



Skills Training & Technology Centre
Regular Meeting of the Board of Directors
Tuesday, August 27 at 5:00 PM

Directors			
Adam Olivero - Chair & Director	P	April Marshall - Treasurer & Director	P
Michelle Eccles - Past Chair & Director (Virtual)	P	Susan Sakal - Director	P
Brandon Koebel - Secretary & Director	P	Amanda Motz - Director (Virtual)	P
Others Present			
Amanda Monaghan	P	Krista LeSavage	P
Christine Samson, Adult Programs and Operations Manager	P	Julia Malott	P
Heather Curran - Hanover Rotary Club	P		

Call to Order
The Chair called the meeting to order at 5:03 PM.

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
Moved by Susan, Seconded by Amanda Motz THAT the agenda be approved as amended. CARRIED.

Approval of the Previous Minutes

Moved by Amanda Motz, **Seconded by** Susan
THAT the [August 12, 2024 Special Meeting Minutes](#) be approved as presented. **CARRIED.**

Business Arising from the Previous Minutes

Nothing noted.

Delegation

The board welcomed Heather Curran of the Hanover Rotary Club. The Rotary Club has agreed to support Launch Pad's 50/50 day at Hanover Raceway on September 7. The date, time, and location of the event are required for the lottery license. Launch Pad will provide the tickets and determine the price. Typically the price has been 1 ticket for \$2 or 3 tickets for \$5. The Rotary Club will allow use of their tumbler for the draw and bibs for handling money.

Heather also noted an idea regarding Christmas parade watching for seniors at Launch Pad. The parade is scheduled for December 7. The board agreed to continue discussing the idea.

New Director Appointments

The board officially welcomed Amanda, Krista and Julia who have submitted applications to join the Launch Pad Board of Directors.

Moved by April, **Seconded by** Amanda Motz
THAT the Board approves the appointment of Amanda Monaghan, Krista LeSauvage, and Julia Malott as directors of Launch Pad Skills Training & Technology Centre effective August 27, 2024 until the next Annual Meeting. **CARRIED.**

In Camera Meeting

Moved by Julia, **Seconded by** Amanda Motz
THAT the Board moves to a closed session at 5:59 PM to address matters pertaining to identifiable individuals related to human resource matters. **CARRIED.**

The Board reconvened in open session at 6:02 PM.

Financial Update

April provided an update on the financials to date. Statements reflected actuals as of July 31, 2024. The balance sheet currently shows a surplus of \$21,123 including the Town's contribution. The 2024 loan repayment (\$35,411) has been paid with interest.

Christine provided an overview of some recurring rentals reflected in the financial statements (Ironworkers, Life Directions, Cedar Down Farm). The board discussed current revenues and

expenses compared to the budget.

Moved by Susan, Seconded by Amanda Motz

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

Operation Manager's Report

Christine presented her report. Several items were brought forward for discussion and consideration. Highlights included:

- A new security camera is being investigated for the carpentry shop.
- A request was received to place a corn/pumpkin cart in the parking lot.
- A request to partner on a fundraising dinner event was received. The board decided to decline the request at this time due to limited staff capacity and concerns over space and logistics.

Governance Committee Report

The Governance Committee met and updated the New Director Welcome Package. This was provided to Krista, Julia and Amanda.

Future items: Waiver and training requirements for equipment use.

Fundraising Committee Report

The board reviewed the 2023 winter mailer campaign and discussed fundraising ideas and next steps. Pricing for a fall mailout will be investigated and next steps finalized at a future meeting.

A donor recognition policy is being developed to support future fundraising campaigns.

Operations Committee Report

The Operations Committee met on August 16. The Committee discussed several grant opportunities currently available. The Committee reviewed and updated the Fire Safety Plan. Upcoming programs were reviewed including an intro to G1 driver training, Smart Serve, CWB testing, wood working, Insight For Life, Working at Heights, and welding.

Krista left at 7:30 PM.
Amanda left at 7:50 PM.
Michelle left at 7:58 PM.

Plans for the outdoor beautification project funded by Canada Healthy Communities Grant were reviewed. Consensus was to proceed with the asphalt repair and 6ft fence installation on the property. Julia and April will review the criteria for expenses that can be allocated under the grant.

The Fire Safety Plan was reviewed. Christine will forward to Melissa Hilgendorff for review.

Other Business

Nothing noted.

Adjournment

Moved by Susan

THAT the meeting be adjourned at 8:30 PM. **CARRIED.**

Next Meeting Date: Tuesday, September 24, 2024

DRAFT