



Residence Life Professional Association

Executive Meeting Agenda

May 8th, 2018

1. Approval of Agenda

- a. New Treasurer Recruitment and Signing Authority Additions added to the Agenda.

2. Review of Previous Minutes & Action Items (March 9th Annual General Meeting)

- a. In regards to Signing Authority, we are able to add additional individuals to the current account.
- b. Ian will arrange for Kristin to be removed as Signing Authority and make appointments for Rob and/or Zoe to be added as additional Signing Authorities.

3. LEAD / Fall Business Meeting Update

- a. There is one final action required in terms of confirming the conference centre venue, involving proof of insurance coverage. Kristin will forward Emily a copy of our current insurance policy.
- b. Kristin to review if our current insurance policy- which offers both Executive and Association Insurance- will also cover events hosted by the association, or if we will be required to also purchase event-specific insurance.
- c. The LEAD / FBM Planning Committee has met and assigned roles to the different committee members. They will be hosting a conference call meeting in June, as well as an in-person meeting later this summer.
- d. A grant proposal has been submitted for a grant from NWACUHO to support the LEAD Conference. Additionally, we are considering the opportunity to access more funding for Best of the West recipients from NWACUHO.

- e. The Executive Board will need to decide if the Best of the West Winners will be the recipient of a NWACUHO Annual Conference scholarship, or if the funding can be off-set for future LEAD Conference registration. There are some reservations regarding the former, due to the relatively high cost of travelling to the United States for conferences, and this being a potential barrier for student attendees. Additionally, the conference tends to fall during mid-term season for many institutions.

4. Master Plan Roll-Out & Interest

- a. Our two main focuses for the Master Plan roll-out will be Association Identity (led by Zoe & Tash) and Fiscal Responsibility (led by Rob & Zoe).
- b. We ideally want one more individual to join each of these sub-committees. A call out to the membership to solicit interest will be sent out via the RLPA List Serv.

5. Summer Executive Meeting (In-Person)

- a. Our in-person Executive Meeting will be held at Olds College on Wednesday July 4th, 2018. **Dillon to send a Google Calendar Invite confirming this date.**
- b. At this meeting, we will review our first two Master Plan accountabilities and begin fleshing out our Master Plan roll-out.
- c. We will also review our RLPA Mission Statement and our order of operations.

6. RLPA Budget

- a. At this time, we have not incurred many expenses since the AGM and we are not anticipating any major expenses until the LEAD Conference.
- b. We will be paying \$400.00 for Tech Support services shortly.
- c. **Kristin to return the Association Debit Card and Cheque Book to Tash upon her departure and will also send a snap-shot of the current Account Statement before she leaves, as well.**

7. ACUHO-I Regional Meeting Update

- a. The current focus is on the ACUHO-I Annual Conference and Exhibition. The RLPA has committed \$500.00 to supporting a reception with other residence professional associations. Rob will bring RLPA steins (left over from the AGM) to provide to other professional colleagues.
- b. Other associations are currently revisiting their own Master Plans, as well, so it may be helpful for us to connect to understand and/or share best practices.

8. Monthly Newsletter Contributions & Announcements

- a. Dillon has launched a monthly newsletter that will be sent to all subscribers on the RLPA List Serv. This newsletter will include updates from the Executive, showcase opportunities for RLPA involvement, as well as highlight job opportunities in the region.
- b. This new format provides us with trackable statistics. For example, our open rate for the newsletter is currently 55-60%.
- c. Please submit content for the newsletter to Dillon by mid-month.

9. RLPA Website Discussion

- a. A Website Engagement committee has been established amongst the membership, including Dillon, Zoe, Laura Huxley (UofA) and Matthias (SFU). Their current focus is on the functionality of the website.
- b. Dillon has spoken to our tech support- Justin- about what may be possible in terms of upgrades or additions to the website. They have discussed including a more formalized and detailed Job Board function, as well as considering having certain sections of the website requiring a “Member Sign-In.” A Discussion Board function was also entertained.
 - i. It was voiced that we may want to wait until our membership has become more robust or established before creating any “off-limits” sections to our website.
- c. Dillon made a motion to approve \$262.50 to be spent on establishing these website updates. Zoe seconded the motion. Motion Carried.

- d. With our new ability to attract Corporate Partners, it was discussed how we could incorporate a possible online payment system for these sponsors via the website, or if we wanted to consider options such as E-Transfers or Cheques.
- e. It was indicated that an online payment system would probably be the most user friendly for potential corporate partners, though we would have to consider the Stripe Fees associated with collecting fees this way.
- f. Emily, Harry, Dillon and Zartaj Habib (LEAD Committee Member) will connect to establish a framework and language around Corporate Partnership opportunities to add to the RLPA Website, along with the payment functionality.

10. Treasurer Vacancy

- a. According to our RLPA Bylaws, we are required to solicit nominations for an interim candidate any time a vacancy on the Executive Board exists.
- b. We will solicit nominations via an announcement in the RLPA List Serv and then coordinate a vote amongst the membership. If there is only one candidate, we will establish a “Yes / No” vote.
- c. Ideally we can utilize an online voting platform, such as “Election Runner.”
- d. Kristin will send a final update to the membership regarding the Treasurer Position, to provide any interested candidates with an idea of the priorities and goals of the position moving forward.

11. Institutional Outreach Update

- a. Emily will be meeting in-person with a representative from Prairie College shortly.
- b. Zoe & Christine were successful in recruiting College of New Caledonia as new members, and are currently looking to follow-up with Vancouver Island University.

- c. Keyano College has now paid their dues, as well. **Ian is working to follow-up with UBC-Vancouver, and will also contact the new General Manager at SAIT Residence.**

12.Executive Round Table

- a. Treasurer (Kristin Davick): Will be leaving role at Mount Royal University as of May 30th and beginning Masters program in July 2018.
- b. President-Elect (Zoe Woods): Completed cross-over training with Dillon in regards to the Communications Coordinator role.
- c. NWACUHO- Alberta Rep (Christine Zapisocki): The NWACUHO Executive Board is currently looking to fill the B.C. Representative role. For the time being, Christine will be the main contact for B.C. institutions. The Board is also looking to increase membership on the Engagement Committee.

13. STARS College Scholarship

- a. We currently have not received any applications for the STARS College scholarship, though applications will be accepted until May 31st, 2018.
- b. We will continue to monitor the RLPA email to see if any scholarship applications are received. We will coordinate a vote online amongst the Executive if we need to make decisions regarding multiple applicants.

14.Next Executive Meeting

- a. July 4th, 2018- Olds College