



Date: March 7, 2025

Time: 9:00 a.m.

Place: Virtual and In=Person, Red Deer, AB

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

AGENDA	ITEM	ACTION / MOTION
1) Call to Order	9:00 a.m. by Jordan.	
2) Additions to the Agenda	Following additions were suggested: 12) Bylaws, Notice of Motion Procedures 11) Future Seminars 9) Verbal Membership Report	
3) Adoption of Agenda	Agenda was presented.	Motion by Diane Cloutier to adopt the agenda with additions. CARRIED
4) Treasurer/Conference Report	Diane Cloutier discussed the current financial status: <ul style="list-style-type: none"> \$2500 grant was received from Municipal Affairs. There were some concerns on the host municipality doing accounting for the conference through their books, so the conference will be run through the ADOA accounts. Discussed the need for a separate account for these transactions. Discussed Education Subsidies and the current account being at \$17,000 +/-, with 20% of memberships to a maximum of \$5000 to be capped per year for contributions. Discussed increasing the variety of courses available for funding, with the goal of having Development Officers succeed. Also determined if the funds are undersubscribed that the Board could use funds for virtual Lunch and Learns as it still contributes to professional development. 	Motion by Shanna Lee Simpson that the education subsidy increased to 20% of membership funds, with any money not allocated by the deadline to be used to provide hybrid lunch and learn opportunities. CARRIED

	<ul style="list-style-type: none"> • Discussed that organizers require some firm deadlines, Diane Burtnick will reach out to provide some direction on this matter. • Kristy Sidcock reported on the online banking update, that Jordan Ruegg, Kristy Sidcock and Diane Cloutier had signing authority now, and that Diane Burtnick had online access and the ability to transact. 	<p>Motion by Steven Chipchase to accept as information.</p> <p style="text-align: right;">CARRIED</p>
5) Membership	<ul style="list-style-type: none"> • Board discussed the ability to allow membership for people outside of the Province of Alberta. Need to edit form to include other provinces. The new printer can now do cardstock, so board discussed printing a new button. • Also discussed bringing new certificates to conference, and add a note in the Communicator newsletter that people can get new certificates if theirs has been lost. • Committee discussed long service recognition, and the ability to celebrate 5-year anniversaries for members and present pins at the annual conference. • Steven Chipchase provided an update regarding membership numbers, that we have 23 new members with a total now of 310 members and that this reflected a healthy amount based on previous years. 	<p>Motion by Jordan Ruegg to investigate the cost of recognition pins, and a listing of membership that may qualify.</p> <p style="text-align: right;">CARRIED</p> <p>Motion by Steven Chipchase to accept his report.</p> <p style="text-align: right;">CARRIED</p>
9:45 a.m. BREAK		
6) Executive Assistants Report	<p>Discussed use of email addresses, and the need to use ADOA accounts instead of Gmail accounts. Discussed SharePoint and Google Docs for future use.</p> <p>Diane Burtnick reports that Jamie Wiebe was to receive the \$25 gift card for February for using the ADOA Forum, and a new printer has been purchased, with a print subscription fee of \$8/ 100 pages.</p>	
7) Lunch and Learn Proposal	<p>Committee discussed hosting a lunch and learn for memberships half way through the year, to increase value. Proposed having lunch and learn on Thursday and follow up with networking after, and an Executive meeting on Friday and partner with a tour of the venue and meet with conference organizers to discuss any upcoming items.</p> <p>Set date of lunch and learn/next meeting for June 5-6th, 2025 and Jordan will organize some speakers for the session, including legal, and safety codes, with an honorarium offered of \$250 to cover travel.</p>	<p>Motion by Shanna Lee Simpson to host a lunch and learn for membership, including speaker honorariums in the amount of \$250.</p> <p style="text-align: right;">CARRIED</p>
8) Brochure update	<p>Discussed the brochure project that Cheryl Callihoo had been working on. Jenny Bruns will reach out to find where that was stored at the</p>	

	Town, and send to board for review and feedback. Diane Burtnick will reach out and get a design quote.	
9) Round Table	<p>Diane Cloutier proposed having a resolution tracking list, and where do we start from? Decided on start date of 2025. Also include a target date for completion where applicable.</p> <p>Discussed the strategic planning, and target is for that to begin in 2026. Policy and bylaw need a budget transition fee to train a new person. Discusses having an announcement at conference in relation to this.</p> <p>Future seminars: discussed how to put courses on the website, how development officers could access them, should there be a charge, etc. Education lead could vet and offer. Discussed a January 1, 2026 launch. More discussion required.</p> <p>Discussed raising membership fees, a membership vote on this proposal would be required during the AGM.</p> <p>Discussed what policies were on the website, and how to verify true versions. Natacha Enz was planning to visit and review everything. Preference is to provide a template so all is consistent, having a date field, etc. Determined this should be left until after the Strategic Planning session.</p>	<p>Motion by Roger Garnett to bring item for discussion to the AGM agenda. CARRIED</p> <p>Motion by Diane Cloutier to bring policies forward after strategic planning retreat. CARRIED</p>
10) Notice of Motion Procedure	Bylaw change discussed, that membership should have a process for a Notice of Motion from the membership to make changes to future bylaws, 30 days prior to the AGM, following a similar process to RMA. Jordan to work on this.	Motion by Roger Garnett to prepare and amending bylaw to include a clause to include a 'Notice of Motion' procedure for our bylaws. CARRIED
11) Next Meeting	To be held June 6, 2025 in Edmonton. Diane Burtnick will make the necessary arrangements.	
12) Adjournment	Board adjourned at 11:37 a.m.	Motion to adjourn at 11:37 a.m. by Kristy Sidcock. CARRIED



President

June 6, 2025 _____

Date



Secretary

June 6, 2025 _____

Date