

Launchpad Academy – December 2025 Board Meeting Minutes

Date: December 30th, 2025

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. Moved by **Espinoza**, seconded by **Ramsey**. Approved unanimously.

President Robert requested approval of the prior board minutes (October and November), which are published on the website under Official Documents.

Motions:

- Motion to approve the October and November meeting minutes. Moved by **Espinoza**, seconded by **Ramsey**. Approved unanimously.

Action Items: None.

2. Officer Reports – President

President Robert provided an operational update:

Fundraising Status

- Fundraising efforts are **temporarily suspended** until the Treasurer is in a healthier/stabler position to support, or until President Robert can take on the work capacity.
- If a motivated person is identified, the board may form a **non-voting fundraising committee** to perform fundraising work under board supervision.
- Grant-writing support remains an option.

Facilities / Space

- The prior plan to use the **Delaware Entrepreneurial Center** for in-person Venture Lab meetings is **on hold** due to the director's departure and lack of a replacement; agreements are effectively paused/invalidated pending resolution.

Program Health (Open Gym)

- Open Gym sessions are reported as **strong and healthy**; families are integrating well; children are maturing and enjoying participation.
- The Christmas party (with professional face painting) was reported as a strong success and may be used in recruiting/marketing.

Brilliant.org Access

- Application was denied due to minimum requirement of **30 students** (pilot is capped at 10).
- Brilliant.org offered **3 months free** if Launchpad provides **five additional email addresses**.

Communications / Documentation

- President Robert created and published: Open Gym FAQ page, an intro packet, and a screener packet.
- Board members were asked to review the Open Gym FAQ and screener packet and provide feedback.
- President emphasized the screener as a key “defensible” backbone when the organization must turn families away in the future.

Recruiting

- The organization is aiming to recruit **two additional families**, preferably for **Thursdays** to balance programming.
- Marketing to be conducted via Facebook using photos from the Christmas party.

Advisory Board (Non-voting)

- Continued need to recruit unpaid, non-voting advisors with experience in fundraising, content creation, and nonprofit operations. Board members should refer candidates to President Robert.

Strategic Direction – Venture Labs (Vote)

The board discussed shifting Venture Lab classes to be **primarily online**, with optional in-person meetups for socializing and support (potentially at Delaware Entrepreneurial Center, Cohatch, or other venue). Delaware Christian was mentioned as a possible temporary venue, pending confirmation of after-hours/after-school program availability.

Motions:

- Motion to shift Venture Labs from primarily in-person to **primarily online** (broadcast from AVA Labs office space), supplemented by weekly in-person meetups as available. Moved by **Robert**, seconded by **Ramsey**. Approved unanimously.

Action Items:

- **Ramsey** to email Delaware Christian contact (“Jen”) to confirm facility availability/after-

school program status.

- Board members to refer potential **fundraising committee** candidates and **advisory board** candidates to Robert.
- Board members to review the **Open Gym FAQ** and **screeners packet** and provide feedback.
- Continue recruiting **two Thursday families**; proceed with Facebook marketing using Christmas party photos.
- Provide **five email addresses** for Brilliant.org activation.

3. Treasurer's Report

Treasurer Ramsey presented November and December financial updates.

November (summary)

- Beginning balance: **\$1.11**
- Incoming funds: **\$215.61** total (includes a **\$50** Givebuttr donation and Squarespace donations attributed to Robert and/or facility payments)
- Expenses: facility rental, Delaware County-related fees, and Squarespace website fees
- Ending balance: **\$48.07**
- Noted issue: **two identical Squarespace charges** (\$26.75) in November; Treasurer to investigate.

December (summary)

- Beginning balance: **\$48.07**
- Incoming funds: additional Squarespace donations; Giving Tuesday fundraiser produced **\$48.51 net** (after fees) from a \$50 donation
- Notable event: an attempted charge of **\$138.03** (Amazon Business Prime exploration) was **reversed**, and no overdraft fee was charged
- Ending balance: **\$81.02**
- Treasurer to investigate the Squarespace billing issue (duplicate/recurring charges).

Action Items:

- **Ramsey** to investigate Squarespace billing and confirm whether charges are error/duplicate/unauthorized, and report back.
- Continue monitoring cash flow closely.

4. New Business

- President Robert proposed creating a **LinkedIn page** for Launchpad Academy to support credibility and advisory-board recruitment (resume value).
- Facebook fundraising / PayPal charity integration appears to be functioning; Treasurer confirmed Giving Tuesday fundraiser worked, supporting future birthday/peer-to-peer fundraising.

- Grant research: President Robert may begin basic grant opportunity research; board discussed leveraging family friend with military grant writing experience for support.

Action Items:

- **Robert** to create a **Launchpad Academy LinkedIn page**.
- **Ramsey** to speak with family friend about initial grant guidance/opportunities.
- **Robert** to begin light **grant opportunity research**, and evaluate whether grant research/writing should be hired out.

5. Next Meeting

Next board meeting planned for **late January 2026** (end of January), with interim updates shared as needed.

6. Closing

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

Submitted by:

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Ashley Espinosa, Secretary

Date: 1/12/2026

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Accepted by:

Signed by:



Randolph Robert III, President/Chair

Date: 1/12/2026

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