



Residence Life Professional Association

Executive Meeting

March 2, 2018 • Conference Call

1. Approval of Agenda

- a. Added discussion regarding RLPA Awards (to be awarded at the AGM)

2. Review of Previous Minutes (February 9th, 2018)

- a. Christine Zapisocki has been elected as the NWACUHO Alberta Rep and will be invited to join the Board as an Ex-Officio member.
- b. Tash will be filing our 2017 & 2018 financial returns following the Annual General Meeting.

3. Annual General Meeting

- a. The Best-Of presentation slots have been filled. We will have two member-led presentations, as well as a presentation regarding the UofA's Sexual Violence Policy. We will also be officially welcomed by Augustana's Dean on the Thursday morning.
- b. Rob will send out information related parking, parking passes and meeting locations via the RLPA List Serv.
- c. We are currently looking at a total of 25 attendees.
- d. We will be offering Beer Steins & Thank You Cards to our presenters.
- e. The AGM Agenda will include introductions & updates from the members, our Elections for Treasurer and Communications Coordinator, presenting and voting on our proposed bylaw changes, an update on the RLPA Master Plan, updates from the Executive Board, and a proposal of the 2018-2019 RLPA & LEAD budgets.
- f. We currently have one advance nomination for RLPA President. We will ensure that we have portfolios to offer to our incoming Executive members.
- g. We have received several nominations for the RLPA Awards which will be awarded at the AGM. A discussion was held regarding the selection process for the recipients of these awards.

- h. We will need to update the existing list of RLPA Award winners on the website for the 2016 & 2017 years.
- i. Trent will coordinate plaques and certificates for this year's recipients.

4. RLPA Master Plan Update

- a. We will be presenting the final proposal for the Master Plan and the associated action plan.
- b. Our goal will be to tackle 2 areas of growth per year (over the course of 3 years). We will assign an Executive Member to lead a task force related to each area of growth and put together a task force committee from volunteers from within the membership.

5. LEAD & Fall Business Meeting Update

- a. We are currently making plans with an estimated 35 professional delegates in attendance at LEAD & Fall Business Meeting.
- b. We are considering \$15.00 per item of swag, and our keynote selection may be dependant on if corporate conference sponsorship will be a possibility.
- c. In terms of the weekend's agenda, we will likely continue with hosting the FBM on the Sunday (though could consider shifting it to Saturday if we are looking to attract members for a day-rate opportunity). It is largely assumed that most professional delegates will travel to the event with their student delegates.
- d. We will be offering a time slot dedicated to professional-led presentations, including a panel presentation of current professional staff discussing the transition into the student affairs field.
- e. We are considering offering an opportunity for professional delegates to order RLPA jackets or sweaters, at an additional cost to the individual or institution. Emily will discuss this further at the Annual General Meeting.

6. Institutional Outreach Updates

- a. Ian, Trent, Emily and Tash have all made attempts to reach the professionals at their assigned institutions, but did not hear back prior to this Executive Meeting.
- b. We will all attempt one more follow-up, using the LEAD & Fall Business Meeting event as an opportunity to heavily market to possible new or returning members.
- c. We can also inform our colleagues at the Annual General Meeting of our plans for institutional outreach, to see if members have further ideas or connections which could be of help to our efforts.

- d. It is possible that one area to consider is how to make our association and its activities relatable to private institutions.

7. Executive Round Table

a. Treasurer (Kristin Davick)

- i. Will be presenting two budget proposals at the AGM: One which represents pending conference sponsorship and one which does not. The former represents a \$100.00 loss, while the latter represents at \$1000.00 loss.
 - ii. We will be proposing a cut to the STARS College Scholarship fund from \$2000.00 to \$1000.00.
 - iii. There will not be any effects to our association status if corporate sponsorship is specifically associated with specific events and areas within the association, such as the LEAD Conference.
 - iv. In regards to the LEAD & Fall Business Meeting Budget, it is important to clarify the cost for the professional staff is higher than in previous years as this cost includes all meals and accommodation costs, which have been separate from previous FBM registration costs.
 - v. Our financial statement currently indicates a \$119.00 loss for the year.
 - vi. If conference sponsorship is not approved by the membership as a viable option for LEAD, we will need to prepare to see where other budgetary cuts will need to be made.
- b. No further updates from the LEAD Chair & Chair-Elect, Past-President, President-Elect, Communications Coordinator, Secretary or President.

8. Next Executive Meeting

a. March 7th, 2018 (Camrose, Alberta)