



**Residence Life Professional Association  
Annual General Meeting Agenda  
March 9, 2017 • Lakeland College**

**1. Welcome and Call to Order**

- Meeting called to order at 9:13am

**2. Introductions**

- 19 members introduced themselves to the group

**3. Approval of Agenda**

- Agenda approved. Laura Terry, 2<sup>nd</sup> Christine Zapisocki

**4. Approval of Minutes, Fall Business Meeting 2016**

- Approved with addition of Olds College to list of future host institutions.  
Randy Fines, 2<sup>nd</sup> Jonathan Dowell

**5. Reports**

a. Communication Coordinator's Report (Zoe Woods)

- Has focused on becoming re-acquainted with the RLPA, and getting familiar with the website, surveys, communications, and listserv.
- Worked with team at SFU to host the Fall Business Meeting in 2016.
- Currently working on re-formatting the RLPA website to increase usability, and researching how to best use social media to engage with members.
- Looking to work on re-organizing and cleaning up the RLPA executive's Google Drive and Gmail accounts.

b. LEAD Report (Dillon Andrus)

- LEAD 2017 will take place at Gull Lake Retreat Centre outside of Lacombe, AB. Hope that the new location will increase accessibility for institutions and reduce travel time.
- Focusing on bringing in new institutions, and institutions that have stopped attending LEAD in recent years. Emily and Dillon will be reaching out to institutions to help increase attendance.
- Working to upgrade the LEAD website to increase usability and make it more attractive for delegates.

- Bringing the committee together in April for an in person meeting at Olds College. Hoping to have planning done earlier this year, so that institutions have promotion materials before Fall Training.
- Looking to increase the use of technology at LEAD, including webcasting selected sessions. Also, hoping to increase the number of presentations from professional staff.
- Will be offering \$500 to the institution that wins the School Citizenship Award to be used towards future LEAD registration. Winner of the Best of the West award will continue to receive \$500 to put towards attending the Fall Business Meeting.
- Looking at ways to keep delegates connected to LEAD after the conference is over.
- Registration costs will increase slightly. More information about specific rates will be released with promotion materials.
- In the past, transportation has been a barrier for schools. Hoping to organize buses to take multiple institutions from major centres.
- Planning to provide linens for delegates who are flying to the conference to help reduce the amount of baggage they are required to bring.
- Case study will likely focus on substance use, including possible impacts of the legalization of marijuana.

c. NWACUHO Report

- Currently, the position of Alberta representative is vacant. Position applications have closed, and an announcement will likely be made of the end of March.

d. Treasurer's Report (Kristin Davick)

- Working to increase transparency of budget tracking, but is facing challenges due to the way that payments are processed by Stripe.
- Expenses and current balance are accurate, but income is more difficult to track because of the fees collected by Stripe on each payment.
- Working to figure out challenges with current provider, or find another provider, and will create a line by line budget reporting document that will be kept consistent in the future, to ensure that documentation is the same between different Treasurers.
- Reviewed expenses from the past year, and current account balance.
- Kristin will complete the detailed financial tracking document, and email it to members by June 1, 2017, to be voted on at the 2017 Fall Business Meeting.
- Currently, required to submit financial statements at AGM. Moving forward, Treasurer will also present a proposed budget for the upcoming year at AGM.
- Need to create more thorough transition documents for Treasurer position to ensure that documentation is consistent, and Treasurers are onboarded quickly.

