**Fort Macleod Early Learning & Childcare Society**
**Board Meeting Minutes**
**Date:** Tuesday, May 26th, 2026 @ 7:30 PM **Location: Virtual (Google Meet)**
**In attendance: Mackenzie Hengerer, Lee Holfeld, Keeley Odney, Jesse Syrowitz, Laura Yunick**
**Regrets:**

**1. Call to Order**

**1.a.** Meeting called to order by Mackenzie Hengerer at 7:34 PM.

**1.b.** Confirmation of quorum was made.

**1.c.** The agenda was reviewed as presented.
Motion to approve the agenda as presented made by Keeley Cook.
**Outcome: Carried.**

**2. Approval of Previous Minutes**

**2.a.** Review of March 27, 2026 Board Meeting Minutes.

**2.b.** No amendments were requested.
Motion to approve the March 27, 2026 Board Meeting Minutes made by Lee Holfeld, seconded by Keeley Odney.
**Outcome: Carried.**

**3. Executive & Officer Updates**

**3.a. Chair/President Update**

The President provided an operational update regarding the opening of the Kinder Roots program. Kinder Roots officially opened in May 2026 and has begun gradual child enrollment to support smooth transitions for children, families, and staff.

Current staffing consists of Brianna (Executive Director) and Kaylee, with additional staffing planned to onboard gradually as enrollment increases in the first week of June. By mid-June, approximately ten children (full-time spots) are expected to be enrolled in the program.

The Board discussed the positive onboarding and mentorship support provided by Kathy and Anya from Hand In Hand Childcare Services. The mentorship arrangement has helped support operational readiness, licensing compliance, and Executive Director onboarding.

The Board also discussed the importance of maintaining a governance-focused Board structure rather than an operational management role now that we have a strong Executive Director role in place. Brianna expressed interest in attending future Board

meetings, when possible, to provide operational reports and updates directly to the Board. The Board President will arrange day-time meetings to support this governance structure moving forward.

**3.b. Secretary Update**

The Secretary provided updates regarding organizational compliance and documentation requirements.

The Board discussed entering into a proposed ten-year commercial lease agreement for the Kinder Roots facility beginning June 1, 2026. The lease structure would begin at $1,500 per month, with increases of $100 during calendar years. The agreement is required to support future grant eligibility requirements, including Building Blocks Grant applications and federal grant documentation.

Motion to authorize the Secretary and Treasurer, as the signing authorities for the Society, to review and finalize the proposed ten-year lease agreement and bring the finalized agreement back to the Board for review prior to signing made by Keeley Odney, seconded by Lee Holfeld.
**Outcome: Carried.**

**4. Treasurer Report**

The Treasurer provided a financial update for May 2026.Current account balance is approximately $12,221.02 following payroll expenses. Payroll has become the Society's primary operational expense following the opening of Kinder Roots. Government subsidy and wage top-up funding applications will begin processing in June 2026. The Society established a charge account with John's Independent Grocer for operational food and supply purchases. The Board discussed maintaining fiscally responsible staffing and purchasing practices during the Society's first operational months prior to larger operational grants become available.

**Debit Card Authorization**

The Board discussed the operational need for debit cards connected to the Society's ATB Financial account.

Motion to approve issuance of a Visa Debit card to Laura Yunick, Treasurer of the Society, through the Society's ATB Financial account made by Lee Holfeld, seconded by Keeley Odney.
**Outcome: Carried.**

Motion to approve issuance of a Visa Debit card for Executive Director Brianna Wilsoncroft with a purchase limit of $150 per day for operational childcare programming and supply purposes made by Laura Yunick, seconded by Lee Holfeld.
**Outcome: Carried.**

Motion to accept the Treasurer's Report for May 2026 made by Mackenzie Hengerer, seconded by Lee Holfeld.
**Outcome: Carried.**

The Board additionally acknowledged receipt of a $500 donation from the local Masons group. Future donation recognition efforts will include Executive Director participation in community-facing sponsorship and cheque presentation opportunities.

**5. Old Business**

**5.a.** Licensing and Operational Readiness

The Board confirmed that Kinder Roots officially received licensing approval and successfully opened operations in May 2026. Alberta Health Services inspections and Fire Inspection requirements were completed successfully.

