



Residence Life Professional Association
Fall Business Meeting Minutes
November 4, 2016 • Simon Fraser University

1. Welcome and Call to Order

- Meeting called to order at 9:14am.

2. Introductions

- 23 members, and 2 non-members introduced themselves to the group.

3. Approval of Agenda

- Agenda approved. Motion Emily Giugovaz, 2nd Randy Maus.

4. Approval of Minutes, Annual General Meeting

- Past minutes approved. Motion Randy Maus, 2nd Tim Siemens.

5. Reports

a. Communication Coordinator's Report: Zoe Woods

- Working with web support to determine what can be changed on the RLPA website to make it more user friendly.
- Has worked on putting out surveys over the listserv to gather data for members.
- Has worked on planning FBM, and preparing to host at SFU.
- Moving forward, looking to increase social media use for RLPA.
- Involved in reviewing the RLPA bylaws in preparation for AGM.
- Working on determining a process for keeping the RLPA directory and listserv up to date.

b. LEAD Report: Dillon Andrus

- Successful year for LEAD, with 11 institutions in attendance. Thank you to LEAD committee for their involvement.
- LEAD Conference was very close to proposed budget, which proposed a loss of \$1970.00. Actual loss was \$2177.53.
- Citizenship Award was given to Mount Royal University and the University of Lethbridge. Jasmine Proctor from Simon Fraser University won Best in the West.

- LEAD survey has received positive feedback about the conference, but there were concerns with food. In particular, dietary restrictions were often not met.
- Change in location:
 - Challenges with Goldeye have been increasing over previous years, including changes to cost, issues with dietary restrictions, and concerns with transparency in the transition between conference chairs.
 - The new location is Gull Lake Retreat Centre, and has room for more delegates to attend, is able to accommodate dietary restrictions, provides tech in all conference rooms, and is more centrally located and easily accessible from highway 2, which will reduce travel time for most institutions.
- Registration for 2017 will be \$135/person, and registration will be increased slightly over future years to ensure LEAD is financially sustainable.
- Beginning next year, winners of the Citizenship Award will receive \$500 towards registration for the following LEAD for delegates from their institution. Best in the West winner will continue to receive travel reimbursement up to \$500 to attend FBM or AGM.
- LEAD report is approved. Motion Patrick Bourke, 2nd Kate Johnstone.
- Dillon will be sending out a call for LEAD committee members in the next month. Committee meetings will begin in December.

c. NWACUHO Report: Bob Lambert

- Bob recently attended the October NWACUHO board meeting in Spokane at the Annual Conference location.
- NWACUHO President-Elect is working to develop diverse programming for the Spokane conference with the goal of catering to all members (new professionals, mid-level managers, SHOs).
- This year's conference will have a Canadian discount of \$75 off registration. Use code canada75 to receive discount. Contact Bob if there are any challenges with receiving the discount.
- NWACUHO scholarships and awards applications and nominations are now open. Applications close December 1.
- NWACUHO recently completed a census of members to assess member needs. This information will contribute to the master planning process being taken on by the association.
- NWACUHO BC representative position will be filled soon. Alberta representative position will be opened this year, as Bob's term ends at the annual conference. Talk to Bob for more information about Alberta representative position.
- Currently, the BC representative is not a member of the RLPA board, but the Alberta representative is. Looking to extend an invitation to the new BC representative to sit on the RLPA board as an ex-officio member.

