

Fall Business Meeting



Residence Life Professional Association

Fall Business Meeting

Sunday, October 20th 9:30am MT

1. Call to Order. The meeting was called to order at 9:33am.

2. Approval of Fall Business Meeting Agenda

Motioned to approve the Fall Business Meeting Agenda:

Motioned by Emily Giugovaz. Seconded by Meghan Reiser. Motioned carried.

- Emily Giugovaz - Friendly amendment to move items 10 and 11 to up to 5 and 6. Seconded by Meghan Reiser. Motioned carried.
- Emily Giugovaz – friendly amendment to move item 11 to 10 and 10 to 11. Seconded by Meghan Reiser. Motioned carried.

3. Approval of Annual General Meeting Minutes (March 15, 2019)

Motion to approve the Annual General Meeting Minutes

Motioned by Tom Virag, Seconded by Laura Correal. Motioned carried.

4. Introductions of Members

Members went around and introduced themselves.

5. Reports from Executive Committee Members

- Chad Johnstone (Communications Coordinator):** Elected midterm into this role, looking forward to AGM and hopes to leave the association with a communications plan moving forward (social media presence, website updates), list-serve well-used, want to keep list up to date
- Auburn Phillips (Treasurer):** We are in good shape financially. Auburn provided an overview of the current snapshot of the RLPA's finances. Noted that this is a snapshot in time and will change as clearly we have some major expenses yet to come out including final payment to Gull Lake Centre for LEAD and the FBM. Auburn mentioned how no one applied for STARS funding this year, and encouraged members to talk to their student staff about this opportunity. Discussed how we are looking at moving fully to using different software, Wave, to assist with tracking. We already use it for invoices and it's a great platform.
- Jenn McCulloch (Secretary):** Recently started in the Secretary role. Currently working on becoming familiar with the role.
- Dillon Andrus (President-Elect):** Familiarizing himself with the role, keeping updated with association, membership, connections with other associations, etc.

Fall Business Meeting



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- e. **Zoe Woods (President):** Gave a shoutout to Dillon for being a great as a president-elect, mentioning that he has been very involved in pulling everything together and thinking forward for the future of the RLPA. Provided an update on what happened at the Summer Executive Meeting where the board looked at master plan and how to move forward with it, and determining whether the 3-year plan was feasible, and how to move forward with it. They also looked at the combination of LEAD/FBM and how and when they should be combined. LEAD/FBM will be combined every two years and separate on the third year. Had some turnover with executive members during the summer and has spent some time recruiting members. Attended ACUHO-I and represented RLPA. Co-hosted a networking event for members from NWACUHO and OACUHO. RLPA will be hosting that event next year. At the beginning of the fall term, she focused on working on the master plan and helping with LEAD.
- f. **Rob Ford (Past-President):**
- Since the AGM, the single biggest chunk of Rob's time was taken with the filing of the Society Return. This is one off the main jobs of the Past President and when he received the notice of filing from the Provincial government in January, it was noted we were past due on the previous two filings. Rob noted that in the future we will probably need to update the by-laws to include the submission of financial report as part of the role of the past-president. A role of the past president is to submit the annual society return to the Province. When he received the notice, we were two years past due and would lose society status if we did not submit by July 1st.
 - Tash and Rob worked on the two outstanding returns and submitted them in March. Later in the spring Rob submitted the 2019 return. About two weeks before the July 1st deadline, Rob was worried that we had not received confirmation of filing so he called Service Alberta. They informed him that they were back-logged and that the two late returns were not yet in their system and would not be in time for the deadline. The 2019 return was received, he had submitted it by email. We were also informed that our financial statements were out of sync with our Society Dates (March to March) and should be February 28th to February 27th.
 - The person Rob spoke to was willing to receive all three returns by email and would process them. They had to re-do the 2017, 2018 and 2019 Financial statements to update the dates and numbers. Dillon, Auburn, Zoe and Rob worked on generating updated financial statements, secured auditors and submitted the returns. We received confirmation of filing just before the deadline. Rob noted he would be remiss if he didn't note that Dillon took on the heavy lifting with this project as Zoe and Rob were in Toronto for ACUHO-I.
- g. **Harrison Linden (LEAD Chair):** A full report coming after LEAD ends and feedback can be included from attendees, but Harrison also gave an overview of information up until that point:
- LEAD Financial Update

