July 27, 2026 ADOA Executive Meeting Minutes
Virtual Meeting

In Attendance:

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

Called to Order by Jordan Ruegg at 2:08 pm.

Approval of Agenda

Motion by Kristy Sidock to approve agenda.

Carried

Minutes of July 20, 2027

Shanna Lee asked for clarification on the AB Web presentation, to have the minutes include a timeframe for implementation.

Motion by Kristy Sidock to accept amendments.

Carried

Executive Assistant Transition Timing

Diane Burtnick provided some information on mailbox pick up transition. Right now it's the Strathmore address. Registrations, cheques, names, and so on for the conference.

RaeJean from Greilach Accounting reached out as the accountant did not get the 2025 year-end financial information to date. Jordan will follow up with new bookkeeper Michelle. Diane normally does journal entries, reconciles credit cards, and moves forward. Michelle will have everything there for July 27, 2027 so it should be completed. Halfway through the name tags right now as well, and would need someone to follow through on that. Sheets for silent auction, election, door prizes, to be done at the door. Could be completed with the hosting conference. Nomination forms, election ballots, part of the conference.

Email access, including late registrations, rather than early bird. Treena discussed forwarding mail, perhaps forwarding just the ADOA mail to a new address. Decided to run for the board. If elected she would resign from the position of EA, then deal with the outcome. Feels she's needed until the AGM.

Website notice should also occur when we trigger the change. Online registration will help with this matter. We also accept e-transfer payments for those municipalities.

The board directed the Executive Assistant to create a Standard of Practice or process for conference processes to add to the Shared Drive.

Executive Assistant

The board considered the outcomes of having the EA conclusion prior to the election at the AGM or Conference to avoid conflict of interest and protect fair process.

Motion by Treena Lane to conclude contract of the EA as of September 13, 2026, but honor payment of the full contract to the end of September, 2026.

Carried

The Following Transition Items to be Implemented Immediately

Address should transition right away, as the new bookkeeper has indicated for August 1, 2026. This shall be advertised on the website, communicator and as an email footer.

Board discussed having the host conference committee organize the ballots and election during theAGM and silent auction to protect the process as many board members are running for re-election.

Two factor authentication and phone numbers for email would need to be re-aligned as well.

The Board discussed adding more information regarding nominations for the board. Treena will create a “Make a difference, join the board” article for the website, email and communicator”.

Banking access for the Executive Assistant to be ceased once new credit cards are received by the President and/or Treasurer.

Hotels should be secured by ADOA credit card and board members shall use personal cards upon arrival, then seek reimbursement on expense sheets.

Motion by Jenny Bruns to implement the above transitional action items.

Carried

Treena Lane left the meeting at 3:31 p.m.

ADOA Bylaws

Pass of chair from Jordan to Kristy Sidock.

Carried

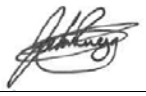
Motion by Jordan Ruegg to provide direction to the policy committee to create a conflict of interest for board members policy.

Carried

Next meeting August 19, 2026 at 2:00 pm.

Adjournment
Motion to adjourn by Shanna Lee at 3:53 p.m.

Carried



President: Jordan Ruegg



Secretary: Koralyn Lemmon