

LaunchIt Minto
Minutes of December 13, 2016
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The LaunchIt Minto Board held a meeting on Tuesday December 13, 2016 at LaunchIt Minto. Board Members present for the meeting were Chair Glen Hall, Mayor George Bridge, Councillor Mary-Lou Colwell, Bernice Weber Passchier, Harold DeVries and Manager of Economic Development Belinda Wick-Graham. Member of staff present included: Business Development Coordinator Somer Gerber. Regrets were received from Hope Reidt, John Mock, Ryan Koeslag and Irmgard Kuersten-Kirkorian

Chair Glen Hall opened the meeting at 4:03 p.m.

The Board reviewed the new lease agreement for 1 Elora St. N Unit #3 & #4 which is up for renewal on February 28, 2017. The terms of the new 2-year lease are as follows: Rent on #4 will remain the same \$750 per month plus utilities, Unit #3 will remain rent free, utilities to be paid unless or until LaunchIt or the Landlord finds a tenant to occupy this space.

RECOMMENDATION:

Moved by: Mayor George Bridge and Seconded by Harold DeVries

THAT: The Council of the Town of Minto signs a new 2-year lease agreement for 1 Elora St. N. Units #3 and #4 to continue operation of LaunchIt Minto.

CARRIED

Gerber presented proposed changes to the Business Flight Program. These changes include: Charging participants, a fee of \$250, upon successful completion of the program 50% of the fee will be reimbursed.

This fee includes:

- Five Month access to Waterloo Wellington Community Futures Development Corporation Online Training Library
- Five Training Courses which will cover; Business Planning, Sales & Marketing, Business Finance and Bookkeeping, Market Research, Work/Life Balance.
- Eight hours of 1 on 1 Mentorship
- Two hours of 1 on 1 Small Business Coaching
- Other LaunchIt benefits such as assistance from our Business Development Coordinator and access to LaunchIt Minto's Boardroom & Meeting Room (subject to availability).

The Board will be obtaining a quote from Creative Worth to design a new, updated brochure that will be distributed via Ad Mail to each business in Minto and surrounding area. This brochure would highlight each element of LaunchIt's services such as: BFP, Board Room/Meeting Room rental, available office space and available training. The goal is to have these brochures ready for distribution mid-January and launch the new BFP in February.

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Hall suggested the creation of a sponsorship sub-committee to brain storm and implement ideas to obtain new sponsors for LaunchIt. Harold DeVries, Glen Hall and Somer Gerber will sit on this sub-committee and report back to the Board.

The meeting adjourned at 4:50 p.m.

The next LaunchIt Minto meeting will be on Tuesday January 10, 2017 at 4:00pm
LaunchIt Minto.

Somer Gerber, Business Development Coordinator