

**March 27, 2026 ADOA Executive Meeting Minutes
Red Deer, Alberta**

In Attendance

- Kristy Sidock
- Jordan Reugg
- Nathan Hill
- Shanna Lee Simpson
- Steve Chipchase
- Jenny Bruns
- Diane Burtnick
- Treena Lane

Called to order by Jordan Ruegg at 9:14 a.m.

Motion by Steve Chipchase to adopt agenda with addition of a conference discussion.

Carried

Credit Card

Motion by Nate Hill to transfer and/or cancel the executive assistants credit card to Shanna Lee, to be cash secured with a Guaranteed Investment Certificate.

Carried

Clothing

Motion by Treena Lane to order pull overs for the board members, for a total not exceeding \$500.

Motion by Kristy Sidock to order 500 lapel pins for ADOA members.

Action item for next agenda: Kristy to investigate lawn chairs for silent auction items for the conference.

Audio Visual Equipment

Discussed who should hold the screen and projector on Executive Assistants retirement. As well the board discussed the various assets held by the Executive Assistant including: laptop, mouse, keyboard, 24" monitor, HP printer, external drive, shredder and phone.

Motion by Nate Hill that the AV equipment be held by the President.

Carried

Policies

Motion by Shanna Lee Simpson that the board direct the policy committee to develop an asset policy and revisit existing policies, with two policies to be brought back to each meeting.

Carried

Website

Motion by Treena Lane that the President and Vice President be given access to the website.

Carried

Action item for next agenda: Steven to organize a website demo and invite to the next meeting.

Past President Position

Motion by Jordan Ruegg to add a term of one year to the past president position, and a definition, as well as a job description.

Carried

Action Item: Create an orientation policy.

Recess

Motion by Nate Hill to recess at 10:35 a.m.

Carried

Motion by Jordan Ruegg to reconvene at 10:57 a.m.

Carried

Forum Incentives

Motion by Kristy Sidock to discontinue the gift card program as it hasn't resulted in an increased use of the Forum feature.

Carried

Board discussed that the Forum feature will become more friendly with the website overhaul.

Mailing Address for ADOA

Motion by Nate Hill that the Executive Assistant create a box number in Red Deer, with funds to come from the contingency fund. The mail would then be forwarded to whomever is responsible for mail at that time, either board or staff member.

Carried

QuickBooks

Motion by Kristy Sidock to move to Quickbooks Online version to avoid future conversion issues of the accounting information.

Carried

Duties of the Executive Assistant

Diane Burtnick offered the following information relating to her roles and activities: Brokerlink proof of membership, chasing down members, invoicing, mail, email monitor, answer, followup, email transition - discussed ccing Shanna Lee Simpson, proclamations, nomination, ballets, AGM Agendas, speakers for conference, registrations, website, surveys for members, membership notices, book keeping, and answering inquiries. Does a lot of hotel bookings, setting up executive venues, working with membership chair, president and treasurers.

Motion by Nate Hill to accept as presented.

Motion to recess for lunch at 12:02 p.m.

Reconvened after lunch at 1:00 p.m.

In Attendance

- Kristy Sidock
- Jordan Reugg
- Nathan Hill
- Shanna Lee Simpson
- Steve Chipchase
- Diane Burtnick
- Treena Lane

Nathan Hill declared a pecuniary interest due to his role organizing the conference and left the room at 1:47 pm

Conference Fees

Motion by Treena Lane that the conference registration fees for the 2026 ADOA Conference in Olds, AB are increased by \$25 for Early Bird Registration and \$15 for the Regular Registration and Single Day Passes.

Carried

Nathan Hill entered the meeting at 1:49 pm

Diane Burtnick left the meeting at 1:50 pm

Finance

- GIC Strategy
 - When they mature, the board needs to be notified, and the board needs to make a decision as to what they would like to do with them.
 - We have three right now. Jordan has suggested that we would be them on a staggering rotation so that we have one every year that we will need to decide on one GIC yearly.
 - Nathan Hill is going to develop a policy and notify board members when it is ready for review.
- General Account (lunch and learns, gift cards)
 - Gift cards for all speakers at the Lunch and Learn. If possible, have it ready before the meetings.
 - If anyone has any suggestions on leadership coaches.
- Membership Education Fund
 - Policy needs to be updated
 - 2026 Budget \$7200 for lunch and learns and \$4000 for the Education Subsidy
- Conference

- It was mentioned that hosting the conference should be a platinum sponsor. It is an in-kind contribution of staff time.

Nathan Hill declared a pecuniary interest and left the room at 2:24 pm

Motion by Shanna Lee Simpson that the host community(s) automatically be awarded a platinum sponsorship package(s) and that the Conference Policy be amended to reflect this change moving forward.

Carried

Nathan Hill entered the meeting at 2:26 pm

- Hotel Prices \$149, other hotels are \$169

Member Perks

- Insurance Options
 - We are going to leave it as it is for now, with RMA
- Education
 - Possible lunch and learn topics
- Conference
 - One more thing from Nate. If the Municipality contributes money, does that mean they are a sponsor? No, they can not double-dip; they get one or the other.

Presence - How is the ADOA forward-facing?

- Communicator
 - We will maintain the quarterly newsletter moving forward.
- Emails
 - We have received complaints from members indicating that they receive too many blanket emails from the ADOA. We will look into this moving forward.
- Website reorganization
 - Steve is working with the website people to get this moving forward.
- LinkedIn
 - Discussed at a previous meeting that Diane B was going to reach out to who started it to see if we would be able to take it back over. Jordan and Kristy are to start a LinkedIn page, not a group, but a page. Nate to start a Discord Group.
- Advertising and Social Media
 - Advertising for a third-party company.
 - **Action item:** Shanna Lee has suggested that we research this a bit further and see what other companies are doing.

Other

- Liaison for Broker Link - need to figure out who is going to do that job - possibly Jordan
- Could we have an incentive for people who pay for conference fees early?
 - Name to go into a draw for a gift card, for early payment of membership fees?
 - **Action item:** bring this back to the next meeting for a decision.

- **Action Item:** Kristy to create shoutout calling for hosts for the 2027 conference for the newsletter.

Next Meeting - TBD

Motion to adjourn at 3:15 pm



President: Jordan Ruegg



Secretary: Jenny Bruns