- Motion to defer approving the financial statement for March 2015-2016 until the 2017 Fall Business Meeting, Kristin Davick, 2<sup>nd</sup> Tracy Mason-Innes.
  - Motion to accept Treasurer's report, Christine Zapisocki, 2<sup>nd</sup> Emily Giugovaz.
- e. Secretary's Report (Meghan Reiser)
- Has focused on reviewing RLPA bylaws to ensure that current practices and bylaws are in line, and proposing possible bylaw amendments where applicable. Thank you to Tracy Mason-Innes, Zoe Woods, and Dillon Andrus for their help reviewing the bylaws.
  - Have been acting as a liaison between Lakeland College and the RLPA executive to help prepare for the AGM.
  - Thank you for the opportunity to sit on the board, and thank you to the University of Alberta for their support.
- f. President Elect's Report (Natasha Reynolds)
- Working on RLPA master planning process to develop a strategic plan for the next five years.
    - Master planning team has been created, and includes Presidential trio, Tim Siemens, Tracy Mason-Innes, and Bob Lambert. Team will be taking feedback from members through surveys, and writing master plan based off of what members are looking for from the association.
    - Survey will go out at the end of April to collect feedback on a variety of topics: Diversity and Inclusion, Service to Members/Membership Value, Financial Stewardship, Technology and Outreach/Communications, Overall Membership Engagement, and Government Advocacy.
    - Draft of the master plan will be presented at FBM for feedback from members. Feedback will be incorporated, and the final version of the master plan will be presented at AGM 2018.
  - Working with the University of Lethbridge to collect information from members about RA compensation at their institution. Survey will be sent out over the listserv in the near future.
- g. Past President's Report (Randy Maus)
- Has focused on improving accessibility of the RLPA during his time on the executive. Has purchased webcasting equipment for the association, and successfully webcasted multiple RLPA meetings.
  - Has been putting work in to organizing advanced nominations for elections, and collecting award nominations.
  - Thank you to the RLPA and the University of Calgary for their support, and to the current RLPA executive team.

h. President's Report (Trent Nabe)

- Has increased RLPA's connection to ACUHO-I through regional affiliation, and regularly meets with ACUHO-I senior leadership, and other regional associations to discuss current issues in student housing and the region.
- Has focused on attending LEAD conferences, and plans to continue doing so, to ensure there is an executive presence at the conference.
- This has been a year of transition with new executives joining the team. Has focused on helping with transition, particularly for the President-Elect.
- Implementing new task teams to work on specific projects and initiatives: Assessment Task Team, Executive Transition and Outreach, Bylaw Review Task Team, and Membership Outreach and Engagement Task Team. Additional information about the task teams, and a call for members will be sent out over the listserv.
  - Currently, there is no budget provided for task teams, but members of the task teams can send budget requests to the executive if required.

**6. Elections**

- a. Secretary
  - Ian Schultz
- b. President Elect
  - Rob Ford

**7. New Business**

- a. Host Institution Selection Process
  - Want to ensure that host institution selection for RLPA meetings is intentional, and provides equal opportunity for all institutions to host. Moving forward, a call for host institutions will be sent over the listserv, and those interested will be asked to submit a short explanation to the executive of why they are interested, and why they would make a great host. Host institution will be selected by the executive.
  - A call for host institutions will be sent out over the listserv to select a host for the 2018 Annual General Meeting.
  - Zoe and Rob will look at creating an online form for this process that would be available on the RLPA website at any time.
  - Will also include information on the website about all selected host institutions, and which meeting they are hosting.
  - Master planning process will look at how host institutions are selected and whether specific criteria should be given for selecting host sites.
  
