



Alberta Development Officers Association
Executive Meeting

Date: January 31, 2025

Time: 9:00 a.m.

Place: Virtual

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

Regrets: 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: 8. New Business a) email from Allan Malory regarding a keynote proposal for a future conference session. Board will keep it available for future consideration.	
3) Adoption of Agenda	Agenda was presented.	Motion by Steve Chipchase to adopt the agenda with additions. CARRIED
4) Conference Policy	Diane Cloutier discussed the proposed Sponsorship Package created by the conference hosts. The package would allow for sponsorship of speaker sessions, and additionally for coffee breaks, lunch and meals, over and above the standard opportunities indicated in the current policy. Executive discussed the merits of the proposal, and that if there are more options and values available to sponsor, more sponsorship was likely to come in. Board felt that adding these options added value.	Motion by Roger Garnett to change the policy to reflect the new sponsorship package for 2025. CARRIED
	Steven Chipchase provided a verbal update on the conference including venue changes. Originally there was discussion on using West Edmonton Mall, but it won't be feasible with the costs. Committee is looking at a close alternative on the west end and will announce location as soon as	Motion by Diane Cloutier to approve conference report. CARRIED

	the contract is approved. Planning is coming along for speakers and events. Once venue is chosen, Diane Burtnick asked for details to be shared so she can advise membership and send out a save-the-date email. Discussed sending sponsorship package to all municipalities as well as normal sponsor vendors. A keynote session on enforcement will be expanded on from last year, at the request of many members.	
5) Round Table	Diane: Thank you to Steve for getting 15 letters out to new members. Net we are now at 310, and traditionally over 300 is a good benchmark.	
6) Next Meeting	To be held March 7, 2025 in Red Deer. Diane Burtnick will make the necessary arrangements at this central/south location, as the remainder meetings will likely be held close to the conference venue for planning purposes.	
7) Adjournment	Board adjourned at 9:23 a.m.	Motion to adjourn at 9.23 a.m. by Kristy Sidcock. CARRIED

President

March 7, 2025

Date

Secretary

March 7, 2025

Date