**Fort Macleod Early Learning & Childcare Society**
**Board Meeting Minutes**
**Date:** June 23, 2026 **Time:** 2:00 PM – 2:55 PM MST **Location:** Virtual Google Meet (Transcribed)

**Present:** Mackenzie Hengerer (President), Keeley Odney (Secretary), Lee Holfeld (Director), Jesse Syrowitz (Director), Brianna Wolstoncroft (Executive Director, non-voting)

**Regrets:** Laura Yunick (Treasurer)

**Recorded by:** Keeley Odney (Secretary)

## 1. Call to Order & Opening

a) Meeting called to order by President Mackenzie Hengerer.

b) Quorum confirmed.

c) Agenda approved as presented.

**MOTION**: Motion to approve the agenda as presented.
*Status: Carried*

## 2. Approval of Previous Meeting Minutes

a) Review of May 26, 2026 Board Meeting Minutes.

**MOTION**: Motion to approve the May 26, 2026 Board Meeting Minutes.
*Status: Carried*

## 3. Executive & Officer Updates

**a) President (Mackenzie Hengerer)**

- Priorities affirmed: operate urgent childcare needs of the community (Kinder Roots), pursue funding stabilization and grants in 2026/2027, and strengthen community relationships (e.g., Portage College).
- **Action:** Draft incident-reporting / governance policy for reportable incidents (medical attention beyond basic first aid; violence/harassment); circulate to ED for review; present final version at the July meeting.
- **Action:** Follow up with Fort Macleod Rotary on sign ordering; coordinate donor recognition plan for first-year contributors (memorial tree/leaves concept and one-year celebration).
- **Action:** Investigate potential charitable partner recipient organizations for the time-limited ATCO Community Energy Fund application (*deadline June 30*) and circulate options to the board chat.

**b) Secretary (Keeley Odney)**

- Maintaining compliance records board binder, meeting minutes filing, receipts, and collection of physical signatures as required for early charitable status and compliance.

- **Action:** Collect required signatures on approved minutes when board members are available in person.

**c) Executive Director Report – Brianna Wolstoncroft**

**Enrollment & Staffing:**

- Current enrollment: 12 children in June; 2 additional children enrolled for end of June/beginning of July; another full-time staff member expected in July bringing 1 additional child to the program — projected 15 children by early July. Full-capacity by January 2027.
- Hired three (3) new staff this month (mix of full-time, part-time, casual); one additional full-time floater educator joining us for the Summer.
- Drop-in: two (2) additional children signed up for summer drop-in days after we advertised available spots for the summer months.

**Reimbursement / Payroll:**

- May Childcare top-ups reimbursement will not be paid until July 7, 2026; next claim submission window begins June 25 (Canada Day delays noted). Board acknowledged cash-flow strain for payroll/top-ups.
- **Action:** Use newly secured line of credit (CAD $50,000, two-year term) to bridge payroll and reimbursement timing; interest deferred until August for the Society.

**Program & Training Needs:**

- Staff training requested: trauma-informed practices and staff well-being supports. Lee offered to connect the ED to local resources and provide mentoring/advice from an ECE/trauma lens.
- **Action:** ED to consult staff about upcoming programming themes and material needs; board to compile a tangible sponsorship/donation wish-list (specific supplies, food, themed items) to assist local outreach and partner solicitations as a sustainable action.

**Communications & Parent Engagement:**

- ED implementing ClassDojo for parent communication (some parents have not yet joined); tablets are functional for documenting activities and photos.
- Board to support sharing photos/content while protecting child privacy — no identifying faces on social media as per Board policy. Media photo requests (example: Newspaper recognition of donations) restricted to non-identifying images of children (e.g., signage, program activities without visible faces).

**d) Personnel Committee (proposed)**

- **Action:** Establish an ad-hoc personnel support committee for the ED (members to include Mackenzie, Lee, Jesse) to provide guidance, debriefing, and HR advice as needed.

## 4. Treasurer's Report

Laura Yunick was not present. Her written report was accepted as information, pending her full report at the July meeting.

- **Current finances**: last ATB statement (end of May) showed approximately CAD $9,759.69.

- Expenses currently maintained are rent, payroll, and programming costs; grant allocations not yet accessed.
- Line of credit: secured CAD $50,000, two-year term; repayment begins after an interest-free deferment period (interest starts in August). Purpose: bridge cash flow for payroll and reimbursements, operational start-up, etc.
- Banking changes: ATB advised one signature is required for the debit card when Treasurer and Secretary visited in June together.

