

LAUNCH PAD BOARD OF DIRECTORS

December 20th, 2018 | 11:00am – 1:00pm – **Launch Pad YATC**

MEMBERS PRESENT Dave Barrett | Savanna Myers | Adam Olivero | Beth Fischer

OTHERS PRESENT April Marshall | Julia Raposo

STAFF PRESENT Emily Morrison | Katherine Blythe | Jason Eke

REGRETS Rose Austin | Selwyn Hicks

1. Disclosure of Pecuniary Interests

Nil.

2. Approval of Previous Minutes – September 20th, 2018

MOVED BY ADAM OLIVERO | SECONDED BY BETH FISCHER.

CARRIED.

3. Business Arising from Previous Minutes

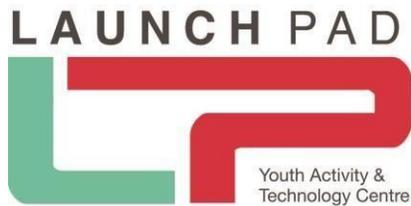
Dave Barrett will present school board youth voting policies at January Meeting.

A name change to remove the word “Activity” from Launch Pad Youth Activity & Technology Centre would cost approximately \$1,000.00 for legal fees and branding. It was decided that it would be discussed further in the New Year.

4. Introduction of New Hire – Jason Eke, Social Enterprise Coordinator

Emily Morrison explained that Launch Pad has been running short staff since May and it was time to fill that gap. Jason Eke has been hired as the Social Enterprise Coordinator. He has wood working experience and marketing experience that will greatly benefit Launch Pads expansion into the wood working trade.

Jason Eke stated that while he knew Launch Pad existed, he truthfully didn’t know how much more about it. When he came in for his interview with Emily he was blown away by the facility and was very impressed with Emily herself. This job position aligns with the skills that he has. After meeting the youth and the staff Jason said the he feels like this is a good place with a good team.



5. Financial Update

Emily Morrison discussed Launch Pad's financials for the end of 2018. Many donations came in at the end of the year for projects that were for 2019 thus deferring revenues til the 2019 budget. She believes after the Audits report it will show a reduction in deficit by \$25,000.00. The budget for 2019 is larger than any years previous as we are now factoring in instructor honorariums, equipment purchases, equipment maintenance, unexpected buffers for all departments but we intend to continue coming in under budget.

6. Program Update

Emily Morrison said that the Fall 2018 Programs went very well. There were lots of programs that were maxed out, including the new 3D printer program. Launch Pad has been hosting field trips for schools since October. There has been approximately one a week for Grad 7 and Grade 8 students, and they will be continuing into the New Year. Right now, Launch Pad is booked every Wednesday from January to May for field trips from our local schools. Schools can choose from three different options of field trips. The field trips have groups of youth in the Mac Lab doing Stop Motion Animation, the welding bay, in the kitchen where they work on lunch and snacks and sewing hot/cold bean bags.

We have had a lot of positive feedback from the students that come on these field trips. Dave Barrett has heard great things about these field trips from management at both school boards. As each class leaves, we give them a flyer for Launch Pad's upcoming programs as the students are going home and telling their parents about their time here.

Emily Morrison then moved onto Launch Pad's upcoming 2019 Winter Programs. Launch Pad's first woodworking program filled up within a few days, causing Launch Pad to create a second woodworking program. Along with the woodworking Launch Pad is also offering photography, four different welding programs, two cooking programs, watercolour painting (Bev Morgan), 3D printing, music production, and graphic design. There are a lot of programs that are already at capacity.

7. Transportation Pilot Project

Katherine Blythe discussed the Transportation Pilot Project that Launch Pad is in partnership with Saugeen Economic Development Corporation.

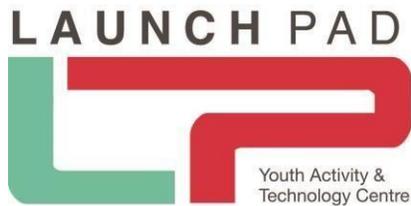
The Transportation Pilot Project has been running since the 2018 Spring Programs that were run by Launch Pad. Since the start of the pilot project we have had 50 youth use the taxis that are supplied by TJ's Taxi from Durham, Ayton, Neustadt, Walkerton, Chesley and Durham. A total of \$5,161.80 for cab expenses has been spent for this transportation pilot project.

8. Launch Pad Policy Approvals

MOTION: to approve Launch Pad Policies as emailed with edits to Committee Creation Policy #1.5 Board of Directors Authority inserting "with stated cause" in addition to any spelling corrections.

MOVED BY SAVANNA MYERS | SECONDED BY ADAM OLIVERO.

CARRIED.



9. Sub-Committee Development

The sub-committee development started with volunteers from the board and staff to the different sub-committees:

- *Art & Technology – Adam Olivero*
- *Culinary – Dave Barrett and Katherine Blythe*
- *Welding – Dave Barrett*
- *Wood Working – Dave Barrett*

MOTION: to create a Social Development sub-committee.

MOVED BY BETH FISCHER | SECONDED BY ADAM OLVERO.

CARRIED.

Adam Olivero nominated Beth Fischer to be the head of this sub-committee.

