBC Grant in 2024. - The budget is created conservatively based on minimum income expectations
<p>Operations Manager/ ED Report</p>	<p>Executive Director</p> <ul style="list-style-type: none"> - The Board of Directors provided a warm welcome to new ED, Rebecca Broderick . - Rebecca is local to the area with experience in fundraising and program and project management through her roles with UofT and United Way. <p>Home Hardware Ladies Night</p> <ul style="list-style-type: none"> - \$462 was raised through the raffle in support of Launch Pad. <p>Inclement Weather</p> <ul style="list-style-type: none"> - C. Samson has been able to utilize the tool “Camp Brain” to send out a mass email to participants when programs need to be cancelled - C. Samson to work with the Operations Committee to develop a policy for program cancellations. <p>Press</p> <ul style="list-style-type: none"> - A press release went out to Bayshore Broadcasting welcoming the new ED, and updating the public on our upcoming activities, and fundraising initiatives. <p>Policies</p> <ul style="list-style-type: none"> - Operations Committee to develop instructor payment policy and credit card purchasing policy <p>Truck</p> <ul style="list-style-type: none"> - M. Eccles to determine insurance requirements for the truck for mechanical use. <p>Technology</p> <ul style="list-style-type: none"> - A. Olivero to source local laptop for use by all Launch Pad staff to replace outdated existing model.
<p>Sub-Committee Reports</p>	<p>GOVERNANCE</p>

- Committee has not heard back from existing applicants and will be moving forward with the recruitment process
- S. Sakal brought forward the need for a land acknowledgement

MOTION 5: Moved by **Susan Sakal** Seconded by **Brandon Koebel** that a land acknowledgement statement be read at the start of all board of director meetings and any special occasion events hosted by Launch Pad. Further, a copy of the statement is to be posted in the entry area as well as in the event space.

CARRIED.

FUNDRAISING

Giving Tuesday

- Positive feedback was received from Launch Pad's digital campaign. The campaign runs until the end of November so the dollar amount is not yet available but the community awareness aspect of the campaign was met

Christmas Letter

- The Christmas letter will be sent out via Canada post November 30 and will reach residents in the first week of December

General

- R. Broderick to research NWMO grant requirements
- Committee to develop 2024 fundraising budget based on expected campaigns and activities prior to next board meeting
- C. Samson to develop a cost summary for 1 program to allow the fundraising committee to develop a sponsorship package in the new year.

OPERATIONS

- Launch Pad has provided a letter of support to the Corporation of Bruce for the receipt of the Women in Construction Grant
- Town Council has supported the development of a MOU with Launch Pad

	<ul style="list-style-type: none"> - A full-time Youth Programs Manager will be hired to fill the empty position on a contract. - Operations to set up a meeting with SEDC to understand the possible commitment by the Centre toward Neptune Scoops and provide a report back to the board. The meeting will determine the feasibility for Neptune Scoops in 2024.
<p>Other Business</p>	<p>Rental Rates</p> <ul style="list-style-type: none"> - The Board concludes that the existing rental rates are in keeping with other local rental facilities. <p>* Note: A. Wainscott and B. Koebel left the meeting at 7PM.</p> <p>Google Logins + Security</p> <ul style="list-style-type: none"> - A. Olivero has updated the security requirements of Board emails which will now require 2-factor authentication and will require that passwords be updated every 60 days. - Password document will be eliminated and Launch Pad will utilize the Google Password Manager which is included with existing workspace account <p>Adult Programs Manager</p> <ul style="list-style-type: none"> - Christine Samson has accepted the role of Adult Programs Manager at Launch Pad. A photo will be taken and a press release written for Christine's new role. <p>Donation</p> <ul style="list-style-type: none"> - A community member has volunteered to make a possible furniture donation to Launch Pad which the Board of Directors will investigate. <p>Donor Recognition</p> <ul style="list-style-type: none"> - There is a need to develop a naming policy for community collaborations and donations. <p>Beautification Grant</p> <ul style="list-style-type: none"> - The outdoor beautification grant, CFGB, must be fulfilled in 2024. Launch Pad is planning with local partners to begin construction.
<p>In Camera</p>	<p>No closed Session</p>

Adjournment

MOTION 6: Made By **Michelle Eccles** Seconded by **April Marshall** that the meeting be adjourned at 7:16 PM
CARRIED