Fort Macleod
EARLY LEARNING & CHILDCARE SOCIETY

Board Meeting Agenda

Date: TBD – September 2026, **Time:** TBD, **Location:** TBD (Virtual – Google Meet, tentative)

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 September 2026 agenda as presented or amended.*

2. Approval of Previous Meeting Minutes

a) Review of July 21, 2026 Board Meeting Minutes (unapproved)
b) Amendments, if required

Motion Required: *Motion to approve the July 21, 2026 Board Meeting Minutes as presented or amended.*

3. Executive & Officer Updates

a) President Report

ai) Portage College Partnership — status update ahead of LOA sign-off (see Item 6d)
aii) Alberta Government Partnership — funding relationship update (see Item 6c)
aiii) Charitable Status — bylaws amendment direction (see Item 6a)
aiv) 360 Program Review — staff, family, and waitlist survey results
av) Fort Macleod Rotary — outdoor space signage installation update

b) Secretary Report

bi) Compliance binder — status of current and up-to-date records
bii) Banking resolution — confirmation of delivery to ATB Financial
biii) Bylaws amendment — pending Board direction under Item 6a, issue 21-day notice of special resolution per Article XIV.2 (target: within 7 days of this meeting)
biv) Fundraising Initiatives for September – October

c) Executive Director Report — Kinder Roots Program

ci) Enrollment & staffing update
cii) Staff Top-Up wages status (Government of Alberta)
ciii) Staff meeting cadence — update on structure and first session
civ) Programming updates
cv) Supply & sponsorship wish-list updates for Board

4. Treasurer's Report

i) Financial position as of September 2026

ii) Operating line of credit status, including Top-Up wage advance

iii) Review of revenues, expenses, and grant allocations

iv) $3,000 FCSS Deposit — cheque to be re-issued by the Town to us

v) Tally of 2026 Alberta-sourced contributions against the $25,000 Charitable Fund-raising Act threshold

Motion Required: *Motion to accept the Treasurer's Report.*

5. Old Business

a) QuickBooks Online Transition — status

b) Program Plan — Licensing Compliance Follow-Up (ratio table correction for groups of 7+ children; Alternate Supervisor certification confirmation)

c) 3-Day Risk Mitigation Plan — sign-off completion (President contact info, signatures)

d) Off-Site Activity Checklist — policy update (headcount frequency correction; toileting step addition)

6. New Business

a) Charitable Status — Bylaws Amendment Direction (Decision Required)

ai) Confirm whether an objects/purposes clause was filed separately with Alberta Corporate Registry at incorporation (apart from the bylaws)

aii) Ratify affordable, quality child care and food programming as the primary charitable purpose (reflecting current operations), with the post-secondary educator-credentialing partnership captured as an ancillary activity, or flag if the Board wants a different purpose direction instead

aiii) Review and approve, in principle, the draft purposes clause and ancillary-activities language, and the Article XV dissolution clause fix (qualified-donee wording)

aiv) Note: formal bylaws amendment requires a 75% special resolution per Article XIV, with 21 days' notice to members, this meeting sets direction; the formal vote follows at a subsequent meeting once notice has gone out

Motion Required: *Motion to ratify affordable, quality child care and food programming as the Society's primary charitable purpose (with the post-secondary partnership as an ancillary activity), approve in principle the draft purposes clause and the Article XV dissolution clause replacement language, pending review, and direct the Secretary to issue the required 21-day notice of a bylaw's amendment special resolution.*

b) Approval of Camera Purchases (Indoor/Outdoor Security)

Motion Required: *Motion to approve the purchase and installation of indoor/outdoor security cameras.*

c) Alberta Government Partnership — funding agreement & Top-Up wage status
d) Portage College Partnership — LOA Sign-Off
e) Community Foundation Grant: Charitable Partnership Source (Due October)
f) AGM Planning — date setting; formal adoption of Personnel Committee Policy (GOV-002)
g) Collaboration/Training/PD with Hand-in-Hand

7. In Camera Session — Personnel (Reviews)

Non-voting attendees excused for this portion of the meeting.

Motion Required: *Motion to move into In Camera session. / Motion to return to regular session.*

8. Meeting Schedule Planning

a) Confirmation of upcoming meeting dates
b) AGM date planning

9. Adjournment

Motion Required: *Motion to adjourn.*