June 5, 2026 ADOA Executive Meeting Minutes
Pomeroy Hotel Olds, Alberta

In Attendance
- Jordan Reugg
- Kristy Sidock
- Nathan Hill
- Shanna Lee Simpson
- Steve Chipchase
- Treena Lane
- Jenny Bruns - online

Called to order by Jordan Ruegg at 9:02 a.m.

Approval of Agenda

Steve motioned to adopt the agenda with the addition of the following items: conference policy, telephone, and post box.

Carried.

AB Web Presentation

Peter Quinn and Deacon Ross joined online to present from AB Web on the capabilities and changes to the website.
- Online membership page ($1500 +119/yr),
- Conference Registrations and Events ($2500 + 259/yr),
- Online swag store/commerce page ($1500)
- Jobs page ($800 + 29/yr),
- Other: events page and bearpit questions submissions, contests, sponsors page, and external links ($1000 + 178/yr)
- AI ChatBox ($3000 + $99/yr).

Discussed assigning a dedicated website administrator from the board for accountability and clarity. Discussed having a survey on the webpage to ask what kinds of services the membership would like, and include purchasing swag as well. Determined moderation control is required for all items, such as job boards and posts from the public.

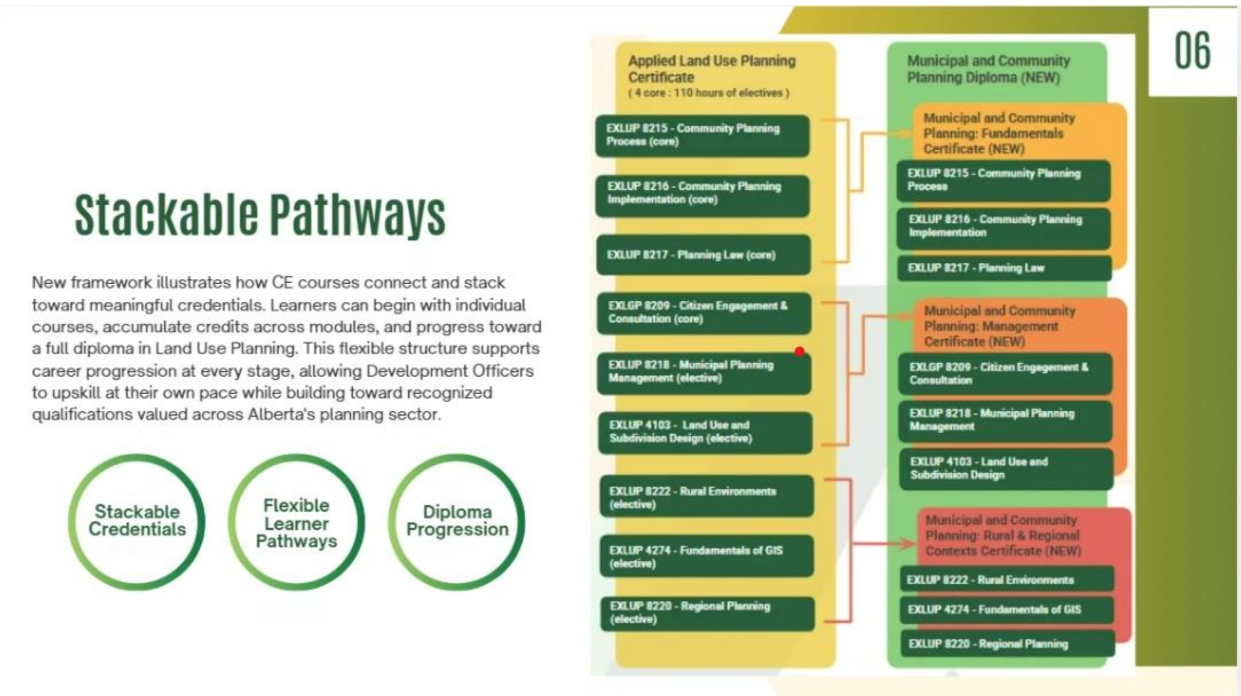
Motion by Nate Hill to implement the online memberships and jobs page, conference events, and negotiate a time frame for implementation.

