



Residence Life Professional Association

Executive Meeting Agenda

Olds College

July 4th, 2018

In Attendance: Rob Ford (President), Zoe Woods (President-Elect), Natasha Reynolds (Past-President), Ian Schultz (Secretary), Dillon Andrus (Communications Coordinator), Emily Giugovaz (LEAD Chair), Harry Linden (LEAD Chair-Elect), Christine Zapisocki (NWACUHO Alberta Representative).

Regrets: Auburn Phillips (Treasurer)

1. Approval of Agenda

- Meeting commenced at 9:50 AM, with no additions to the agenda.
- **Motion to approve the agenda by Emily Giugovaz. Seconded by Dillon Andrus. Motion approved.**

2. Review of Previous Minutes & Action Items (May 8th Executive Meeting

- No additions / corrections to the minutes.
- Auburn (Treasurer) is in the process of creating a letter to change officers / directors on the RLPA Bank Account, as the current roster registered with our account is outdated.
- **Please send content for the RLPA monthly newsletter to Dillon by the 15th of each month. Examples of content include updates from your executive portfolio and/or RLPA involvement opportunities. This will remain as a standing item on the Board Meeting agenda.**

- Rob and Zoe to write a short blurb regarding their experience attending the ACUHO-I Annual Conference and Exposition in July, as representatives of the RLPA.
- Dillon, Harry, and Zartaj Habib (LEAD Committee representative) will be meeting shortly to discuss the launch of a specific web-page on the RLPA website highlighting our corporate partnership opportunities
- Ian sent communication to SAIT Residence regarding the RLPA, in hopes of connecting with their new General Manager. Christine will be visiting SAIT shortly and may connect with the new General Manager during her visit.

3. Membership Directory & Tracking

- The Membership Directory has been updated as of the most recent dues payment deadline. We have not posted the directory on the RLPA website yet, due to possible security risks.
- The Board discussed options for making the Membership Directory available to members, while being cautious of the security concerns of having contact information posted online. It was decided that a PDF of the current directory would be sent out via the RLPA List Serv (which only is sent to approved members), and a new list will be circulated several times per year (likely after the Fall Business Meeting and Annual General Meeting). Dillon will take the lead on generating this list and updating the website.
- The RLPA website will be updated to include a list of member institutions, which also direct website users to each institution's residence web-page.
- By January 2019, password protected features should be available for the RLPA website.

4. Corporate Sponsorship / Donations

a. Invoicing / Software

- The Board discussed options regarding how we can accept payments from corporate partnerships. Currently the only option to accept credit card payments is via the RLPA website. We also want to have some ability to control who submits contributions, which may involve having partners pay via invoices.
- Dillon has researched a free, online accounting system called “Wave,” which allows for invoice payment. The system would connect to our RLPA Bank of Montreal account and the transaction fees would be similar to our current accounting system.
- **Motion by Natasha to use “Wave” software for accounting and invoicing for corporate partnerships. Seconded by Zoe. Motion carried.**

5. Master Plan Review & Roll-Out

- Following the Annual General Meeting, we did not receive any interest from the membership in regards to joining our Master Plan sub-committees. The Board discussed that the most effective strategy would be to reach out to individuals specifically who we would like to get involved in the sub-committees. Preferably, we would be looking for individuals who are new professionals, mid-level professionals, those who typically comment on the List Serv and those who may not regularly get involved.
- It was also decided that Auburn should join the Fiscal Responsibility sub-committee as the current Treasurer.
- Individuals who would be involved on the sub-committees could anticipate 10-15 hours of work over a 6 month period. In these outreach conversations, board members would identify the two priorities we are forming sub-committees for (Fiscal Responsibility and Association Identity), as well as confirm that no travel will be required.

- By July 31st, 2018, the Board should have reached out to their specific contacts to discuss these involvement opportunities. It will be our aim to confirm the committee members by our Executive Meeting in August 2019.
 - Christine will reach out to contacts at Capilano University and the College of New Caledonia, to advertise both sub-committee opportunities.
 - Ian & Harry will reach out to RLC contacts at the University of Victoria. Ian will also reach out to mid-level professionals at University of Alberta to advertise both opportunities.
 - Rob to reach out at contacts at Lakeland College and Lethbridge College to highlight both opportunities.
 - Zoe will reach out to a colleague at Simon Fraser University in terms of joining the Fiscal Responsibility sub-committee.
 - Dillon and Christine will connect with senior management contacts at the University of Calgary to discuss both opportunities.
 - Natasha to reach out to contacts at Mount Royal University to join the Fiscal Responsibility sub-committee.
 - Rob and Zoe to highlight the involvement opportunities to members attending the regional leadership social at the ACUHO-I conference.

- In terms of next steps, it is agreed that once the sub-committees are formed, they will determine their work timeline and share this timeline with the Executive Board at a September or October Board Meeting.
- It is a goal to complete the priorities for Association Identity and Fiscal Responsibility by the Annual General Meeting (March 2019). We will also use the Annual General Meeting to revisit all aspects of the Master Plan to ensure that we are on track and prioritizing effectively.
- By the Fall Business Meeting (November 2018), it will be a goal to highlight subcommittee membership, the schedule of work for each accountability, and discuss how the membership will be kept updated on Master Plan progress.

- It will also be a goal to have a draft mission statement prepared for review by the Fall Business Meeting, as well as have begun researching membership dues comparisons, as well begun researching and comparing our mission against other association mission statements.
- At an upcoming Executive Board Meeting, we will discuss how we want to lead conversations around the two accountabilities to allow for strong facilitation and efficient decision-making during the Fall Business Meeting and Annual General Meeting.