Fall Business Meeting



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- At this time, since LEAD is still in progress, we don't have final numbers for all of our budget lines, including final costs from Gull Lake Centre.
 - Using conservative estimations, I project a final difference between breaking even and a loss of \$500.
 - The main items that we saw variance on compared to our approved budget were based on the Conference Attendees, as this is always difficult to predict ahead of time.
 - Our actual spending on all other areas was (for the most part) under budget.
 - Gull Lake Centre
 - For the third year in a row, Gull Lake has been a wonderful location with fantastic hosts.
 - This year, there was several changes as a result of the traditional cabins being demolished
 - Our pathway to the Retreat Centre was removed which created a last-minute challenge for everyone to travel back and forth from the RC. This issue would not be a factor in the future.
 - Our pricing structure was different this year – because of the timelines, students and staff were charged a hybridized rate which was an average of last years rates for the RC and the TC.
 - Technology and Wifi presented some challenges throughout but thanks to the folks in this room all issues were sorted! Having extra laptops available and encouraging presenters to have their files on a USB was helpful
 - If there is any feedback relating to the food let me know! As Gull Lake is still optimizing their relationship with their new caterers, they are very open to feedback.
 - General
 - In recent history, LEAD has had some great Chairs and is therefore very well optimized from the get-go and not much had to change this year.
 - The socials were lit and Harrison was so happy to bring music bingo to LEAD. It was great to have that time to hang out and have fun as pro staff.
 - He hopes that more free time was also helpful to be able to network and socialize
 - Asking the students to volunteer was a great way to get them even more involved
 - Harrison is looking forward to the chance to review additional feedback via an upcoming survey that can be incorporated into the final LEAD Chair Report.
 - Thank you's from Harrison:
 - Thank you to the LEAD committee for your support and so many contributions. Thank you to Kristin for being a Rockstar Chair Elect – we wouldn't be here without you.
 - Thank you to the board for your ongoing support and guidance, it was a pleasure!
 - Lastly, thank you to everyone here for attending, helping, and making this weekend awesome.

Fall Business Meeting



- h. Kristin Davick (LEAD Chair-Elect):* Primary role is learning from Harrison and supporting him. Kristin is looking ahead to next year, taking notes this year and hearing from students. Next year FBM and LEAD is not combined so she is looking for what students want and what can be done with the extra free time. Looking forward to new LEAD chair-elect and their perspective.
- i. Judy Eyben (Corporate Sponsorship):* Approached four different corporations for sponsorship but only received sponsorship from Ducan. The others had their sponsorship already determined for the year. Judy will be looking at a new timeline for approaching for sponsorship moving forward.

6. RLPA and NWACUHO Affiliation Agreement

Bob Lambert and Dillon Andrus presented the NWACUHO Affiliation Agreement draft that was sent out to the membership prior to this meeting. It is meant to be a common understanding between two associations to work together towards common goals, and is meant to formalize the already established relationship between our two associations. Bob and the presidents talked about it during ACUHO-I and presented to the executive at the summer executive meeting.

It will also help in 2021 when Calgary hosts NWAUCHO. This could be a good way to ensure that a high number AB/BC institutions are represented, and would give RLPA members the ability to attend NWAUCHO at the membership rate. The agreement also calls for the associations to share newsletters between institutions and have each president provide updates to the other association (e.g., NWAUCHO at RLPA AGM, etc.). The intention is to have it signed annually so it can be revisited and updated as needed.

Rob Ford discussed Section F and the specific wording regarding “we agree to defend” – he noted that we might not want us to each defend the other association when in a legal issue. Our intention is to not impose some legal liability on the other association. Bob said he would look into the historical reason for why that is included. This language was pulled from another affiliation agreement NWAUCHO has. Dillon discussed how, beyond a clarification on Section F, an agreement like this supports our partnership that we have had for a number of years. It provides a great benefit to both associations, both fiscally at NWAUCHO and with knowledge sharing.