Carried

ALUP Update

Cielli Angeles and Cameron Mosimann from the University of Alberta ALUP program provided an update on their program to the board. Changing to the municipal and community planning portfolio. 771 course registrations from January 2024 to May 2026, and 58 ALUP certificates were awarded. New program transitioning to a Municipal and Community Planning Diploma (NEW), with many courses staying the same, but with stackable pathways leading towards a diploma rather than a certificate. Discussed further collaborations and potential attendance of the conference in Olds from September 16-18th, 2026.

Carried



AEMA and CPPA Joint Conference Discussions

CPPA discussed supporting reciprocal membership recognition and attendance at either. Logistics of either would have to be sorted out: who pays for what? That kind of thing would need some significant work to sort out. Discussed hosting one year over another year, so each takes one… would take some considerable marketing to advise members of the changes. For now, the board feels that 2027 will not work as they are in May, and we are in September. Board supports allowing them to attend ours with member-level pricing, and we can consider some items that fit their needs better.

AEMA - suggested pairing AEMA and CPPA as they are timed better and may be more in alignment.

Nate motioned to direct the president to set up a joint virtual meeting with CPPA to explore options and opportunities no later than August 1, 2026.

Carried

Jenny Bruns left the meeting at 11:25 a.m.

Advertising Policy
Include definitions, all board members to review on Drive, and provide comments. Add a specific definition in relation to an Information Article. This policy is to come back to the next meeting.

Code of Conduct Policy
Also suggested to include a set of definitions. This policy is to come back at the next meeting for final review.

Annual Conference Policy
Steve has reviewed the policy and made numerous changes that clean up the grammar and structure to ensure that it provides further clarity. The policy is to come back at the next meeting as a cleaned version for a final review.

Nate left the meeting at 12:02 PM

Everyone is to review and add comments to each policy. This is to be done by the next meeting, as the intent is to review, discuss, and pass these policies at the next meeting, if possible

Conference Request
Treena has brought forward a suggestion that we should add items to the ladies' bathroom for the annual conference. Now that we have seen the facility and know that we have the entire facility rented, we know that we can make a few improvements. Treena is requesting a $300 from the budget to fund this addition. Jordan has suggested that the members should know that is was supplied by the ADOA and not the hotel.

Moved by Shanna Lee that the board provide $300 to Treena to create items for the ladies' and men's bathrooms at the ADOA conference, with ADOA recognition.

Carried

Moved by Jordan that the board authorize the purchase of two lawn chairs, not to exceed $200, for silent auction items for the ADOA conference.

Carried

Moved by Kristy that the board authorize Steve to look into the bulk order of iron-on transfers for promotional items.

Carried

Executive Assistant Discussion

ADAO Assets (Phone, Computer, Printer, etc.). PO Box

The board had discussions as to what to do with all of the assets that the Executive Assistant has upon her retirement. Jordan has suggested that we keep the phone for the next year to help with the transition.

What does Diane still get in the mail? Two mailing addresses are out there. Are people still using both? We are going to have to set up the mail forwarding for a minimum of one year.

The following motion is presented by Jordan:

That the Executive Assistant is to provide the following information:

- An inventory of all of the bills that the association receives, and the address associated with each.
- Confirmation of what the Association receives via mail.
- List of ADOA assets that are currently in her possession so that the board can plan for the transition of items upon her retirement, and
- Is she interested in purchasing any of the items listed upon expiration of the contract?

Carried

Jordan is going to speak to the bank regarding getting the name on the Credit Card changed and the options for e-transfers.

Transition of Bookkeeping Services

Kristy has requested a recorded vote on this motion

The bookkeeper and hiring committee conducted interviews with bookkeeping services to ensure that the association is not left without someone upon the expiration of the contract of the executive assistant. The purpose of hiring a bookkeeper is to ensure that the Executive Assistant can work with the bookkeeper to ensure that everything is in order before the end of the contract.

An RFP for accounting and bookkeeping services was sent out on April 23, 2026, to six companies for the opportunity to bid. The RFP listed the initial term of services as June 1, 2026, to March 1, 2027.

Moved by Shanna Lee, that the Board enter into a contract for bookkeeping services with 1419565 Alberta Ltd. for a term commencing on the date of signing to March 1, 2027.

Recorded Motion:
Jordan Ruegg - Yes
Kristy Sidock - Yes
Steve Chipchase - Yes
Treena Lane - Yes
Shanna Lee Simpson - Yes

Carried

Adjournment

Motion to adjourn by Jordan Ruegg at 12:51 PM

Carried

[redacted]
President: Jordan Ruegg

[redacted]
Secretary: Jenny Bruns