Fort Macleod Early Learning & Childcare Society
Board Meeting Minutes
Date: Friday, November 14, 2025 **Location: Virtual (Google Meet)**
In attendance: Mackenzie Hengerer, Laura Yunick, Lee Holfeld, Keeley Odney, Jesse Syrowitz

1. **Call to Order**

    1.a. Meeting called to order by Mackenzie at 2:00 PM.
    1.b. Land acknowledgement delivered by Lee
    1.c. Brief introductions/icebreaker by all attendees.

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

2. **Board Positions & Signing Authorities**

    2.a. Bylaws and director/officer information confirmed as per bylaws presented.

Motion made to ratify current directors/officers and appoint Laura Yunick (Treasurer) and Keeley Odney as signing authorities for the non-profit society motioned by Lee Holfeld, Jesse Syrowitz seconded. Outcome: Carried.

3. **Banking / Financial Institution**

    3.a. Discussion: Preference for local bank; ATB recommended (primary), Service Credit Union considered secondary.

Motion made by Lee Holfeld to open a nonprofit society account at Alberta Treasury Branch (ATB) Fort McLeod with Laura Yunick and Keeley Odney as signing authorities. Mackenzie Hengerer seconded the motion. Outcome: Carried.

4. **Criminal Record & Vulnerable Sector Checks**

    4.a. Licensing requires active criminal record and vulnerable sector checks for all board members (typically within last 6–12 months). Process will include going to the RCMP local office; a letter will be provided to expedite checks.

Motion made by Laura Yunick to require all board members to obtain checks within two (2) weeks. Seconded by Lee Holfeld. Outcome: Carried.

5. **Year One Operating Budget**

    5.a. Presentation: Conservative Year One operating budget prepared for initial operating purposes; currently projects deficit without grants; assumptions include 24 licensed spaces, wages, utilities, insurance, modest supplies.

5.b. Discussion: Reliance on grants, need for financial operating line to cover timing gaps, review after two months of operations with an Executive Director.

Motion made my Laura Yunick to approve the proposed Year One operating budget and review after two months of operations with the Executive Director. Lee Holfeld seconded. Outcome: Carried.

6. **Operating Line (Bank Credit)**

6.a. Discussion: ATB nonprofit revolving operating line could cover temporary cashflow (wages, timing gaps); availability limited for new societies.

Motion made by Lee to request ATB to explore nonprofit operating line options for the Society's first year. Jesse Swyrowitz seconded the motion. Outcome: Carried.

7. **Funding Applications / Grants**

7.a. Discussed immediate grant opportunities: Town of Fort Macleod (Dec deadline), FCSS (early December), provincial early learning & childcare wage/program grants, and other program grants.

Motion made my Laura to authorize signing authorities (Laura & Keeley) to review and approve grant submissions; board to pursue eligible operational/startup grants. Jesse Syrowitz seconded. Outcome: Carried.

8. **Licensing, Inspections & Facility Readiness**

8.a. Zoning: Facility (1819 2nd Ave) already zoned for child care.
8.b. Licensing requirements: Fire inspection, Alberta Health Services inspection, municipal letter confirming code compliance (municipality fees; landlord to arrange/pay).
8.c. Insurance: Board to obtain multiple quotes (Co-operators, Intact, others). Mackenzie to follow up with other childcare provider mentor for insurer reference.
8.d. Facility work: Cosmetic and functional remediation needed (painting, flooring replacement to vinyl) Private business support to assist with furnishings/equipment in-kind.
8.e. Food/snack: No stove planned initially due to insurance; licensing requires snack program meeting food-group standards. Mackenzie to confirm induction-cooking options with inspector/insurer and landlord.

9. **Staffing / Executive Director & Recruitment**

9.a. Governance principle: Board to focus on governance; operations require an Executive Director/Program Director and ECE staff to meet ratios. "
9.b. Potential candidate: local experienced candidate expressed interest; recommended to post role publicly and consider probationary/short-term contract (e.g., 3-month review).

9.c. HR Advantage to support recruitment (job posting, screening, onboarding tools) pro bono. Recruitment will be carried on in-partial to avoid pecuniary/conflict of interest with YYC recruitment members. Mackenzie will declare conflict of interest and not be involved in recruitment selections, etc.

10. Community Programming & Resource Sharing

10.a. Opportunities discussed to partner with local organizations (Kids First Family Centre, library, preschool) for programming and resource-sharing (e.g., lending library of sensory bins, rotating resources).
10.b. Parent education/event ideas: Brain Architecture Game as an open-house/parent education option.

11. Next Steps & Scheduling

11.a. Mackenzie to circulate minutes for e-signature, send RCMP letter for criminal record/vulnerable sector checks, follow up with ATB, and coordinate insurance/inspections and grant submissions with signing authority board members.
11.b. December meeting: Mackenzie to circulate a poll for the best meeting time.

Meeting Adjourned at 2:57 PM.

Prepared by Keeley Odney (Secretary, Fort Macleod Early Learning & Childcare Society)

Date prepared: November 14, 2025

MEETING MINUTE SIGNATURES

Board Member Name	Date of Signature	Signature
Mackenzie Hengerer		
Keeley Odney		
Laura Yunick		
Lee Holfeld		
Jesse Syrowitz		