- b. Review of Proposed Bylaw Amendments

- Briefly reviewed all proposed bylaw amendments, and identified which bylaws members would like to discuss more in depth before voting on.
- Motion to approve proposed amendments to Bylaw III, Article 5; Bylaw VIII, Article 5, Article 7, Article 9; Bylaw XI, Article 1, Article 4 Section 1, Article 4 section 2 made by Meghan Reiser, 2<sup>nd</sup> Dillon Andrus. Motion carried.
- Discussed proposed amendments to Bylaw III, Article 2. Concerns expressed about the impact to our society status with the Alberta Corporate Registry if the bylaws are focused on members in Western Canada rather than Alberta. Also, if we are amending Bylaw III, Article 2, will also likely want to amend Bylaw II, Article 3 for continuity.
  - Motion to table proposed amendments to Bylaw III, Article 2 for voting until Fall Business Meeting 2017 made by Meghan Reiser, 2<sup>nd</sup> Kristin Davick. Motion carried.
- Discussed proposed amendments to Bylaw VIII, Article 1. Concerns raised about offering a seat on the executive to individuals not elected by the RLPA. May potentially have NWACUHO reps on the board who are not from RLPA member institutions.
  - Motion to table proposed amendments to Bylaw VIII, Article 1 for voting until Fall Business Meeting 2017 made by Meghan Reiser, 2<sup>nd</sup> Dillon Andrus. Motion carried.
- Discussed proposed amendment to Bylaw VIII, Article 8, which proposed increasing discretionary spending of the executive. If RLPA budget is approved annually at AGM, and includes annual insurance costs, LEAD costs, etc., higher discretionary spending may not be required.
  - Motion to table Bylaw VIII, Article 8 for voting until Fall Business Meeting 2017 made by Randy Maus, 2<sup>nd</sup> Emily Giugovaz. Motion carried.
- Motion to approve Bylaw VIII, Article 4 made by Dillon Andrus, 2<sup>nd</sup> Christine Zapisocki. Motion carried.

c. Awards

- i. LEAD Conference 2016 Awards
  - Best in the West: Jasmine Proctor, SFU
  - School Citizenship Award: University of Lethbridge and Mount Royal University
- ii. RLPA Leadership Society
  - Certificates were distributed to members to take back to students.
- iii. New Professional Award
  - Awarded to Dillon Andrus and Meghan Reiser
- iv. Josie Lamothe Award
  - Awarded to Tim Siemens

- v. Mark Chytrcek Lifetime Membership
  - Awarded to Glenice Grover

## 8. Transfer of Presidency

- Trent Nabe transferred the presidency to Natasha Reynolds.

## 9. Upcoming Conferences

- Alberta Services for Students Conference
  - May 9-13 2017; Athabasca University, Athabasca, AB
- CACUSS Annual Conference
  - June 11-14, 2017; Carleton University, Ottawa, ON
- Restorative Justice Facilitator Training
  - June 7-9, 2017; University of Alberta, Edmonton
- ACUHO-I Annual Conference and Exposition
  - June 17-21, Rhode Island

### National Association of Student Personnel Administrators

- NASPA 2017
  - San Antonio March 10-15
- NASPA Power of One Conference 2017: Coalition Through Community (it's a great Diversity Conference)
  - April 20-22- Bellevue College, Bellevue WA  
<https://www.naspa.org/events/2017-naspa-region-v-power-of-one-conference-coalition-through-community>
- NASPA Region 5 Western Regional Conference
  - Nov 4-7 Honolulu, Hawaii <https://www.naspa.org/events/17WRC>  
Alberta and BC are located in NASPA Region 5.
- NSAP Region 4-West Regional Conference
  - Nov 7-9 in Lincoln, Nebraska <https://www.naspa.org/events/2017-naspa-iv-west-regional-conference> SK and MB are in Region 4 West
- NASPA Mental Health Conference
  - January 18-20, 2018 Portland Oregon  
<https://www.naspa.org/events/2018scmh>
- NSAPA Sexual Violence Prevention and Response Conference
  - January 18-20, 2018 Portland, Oregon  
<https://www.naspa.org/events/2018scsvpr>
- NASPA 2018
  - March 3-7 Philadelphia, PA
- NASPA 2019
  - March 9-13 Los Angeles, CA

### American College Personnel Administrators

- ACPA Annual Conference
  - March 26-29, 2017 Columbus, Ohio

- ACPA Annual Conference 2018
  - March 11-14, 2018 Houston, Texas

#### **10. Location of Fall Business Meeting**

- Red Deer College: November 2-3, 2017

#### **11. Adjournment**

- Meeting adjourned at 12:18pm. Motion to adjourn: Trent Nabe, 2<sup>nd</sup> Randy Maus