

Launchpad Academy – Board Meeting Minutes

Date: September 29, 2025

Location: Google Hangouts

Attendees:

- Randolph Robert – President/Chair
- Jennifer Ramsey – Treasurer
- Ashley Espinosa – Secretary

1. Opening & Governance

President Robert opened the meeting with roll call. The agenda was approved unanimously, and the prior meeting minutes were approved as written.

Action Items: None at this time.

2. Fiduciary Responsibilities

Robert provided a reminder regarding fiduciary duties, emphasizing that the Board must act in the best interests of Launchpad Academy and its stakeholders. With incoming funds, members were reminded to ensure prudent financial management and avoid unnecessary or unrelated expenditures.

Action Items: Continue monitoring all organizational spending to ensure alignment with mission objectives.

3. Banking & Payment Processing

Discussion was held regarding progress on Venmo setup as a preferred donation and member payment method. Venmo activation remains pending receipt of an official bank statement. PayPal and Facebook Giving integrations are also awaiting completion of banking verification. Establishing Venmo and PayPal accounts will facilitate community fundraising and donation options, including Facebook birthday fundraisers.

Action Items: Ramsey to finalize bank statement acquisition. Robert and Ramsey to complete Venmo and PayPal account setup once banking documentation is received.

4. Fundraising Goals

The Board set a preliminary October fundraising goal of \$3,000–\$5,000 to be achieved within three weeks. Members agreed this is an ambitious but attainable target with proper outreach and engagement.

Action Items: Ramsey to coordinate upcoming fundraising initiatives. Espinosa to assist in preparing donor communication materials.

5. **Programs & Robotics Class**

Discussion was held regarding the status of Launchpad Academy's first robotics class. The class has not yet commenced; however, preparations are underway to ensure readiness prior to launch. The Board discussed the potential for offering virtual participation options for families located in Delaware or nearby regions. Robert noted that the priority remains to establish in-person engagement to strengthen community connections, particularly for students needing more direct social interaction opportunities.

Action Items: Espinosa to explore virtual participation logistics for future robotics classes. Robert to continue preparations for the first in-person robotics session.

6. **Community Engagement & Safety Considerations**

The Board discussed community participation dynamics and the importance of maintaining a safe, values-aligned environment for families and children. Robert emphasized the need for discernment when engaging new families and reinforced the Academy's commitment to fostering a respectful and welcoming atmosphere.

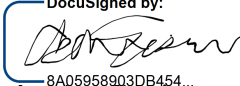
Action Items: Robert to develop initial community participation guidelines for review at the next meeting.

7. **Closing**

Closing prayer was offered by Robert, thanking God for wisdom, clear communication, and shared vision for Launchpad Academy's continued growth. Motion to adjourn was made by Espinosa and seconded by Ramsey. The meeting was adjourned.

Next Meeting: End of October 2025

Submitted by:

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Ashley Espinosa, Secretary
Date: 10/26/2025

Accepted by:

Signed by:

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Randolph Robert III, President/Chair
Date: 10/26/2025