**Debit Card & Banking Authorizations**

**MOTION**: Motion to change the Society's banking signing rule from requiring two signatures to allowing one signature on transactions, with the single signer interchangeable between Treasurer Laura Yunick and Secretary Keeley Odney.

*Moved: Lee Holfeld | Seconded: Mackenzie Hengerer | Status: Carried*

**MOTION**: Motion to issue an organizational debit card to Executive Director Brianna Wolstoncroft, with an approved purchase limit of $150 per day, subject to required ID/form completion at the bank.

*Seconded: Jesse Syrowitz | Seconded: Keeley Odney | Status: Carried*

*Treasurer's written report accepted as information; full financial statements to be presented in July.*

## 5. Old Business

**a) Recruitment and Staffing Updates**

- Ongoing hiring for Level 1 Early Childhood Educator positions and additional staff to sustain capacity post-summer months and as enrollments continue.

**b) Insurance & Governance Reporting**

- Board agreed to define thresholds for reportable incidents (medical attention beyond first aid; serious injuries; violence/harassment incidents involving parents/staff).
- **Action:** Mackenzie to draft formal incident-reporting procedure/notification protocol; ED to review; present finalized policy at the July meeting.

**c) Website and Communications Update**

- Website usage: average ~17 unique users/day; meeting minutes are the most viewed content.
- Content initiatives: develop a "what to expect" / FAQ section and weekly parent-facing tips (e.g., transition strategies, packing lists) to proactively support families new to childcare and this environment.
- **Action:** ED to provide Kinder Roots program photos (non-identifying) and content; board to propose FAQ topics and share for publication.
- Ongoing collaboration across society programs (Hand in Hand, Wild Roots, out-of-school care) on social posts; board to support content and community outreach.

## 6. New Business

**a) Kinder Roots Program Status**

- Enrollment and staffing growth on track.

**b) Westco Cares – Outdoor Infant Space Accessibility Project**

- Westco Cares visited the site and expressed interest in converting the inaccessible rocky rear yard. Proposed scope includes removal of boulders, base fill, artificial turf, fencing, and pergola/shade — pending further correspondence from Westco Cares if the Society is selected. This would improve and create an additional outdoor space for infants.

**c) Fort Macleod Rotary Group – Sign Order**

- Fort Macleod Rotary committed funds toward the outdoor space conversion; board to order an exterior donor sign acknowledging contributors and organize a public thank you photo with the group and ED Brianna.

**d) Donor Recognition & Media Guidelines**

- Board set guidelines for media photos: prefer non-identifying images and public/front-of-building photos for donor recognition events. ED to arrange media visits to avoid direct interaction with children or otherwise ensure image privacy is preserved.
- Fort Macleod Rotary and local businesses (e.g., bakery) engaged as in-kind or small sponsors; board exploring formal recognition opportunities for first-year contributors.
- **Action:** Board to create tangible sponsorship packages/levels and a list of small, specific donation asks following direction from Executive Director programming needs (e.g., [Food Item] for July, pumpkins for fall, sponsor a week of snacks).

**e) Portage College Partnership Update**

- Lee Holfeld and Mackenzie Hengerer to meet with Portage College contact Lisa Gingras on June 29 (time TBD).
- **Action:** Mackenzie to send Portage College meeting details/calendar invite to Lee and finalize partnership schooling details.

**f) Grant Writer Recommendations**

- Board discussed the need for grant-writing capacity (either a contracted grant writer or up-skilling the ED); concerns noted about cost vs. benefit of professional grant writers. The Board determined that the current structure of board members supporting the grant writing is fiscally most responsible in 2026.
- **Action**: Mackenzie to research grant-writing training options and potential collaborative grant-writing partners; circulate findings to the board.

**g) ATCO Community Energy Fund**

- Deadline June 30, 2026; fund usually awards for facility upgrades (lighting, accessibility). Requires a registered charitable recipient to accept funds on the Society's behalf.
- Candidates discussed as potential charitable recipients: Allied Arts, library, museum — all require follow-up within the week.

- **Action:** Mackenzie and board to identify local charitable organizations willing to act as recipient and circulate options to the board chat (time-sensitive).

## 7. Meeting Schedule Planning

- ED report document (detailed Kinder Roots operations) to be circulated to the board post-meeting by Mackenzie via Email.
- July board meeting: Treasurer Laura to present full financial statements; final incident-reporting policy to be reviewed.
- Calendar invites for July and August meetings to be circulated; note Jesse unavailable during one (1) week of August.

## 8. Adjournment

**MOTION**: Motion to adjourn the meeting at 2:55 PM.
*Status: Carried*