6. RLPA Mission Statement Review

- The Executive Board reviewed the current RLPA Mission statement and determined suggestions for what could possibly be altered:
 - Removing the references to “Residence Life” specifically and make it more broadly represent the profession.
 - References to regional vs. provincial language
 - “Is” what we do, rather than “was”
 - Identify connections to other associations (ie. ACUHO-I, NWACUHO)
 - References to how we support professional development and how we are leaders amongst our Canadian institutions.
 - Language around how we support student leadership.
- The Board discussed the idea of creating a more connected, Canadian network of professional associations. The RLPA could potentially take a leadership role in terms connecting these associations and for providing a Canadian focus to our members. Considering that the CACUSS 2019 conference will be held in Calgary, Alberta, there could be great opportunities in the future. There could be a possibility for our Best of the West Winner from AGM 2019 to present at CACUSS or ACHUO-I.
- Currently, ACUHO-I helps promote an annual Canadian CHO / SHO Annual Meeting. Additionally, CACUSS has begun an online community to help form a Canadian Housing Network.

7. Food Allergy Canada

- Zoe received an email from a representative from Food Allergy Canada in regards to sharing this non-profit's information with the RLPA membership. It may be a valuable resource for our members, in terms of educating students who are learning to cook and/or dining services professionals.
- The Board discussed that there currently not a policy in terms of what the RLPA will promote via the List Serv when organizations approach us directly. It was decided that development of this policy would fall under the "Association Identity" sub-committee.
- It was decided that we will not circulate the Food Allergy Canada information and that the development of this policy will be a priority. We will want to share this policy explicitly with our members and our new Executives, to assist with maintaining transparency and organizing successful onboarding.
- The Board discussed other opportunities for sharing information / resources amongst our membership, including creating a central blog space or forum on our website.

8. LEAD / Fall Business Meeting Update

- The tentative schedule for LEAD / FBM 2019 (October 19-21) is as follows:
 - Friday October 19th: Executive Meeting (5:00 PM), Registration, Advisors' Meeting, Welcome Activity.
 - Saturday October 20th: Breakfast, Pro-Staff presentations, Keynote, Lunch, Break-out Sessions, Dinner, Team Photos, Case Study, Gear Swap, Camp Fire.
 - Sunday October 21st: Fall Business Meeting / Student Break-out Sessions, Lunch, Closing Awards.

- Emily and Harry recently held a conference call meeting with the LEAD Committee. Roles and responsibilities have been divided amongst committee members. A separate meeting was also held with Dillon to work on promotions for the conference. Promotional materials will also be seen in the List Serv over the next while.
- There will be two different rates for professional delegates and student delegates. There will be an option to purchase a jacket with registration.
- As the current RLPA logo is not the correct definition to be screened onto the jackets, a motion was put forward to add the LEAD logo to the jackets. **Motion by Emily, Seconded by Ian. Motion Carried.**
- We will begin seeking corporate sponsorship for LEAD and Fall Business Meeting, in a process led by Harry, Dillon, Emily and Zartaj. Possible partners we could reach out:
 - Ducan, Bed, Bath & Beyond, Chartwell, Aramark, Folio, Campus Living Centres, CHOC, Star Rez, eRezlife, Paladin, Garda World, Concord, Restwell Mattresses, BEST Pro Services, Bee Clean.
- The Board discussed the possibility of removing the \$500.00 prize associated with the LEAD Citizenship Award, which has been granted one time previously to assist with registration costs for the following year. This would be a cost-saving measure. It was discussed that a plaque and/or cup could be awarded to the Citizenship Award winners instead.
 - **A motion was put forward to establish this change. Motion by Emily, Seconded by Zoe. Motion Carried.**
- The possibility of having the Best of the West Winner be sponsored to attend the NWACUHO Annual Conference with their \$500.00 prize is also being considered.
- The Keynote selection will be based on what funding possibility will be available to us. We are looking for a Keynote who will appeal to both student and professional delegates.

9. Executive Round Table

- NWACUHO Alberta Rep Update: The vote to increase membership fees has passed. A number of Canadian institutions voted “No.” The Board is curious as to why this might be and to get a sense if there is a concern regarding the value of the association. The Board is looking to enhance SHO programming opportunities within their association. NWACUHO is looking at restructuring the State & Provincial roles, so that there are only three representative roles, as well as adding a Treasurer-Elect position. The 2019 conference (February 11-13, 2019) will be moving to Portland, Oregon due to accommodations concerns in the original host city. The 2020 Conference will be held in Seattle.

- Institutional Updates:
 - Simon Fraser University (Zoe): The new Manager, Residence Life recently started. Student-staff voted to successfully join the CUPE union and negotiations are currently being worked out.
 - University of the Fraser Valley (Christine): A new residence is being built.
 - MacEwan University (Harry): The department has recently been restructured, with Harry being promoted to Residence Life Manager and a new Residence Life Coordinator being hired. A new, hourly compensation model for student-staff is being implemented.
 - University of Alberta- North Campus (Ian): Two new residence buildings will be opening in Fall 2019.
 - Mount Royal University (Natasha): Two new RLCs have recently started. Phase 2 renovations have begun on East Residence. Mount Royal University will be a co-host for CACUSS 2019.
 - Olds College (Emily): Currently have a full-team in place with 3 Residence life Coordinators. Hiring a new Maintenance Technician.

- Red Deer College (Dillon): New building looking to open in time for Alberta Winter Games. Will be partnering with Olds College to house residents during the Winter Games. A re-structuring of the department, with Residence Services now reporting to Ancillary Services and Dillon being promoted, as well. Currently looking to hire a LEAD Resident Attendant, and installing StarRez.

10. Next Executive Meeting

- a. **Thursday August 9th, 10AM-11:30 AM MST.**
- b. **Meeting adjourned at 2:15 PM.**