CARRIED.

10. 2019 Executive and Sub-Committee Meeting Dates

Emily Morrison asked if we continue to need monthly board meetings, and suggested having meetings in February, March, May, the AGM, September and November. The sub-committee meetings would be either after the board meetings, or they can be planned a different day by the members of that sub-committee. All members of the board agreed that monthly meetings aren't needed at this time. Dave Barrett asked that Emily Morrison send out a calendar to everyone.

11. Marketing Plan 2019

Launch Pad's 2019 Marketing Plan is being written by Emily Morrison, Katherine Blythe and Jason Eke. The marketing plan will be put into affect once it is finalized. Katherine Blythe has changed the Registration Forms so tracking how people have heard about Launch Pad and our Programs will be able.

12. New Board Member Search

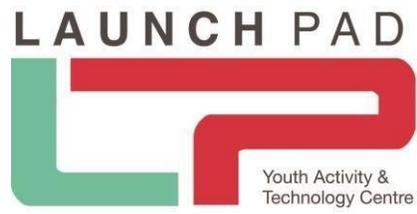
The new board member search is going to be the focus for Dave Barrett this January. It was discussed that we need one more board member for sure but recruit more than one.

13. New Business

April Marshall announced that Niagara College's Canadian Food and Wine Institute is coming to Hanover in April. Week of April 8th they will be coming to attend a class at Launch Pad and then hands on training at Maclean's Brewery.

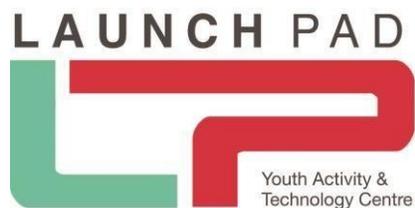
14. Next Meeting – February 4th, 2019 | 3:30 pm – 5:00 pm – **Launch Pad YATC**

15. Adjournment – Moved by Beth Fischer.



Board Chair, Dave Barrett

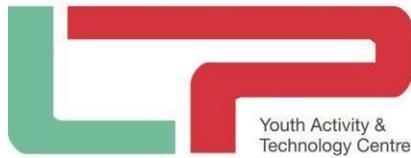
Board Secretary, Savanna Myers



STAFF REPORT – December 20th, 2018

GOAL	ACTIVITIES
<p>YOUTH ENGAGEMENT: To encourage and empower youth as intentional partners, stakeholders, problem solvers, and change agents in our community</p>	<p>Youth art pieces were featured at the Hanover Library’s Art Gala</p> <p>Attended WDCS “Be Kind to Yourself” day Conducted a focus group with students from Sacred Heart HS</p> <p>Youth for each after school program now fill out a survey on the first night and the last night of each of their classes</p> <p>Investigating partnering with IBM’s Technovation program that will enhance the interest of girls participating in the STEM industry</p>
<p>PROGRAMMING – SKILLS TRAINING: To create a wide range of developmental opportunities that address the interests of the youth and to connect with employers and local industry professionals to identify skills gap and establish new partnerships for skill building initiatives.</p>	<p>Entrepreneurship Program at the Eat Well Market has concluded with success.</p> <p>Fall programming began October 2nd with 11 after school programs running including new programs involving the 3DPrinter</p> <p>Programs concluded November 26th Launch Pad is piloting a program with both the public and private school boards to be a certified fieldtrip location offering Grade 7/8 students the opportunity to come to Launch Pad and tryout Various programming end of December 2018 we will have conducted 8 field trips</p>
<p>COMMUNICATION: To develop a communication strategy where the message is consistent, but tailored, to the various stakeholders, and the Launch Pad brand is incorporated in all the marketing materials.</p>	<p>Flyers were distributed in the newspapers promoting fall programs and transportation service in the local communities</p> <p>Toured Municipal Candidates through Launch Pad Toured new Board of Directors from the Catholic School Board Sponsorship Appreciation Dinner was well received.</p> <p>Winter programs have been scheduled to start January 15th with marketing already underway. ED was interviewed on 88.7 The River one- hour radio show</p>

LAUNCH PAD



<p>SUSTAINABILITY: To develop a comprehensive financial plan that the Board can monitor on a quarterly basis where 75% of annual budget comes from partners and 25% comes from other sources of revenue (program registration, rentals, grants, etc.)</p>	<p>RBC Future Launch Program has confirmed a donation of \$15 000 before December 31st and \$35000 in the 2019 year to support attracting older youth to Launch Pad programming. Gemini Canada has confirmed a donation of \$1000</p> <p>Community Foundation Grey-Bruce donated \$3000 towards the development of the woodworking project.</p> <p>Intact Insurance contributed \$750</p> <p>GayLea Foundation has contributed \$10000 to Launch Pad Wood Shop Development Ontario Teachers Insurance Plan contributed \$1500</p> <p>Farm Credit Canada has contributed \$9000 to window upgrades for 2019 year</p>
<p>BOARD GOVERNANCE: To create a Board governance structure which develops the relevant policies, committee structure and planning process, and makes decisions that support the mission and move Launch Pad towards its vision.</p>	<p>Develop a graphic representation of Launch Pad's Strategic Plan.</p>