



Alberta Development Officers Association
Executive Meeting

Date: November 21, 2025

Time: 8:48 a.m.

Place: Microsoft Teams Meeting – Virtual

Present:

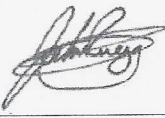
Jordan Ruegg	President
Kristy Sidock	VP, Co-Treasurer & Co-Conference Liaison
Shanna Lee Simpson	Communications Committee
Jenny Bruns	Secretary
Treena Lane	Co-Treasurer, Co-Conference Liaison
Nate Hill	Education Committee, Co-Bylaw Policy & Committee
Steve Chipchase	Membership Committee, Bylaw & Policy Committee
Diane Burtnick	Executive Assistant


AGENDA	ITEM	MOTION NUMBER	ACTION / MOTION
1) Call to Order	8:48 a.m.		Jordan called the meeting to order
2) Additions to the Agenda	<ul style="list-style-type: none"> • AMEA Enforcement Association • Discord Overview • Technical Equipment (AV/Screen) • Gifts and Recognition 		<p style="text-align: right;">Motion by Shanna Lee Simpson to accept agenda with additions. CARRIED</p>
3) Approval of Minutes	Minutes of October 8, 2025		<p style="text-align: right;">Motion by Nate Hill to accept minutes as presented. CARRIED</p>
4) a. Recruitment Process for Bookkeeping Services	<p>1. Approve initiation of a recruitment process to secure bookkeeping services.</p> <p>2. Finalize a bookkeeping position and develop and issue an RFP for issue.</p> <p>3. Authorize a subcommittee to review submissions, conduct interviews and recommend a candidate to the board for approval. Subcommittee will consist of Jordan Ruegg, Shanna Lee Simpson, and Treena Lane.</p>		<p style="text-align: right;">Motion by Nate Hill to accept minutes as presented. CARRIED</p> <p style="text-align: right;">Motion by Treena Lane to direct board to finalize a bookkeeping position and issue a RFP for same. CARRIED</p> <p style="text-align: right;">Motion by Nate Hill to create subcommittee to conduct interviews, recommend a candidate to the board for final approval. CARRIED</p>

	<p>4. Direct Executive Assistant to identify transition tasks and timelines in a detailed description and submit to President no later than December 31, 2025</p>		<p>Motion by Jenny Brunns to direct executive assistant to provide transition tasks and timelines to the President no later than December 31, 2025.</p> <p style="text-align: right;">CARRIED</p>
<p>4) b. Credit Cards for President and Treasurer</p>	<p>To mitigate risk and ensure continuity of operations after Executive Assistant departure and align financial authority with existing governance structure, suggests the President and Treasurer are assigned credit cards.</p>		<p>Motion by Shanna Lee Simpson to issue two credit cards, one to the President and one to the Treasurer.</p> <p style="text-align: right;">CARRIED</p> <p>Motion by Kristy Sidock that credit limits on each card, not to exceed \$30,000.</p> <p style="text-align: right;">CARRIED</p> <p>Motion by Jordan Ruegg that the Executive Assistant credit card cancelled as required, but no later than September 30, 2026.</p> <p style="text-align: right;">CARRIED</p> <p>Motion by Shanna Lee Simpson to direct the Treasurer and the Executive Assistant to work with the ADOA financial institution to implement the above and report back to the board once new cards are in place.</p> <p style="text-align: right;">CARRIED</p>
<p>4) c. 2026 ADOA Budget</p>	<p>Board discussed the various items in the 2026 budget, including: Membership fees, conference fees adjusted to \$600, phone contract, strategic planning, advertisements on website to generate revenue, and adding contingency lines to ensure the conference spending can be supported.</p>		<p>Motion by Nate Hill to move the budget as amended.</p> <p style="text-align: right;">CARRIED</p>
<p>4) d. Treasurer Update</p>	<p>Treana Lane provided an update on expenses, including the sponsors that are still unpaid, GIC status, and the various time spent with Kristy to get budget proposal ready.</p>		<p>Motion by Nate Hill to accept the Treasurers report.</p> <p style="text-align: right;">CARRIED</p>

<p>4) e. Communications Update</p>	<p>Shanne Lee Simpson provided an update on communication works, newsletter is out and looking at other options to engage membership. Shout out by the Board that Shanna Lee is doing a great job with communications.</p>		<p>Motion by Kristy Sidock to accept the Communications report.</p> <p style="text-align: right;">CARRIED</p>
<p>4) f. RMA Insurance Policy Review</p>	<p>Discussed the possibility of getting a quote from BrokerLink, as well as reaching out to RMA to determine if all coverage is required.</p>		
<p>4) g. Municipal Affairs Grant</p>	<p>Board discussed that this grant is always done annually, the Treasurer usually completes. Treena reported that she already has the forms and will submit on behalf of the ADOA.</p>		<p>Motion by Jenny Bruns to direct Treasurer to complete and submit the Municipal Affairs Grant application.</p> <p style="text-align: right;">CARRIED</p>
<p>4) h. Review of Job Descriptions</p>	<p>Require creation of secretary duties, education chair, Executive Assistant job duties, and member of the board information. To further determine responsibilities based on feedback from survey, creation of the bookkeeper scope of work, and then discussed during strategic planning.</p>		
<p>4) i. Strategic Planning Update</p>	<p>Date set for March 26 and 27th, 2026 in Red Deer. Ideas for agenda should be included by February 15, 2026. Diane Burtnick to identify a location.</p>		
<p>4) j. Member Survey</p>	<p>To draft to gather lunch & learn feedback, and Board/membership feedback, such as what are the best value the ADOA provides? What are the best ways to communicate? What education opportunities are you looking for? Value for price? Use google forms to implement.</p>		<p>Add to Discord channel and due November 30.</p>
<p>4) k. Policy Review</p>	<p>Terry Toplinkski Education Subsidy Policy – changes as suggested to update to budget contributions.</p> <p>ADOA Conference Policy – changes as suggested to update to current budget contributions, and include new formats of sponsorship.</p>		<p>Motion by Shanna Lee Simpson to approve changes to the policy as presented.</p> <p style="text-align: right;">CARRIED</p> <p>Motion by Kristy Sidock to approve changes to the ADOA conference policy as presented.</p> <p style="text-align: right;">CARRIED</p>

5) Adjournment	12:05 PM		Motion by Jordan Ruegg to adjourn the November 21, 2025 meeting

President 
Date December 10, 2025

Secretary 
Date December 10, 2025