EXECUTIVE MEETING
August 19, 2026, Virtual at 2:00 p.m.

1. **Called to Order** @ 2:00 by Jordan Reugg

2. **Adoption of Agenda**

   Motion by Shanna Lee Simpson to adopt the agenda with changes, including correction of the date from the 17th to 19th.

   Carried

3. **Adoption of Minutes, July 27, 2026**

   Motion by Kristy Sidock to adopt the minutes of the July 27, 2026 meeting.
   (Nate Hill abstained from voting)

   Carried

4. **Action Items**

   Policy/Bylaw Meeting Update 26-ADOA-004 - Code of Conduct Policy

   - Board members discussed adding definitions to be consistent with other formats. Kristy offered to complete that work.
   - Nate discussed identifying how penalties are levied, to include a procedure of authority. Under Section 7 Corrective Actions, determined that it should be corrected to 'Board to take action' rather than members. The board should agree by majority, and two members of the board shall provide feedback as needed.
   - Numbering also needs to be corrected.
   - Board may choose one or more disciplinary options based on the severity of the breach.

   Motion by Treena motioned to adopt the policy with changes as discussed.

   Carried

   ADOA General Bylaw - 26-ADOA-XXX

   - Members discussed various changes to the bylaw, including term length, definitions, including development compliance officers, job duties, and so forth. Striking of Standing Committees, and discussion of policy procedures. After the policy and bylaw committee bylaw meets, Treena and Jenny will compile a list of changes for the AGM.

   Follow-up on Transition of Bookkeeping Services/Executive Assistant

i. Inventory- Follow up with Jordan on if the list has been compiled. Include notation on ADOA passwords.
ii. Email activity - Discussed email updates and processes, as well as volume. Member activity also needs to be tracked, Steve will keep track of new member activity.
iii. ADOA Assets (and purchase) - phone, computer, printer, badge makers, corporate seals, envelopes, membership certificate templates, letterhead, stationery, deposit bags, swag, sweaters, and AV equipment. Follow up with Jordan.
iv. Credit Card/Bank Processes - switched to bookkeeper so board business has been transferred. Things have been going well, dealing with current transactions, and sorting everything out. She really dug in and helped transition out.

Treasurer Update - money in GIC's sitting in accounts, will transfer once sorted. Conference account is at roughly $123,000+. Nate will need to start to access money for conference expenses. General account is at $194,204. Treena still does not have a credit card and not sure if Jordan has one. Requires follow-up.

Conference Update

v. Exit Survey - On the drive for review
vi. QR code or survey monkey will be provided for conference survey.
vii. Nate has finalized speakers, Data Center speaker is not available, so got a Difficult Discussions speaker. Hotels have been booked. Will reach out to sponsors to discuss added perks of participation and get things rolled out. Title change for Enforcement Presentation to AI in Municipal Enforcement. Silent auction sheets should be done by host municipality. Just need to be printed. Nomination sheets are also required. Need multiple reminders of Silent Auction items. Reminder on website as well. AGM reports due September 1, 2026.

- Website Status Update - Steve will call Deacon and AB Web to find out where things are.

5. Next Meeting: September 8 @ 11:00 a.m. virtually.

6. Adjournment: Kristy adjourned at 3:38 pm.





President: Jordan Ruegg

Secretary: Koralyn Lemmon