- d. Treasurer's Report: Kristin Davick
- Distributed an overview of the RLPA's finances.
 - Association insurance has been renewed.
 - Working on a comprehensive budget tracking document to increase transparency and clarity with finances.
 - Membership fees are due in January. Kristin will contact institutions with a reminder.
 - Plans for spending: STARS College Scholarship, LEAD Citizenship Award, purchasing webcasting supplies. May be interest in providing an award for LEAD case study winners as well.
 - Want to focus on using RLPA funds for one time purchases that benefit members (e.g. PD opportunities that could be provided to members from multiple institutions). Please send any ideas to the executive.
 - Currently, ACUHO-I provides some funds for the RLPA President to attend ACUHO-I Annual Conference, but it only covers a small portion of the cost. May be possible to provide RLPA funds as well.
 - Treasurer's report is approved. Motion Micaela Roughton, 2nd Steve Brodrick.
- e. Secretary's Report: Meghan Reiser
- Currently working on reviewing RLPA bylaws. Will be bringing a package of proposed bylaw amendments to AGM. Most proposed amendments are small, and the primary goal is to ensure that bylaws align with current practices. If you are interested in being involved, please contact Meghan.
 - Acts as a liaison between the RLPA executive and the FBM/AGM host institution. Will be working with Lakeland College in preparation for AGM in March.
 - Will be ensuring that position description and information are up to date in preparation for transitioning out of the role in March. Please contact Meghan if you would like more information about the Secretary position.
- f. President Elect's Report: Natasha Reynolds
- Goals for the term: wants to engage a variety of roles within our departments, update membership lists, and look at the possibility of developing an RLPA Master Plan to respond to changes in the association. Tash will be looking for a committee to develop a Master Plan, so contact her if you are interested.
 - ACUHO-I is developing the Campus Housing Index, a benchmarking tool that will collect information about housing operations, staff compensation and benefits, ratio of residents to student staff, etc. All institutions are encouraged to provide information about their institution whether they are members of ACUHO-I or not. NWACUHO and RLPA will both share the link to complete this, but it only needs to be completed once per institution.

g. Past President's Report: Randy Maus

- Alberta Property Tax Challenge: Process is ongoing, but has been delayed as it is part of a larger piece of legislation, and larger cities in Alberta are hoping to delay the process while they lobby government for changes. Primary representatives of the property tax challenge are hoping to have the property tax challenge handled separately, so that it can be resolved earlier.
 - Student associations may wish to be involved in lobbying, so if you have not spoken to your student association about this, this may be another avenue to pursue.
- Have continued to increase accessibility of RLPA meetings with webcasting. Currently, working to purchase webcasting supplies for RLPA, so that we can continue regularly webcasting meetings.
- RLPA awards will be presented at the AGM. Award information, and criteria for nominations are on the RLPA website. Information about nomination deadlines will be sent out over the listserv.

h. President's Report: Trent Nabe

- Working to engage with as many members as possible. Has attended ACUHO-I Annual Conference, and LEAD.
- At ACUHO-I, attended meetings about regional affiliation agreements with ACUHO-I.
- Two RLPA members had to leave roles partway through terms, but we now have a full board again.
- Wants to continue to look at accessibility, and explore different options for RLPA, including webcasting meetings, and possible webcasting soe components of LEAD.
- Goal: reach out to past, present, and prospective RLPA members to find out what they value in an association, and what changes would help to increase the value of RLPA membership. Wants to ensure that this is completed before March.

6. STARS College Scholarship

- STARS College is a conference for student staff interested in a career in student housing. It is held annually before the ACUHO-I Annual Conference. Students are able to work in a small group with a seasoned professional, and listen to presentations on different aspects of preparing for a career in residence.
- Currently, few Canadians attend STARS, as there may not be as much awareness about the program, and it can be quite expensive. RLPA is setting up a STARS College scholarship to help make it easier for RLPA student staff to attend.

- Proposal for scholarship criteria was distributed by Kristin Davick. Criteria are closely aligned with NWACUHO STARS scholarship criteria, and STARS College application requirements.
- Kristin has contacted ACUHO-I, and they are willing to refund money or allow it to be transferred to another student if the RLPA scholarship recipient is unable to attend STARS.
- Wish to provide the scholarship is US dollars to ensure that students are still able to attend when the exchange rate is high.
- Motion to approve spending of up to \$2000 Canadian for STARS scholarships is approved. Motion Kristin Davick, 2nd Emily Giugovaz.
- Tash and Trent are meeting with ACUHO-I executive director in the next month, and will raise the possibility of having ACUHO-I match the funds provided by RLPA.
- Applications are due at the end of February. Kristin will send out scholarship criteria and a testimonial about the benefits of attending STARS College over the listserv.

7. Regional Affiliation Task Force – Draft Final Report

- Trent has sent out the draft report over the listserv for members to review. ACUHO-I is looking for feedback on this document by next week from the RLPA.
- Regional affiliation allows the RLPA to have a closer tie with ACUHO-I, and provides RLPA with an avenue for providing input to ACUHO-I. It also allows for facetime with ACUHO-I leadership team.
- Trent provided a brief overview of the draft report, and what is included.
- Discussion of Draft Report:
 - Asked to promote the ACUHO-I Core Competencies, but need to ensure that we can promote the use of multiple competency models (e.g. CACUSS competency model).
 - Would like to include recognition of international students in the diversity and inclusion section.
 - Campus Housing Index: would like to include information about whether student staff are unionized, who provides maintenance, food service, etc. (internal or external, which external provider).
- Trent will submit feedback this week, and will distribute the regional affiliation agreement once it is finalized by the ACUHO-I board.

