



Alberta Development Officers Association
Executive Meeting

Date: November 17, 2025

Time: 1:30 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
Nate Hill	Education Committee, Co-Bylaw Policy & Committee
Steve Chipchase	Membership Committee, Bylaw & Policy Committee

Absent: 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 best possible use of GIC, whether to renew or leave out of a GIC function. Discussed waiting until the budget is passed to decide what we wish to do with the GIC. Direction to bank not to renew the GIC until the budget is passed.		Motion by Treena Lane not to renew the GIC until the budget has been passed, and for Diane Burtnick to bring meeting regarding rates to the November 21, 2025 Executive Meeting. CARRIED
3) IT Requirements for Lunch & Learn	Group discussed projector, screen and microphone requirements for the Lunch and Learn and the Teams Link. Steve will provide the requirements and Nate will also help with the role. Diane Burtnick will need to send out the meeting link.		
4) Adjournment	1:50 PM		Motion by Jordan Ruegg to adjourn the November 17, 2025 meeting

President _____

Date December 10, 2025

Secretary _____

Date December 10, 2025