

**Date:** September 27, 2024

**Time:** 11:20 AM

**Place:** The Premier Best Western Hotel, Calgary AB

**Present:**

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

**Regrets:** Jenny Bruns Newly Elected Board Member

AGENDA	ITEM	ACTION / MOTION
1) Call to Order	11:20 AM	Meeting called to order by Jordan.
2) Nominations for Executive Officers	<p>a) President</p> <p>b) Vice President</p> <p>c) Secretary</p> <p>d) Treasurer</p>	<p>Roger Garnett nominates Jordan Ruegg for President. Steve Chipchase seconds the nomination and Jordan accepts <b>CARRIED</b></p> <p>Steve Chipchase nominates Roger Garnett for Vice President. Jordan Ruegg seconds the nomination and Roger accepts <b>CARRIED</b></p> <p>Jordan nominates Jenny Bruns as Secretary. Steve Chipchase seconds the nomination and Jenny accepts (virtually) <b>CARRIED</b></p> <p>Jordan Ruegg nominates Diane Cloutier for Treasurer. Roger Garnett seconds the nomination. Diane accepts with the condition that a co-Treasurer is appointed to transition the position. Diane Cloutier nominates Kristy Sidock for Co-Treasurer. Steve Chipchase seconds the nomination and Kristy accepts <b>CARRIED</b></p> <p>Motion by Roger Garnett that Diane Cloutier, Kristy Sidock and Jordan</p>

Ruegg have signing authority on behalf of the Alberta Development Officers Association

**CARRIED**

Motion by Roger Garnett that Diane Burtnick, Diane Cloutier, Kristy Sidock and Jordan Ruegg have access to on-line banking and GIC's on behalf of the Alberta Development Officers Association

**CARRIED**

**3) Nominations of Committees**

a) Communications

Roger Garnett nominates Shanna Lee Simpson as the Communications Chair. Steve Chipchase seconds the nomination and Shanna Lee accepts.

**CARRIED**

b) Memberships

Jordan Ruegg nominates Steve Chipchase as the Membership Chair. Kristy seconds the nomination and Steve accepts.

**CARRIED**

c) Education

Roger Garnett nominates Kristy Sidock as the Education Chair. Jordan Ruegg seconds the nomination and Kristy accepts.

**CARRIED**

d) Bylaws and Policies

Jordan Ruegg nominates Steve Chipchase as Bylaws and Policies Co-Chair. Roger Garnett seconds the nomination and Steve accepts.

**CARRIED**

Steve Chipchase nominates Jordan Ruegg as Co-Chair for Bylaws and Policies. Roger seconds the nomination and Jordan accepts.

**CARRIED**

e) Conference Liaison

Jordan nominates Diane Cloutier as Co-Chair for the Conference Liaison. Steve Chipchase seconds the nomination and Diane accepts.

**CARRIED**

Roger nominates Kristy Sidock as Co-Chair for the Conference Liaison. Steve Chipchase seconds the nomination and Kristy accepts.

**CARRIED**

**4) Other Matters**

Thank you gifts for Cheryl Callihoo and Natacha Entz regarding the terms served as Executive Board Members for the Alberta Development Officers Association

Motion by Shanna Lee Simpson to purchase a thank you gift for Cheryl Callihoo not to exceed six hundred (\$600.00) dollars.

**CARRIED**

		<p>Jordan Ruegg passes the Chair to Roger Garnett.</p> <p>Motion by Jordan Ruegg to purchase a thank you gift for Natacha Entz not to exceed three hundred (\$300.00) dollars.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Jordan Ruegg assumes Chair</p> <p>Motion by Roger Garnett to purchase a thank you bouquet of flowers for Diane Burtnick not to exceed sixty dollars (\$60.00) including delivery.</p>
5) Next Board Meeting	Tentative for November, Diane Burtnick will send out a survey on which dates work for everyone	
6) Adjournment	Meeting adjourned at 12:06 PM by Jordan.	



President

January 17, 2025

Date



Secretary

January 16, 2025

Date