



**Residence Life Professional Association
Fall Business Meeting Minutes
November 19, 2015 • Lethbridge College**

1. Welcome and Call to Order

Meeting called to order at 1:05pm.

2. Introductions

37 members introduced themselves to the group.

3. Approval of Agenda

Agenda approved with additions. Andrew Smith, 2nd Nicky Renault

4. Approval of Minutes, AGM 2015

Past minutes approved. Alana Turner, 2nd Caitlin McLeod

5. Commemoration for Mark Chytracek

- Rob Ford spoke to Mark's impact on those around him, and the field, and shared the following poem, which speaks to Mark's impactful student first focus.

The Student is...

...The most important person on the campus. Without students there would be no need for the institution.

...Not a cold enrolment statistic, but a flesh and blood human being with feelings and emotions like our own.

...Not someone to be tolerated so that we can do our thing. They ARE our thing.

...Not dependent on us. Rather, we are dependent on them.

...Not an interruption of our work, but the purpose of it. We are not doing them a favor by seeing them. They are doing us a favor by giving us the opportunity to do so.

- Randy Maus spoke about Mark's impact on the field, and on the RLPA. Announced the naming of the RLPA's lifetime membership, now called the Mark Chytracek RLPA Lifetime Membership Award.

6. Reports

a. Communication Coordinator's Report: Caitlin McLeod

- Working with Justin Bouchard on the RLPA website, with a focus on increasing traffic to the website.

- Website now includes a feature member of the RLPA. Able to nominate someone to be featured on the website.
- Website will include more information about the Mark Chytrcek RLPA Lifetime Membership Award, including information about Mark, criteria for the award, and a list of past winners.
- Members can now submit links to job postings directly on the website to be featured on the job board.
- Caitlin is gathering information on past award winners to update records, and update website. Please contact Caitlin with names of past award winners.
- Josie Lamothe task team will contact Caitlin with information about Josie Lamothe Memorial Award.
- Please send pictures of RLPA members and events to Caitlin to be featured on the website and kept in records.
- Contact Caitlin with staff changes to update the listserv and directory when position changes occur.
- Email info@rlpa.ca with questions you would like to be sent out on the listserv using Survey Monkey. Survey results will be posted under publications tab on the website.
- Looking at sending out newsletters to members approximately 4 times per year.

b. LEAD Report: Nicky Renault and Alana Turner

- LEAD 2015: Nicky Renault
 - Thank you to committee members and advisors.
 - Best of the West Award Winners: Mount Royal University; School Citizenship Award Winner: University of Lethbridge
 - Projected budget loss was achieved.
- LEAD 2016: Alana Turner
 - October 23-25, 2016 at Goldeye Centre in Nordegg
 - Reviewing LEAD dates for 2017. Feedback will be gathered from students, as well as looking at timelines of other student staff conferences. Once research is gathered, a formal proposal will be brought to the membership about whether or not to change dates.
 - Taking interest for LEAD committee.
- Task Team Updates: Alana Turner
 - Mission Statement Task Team is being dissolved. Mission statement is reflected in bylaws under Purpose. Purpose statement will be clearly communicated on website.

c. NWACUHO Report: Bob Lambert

- NWACUHO Annual Conference will be held February 14-16 in Anchorage, Alaska

- Early bird fees until January 15
- Reduced Canadian rate introduced this year (\$75 less).
- Reminder to pay membership fees by December 31
- Membership list is being updated, so check-in with Bob if you or your staff are not on the list

d. Treasurer's Report: Mark Keller

- Association is doing well financially. New bank account has been opened and funds have been transferred. Updated financial statement will be sent out after Fall Business Meeting. Currently, approximately \$32,000 in accounts with some outstanding bills for Fall Business Meeting and LEAD.
- Trent and Mark are working on the financial philosophy of the RLPA. Will be sent out to membership for review once complete.
- Membership list is now updated.
- Treasurer position will be up for election at the AGM.
 - Talk to Mark if you are interested.
 - Mark is working on transition documents.

e. Secretary's Report: Meghan Reiser

- Working on doing a general review of bylaws to catch inconsistencies between bylaws and practice. Will present at AGM on current bylaws and possible changes.

f. Past President's Report: Judy Eyben

- LEAD Chair Elect election at Fall Business Meeting.
- Begin thinking about AGM elections. Communications Coordinator, Treasurer, and President-Elect are up for election.
- Talk to board members about upcoming positions, and encourage your staff to participate on the board.

g. President Elect's Report: Trent Nabe

- Mentoring Program
 - Goal of the program is to have seasoned professionals provide mentorship for new professionals.
 - Program will launch in January.
 - Task Team will send out more information. Talk to Trent if you are interested.
 - Mentor/mentees will be paired based on regional proximity.
 - Calls for mentors/mentees will be sent out later.
- President-Elect election in May. Position focuses on learning the role of the president, and preparing to hold that position. Talk to Trent for more information.

h. President's Report: Randy Maus

- Knowledge Sharing Task Team has been dissolved.

