



## **Residence Life Professional Association**

### **Executive Meeting Minutes**

**February 9<sup>th</sup>, 2018**

#### **1. Approval of Agenda**

- a. Agenda Approved with one addition (AGM Awards Update)

#### **2. Annual General Meeting**

- a. As of February 9<sup>th</sup>, 2018, there are 10 registrants for the Annual General Meeting.
- b. We have not received any presentations qualifying for the Best of the West Award. We do have a presentation via Kings University which is confirmed, however.
- c. The swag has been ordered. We have ordered beer steins for all participants. There may be extra we can send home with institutions, or re-use for future RLPA occasions.
- d. In terms of AGM Awards, there was a discussion on when the nomination deadline should be, so that the Executive has enough time to select the recipients, and coordinate the creation of the award plaques. It was decided that the deadline for award nominations will be February 27<sup>th</sup>, 2018.
  - i. **In order to promote nominations, Trent will send an Awards Nominations email via the RLPA List Serv.**

#### **3. Review of Previous Minutes & Action Items**

- a. **Tash will reach out to Ivan Ho from NWACUHO to discuss on-boarding methods, in terms of rotating executive members.**
- b. The filing documents for the RLPA's Annual Return have been received by Tash & Kristin at Mount Royal.
- c. Kristin will be forwarding the RLPA's Proof of Liability Insurance to Emily after sorting out details with our banking institution.
- d. A draft RLPA membership handbook has been created by Dillon Andrus-Dobbs (Red Deer College). **With this tool, the RLPA Executive will conduct outreach to their assigned institutions by March 1<sup>st</sup>.**
  - i. **Kristin will send out an email which indicates which members have already paid annual dues.**
  - ii. **Ian will send out a reminder of which institution has been assigned to each Executive for outreach.**
- e. The RLPA Executive has had the opportunity to review the website feedback document that was forwarded by Zoe at our previous meeting. Moving forward, Zoe will be working with our Tech Support (Justin) to identify main priorities based on the feedback.

A “direction” for the website and a preview of changes will be presented by Zoe at the Annual General Meeting.

**4. RLPA Master Plan Update**

- a. Bob Lambert and Tash recently met to discuss next steps for the RLPA Master Plan. Working on a 3-year plan model, a next step will be to formally present a draft of the Master Plan at the Annual General Meeting and begin to form task teams for each deliverable outcome. The Master Plan information will also be added to the RLPA website following the Annual General Meeting.
- b. It was decided that it should be the responsibility of the RLPA Executives to lead the task teams involved in the Master Plan implementation, to ensure consistency and accountability.
- c. Prior to the Annual General Meeting, the existing Master Plan taskforce and the RLPA Executive will both meet to complete a final review of the Master Plan and its priorities.
- d. We will present the Master Plan at the Annual General Meeting and put its implementation to a vote by the membership.

**5. LEAD / Fall Business Meeting Update**

- a. The LEAD / FBM committee is currently brainstorming ideas for the events. In March, the planning process will ramp up a bit more. Monthly conference calls for the committee will be coordinated and at least one in-person meeting.
- b. Prior to the Annual General Meeting, Emily & Harry will be working on applying for NWACUHO Grant funding, as well as creating a budget proposal and a draft agenda for the events.
- c. Information related to the Corporate Sponsorship proposal (for LEAD funding) has been reviewed by the RLPA Executive and will be presented to the membership at the Annual General Meeting.

**6. Institutional Outreach Update**

- a. Reviewed earlier in the meeting.

**7. Proposed Bylaw Amendments**

- a. Ian proposed amendments to Bylaw 3, Article 2, Bylaw 4, Article 2, Bylaw 8, Article 4 and Bylaw 9, Article 2 to establish language similar to other bylaws that discuss voting options for the membership.
- b. It was discussed that Bylaw 3, Article 8 be split into two separate bylaws, to distinguish that an RLPA member can be expelled from the institution for not upholding the purpose of the Association, and for not paying annual dues by the established deadline.
- c. It was also suggested that Bylaw 4, Article 3 be updated to set the annual fees due date as the day prior to the AGM.
- d. These proposed bylaw amendments & additions will be circulated to the membership via the List Serv 30 days in advance of the Annual General Meeting, at which they will be voted upon.

**8. Executive Round Table**

- a. **Treasurer (Kristin Davick):** Finalizing details for the Association’s Insurance policy, and coordinating the selection process for this year’s STARS College Scholarship award.

- b. Past-President (Trent Nabe):** Continuing to work on the RLPA Awards Selection process, as well as the Board Election process for the Annual General Meeting.
  - c. Secretary (Ian Schultz):** No further updates.
  - d. Communications Coordinator (Zoe Woods):** Will be coordinating a call-out to the membership to attract members to join the RLPA Website Review committee. Will be adding information regarding the Annual General Meeting Hosting Form to the RLPA website.
  - e. LEAD Chair & Chair Elect (Emily Giugovaz & Harry Linden):** No further updates.
  - f. President-Elect (Rob Ford):** Will be away on vacation February 10<sup>th</sup>-26<sup>th</sup>, 2018. Angela Chytrcek will be assisting with Annual General Meetings during this time.
  - g. President (Natasha Reynolds):** No further updates.
- 9. Next Meeting**
- a.** Friday March 2<sup>nd</sup>, 2018- 2:00-3:30 PM MST.