Meghan Reiser brought up the section that discussed the “reasonable” effort about president attending NWAUCHO and wondered if there has there been any discussion about people who have limited funds to attend? Dillon Andrus replied that yes, there had been a discussion about this, and that “reasonable” as we understand it, means that if a president can attend, great, but if not, can someone else represent or are there are other ways for the President to be present, e.g., video conferencing. Bob discussed how the intention is not meant to be limiting to someone, so there is not expectation of mandatory attendance.

Dillon Andrus also brought up that, with the 2021 NWAUCHO Conference taking place in Calgary, one future consideration we will have if this agreement goes through is to see if we can put our AGM concurrently with the NWUACHO conference so we can encourage attendance at both for our

Fall Business Meeting



membership. This is something that has happened before (early 2010's). It would likely help attendance at both opportunities and decrease costs overall. This is not in the agreement, but is something we are exploring.

Feedback surrounding next steps on this was requested, and how to move this agreement forward. Wanting to wait for clarification on Section F, the Presidential trio will take it away and work with Bob to edit it, and then send it back out to the membership for a vote by special ballot. This way, if it passes, RLPA members can have the choice to attend this year's NWACUHO in Bellevue at the member rate if they wish.

7. NWACUHO 2021: Calgary (local arrangements committee opportunity)

Bob Lambert mentioned that as we know, 2021 NWAUCHO is in Calgary. He has been working on receiving bids for location centres in Calgary, and the conference will be held the Hyatt Regency in Calgary. It will also be NWACUHO's 60th anniversary.

Bob is hoping to begin recruitment for the Local Arrangements Committee. The intention to have a group of people within the province to help with the planning process, including the keynotes, pre-conference, overall theme, etc. in order to bring local/provincial knowledge experience to the conference. NWACUHO is BC, Alberta, Alaska, Oregon, Washington State and the hope is to give them the full Calgary experience.

While Bob will be President of NWACUHO when the conference is here, he will also be involved in the local planning. Judy will be the Local Arrangements Committee Chair. They are currently looking for co-chair and committee members. They expect about five hours of commitment up until February and after that, the time commitment increases, meeting each month via video conferencing. The first task is to create a logo. The hope is to present/unveil it at Bellevue 2020 with a swag item. The actual planning will not really start until March/April.

Bob will send out a Google form and it will be open until November 15th. The first meeting will be November 19th.

8. Fiscal Statement Update

Based on Rob Ford's Past-President update, we will need two new auditors for this year to review the revised numbers. Laura Correal and Sarah McRae volunteered.

Motioned to approve Laura Correal and Sarah McRae as auditors of the updated fiscal statement.

Motioned by Nicole Dalli and seconded by Emily Giugovaz. Motioned carried.

9. Updates from Master Plan Sub-Committees

Each Master Plan Sub-Committee provided updates at the Fall Business Meeting based on current work to-date, and plans for future work.

Fall Business Meeting



A question was raised as to whether or not the intention for the Master Plan is to extend it from three years to five years? Rob Ford replied that he believes it needs to be, based on the committee members working on this in addition to their jobs and other commitments. It is also a living document that will continue to be updated as time goes on. Zoe Woods mentioned that this is something we will be discussing further at the Annual General Meeting.

- a. **Association Identity:** Meghan Reiser has taken over as Chair of this sub-committee.
 - She discussed the purpose of the sub-committee (Solidify Identity, Align Activities with Identity, Develop Mission Statement). Feedback was collected at last FBM on the RLPA's purpose, challenges, and opportunities. From that, some common themes emerged: knowledge sharing, connecting professionals, PD, and wanting to broaden who we serve (to include residence and housing professionals). Functionally, this is already happening in a lot of the work we do.
 - The sub-committee has put together a draft of an updated mission statement that reflects the above themes as outlined by the membership at the 2018 FBM: *"The RLPA connects Residence staff across Western Canada to advance and promote excellence in housing services at post-secondary institutions through knowledge sharing of best practices and professional developmental opportunities."* The draft mission statement was put together based on three components: what the RLPA does, who the RLPA serves, and what the benefits of the RLPA are.
 - The next steps are to send the mission statement out to the list-serv for feedback, and then to put together a draft vision and guiding principles. The intention is to then send that package out to the membership for feedback, and present it formally at the AGM once the feedback is taken into account.
 - The members at the Fall Business meeting provided positive feedback to the draft and the plan of the sub-committee.
- b. **Financial Health:** Rob Ford provided an update on the Financial Health sub-committee.
 - Created a sustainable spending model and strategy plan that reviews current spending practices
 - Research Accounting software – done; will transition to Wave.
 - ID timelines for Budget – Done.
 - Prelim to Exec Board in January
 - Budget for approval to AGM