8. Elections Procedures

- Nominations (including self-nominations) will be accepted in advance of meetings, as well as “on the floor” in meetings to increase accessibility of executive positions.
- For proxy voting, institutions must email the Past-President, and copy their designated proxy on the email, to authorize another institution to vote on their behalf.

- Executive is looking into voting options for members that join meetings through webcast. Currently, do not have a system for anonymous voting for these institutions.
- Executive will explore the option of using anonymous electronic voting for everyone, including institutions attending the meeting in person.

9. Elections

- LEAD Conference Chair Elect
 - Elected: Emily Giugovaz

10. Location of Upcoming RLPA Meetings

- 2017 AGM: Lakeland College (Lloydminster, AB), March 8-9, 2017
- 2017 FBM: Red Deer College
- Augustana and the University of Lethbridge will be hosting upcoming meetings, but are determining which meetings they will host.
- Members would like to see a consistent process developed for determining host institutions. Meghan Reiser will develop a process for determining future meeting locations, and will present this at AGM. Contact Meghan if you would like to be involved in this process.
- In the future, calls for host institutions will be sent out with the hosting guidelines to ensure institutions know what is involved in hosting FBM or AGM.

11. Upcoming Conferences

- Alberta Restorative Justice Association (ARJA) Conference
 - November 17-19, 2016; Edmonton, AB
- ACUI Women's Leadership Institute
 - December 6-9, 2016; Dana Point, California
- ACPA Mid-Level Management Institute
 - January 7-11, 2017; Irving, Texas
- NWACUHO Annual Conference
 - February 6-8, 2017; Spokane, Washington
- Residence Life Professional Association Annual General Meeting
 - March 8-9, 2017; Lakeland College, Lloydminster, AB
- OACUHO Annual Conference
 - May 8-11, 2017; Carleton University, Ottawa, ON
- Alberta Services for Students Conference
 - May 9-13 2017; Athabasca University, Athabasca, AB
- National Housing Training Institute
 - June 5-11, 2017; University of South Florida, or Michigan State University
- CACUSS Annual Conference
 - June 11-14, 2017; Carleton University, Ottawa, ON
- ACUHO-I Annual Conference and Exposition
 - June 17-20, 2017; Providence, Rhode Island

- Canadian Institute on Student Affairs and Services (CISAS)
 - June, 2017; Ottawa, ON
- ACUHO-I Professional Standards Institute
 - July, 2017; Providence, Rhode Island
- ACUHO-I Study Tour
 - July, 2017; Providence, Rhode Island
- STARS College (ACUHO-I)
 - July, 2017; Providence, Rhode Island
- ACUHO-I Business Operations Conference
 - October 2-4, 2017; Atlanta, Georgia
- ACPA Residential Curriculum Institute
 - October 15-18, 2017; Norman, Oklahoma
- LEAD Conference
 - October 20-22, 2017; Gull Lake Retreat Centre, AB
- ACUHO-I Living Learning Programs Conference
 - October, 2017
- ACUHO-I Chief Housing Officer Institute
 - January, 2018
- OACUHO New Professional Training Institute
- End Violence Against Women International (EVAWI)
 - Free online resources on responding to reports of sexual violence. Webinars and online training institute.
 - <https://www.evawintl.org/>

12. Schedule for Future Meetings

- May be useful to extend the length of FBM and AGM to increase the value of attending.
- Discussion about possible options for extending these meetings, and the ideal order of events (FBM/AGM, roundtable, professional development sessions).
- Feedback from this discussion will be taken to an executive meeting to determine a possible revised schedule for upcoming meetings.

13. Roundtable Discussion

- Emergency lockdown procedures
- Evacuations due to residence closures
- Gender Inclusive Housing
- Implications of the RTA
- Branding the residence experience
- Community support following a student death
- Residence Life fees
- Increases to residence rates
- Residence Hall Association fees
- Residence curriculums (6 Weeks of Welcome)
- Sexual violence investigations without survivor consent

- Fentanyl/drug use
- Marijuana use and implications of legalization

14. Adjournment

- Meeting adjourned at 2:02pm. Motion Kyle McCloy, 2nd Bob Lambert.