Fort Macleod Early Learning & Childcare Society
Board Meeting Agenda
Date: January ___, 2026 **Time:** TBD **Location:** Virtual (Online)

1. Call to Order & Opening (5 minutes)

a) Call to order by Chair
b) Confirmation of Quorum (minimum 3 Directors required)
c) Approval of Agenda

Motion Required: Motion to approve agenda as presented (or amended)

2. Approval of Previous Meeting Minutes (5 minutes)

a) Review of December 18, 2025 Board Meeting Minutes
b) Amendments, if required

Motion Required: Motion to approve previous meeting minutes (as presented or amended)

3. Executive & Officer Updates (15 minutes)

a) **Chair / President Update**

- Licensing follow-up and timelines
- Insurance quote status
- Website launch and communications update
- Community presentations and outreach (Lions Club Meeting, partners)

b) **Treasurer Update**

- CRA Business Number status
- Banking access, donation/payment setup
- Cashflow considerations and grant timing

c) **Secretary Update**

- Records, compliance, and documentation

4. Old Business (15 minutes)

a) Criminal Record & Vulnerable Sector Checks – outstanding items
b) Grant Applications – Status Update

- FCSS Fort Macleod

- Town of Fort Macleod
- Vision Credit Union – Help Hand Grant
- Regional / provincial funding opportunities (January intake windows)

c) Licensing & Operational Setup Progress

5. New Business (25 minutes)

a) Facility & Renovations – Kinder Roots (1819 2nd Avenue)

b) Licensing Readiness

c) Funding & Financial Sustainability

d) Community Outreach & Partnerships

e) Website & Communications

6. Meeting Schedule Planning (5 minutes)

a) Confirmation of February and March 2026 Board meeting dates
b) Standing meeting cadence discussion (monthly)

7. Adjournment (2 minutes)

Motion Required: Motion to adjourn