



Alberta Development Officers Association
Executive Meeting

Date: November 22, 2024

Time: 9:00 a.m.

Place: Virtual and In-Person, Nisku, Alberta

Present:


Jordan Ruegg	President
Roger Garnett	Vice-President
Diane Cloutier	Treasurer/Conference Liaison
Shanna Lee Simpson	Communications Committee
Steve Chipchase	Membership Committee
Kristy Sidock	Education Committee
Jenny Bruns	Secretary
Diane Burtnick	Executive Assistant, Active Member

Regrets: None

AGENDA	ITEM	ACTION / MOTION
1) Call to Order	9:10 a.m. by Jordan.	
2) Additions to the Agenda	Following additions were suggested: 8. New Business a) Google Drive b) Review of record keeping policy c) Letter to former secretary Natacha Enz	
3) Adoption of Agenda	Agenda was presented.	Motion by Diane Cloutier to adopt the agenda with additions. <p style="text-align: right;">CARRIED</p>
4) Adoption of Minutes	September 18, 2024 Conference and Executive Minutes	Motion by Shanna Lee Simpson to adopt the September 18, 2024 Conference and Executive minutes as presented. <p style="text-align: right;">CARRIED</p>
	September 27, 2024 Executive Minutes	Motion by Diane Cloutier to adopt September 27, 2024 Executive Minutes. <p style="text-align: right;">CARRIED</p>
5) Treasurer Report & Conference Report	Diane Cloutier went through the financial reports. Reviewed current financial standing, and the draft 2025 budget. Of note, sponsorship has dropped significantly, and costs of hosting conferences have risen significantly. Executive discussed methods of increasing sponsorship, attendance and fees. Discussed possibility of host	Motion by Diane Cloutier to increase conference budget to \$45,000 for 2025. <p style="text-align: right;">CARRIED</p>

	community to request a conference grant if needed.	
	2025 Budget	Motion by Roger Garnet to approve the draft 2025 Budget with the addition of conference budget increase. CARRIED
	Diane Cloutier reported on final numbers for the conference. Steven Chipchase reported that St. Albert and surrounding communities are looking at venues for the 2025 conference and the potential for a trade show.	Motion by Diane Cloutier to approve conference report. CARRIED
6) Executive Assistant Report	Diane Burtnick reported on the gifts for outgoing Secretary and Past President have been confirmed and that a new printer has been purchased.	Motion by Roger Garnett to accept the report. CARRIED
7) Communications Report	Shanna Lee Simpson reported that more members should be using the Forum and that she would like submissions for the Communicator Newsletter. Committee discussed idea of a \$25 monthly gift card for forum users, and \$50 gift card for any good or funny planning stories submitted to the Communicator.	Motion by Shanna Lee Simpson to accept the Communications report. CARRIED
8) Membership Report	Steven Chipchase reported they are at 325 members.	Motion by Steven Chipchase to accept the Membership Report. CARRIED
9) New Business	Policy review: Record keeping and protection of information was discussed by the Executive. Discussed using a Google Drive and emails for executive to communicate and document share. Then annual back up to the existing archive thumb drives with all pertinent Board information will be compiled. Bursary allocation is complete. Executive reviewed letter to Natacha Enz regarding keeping continuity and thanking her for her services to the Board and delivery of gift.	Motion by Jenny Bruns to set up Google Drive with annual back up to thumb drives. CARRIED
10) Round Table	Steve Chipchase suggested a new section in the Communicator called Compliance Corner. Discussed ideas on how to increase membership, perhaps a reward to sponsor someone to join ADOA. Also how to attract associate members.	

11) Next Meeting	March 7, 2025 in Red Deer.	Motion by Roger Garnett to set next meeting date for March 7, 2025 in Red Deer. CARRIED
12) Adjournment	11:44 a.m.	Motion to adjourn at 11:44 a.m. by Steve Chipchase. CARRIED



President

January 3, 2025

Date



Secretary

January 5, 2025

Date