



Date: January 12, 2026

Time: 1:29 p.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
 Steve Chipchase Membership Committee, Bylaw & Policy Committee

Absent: Nate Hill Education Committee, Co-Bylaw Policy & Committee
 Diane Burtnick Executive Assistant

AGENDA	ITEM	MOTION NUMBER	ACTION / MOTION
1) Call to Order	1:30 p.m. – to discuss GIC maturity instructions.		Jordan called the meeting to order
2) GIC Renewal	Discussion on credit card issuance, and how it ties to GICs invested with the ATB to secure the credit cards.		<p>Motion by Steven Chipchase that the ADOA transfer \$87,563.47 from the general account to the GIC -Non-redeemable account No. 726-48992723900 for a term of 3 years. CARRIED</p> <p>Motion by Kristy Sidock that the ADOA apply for two ATB My Business Rewards cards, each with a credit limit not to exceed a \$30,000.00 credit limit for the following Board Members:</p> <p>Jordan [REDACTED] Ruegg [REDACTED] [REDACTED]</p> <p>And Treena [REDACTED] Lane [REDACTED]</p>

CARRIED

Motion by Jenny Bruns that the two new credit credits be cash secured against GIC No. 726-48992723900

CARRIED

Jordan Ruegg passed the Chair to Kristy Sidock.

Motion by Jordan Ruegg that That GIC No. 758-20406443710 maturing on July 4, 2026 and interest earned be re-invested for an additional 1 year term at the ATB current Amplify GIC-Redeemable rates.

CARRIED

Kristy Sidock passed the Chair to Jordan Ruegg

Motion by Jenny Bruns that If funds in the amount of \$87,563.47 cannot be transferred to GIC No. 726-48992723900, then such funds shall be transferred from the general account to a new Non-redeemable GIC for a term of 3 years at the ATB current GIC rates and the two new credit cards shall be cash secured by the new non-redeemable GIC.

CARRIED

Motion by Kristy Sidock that all expenses paid out by the ADOA require two signatures before the expense can be processed.

CARRIED

3) IT Requirements to accept registrations electronically

Group discussed the possibility of doing online payments for conference registration and for membership payments.

Motion by Treena Lane that the ADOA request a quote from AB Web to add a membership payment and

			<p>conference registration system to the ADOA website. CARRIED</p> <p>Motion by Steven Chipchase to investigate payment systems such as Moneris, Stripe, etc. CARRIED</p>
Strategic Planning Workshop March 26/27, 2026	Board discussed reviewing job descriptions prior to strategic plan meetings, as well as venue to be Red Deer Resort and Casino. Detailed agenda is due February 20, 2026.		
4) Adjournment	2:45 PM		<p>Motion by Jordan Ruegg to adjourn the January 12, 2026 meeting. CARRIED</p>

President

Date

December 10, 2025

Secretary

Date

December 10, 2025