- No longer conducting an institutional survey, will use the new system developed by the Knowledge Sharing Task Team.
- Looking at how to make RLPA more accessible, particularly for members who cannot make it to meetings.
 - Exploring options: videoconferencing, drive-in conferences, etc.
 - Looking into purchasing web-conferencing equipment for the RLPA.
- Proposal: Increase Board of Directors discretionary funding to \$3000 to purchase web-conferencing equipment.
 - Proposal passes. Glenice Grover, 2nd Steve Brodrick.

7. Elections

a. Conference Chair Elect

- Elected: Dillon Andrus

8. AGM Awards

- Seeking award nominations for Josie Lamothe Memorial Award for Outstanding Service and The RLPA New Professional Award.
 - Deadline for nominations is January 19, 2016.
 - See website for more information. Send nominations to Judy, or using form on website.
- Leadership Society Award can be awarded to 10% of your student staff. Additional information will be sent out later in the year.

9. LEAD Presentation

- Presentation: “Be the Difference: Choose Your Influence” by Kate Brazeau, Joel Van Ee, and Madelaine McCracken from Mount Royal University

10. Review of Proposed Bylaw Amendments

a. Election Ties

- Currently do not have a bylaw that covers what to do in the event of a tie during elections. Need to amend bylaws to include a process for this.
- Discussion:
 - What happens if the past-president, president and president-elect are all members of the same institution? If they are, we could build it into the bylaw to sub someone out if that happened
 - Would the president have voted initially? With their institution, but not on their own.
 - If only the president votes, everyone will know how the president voted.
 - If there are three or more candidates, we could have a run-off. Two pieces of bylaw may need to be added: one that addresses three or more candidate elections, one that addresses when there are two candidates.

- Mark Keller will work on the wording of this proposed amendment using the second option as a starting place, and add in contingencies for when there are three or more candidates, two candidates, or board members from the same institution.

b. Third Party Contractor Memberships

- Review of proposed amendments to bylaw.
- Third Party Contractor Memberships were discussed at length.
 - Colleagues at public and private are both serving the interests of students and have similar goals, but report to different bodies.
 - Unsure why there would be a need to limit the voting capabilities of colleagues from private residences on the board. What is the goal of this limitation?
 - Could possibly have institutions with both private and public residences. How would they be categorized?
 - Many institution run residences are still expected to turn a profit, so there may not be a significant difference between public and private.
 - Would prefer to limit to one voting seat per organization, not one voting seat between all private residences.
 - May not need this, because members always vote in board members. If there was a concern with a particular election, the members would choose someone else to fill the position.
 - “Third party contractor” does not capture all different types of private residences. Need to look at terminology. Could include a definitions section in the bylaws for clarity.
- Meghan Reiser will review notes from Fall Business Meeting, and look at making changes to the proposed bylaw amendments to reflect the views put forward in this discussion. Will be reviewed at AGM.

c. Bylaw Amendments at Fall Business Meeting

- Currently, cannot pass motions at the Fall Business Meeting. Would like to change this so that members can pass motions at Fall Business Meeting and Annual General Meeting.
- Trent Nabe has reviewed the Alberta Societies Act and has not found conflicts, but will review again before voting on this at AGM.

d. Revocation of Membership Privileges

- Proposed amendment to bylaws, so that membership institutions who have not paid membership fees are able to be removed from the association by the Treasurer.
- Mark Keller will send out a formal proposed amendment before the AGM.

e. Board of Directors Discretionary Spending

- Currently, board is able to make purchases below \$1000 without a vote from members.

- Hoping to increase this amount to reflect the current needs of the RLPA. Mark Keller will review, and send out a formal proposed amendment before the AGM.

11. Institutional Representation on the Executive

- May put forward a proposed bylaw amendment that if passed, would mean that no single institution would be able to hold a majority of voting seats on the Board of Directors.
- Proposed bylaw will be presented to membership later in the year.

12. Member Involvement on the Board of Directors

- Introduction of Membership Engagement Task Team.
- Task Team will review options for membership engagement (financial support for board members from institutions with demonstrated financial need, drive-in conferences, scholarships for attending FBM and AGM, video conferencing, etc.)
- Talk to Mark if you are interested in being on the task team.

13. Upcoming Conferences

- NWACUHO Annual Conference February 14-16 Anchorage, Alaska
- ASCA February 3-6 St. Pete Beach, Florida
 - Looking for a new Alberta rep. Talk to Nicky if you're interested.
- STARS College July 6-8 Seattle, Washington (student staff)
- ACUHO-I ACE July 9-12 Seattle, Washington

14. Location of Annual General Meeting and Fall Business Meeting

- Annual General Meeting: March 3-4, 2016; University of Calgary
- Fall Business Meeting: Dates TBD; Simon Fraser University

15. Roundtable Discussion Topics

- Catering in residence. Who provides catering? How is this managed?
- Sharing student information between Residence Services and counselling, or other support services on campus.
- Satisfaction surveys: How is data collected? How can the response rate be improved?
- How to work through team conflict in RA teams.
- Wireless internet services: Who provides this service? Where does it fall in the budget? Do you offer service packages?
- Student at Risk team on camps. Who is involved? How does it work?
- Drug awareness in residence, specific focus on fentanyl and marijuana.
- Move-out procedures.
- Extending the length of RLPA FBM and AGM.

16. Adjournment

- Motion to adjourn, Trent Nabe, 2nd Kristin Davick.