Fort Macleod
EARLY LEARNING & CHILDCARE SOCIETY

Fort Macleod Early Learning & Childcare Society
Board Meeting Minutes
Date: March 27th, 2026 **Time:** 10:30 AM MST **Location:** Virtual

In attendance: Lee Holfeld, Jesse Syrowitz, Mackenzie Hengerer, Laura Yunick, Keeley Odney
Regrets: None

1. Call to Order

1.a. Meeting called to order by Mackenzie Hengerer at 10:33 AM.
1.b. Confirmation of quorum was made.
1.c. Approval of Agenda.

Motion to approve the agenda as presented made by Keeley Odney, seconded by Laura Yunick.
Outcome: Carried.

2. Approval of Previous Meeting Minutes

2.a. Review of February 24, 2026 Board Meeting Minutes.
2.b. No amendments were requested.

Motion to approve the February 24, 2026 Board Meeting Minutes made by Laura Yunick, seconded by Lee Holfeld.
Outcome: Carried.

3. Executive & Officer Updates

3.a. Chair / President Update

The Chair provided an update on current strategic priorities, including stakeholder engagement, partnerships, and program support and promotion within the Fort Macleod community.

An Early Childhood Education (ECE) survey was distributed to local providers and post-secondary partners; initial response rates were low. The Chair will follow up with additional outreach, including direct contact with local school and preschool leadership to increase participation.

Recruitment efforts continue to generate strong interest for both Executive Director and Early Childhood Educator positions, including local and out-of-town applicants. The Board discussed conducting interviews for shortlisted candidates within a single session, targeting the week of April 6–10, 2026. A scheduling poll and interview question set will be circulated.

3.b. Secretary Update

The Secretary confirmed that corporate records, filings, and documentation remain current. Deposits are ongoing, and receipt tracking continues to be maintained within the shared drive for transparency and reporting purposes.

4. Treasurer's Report

The Treasurer presented the financial report.

- Current account balance is approximately $8,026–$8,030, with additional cheques pending deposit.
- All grant funding and donations continue to be tracked and documented for reporting and audit purposes.
- Banking discussions included the potential for an operating line of credit; however, the Board expressed interest in exploring alternative banking institutions.

Motion to accept the Treasurer's Report and authorize the Treasurer to explore alternative banking options made by Lee Holfeld, seconded by Jesse Syrowitz.
Outcome: Carried.

5. Old Business

5.a. Insurance Quotes: Review/Selection

The Board reviewed available insurance options and approved transitioning coverage to The Co-operators for both organizational and director liability insurance.

Motion to approve insurance coverage with The Co-operators made by Laura Yunick, seconded by Jesse Syrowitz.
Outcome: Carried.

5.b. Recruitment Planning: Candidates/Next Steps

The Board discussed next steps in recruitment, including shortlisting Executive Director and ECE candidates. It was agreed to prioritize interviews for top candidates and conduct in-person interviews at the Kinder Roots facility where possible.

Lee Holfeld and Laura Yunick volunteered to participate in the interview process. An Interview poll will be sent out to all board members to align with the availability of everyone.

5.c. Licensing and Operational Readiness

Final licensing requirements remain in progress, including minor outstanding items such as first aid kits and final program setup.

Outdoor natural play space development was discussed. A second quote was received; however, the Board confirmed available restricted funding of $8,000. A volunteer contractor has committed to completing the work to meet licensing and Alberta Health Services expectations.

Fire inspection and additional compliance requirements are ongoing.

5.d. Website and Communications: Development Updates/Partnerships

The website continues to show strong engagement, averaging approximately 80 new users per week, with the Resource page and Programs being the most accessed.

The Board discussed continued development, including featuring local ECE providers and strengthening partnerships through the platform. Social media efforts remain aligned with promoting community awareness and engagement.

6. New Business

6.a. Operating Line of Credit: Application/Bank Discussions

The Board discussed banking options related to an operating line of credit/revolving line of credit. It was agreed that alternative institutions, including Service Credit Union and CIBC, will be explored before proceeding.

6.b. Grant Applications and Funding Activity: Tracking/Reporting Requirements

The Board confirmed that all funding received is being properly tracked, with receipts uploaded to the shared drive. The Society remains committed to maintaining strong financial accountability and reporting standards.

6.c. Kinder Roots Program Status

The Board reviewed ongoing progress toward licensing and operational readiness. Remaining items are minor and nearing completion, with continued focus on meeting all provincial and regulatory requirements.

6.d. Partnerships and Post-Secondary Engagement

Portage College Update – Lee Holfeld
Portage College was identified as a strong partner aligned with the Society's rural delivery model, offering flexible programming, evening classes, and support for foundational learners. The Board expressed confidence in pursuing this partnership for a potential September cohort.

Motion to approve pursuing a partnership with Portage College made by Jesse Syrowitz, seconded by Laura Yunick.
Outcome: Carried.

Lethbridge Polytechnic Partnership – Mackenzie Hengerer
An overview of the Lethbridge Polytechnic partnership opportunity was provided. While offering a structured and reputable program, the model was noted to be less flexible and less aligned with local rural needs compared to Portage College. The President will communicate with Polytechnic on feedback and direction of partnership with Portage College.

6.e. Fort Macleod Family Table: Update/Discussion by Board

The Board reviewed initial pricing for a proposed family meal program, which was significantly higher than anticipated. The Board agreed not to proceed at this current time.

6.f. Insurance for Board/Operating

Insurance approval was addressed under Old Business, with coverage confirmed through The Co-operators.

6.g. Social Media & Website Integration

The Board discussed continued integration of partnerships and community engagement through digital platforms.

- LRSD engagement opportunities were discussed to support program awareness.
- Social media continues to highlight local ECE providers and community initiatives.
- The Board will continue expanding partnership visibility through the website.

7. Meeting Schedule Planning

A scheduling poll will be circulated to determine availability for April 2026.

8. Adjournment

Motion to adjourn made by Jesse Syrowitz.
Outcome: Carried.

The meeting adjourned at 11:26 AM.

Unapproved Meeting Minutes Prepared by: Mackenzie Hengerer, President

Date prepared: March 27, 2026