

Launchpad Academy – October 2025 Board Meeting Minutes

Date: November 3rd, 2025 (make-up meeting for rescheduled October Meeting)

Location: Google Hangouts

Attendees:

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

1. Opening & Governance

President Robert called the meeting to order, confirmed quorum, and opened with a prayer. The agenda was presented and approved unanimously.

Motions:

- Motion to approve the agenda as presented. *Approved unanimously.*
- Motion to approve the prior meeting minutes dated September 29, 2025. *Moved by Espinosa, seconded by Ramsey. Approved unanimously.*

Action Items: None at this time.

2. Officer Reports – President

President Robert provided an operational update:

- Payment gateways Venmo and PayPal are live.
- A Canva nonprofit subscription was secured, providing approximately 50 seats at no cost, representing significant in-kind value to the organization.
- Facebook fundraising integration is pending final setup, which will allow birthday and peer-to-peer fundraising campaigns.

Fundraising kickoff was delayed due to Treasurer health issues related to medication. A revised fundraising target date of **November 11, 2025** was proposed and agreed upon.

A fundraising flyer was presented for board review prior to printing and distribution.

President Robert emphasized the importance of **screening policies** for families and participants. While the organization cannot discriminate on protected classes, lawful screening procedures are required to maintain a safe, healthy environment. Screening criteria must be fair, clearly documented, and defensible as the organization begins turning applicants away when necessary.

The need for a **New Family Information Packet** was discussed, including:

- Mission and vision
- Values and expectations
- Weekly schedule
- Participation and behavior standards
- Screening process overview

This packet is intended to provide clarity and reassurance for prospective families, particularly during initial outreach.

Action Items:

- Board members to review and provide feedback on the fundraising flyer.
- Robert to begin drafting screening policies and a new family information packet for review.

3. Treasurer's Report

Treasurer Ramsey presented the October financial report:

- Beginning balance: **\$5.21**
- Donations received: **\$146.62**
- Facility rental (Delaware Christian Open Gym): **\$100.00**
- Mint Mobile phone service (quarterly): **\$50.72**
- Ending balance: **\$1.11**

Additional incoming funds of \$50 were noted. Ongoing expenses include website hosting and upcoming facility rental costs. President Robert indicated he will continue covering shortfalls as needed.

Motion: Motion to accept the Treasurer's Report as presented. *Moved by Robert, seconded by Espinosa. Approved unanimously.*

Action Items: Continue monitoring cash flow and covering essential operating expenses.

4. New Business

Family Screening & Policies

The Board reiterated the critical importance of establishing clear, lawful screening processes to protect program integrity as participation grows.

Advisory Board Recruitment

Discussion was held regarding forming a non-governing **Advisory Board** composed of experienced individuals (educators, nonprofit professionals, homeschool parents, fundraising experts). Advisory members will:

- Provide subject-matter guidance
- Be listed on the website with credentials and headshots
- Strengthen credibility and social validation

Board members were encouraged to suggest potential candidates.

Action Items:

- Board members to submit advisory board candidate recommendations.

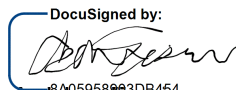
5. Next Meeting

The next board meeting will be scheduled for **late November 2025**, with timing adjusted as needed due to upcoming childbirth.

6. Closing

President Robert offered a closing prayer. A motion to adjourn was made by Espinosa and seconded by Ramsey. The meeting was adjourned.

Submitted by:

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Ashley Espinosa, Secretary
Date: 12/19/2025

Accepted by:

Signed by:

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Randolph Robert III, President/Chair
Date: 12/19/2025