Alberta Development Officers Association
Executive Meeting

Date: October 8, 2025

Time: 3:06 p.m.

Place: Microsoft Teams Meeting – Virtual

Present:	Jordan Ruegg	President
	Kristy Sidock	VP, Co-Treasurer & Co-Conference Liaison
	Shanna Lee Simpson	Communications Committee
	Diane Burtnick	Executive Assistant, Active Member
	Jenny Bruns	Secretary
	Treena Lane	Co-Treasurer, Co-Conference Liaison
	Nate Hill	Education Committee, Co-Bylaw Policy & Committee
Absent:	Steve Chipchase	Membership Committee, Bylaw & Policy Committee

AGENDA	ITEM	MOTION NUMBER	ACTION / MOTION
1) Call to Order	3:06 p.m.		Jordan called the meeting to order
2) Additions to the Agenda	Lunch and Learn Event		
3) Adoption of Agenda	Adopt the agenda with addition of Lunch and Learn Event		Motion by Kristy Sidock to adopt the agenda with addition. **CARRIED**
4) Adoption of Minutes	September 18, 2025		Motion by Kristy Sidock to accept the minutes as presented. **CARRIED**
5) Lunch & Learn Event	Discussed the speakers, the venue, the venue requirements, including conference room, cap lunch at 30 people (20 members and board members and speakers). Discussed having in Red Deer, with everyone to confirm speakers by October 27th. Speakers to target include: LAPP, ISL, Land Use Bylaw Lessons Learned. Diane Burtnick will research hotels that meet this requirement.		
6) Job Descriptions	Every one to review job descriptions and compare with the bylaw for the		

	November 21 executive meeting for discussion. Nate Hill suggested we could use Slack Channel to create a teams discussion platform, and Nate will create and share with the group.		
7) Strategic Planning	Executive discussed how to achieve a new strategic planning session. Discussed using a consultant such as Tim Duhamel, and also discussed doing a self-start with a problem mapping session, to define clear objectives for moving forward and also clarify administrative objectives for hiring and outcomes. Discussed having a member survey as part of the strategic planning, to inform our strengths and weaknesses as an organization whole rather than just the board. Jordan will prepare a survey for review.		
8) Signing Authorities	Kristy Sidock discussed having signing authorities corrected in light of the organizational meeting on September 25, 2025. Kristy Sidock also reported that she has transitioned all email accounts to the appropriate individuals.		Motion by Shanna Lee Simpson that Diane Cloutier be removed from signing authority and all board banking access. **CARRIED** Motion by Nate Hill that Jordan Ruegg, Kristy Sidock and Treena Lane be added to singing authority as well as general and conference accounts, as well as the online accounts. **CARRIED**
9) Adjournment	3:55 PM		Motion by Jordan Ruegg to adjourn the October 8, 2025 meeting

President [redacted]

Date **November 21, 2025**

Secretary [redacted]

Date **November 21, 2025**