

Fort Macleod Early Learning & Childcare Society

Board Meeting Minutes

Date: Thursday, December 18th @ 12:00 PM MST **Location:** Virtual (Google Meet)

In attendance: Mackenzie Hengerer, Lee Holfeld, Keeley Odney, Jesse Syrowitz

Regrets: Laura Yunick

1. Call to Order

- 1.a. Meeting called to order at 12:03 PM by the President.
- 1.b. Quorum confirmed as present.

2. Approval of Previous Minutes

- 2.a. Review of Board Meeting Minutes dated November 14, 2025.

Motion: To approve the November 14, 2025 Board Meeting Minutes as presented.

Outcome: Carried unanimously.

3. Chair / President Update

3.a. Website & Communications

- Website has officially launched, including a Board page. Board members were asked to review and share the website once finalized to support legitimacy, grant applications, and community awareness.

3.b. Licensing Update

- Licensing application submitted December 7, 2025, including a comprehensive program plan (~60–70 pages). President attended a licensing information session and will continue follow-up with the licensing authority regarding next steps and timelines.

3.c. Insurance

- Requests for liability insurance quotes submitted to three brokers. Responses anticipated in early 2026.

3.d. Recruitment Model

- Proposed recruitment approach includes shared and part-time roles across multiple locations to support staff retention and sustainability within a rural workforce.

3.e. Incorporation & CRA

- Incorporation & CRA Business Number complete.
- Outstanding item: obtaining a CRA Business Number to enable grant eligibility.

4. Treasurer / Secretary Update

4.a. Banking & Signing Authority

- Signing authority completed for the Society's ATB account. Online access for authorized users and donation/payment setup still requires confirmation by Treasurer not present for meeting.

4.b. Operating Funds & Cashflow

- No 2026 operating funds currently available. Discussion held regarding the potential need for short-term operating or bridge funding due to grant payment delays.

5. Old Business

5.a. Funding & Grant Applications

Applications submitted or in progress for the following:

- FCSS (approximately \$3,500-\$4,000 for program materials)
- Town of Fort Macleod grant (approximately \$4,000)
- Vision Credit Union Help Fund (\$10,000)
- Anticipated regional funding opportunities opening in January (including capital and building-related grants)

5.b. Community Grant Outreach

- Discussion regarding smaller community grants and outreach letters to local organizations from "Friends of Kinder" (e.g., Rotary, Lions, Kids First, Livingstone Range School Division, Willow Creek Adult Learning).
- Invitation received for the Society to present at a Lions Club board meeting.

6. New Business

6.a. Licensing, Facility & Renovations

- Landlord and contractor scheduled to remove carpet and install new flooring in early January. Renovations and furnishings must be completed prior to final licensing approval. Additional basic repairs and safety items identified (e.g., fire extinguishers, faucets fixed following the move out of previous tenant). A fire department walk through was conducted earlier in the week with minor deficiencies (new fire extinguishers), and an AHS scheduled visit can be made promptly as confirmed through AHS inspector.

6.b. Donations & In-Kind Support

- Coordination underway for flooring materials and local in-kind donations. Window coverings donated for program spaces by Fort Macleod Glass.

6.c. Partnerships & Outreach

- Ongoing connections with post-secondary institutions and community partners.
- Support in place for HR documentation, recruitment, and compliance through HR Advantage.
- Board members encouraged to assist with outreach and community engagement opportunities.

7. Motions & Approvals (Recorded)

- Motion to approve November 14, 2025 Board Meeting Minutes – APPROVED
- Confirmation of signing authorities for ATB account – ACKNOWLEDGED
- Motion to adjourn – APPROVED

8. Action Items

Role	Action Item	Timeline
President	Follow up with licensing authority and complete outstanding licensing requirements	Ongoing – January 2026 priority
President	Coordinate flooring and renovation schedule with landlord/contractor	Early January 2026
President	Obtain and review insurance quotes and report back to Board/Treasurer	Early 2026
President	Track and follow up on all grant applications and report outcomes	Ongoing
Secretary	Schedule and coordinate Lions Club presentation	January 2026
President	Share finalized website and request Board promotion	Upon finalization
Secretary & Treasurer	Confirm online banking access and donation/payment setup	ASAP
Secretary	Continue community outreach and partnership lead collection of letters/meeting requests	Ongoing

Role	Action Item	Timeline
Vice President	Research nonprofit operating or bridge funding options	January follow-up
Board (All)	Identify additional funders, partners, and professional development opportunities	Ongoing

9. Adjournment: Meeting Adjourned at 12:39 PM.

Prepared by Keeley Odney (Secretary, Fort Macleod Early Learning & Childcare Society)

Date prepared: December 20, 2025

MEETING MINUTE SIGNATURES

Board Member Name	Date of Signature	Signature
Mackenzie Hengerer		
Keeley Odney		
Laura Yunick		
Lee Holfeld		
Jesse Syrowitz		