

**April 17, 2026 ADOA Executive Meeting Minutes  
Online - Virtual Teams Meeting**

**In Attendance**

- Jordan Reugg
- Nathan Hill
- Shanna Lee Simpson
- Jenny Bruns
- Treena Lane

Called to order by Shanna Lee Simpson at 1:36 p.m.

**Bookkeeper Discussion**

Discussed inputs and accounting, whether we had moved to Quickbooks Online, and if Diane is ccing anyone yet. Discussed whether the website could take payment, autogenerate receipts and so on. Discussed having assistance offered by a board spouse, whether there is a conflict of interest, and if so for a short term of 3 months to trial and if needed could hire an Executive Assistant afterwards.

Discussed soliciting a bookkeeper from the Red Deer area as it's more central. Shanna Lee to start as soon as possible, and send out a request for proposals to book keeping firms for proposals, with the requirement that they be compatible with Quickbooks online.

Board discussed their capacity to take on more work and most indicated that they weren't able with their current workload.

Motion by Nate Hill that Shanna Lee solicit bids for bookkeeping services for the Alberta Development Officers Association for June 1, 2026 to March 31, 2027.

Carried

**Request for Advertising on Website**

Motion by Shanna Lee that the Policy Committee develop an online advertising policy for the board, including the website and the Communicator.

Carried

**Lunch and Learn**

Discussed possible speakers for the Lunch and Learn in June. Potential to have CPO speaker, Data Center information, Dealing with Difficult People, Environmental Wetlands, Hoarders and AHS, or Nuisance Properties. Date is set for June 4 and 5th, at the Olds Pomeroy so the board can also tour the conference venue.

**Adjournment**

Motion to adjourn by Treena Lane at 2:42 p.m.

Carried

A handwritten signature in black ink, appearing to read 'Jordan Ruegg', with a stylized, cursive script.

President: Jordan Ruegg

A handwritten signature in blue ink, appearing to read 'Jenny Bruns', with a stylized, cursive script.

Secretary: Jenny Bruns