Fall Business Meeting



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- Process for creating Budgets
 - Hosted Meetings – at this point, should be revenue neutral
 - Prelim to Exec Board 3 months before the meeting
 - Final 2 months before the meeting to accommodate registrations
 - Guidelines for reimbursements – working on this, especially for LEAD Chairs who may not have access to a credit card or institutional invoicing. We are looking at an advancing policy for known/upcoming expenses.
 - Guidelines for Gifts for Committee/Board members
 - \$25/year on the board
 - Up to \$15 for presentors
 - Does not include Keynotes, which is a separate budget line.
 - Compliance Processes
 - Annual Return, Rob has created a checklist for this process; also, we have a standard template that is part of the Treasurer's report.
 - Next Spring Zoe will run the checklist and we will see if it captures all of the tasks and update as necessary.
 - Review current bylaws – this is done.
 - Some bylaws will need expanded information in the SOP, e.g.:
 - Article 8 for the board to make purchases below \$2000. Notwithstanding budgeted amounts, we should have guidelines on how to spend for non-budgeted expenses.
 - SOP/Transition document being updated by Auburn for the Treasurer role.
 - Research and Explore savings, fundraising and investment opportunities.
 - Savings and investments are too much work for any potential return, this complicates the treasurer role.
 - Fundraising – we have the Corp Sponsorship position and this has been successful.
 - Determine Reserve Balance – the committee recommends \$12,000.
 - Compare member dues with other organizations – recommends that this is done every three years.
 - Rob and Auburn put a call for additional members, including someone to take this on as chair as Rob wraps up his position on the board and be onboarded. Rob/Auburn to do a call-out via the list-serv.

Fall Business Meeting



10. LEAD Chair-Elect Election

There were no nominations received in advance. Following a call for nominations, Sarah McRae accepted her nomination while Chris Mahon, Meghan Reiser, and Thelma John politely declined their nominations. There was a discussion about eligibility for individual RLPA members vs. members from being part of a member institution. The bylaws support an individual member of the RLPA, but it has not been put into practice yet. **Sarah McRae was elected the LEAD Chair-Elect by acclamation.**

11. Industry Statistic/Metric Item

Dillon Andrus discussed how we used to do an institutional survey that covered a wide range of topics. It was stopped 3-4 years ago because it was labour intensive. We currently have a lot of questions on the list-serv that continues to be asked again and again. He would like to bring back a specific survey that focuses on valuable/key issues that makes sense for the membership and what we need at this time. Wants to strike a working group. In comparing this to the Campus Housing Index, the plan is that this would be more regionally focused to our northwest Canadian area and our specific operations.

Emily Giugovaz and Brian Erixon are indicated they are interested in being involved. Dillon will also send a call-out on the list-serv for anyone else who is interested.

12. Location of Annual General Meeting

The University of Alberta is hosting the AGM. It will be held March 12-13, 2020. The Board meeting will happen on the 11th, plus there will be an optional social that evening for people who can come in early. The planning committee is meeting next week to start planning to look at PD and socials. If folks have ideas for PD, reach out to Kristin.

A few board positions up at the next meeting – Treasurer, Communications, and President-Elect. Keep that in mind!

The AGM is also when we award a lot of our scholarships, etc. One opportunity includes presenting at the AGM for a chance to win “Best of”, which comes with a \$1000 USD scholarship to attend ACUHOI and present the same presentation at ACUHOI.

13. Meeting Adjournment

Motion to adjourn the Fall Business Meeting (11:42am)

Motioned by Dillon Andrus, Seconded by Kristin Davick. Motioned carried.

14. Roundtable Discussion

The Fall Business Meeting did not have a Roundtable Discussion this year, as the Fall Business Meeting ran over time.