

Fort Macleod Early Learning & Childcare Society

Board Meeting Agenda

Date: May 26th, 2026 **Time:** 7:30 PM MST **Location:** Virtual (Online)

1. Call to Order & Opening

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

Motion Required: Motion to approve the agenda as presented or amended

2. Approval of Previous Meeting Minutes

- a) Review of March 2026 Board Meeting Minutes
- b) Amendments, if required

Motion Required: Motion to approve previous meeting minutes

3. Executive & Officer Updates

a) Chair / President Update

b) Secretary Update

- Corporate records and compliance status
- Policy and documentation updates
 - Licensing Documentation
 - 10-Year Commercial Lease Document 3

4. Treasurer's Report

- Financial position as of May 2026
- Review of revenues, expenses, grants, and funding allocations
- Startup operational costs and enrollment overview
 - Charge Accounts (Jons Independent)
- Banking and signing authority updates
 - Debit Card Motion for May 2026 Board Meeting
 - Wave Application for Invoicing/AR/AP

Motion Required: Motion to accept the Treasurer's Report

5. Old Business

a) Licensing & Operational Updates

- Kinder Roots licensing status confirmation (Date Confirmed)
- Alberta Health Services and Fire Inspection follow-up items

b) Recruitment & Staffing

- Staff onboarding and orientation updates
- Current staffing structure and scheduling needs
- Future recruitment planning, if required

c) Insurance & Governance

- Board governance and compliance review
 - ED Reportable for Programming

6. New Business

a) Kinder Roots Program Operations

- Enrollment and phased intake updates
- Parent/guardian communication updates
- Security System Quote

b) Grant Applications & Funding Activity

- Current grant applications and funding opportunities
- Community sponsorships and donations update
 - Monthly Snack Program Sponsor
- Reporting obligations and funding compliance

c) Partnerships & Community Engagement

- Fort Macleod Resource Fair May 27th, 2026 (Fort Macleod Community Hall)
- Collaboration with community organizations and schools
 - WA Day School Administration
 - Portage College – Lee H. to Update

d) Website, Marketing & Communications

- Website & Social Media updates and public communications
- Transparency initiatives including posting meeting minutes and agendas

e) Strategic Planning Discussions

- Long-term sustainability planning
- Future program growth opportunities

7. Meeting Schedule Planning

- a) Confirmation of upcoming meeting dates
- b) Summer meeting availability discussion

8. Adjournment

Motion Required: Motion to adjourn