Fort Macleod Early Learning & Childcare Society
Annual General Meeting Minutes

Date: Tuesday, September 29, 2026 @ 7:00 PM
Location: In person and online via Google Meet
Members Present (In Person): Mackenzie Hengerer (President), Jesse Syrowitz (Vice President), Keeley Odney (Secretary), Lee-Anne Holfeld (Director at Large), Laura Yunick (Treasurer – Present Online)
Also Present (Online): Brianna Wolstoncroft, Executive Director (non-voting)

1. Call to Order

The President called the Annual General Meeting to order at 7:01 PM on September 29, 2026. This is the Society's first Annual General Meeting.

1.a. Welcome and land acknowledgement. Lee-Anne Holfeld welcomed attendees and gave the land acknowledgement on behalf of the Society, acknowledging that the meeting took place in Fort Macleod, on Treaty 7 territory and the traditional lands of the Blackfoot Confederacy and neighboring Nations.

1.b. Confirmation of notice and quorum. The Secretary confirmed that notice of the Annual General Meeting and of the special resolution was given on September 7, 2026, by public posting at the Society's registered address and by email, meeting the 21 days' notice required under Articles III and XIV of the Bylaws. The Society has five members in good standing, who are the members of the Board. Quorum is 50% plus one, which is four. Five members were present (four in person, one online). Quorum was met. In-person attendees signed the attendance register, and online attendees were recorded through the meeting chat.

1.c. Introductions. Each Director and the Executive Director introduced themselves and shared why they are involved with the Society.

2. Approval of Agenda

The President noted the following amendments to the agenda:

- Item 3: as this is the Society's first AGM, there are no previous AGM minutes to approve.
- Item 6: a correction to the Treasurer's statement (Fort Macleod Lions and Rotary actuals).
- Item 7: the notice date is September 7, 2026, not September 8, 2026, as printed.
- Item 8: confirm the current Board of Directors and invite interested members to participate.

Motion to approve the agenda as amended made by Keeley Odney, seconded by Jesse Syrowitz. ***All in favor, none opposed, carried.***

3. Approval of Previous Meeting Minutes

There are no previous AGM minutes, as this is the Society's first Annual General Meeting. September 3, 2026, Board meeting minutes, previously circulated to the Board, were presented.

Motion to approve September 3, 2026, Board meeting minutes made by Jesse Syrowitz, seconded by Laura Yunick. ***All in favor, none opposed, carried.***

4. President's Report

The President reported on the year in review:

- The Society was incorporated in November 2025, began operating in January 2026, and opened Kinder Roots as a licensed childcare program after the long May weekend in 2026.
- Charitable status: charitable registration is granted federally by the Canada Revenue Agency. Before the Society can apply, the Bylaws require a stated purposes clause and a dissolution clause naming qualified donees (see Item 7).
- Until registered by the Canada Revenue Agency, the Society remains a non-profit organization and cannot issue official donation receipts for income tax purposes.
- Directors serve as volunteers without remuneration (Article IV, 4.5), and no Society income or property benefits any member or Director (Article XV, 15.2).
- Disclosure: The HR Advantage Inc., owned by the President, contributed a donation of $8,000 to the Society. The President receives no financial benefit from the Society and provides no paid services to it.
- Fall fundraiser: the Society's first fall fundraiser exceeded 100 bags sold, including orders from community members, and is expected to raise approximately $400 to $500 toward fall and winter program materials. The final amount will be confirmed after October 1, 2026.
- The President thanked the Fort Macleod Lions, Rotary Club and Masons, FCSS, the Town of Fort Macleod, and the community for their support of the Kinder Roots program and the Society this year.

