



Residence Life Professional Association

Executive Meeting Agenda

Conference Call

August 9th, 2018

1. Approval of Agenda

- a. No additions to the Agenda.

2. Review of Previous Minutes & Action Items (July 4th Executive Board Meeting)

- a. A reminder to all Executive Members to please forward content to Dillon to include in the monthly RLPA Connections Newsletter. Please forward content by the 15th of each new month.
 - i. Rob and Zoe to forward a blurb regarding their experience at the ACUHO-I Conference and Exhibition in July 2018.
- b. Ian spoke with the Residence Life Coordinator at SAIT Residence to discuss the RLPA and explain how to stay connected through our List Serv.
- c. Dillon has sent out our current membership directory via the List Serv and is currently working on updating the institution profile page on our website.
- d. The Executive Board conducted outreach to various contacts within the RLPA to discuss committee involvement:
 - i. Rob is currently waiting to hear back from his contacts.
 - ii. Zoe has been able to recruit a professional from BCIT to join the Association Identity committee, in addition to two professionals from Simon Fraser University to join the Association Identity Committee and Fiscal Responsibility Committee.
 - iii. Christine was able to connect with staff at the University of Calgary and they are currently re-evaluating their involvement with the RLPA.

- iv. Natasha was able to recruit two professionals from Mount Royal University to join the Association Identity and Fiscal Responsibility committees.
- v. Ian has been able to recruit one (potentially two) staff members from the UofA North Campus to assist with either committee.
 - 1. Ian and Harry will continue to work together to connect with staff members at the University of Victoria.
- vi. There were no individuals from the RLPA present at the ACUHO-I regional social, so Rob and Zoe were not able to promote the opportunities at this event.
- vii. The Executive Board will forward names and contact information of their recruits to the committee chairs (Rob, Zoe, Tash) and work will be completed to begin forming the committees and setting up meetings.

3. Master Plan Roll-Out & Committees

- i. The Executive Board will forward names and contact information of their recruits to the committee chairs (Rob, Zoe, Tash) and work will be completed to begin forming the committees and setting up meetings, and a timeline.
- ii. Zoe and Rob will “divide and conquer” by each being accountable to one of the two committees.
- iii. We will continue to consider opportunities for our current committee work to address future goals and accountabilities of the Master Plan, when possible.

4. ACUHO-I ACE Update

- a. Rob and Zoe both attended the ACUHO-I Annual Conference and Exhibition in July 2018.
- b. The experience was very valuable, with good sessions. We got the sense that we are on the right track with our Master Plan, and will also now be

considering how we could potentially incorporate a specific sexual violence policy for our association.

- i. We currently have a LEAD Waiver that addresses harassment.
- c. There were approximately 12-15 Canadian institutions present at the conference. There is considerable effort discussion at this time on how to engage more Canadians with ACUHO-I, particularly with the next conference being held in Toronto. They are also considering alternatives for Canadians to make donations to the ACUHO-I foundation, and receive a tax receipt (which is also something that the NWACUHO Foundation is looking into).
- d. Rob and Zoe had the opportunity to meet with our two STARS College Scholarship recipients at the conference as well.
 - i. Auburn will reach out to the recipients, Jon and Christian, to gather testimonials from them on their experience. Christian can be reached at cjford@ualberta.ca.
- e. There are some adjustments being made to our Affiliation Agreement with ACUHO-I, including more specific language regarding our membership provinces and language around our Annual General Meeting.

5. LEAD / Fall Business Meeting Updates

- a. The committee has not been able to have an in-person meeting, but they are currently working on specific projects.
- b. All information with the Gull Lake Centre has been finalized and registration is currently live on the website. Marketing materials will be finalized and distributed once the keynote decision has been finalized.
 - i. We are currently looking at two possible Keynotes: Chris Koch and Bob Chartier.
 - ii. Bob is the more affordable of the two options and is available for the dates of the conference. His presentation will be focused on a lecture, a world café and a Q&A.
- c. A mock-up is currently being made-up of the RLPA Sweater that will be available as swag for the conference. The cost of the sweater will

approximately be \$50.00. Other swag items could include a blanket, or branded cutlery, or possibly a book.

- d. The committee is currently looking at how we can ensure that our presentations are of a high quality and that there are opportunities for activity based learning.
- e. The Board also discussed the possibility of recruiting student staff attendees to act as LEAD Ambassadors and to ensure that all student staff feel welcome and included while at the conference.
- f. The Executive Board will work on connecting with potential corporate partners to sponsor the LEAD Conference. **Emily will work with Zartaj to provide the Executive Board with a script they can utilize to guide these connections.**
 - i. **Rob – Ducan and Folliot**
 - ii. **Ian – ErezLife**
 - iii. **Zoe – Sodexho**
 - iv. **Auburn – Chartwells**
 - v. **Emily – Coinamatic and CHOC**
 - vi. **Zartaj – Aramark**
- g. The website has also been updated to include a web-page that describes corporate partnership opportunities and some of the “perks and benefits” of getting involved.
- h. The Executive Board will aim to meet via conference call one week prior to the LEAD Conference / FBM. We also will be meeting at 5:00 PM on Friday October 19th for our Executive Board Meeting.

6. Executive Roundtable

- a. **Treasurer (Auburn Phillips):** Auburn has now been able to access all RLPA accounts, after trouble-shooting some concerns. Updated Security Question information has been added to the Treasurer Transition Document. Our current account balance is \$9, 380.00.

- b. Communications Coordinator (Dillon Andrus):** We are currently receiving 2-3 spam emails to the RLPA List Serv account per day. We also can explore the possibility of reinstituting the RLPA Annual Survey process.
- c. President-Elect (Zoe Woods):** Zoe is currently conducting research on best practices in terms of writing mission statements for associations / institutions.
- d. NWACUHO Alberta Representative (Christine Zapisocki):** The Board is currently reviewing Affiliate Agreements with other organizations and Christine is currently working to get the Membership Engagement committee rolling.

7. Next Meeting

- a. TBD**