The Board acknowledged the strong operational preparedness demonstrated during licensing inspections and recognized the ongoing compliance efforts of the Executive Director.

**5.b.** Recruitment and Staffing Updates

The Board reviewed ongoing recruitment and staffing efforts. Staffing onboarding is proceeding gradually based on enrollment needs and operational sustainability. Casual staffing opportunities are being utilized to support flexible scheduling and long-term sustainability. Strong applicant interest continues for future staffing needs. Collaboration with Hand In Hand Childcare Services continues to support staffing flexibility and mentorship opportunities within the community.

**5.c.** Insurance & Governance Reporting

The Board discussed governance responsibilities related to incident and reportable event reporting requirements. The Board agreed that reportable incidents involving medical treatment, licensing notifications, or significant operational concerns should be formally communicated to the Board for governance and insurance purposes. The Board discussed drafting a formal Executive Director reporting policy outlining criteria for Board notification regarding serious incidents or reportable events.

**6. New Business**

**6.a.** Kinder Roots Program Status

The Board reviewed ongoing enrollment activity and community response to Kinder Roots. Tours and parent inquiries continue to increase steadily. Community trust-building and gradual enrollment integration remain priorities during the program's early operational phase.

The Board discussed opportunities for future community sponsorship initiatives, including a monthly snack sponsorship program involving local organizations, businesses, and community

groups. Potential partnerships with local food providers and donation-based food recovery initiatives were also discussed to support sustainability and reduce food waste.

**6.b.** Grant Applications and Reporting Requirements

The Board confirmed that all grant funding, purchases, and operational expenses continue to be carefully tracked with receipts and documentation maintained for accountability and future reporting purposes. The Society remains committed to maintaining strong financial oversight and nonprofit transparency standards.

**6.c.** Community Partnerships & Resource Fair Participation

The Society confirmed participation in the Fort Macleod Resource Fair scheduled for May 27, 2026. New promotional brochures and educational resource materials were developed to highlight:

- Childcare program information
- Early Childhood Educator career pathways
- Educational opportunities within the community
- Local employer and school partnerships

The Board also discussed future collaboration opportunities with local organizations, including schools, adult learning programs, and childcare providers.

**6.d.** School Division Partnerships

The Board reviewed upcoming meetings between Executive Director Brianna Wilsoncroft and local school division administration representatives, including Willow Creek School Division staff.

Discussions will focus on:

- Early intervention supports (Ages & Stages)
- Child development collaboration
- Community resource integration
- Transition planning for children entering school environments

**6.e.** Portage College Partnership Update

The Board reviewed ongoing discussions with Portage College regarding future Early Childhood Educator cohort programming opportunities within Fort Macleod. Communication with Portage College representatives remains ongoing, with further updates anticipated following additional meetings.

**6.f.** Website & Communications Update

The Board reviewed ongoing website and communications engagement metrics. The Society website continues to experience strong public engagement, particularly on the following pages:

- Board of Directors
- Programs
- Meeting Minutes
- Community Resources

The Board reaffirmed its commitment to transparency by continuing to publicly post meeting agendas and approved meeting minutes on the Society website. Board members discussed the long-term importance of maintaining transparent governance practices as the Society pursues future charitable status and expanded community partnerships.

**6.g.** Strategic Planning & Long-Term Sustainability

The Board discussed long-term sustainability planning and future program growth opportunities. Future strategic considerations include:

- Supporting additional nonprofit childcare initiatives within the region
- Exploring future charitable status opportunities
- Pursuing additional grant funding opportunities that supports the Society and ECE's within the community landscape
- Supporting long-term workforce development in Early Childhood Education
- Expanding community partnerships and advocacy initiatives

**7. Meeting Schedule Planning**

The Board discussed scheduling future Board meetings during daytime hours where possible to support Executive Director participation. Board members also reviewed anticipated summer scheduling availability for June, July, and August 2026.

**8. Adjournment**

Motion to adjourn made by Jesse Syrowitz.
**Outcome: Carried.**
The meeting adjourned at 8:18 PM.

**Unapproved Meeting Minutes Prepared by:** Secretary
**Date prepared:** May 26, 2026