Motion to receive the President's Report made by Lee-Anne Holfeld, seconded by Jesse Syrowitz. ***All in favor, none opposed, carried.***

5. Executive Director's Report

The Executive Director reported on the year:

- Enrollment: Kinder Roots opened in the last week of May with a gradual opening, growing to 15 children registered by July. As of September, 15 children are registered with a team of six staff.
- Waitlist: 14 children are on the waitlist, with most expected to receive a space in the new year. The program is projected to be close to full by January 2027. The President noted the program serves infants as young as three months, reflecting the community need for infant care.
- Program highlights: obtaining licensing, developing curriculum based on children's interests, outdoor exploration and walks, and beginning ARCQE training to support the Flight curriculum, with mentorship to follow once courses are complete.
- Staffing: the team is growing, and the Society is recruiting a Level 2 educator to join the current complement.
- Licensing: a licensing visit in early September was positive. Licensing noted that educators in each room were knowledgeable on policies and that all children were engaged in play.
- Food program: Homestead Bakery provides fresh bread weekly, and snacks are selected for nutrition. The Executive Director is exploring a program through which community members and businesses could sponsor the food program through tiered system.
- Goals for the coming year: continuing to build Kinder Roots as a strong and nurturing place for children, supporting curriculum, and investing in staff training and professional development.

The President thanked the Executive Director for keeping start-up material costs in line by making creative use of community and board donations.

6. Treasurer's Report and Financial Statements

The Treasurer presented the Society's financial statement for the fiscal year September 1, 2025, to August 31, 2026 (Article IX, 9.1), with activity beginning January 2026. The statement is presented under Section 25 of the Societies Act and Article IX, 9.4, and has not yet been audited.

- Total revenue, grants and donations were approximately $61,300, about $17,600 below budget, mainly because enrollment took longer to build. Childcare revenue (fees and affordability grant): budget $68,372.00, actual $48,474.56.
- Grants and donations (as corrected): Fort Macleod Lions $2,000.00; Fort Macleod Rotary $8,000.00; Fort Macleod Masons $500.00; Community Donations $2,330.00; total $12,830.00 against a budget of $10,500.00. The President clarified that the Lions and Rotary contributions were received but had been recorded under Community Donations; the correction does not change the total.
- Expenses: Staffing $44,478.97 (budget $49,935.00); Statutory $2,075.86 (budget $8,550.00); Facilities $7,745.39 (budget $8,360.00); Operations $8,771.07 (budget $12,976.97). Total expenses $63,378.03 against a budget of $79,821.97, about $16,400 below budget, as some planned wage and start-up spending occurred later than expected.
- Net result: expenses exceeded revenue by approximately $2,100 ($2,073.47), a modest shortfall typical of a first-year childcare non-profit.
- Operating line of credit: the Society holds a $50,000 operating line of credit with Community Futures, established June 2026 under Article XII, 12.2. As of August 31, 2026, $306.75 had been drawn, with $306.74 in interest expense. Line draws are financing, not revenue.
- Contributions from Alberta sources remain under the $25,000 threshold for registration under Alberta's Charitable Fund-raising Act.

The President noted that Article IX, 9.5 requires an annual audit by a qualified CPA auditor. The Treasurer, with support from the Secretary, will obtain at least two quotes from local CPA firms.

> *Motion that the members receive the unaudited financial statement for the fiscal year ended August 31, 2026, as presented and corrected; and that the members appoint an auditor for the fiscal year ended August 31, 2026, as required under Article IX, 9.5, authorizing the Board and Treasurer to select and engage a qualified CPA firm, with the audited report to be presented at a future general meeting, made by Keeley Odney, seconded by Jesse Syrowitz.* ***All in favor, none opposed, carried.***

7. Charitable Status, Bylaws Amendment: Special Resolution (75% Majority Required)

7.a. Background. The President explained that the current Bylaws have no stated purposes clause, and the dissolution clause does not name qualified donees. Both must be corrected before the Society can apply to the Canada Revenue Agency for charitable status.

7.b. Notice. Notice of the special resolution was given to members on September 7, 2026, by public posting at the Society's registered address and by email, under Article XIV.2. The agenda date of September 8 was corrected to September 7.

7.c. Motion and discussion. The President read the proposed amendments. During discussion, Lee-Anne Holfeld proposed adding the word "development" to clause (a), to reflect that the

Society's work extends beyond education alone. The amendment was accepted. The dissolution clause was discussed; members agreed that "one or more registered charities or other qualified donees, as determined by the Board", allows appropriate flexibility without naming a specific organization.

