

**May 14, 2026 ADOA Executive Meeting Minutes
Online - Virtual Teams Meeting**

In Attendance

- Jordan Reugg
- Kristy Sidock
- Nathan Hill
- Shanna Lee Simpson
- Jenny Bruns
- Steve Chipchase

Called to order by Jordan Ruegg at 9:32 a.m.

Approval of Agenda

Kristy motion to adopt - carried.

Approval of Minutes

Steve motion to adopt March 27, 2026 minutes.

Nate motion to adopt April 17, 2026.

Recruitment of Bookkeeper Discussion

Only one proposal so far, has reached out to another proponent, that may work well. Proponent charges an hourly rate so we'd have to quantify how much we're using her. Discussed if there is a minimum amount of hours per year to pay, and at this time no parameters have been met.

Diane is working on updating accounting to get things sorted out in Quickbooks. Debbie Chipchase was helping out with solutions. Nate Hill motioned to accept the update.

Carried

Kristy Sidock made a motion to provide Debbie Chipchase with a \$50 gift card to thank her for her helping Diane with the accounting.

Steve Chipchase abstained from voting on this motion.

Carried

Website Capability Update

Steve Chipchase provided update on website updates. Have been discussing changes, including payment online, etc. Demo to be provided at 10:00 a.m. June 5, 2026. Will invite the potential bookkeeper to participate if available. Jenny Bruns motioned to accept the update.

Carried

Lunch and Learn

Nate Hill updated speakers for the Lunch and Learn on June 4. Discussed AV options and setting up the meeting. Venue tour can take place Thursday morning, beginning at 9:00 a.m. Discussed starting at noon, then two afternoon speakers 1:00 and 2:30 p.m. slots. For the June 5 meeting, discussed catering. We can eat at a restaurant for lunch. Nate will manage ordering lunch for the lunch and learn. Shanna Lee indicated that the speaker Nathan has organized should get a \$100 gift card. So far around 15 people attending in person. Steve Chipchase motioned to accept the update.

Carried

Executive Meeting and Venue Tour June 5, 2026

Nate Hill talked about conference venue. Do we just want to tour the hotel? Typically just look at venue, meet with committee members, explain set up, vendors, meals, etc. Asked about sponsorship options and should there be support from the board to generate ideas.

Conference activities so far include: Vendor displays/trade show, keynotes, development compliance speaker, land titles, emergency management, Alberta energy regulator, AI in the workplace, safety in site visits, IAP2 on public engagement, data center panel, tours, MVC showcase and networking, bear pit. Discussed bussing, hotel accommodations, etc.

Kristy Sidock motioned to accept the update.

Carried

COLLABORATIONS:

ALUP Update

Jordan Ruegg provided an update from the ALUP program, including recent changes. Moving to a diploma program and to come speak at a future board meeting. They'd like some info on the website as well and work towards invigorating the collaboration.

CPPA Collaborations

Jordan Ruegg discussed the CPPA having trouble with the number of board members, accounting, keeping members, and conference attendance. Open to exploring a partnership with the ADOA either via conference or other. Maybe the idea of including Councillors. Consider ways to collaborate, such as offering reciprocal membership fees, numbers, etc. Bring to ADOA as a speaker to talk about what they do.

Alberta Municipal Enforcement Association

Collaborations with conferences, considering how we work together, to provide conferences.
Bring as a speaker to ADOA to talk about options.

Nate Hill motioned to accept the update

Carried

ADOA Emails

Nate Hill, motioned that the president send out a letter to all ADOA email holders that the emails only be used for ADOA business.

Carried

Adjournment

Motion to adjourn by Kristy Sidock at 11:09 a.m.

Carried



President: Jordan Ruegg



Secretary: Jenny Bruns