7.d. Special resolution as passed:

That the Society's Bylaws be amended as follows:

First, by adding a new Article I-A, Purposes, reading:

> "The purposes of the Society are:
>
> (a) to advance the education and development of young children in Fort Macleod and the surrounding area by providing affordable, quality early learning and childcare programs, delivered by qualified early childhood educators; and
>
> (b) to carry out activities ancillary and incidental to this purpose, including nutrition and food programming for children enrolled in the Society's programs, and partnerships with post-secondary institutions to support the training and credentialing of the Society's early childhood educators."

Second, by replacing Article XV, 15.1 with:

> "Upon dissolution of the Society, and after payment of all debts and liabilities, the remaining assets shall be distributed to one or more registered charities or other qualified donees, as defined under the Income Tax Act (Canada), as determined by the Board."

Motion to adopt the special resolution set out above made by Mackenzie Hengerer, seconded by Jesse Syrowitz. ***All in favor, none opposed, carried.***

Vote: 5 in favor, 0 opposed, 0 abstaining (100% of votes cast). The special resolution was carried out with more than the 75% required.

7.e. Next steps. The Secretary will file the special resolution and amended Bylaws with Alberta Corporate Registry, with wet signatures on two copies. The amendment takes effect once registered. The Board will then prepare the Society's application to the Canada Revenue Agency. Current processing times reported by other local organizations are approximately eight months.

8. Election of Directors

8.a. Current Board. All five Directors were named at incorporation in November 2025 for two-year terms under Article IV, 4.1. No terms expire this year and there are no vacancies.

Motion that the members confirm the current Board of Directors, for terms ending at the 2027 Annual General Meeting: Mackenzie Hengerer, President; Jesse Syrowitz, Vice President; Keeley Odney, Secretary; Laura Yunick, Treasurer; and Lee-Anne Holfeld, Director at Large (voting), made by Laura Yunick, seconded by Lee-Anne Holfeld. ***All in favor, none opposed, carried.***

8.b. No additional directors were elected. The President noted for the record that a Personnel Committee of the Board was established in July 2026 to support hiring and the Executive Director. Members: Mackenzie Hengerer, Jesse Syrowitz and Lee-Anne Holfeld. Any future committees, including external committees for education purposes, will be approved by the Board and reported at the 2027 Annual General Meeting.

9. Annual Return Filing, Reminder

The Secretary advised that under Section 26 of the Societies Act, the Society files an Annual Return with Alberta Corporate Registry each year, including the financial statement presented at the AGM and the current list of Directors. Society was incorporated on November 27, 2025. The Secretary will confirm the due date and ensure the return is filed on time. Informational only; no motion.

10. Other Business

10.a. "It Takes a Village" grant application. The President reported that the Society is partnering with Portage College on a proposed three-year partnership, including a Level 2 early childhood educator cohort planned for January 2027. Society is in the final stages of securing a qualified charitable partner to apply for a rural grant through a Lethbridge-based community foundation; the application portal closes October 15, 2026. Portage College has indicated interest in adding approximately five seats, including Indigenous seats, which would lower costs for the cohort. The upskilling opportunity could increase an educator's take-home pay by up to approximately $19,000 per year. The President also thanked the Government of Alberta for meeting with the Board on funding opportunities.

10.b. No other items were raised. Any new decisions will be brought to the next regular Board meeting.

11. Adjournment

> *Motion to adjourn the meeting at 7:41 PM made by Jesse Syrowitz, seconded by Keeley Odney.* ***All in favor, none opposed, carried.***

Minutes Prepared by: Secretary
Date prepared: September 30, 2026

Approval of Minutes

We, the undersigned Directors of the Fort Macleod Early Learning & Childcare Society, confirm that these minutes are a true and accurate record of the Annual General Meeting held on September 29, 2026.

Name	Seat	Signature	Date
Mackenzie Hengerer	President		
Jesse Syrowitz	Vice President		
Keeley Odney	Secretary		
Laura Yunick	Treasurer		
Lee-Anne Holfeld	Director at Large (Voting)		