

Annual General Meeting Agenda

March 17, 2021



10:00am-11:30am MST/9:00am-10:30am PST

No.	Item
1	Call to Order Meeting called to order at 10:12am MST.
2	Approval of Annual General Meeting Agenda First motion by Tim Siemens. Seconded by Emily Giugovaz. Approved.
3	Approval of Fall Business Meeting Minutes - November 5, 2020 – Virtual First motion by Tim Siemens. Seconded by Emily Giugovaz. Approved.
	Executive Position Updates
	<i>President (Dillon Andrus)</i> <ul style="list-style-type: none">• Attended regional leadership meetings to gather information on ACUHO-I initiatives and connect with other regional leadership• Chairing monthly Board of Directors meetings• Monthly RLPA coffee chats• Master Planning 2021• NWACUHO Affiliation Agreement work
	<i>Past-President (Zoe Woods)</i> <ul style="list-style-type: none">• Attended and supported LEAD – Thanks to the Kristin and the LEAD Committee for a great conference!• Supporting Executive board with continued master planning• AGM preparation roll out
4	<ul style="list-style-type: none">• RLPA Board position roll out• RLPA Board position recruitment• RLPA nominations and awards• Thank you to the Board! It is so incredible to serve with everyone and be on the Board for the past 3 years.
	<i>President-Elect (Meghan Reiser)</i> <ul style="list-style-type: none">• Attended regional leadership meetings to gather information on ACUHO-I initiatives and connect with other regional leaders• Reviewed NWAUCHO/RLPA Affiliation agreement renewal• Worked with other board members to plan and organize the Annual General Meeting. Thank you to members who shared ideas and thoughts on how to include/welcome new members to our business meetings.

Annual General Meeting Agenda

March 17, 2021



Secretary (Jenn McCulloch)

- Working on the Board Administration and Responsibilities component of the Master Plan
- Helping with preparations for the Annual General Meeting.

Corporate Sponsorship Director (Judy Eyben)

- Donations we received this year for AGM and LEAD are \$4143.05.
- Due to the AGM being virtual, it was not reasonable to try to have sponsors to attend the AGM as vendors for members to visit during break times.
- Connected with corporations and their budgets to solicit sponsorship for the upcoming fiscal year.
- Overall, it was a successful term and we brought in more sponsorship than expected for the year.
- *Question* - a question regarding whether or not the funding we received this year is something that is stable and we can expect moving forward? *Answer* – we have a stable amount of \$1500 year to year most likely.

LEAD Chair & Co-Chair (Kristin Davick & Dini van Eck)

Review of this year's LEAD Conference (Kristin)

- It was hosted on January 23, 2021 and was hosted virtually.
 - On May 5, 2020 the October in-person conference was cancelled and shifted to a virtual conference. This allowed for enough planning to really commit to making it a great conference.
 - A committee was created and worked throughout the summer and fall to put the conference together. Sub-committees were created to focus on specific areas of the conference.
 - Registration was \$5/person. Budget – we did go into the negative with the conference, but that was planned and known prior to the conference, as we didn't want to charge members too much to attending this virtual conference.
 - Assessment data post-conference was positive overall, including re: student engagement and enjoyment.
 - *Question* – with Covid, we responded with a virtual conference, what lessons learned did we have for non-Covid times (will there be virtual opportunities for engagement too?)
 - Allowed more folks to attend per institution. Might look into offering sessions online to allow folks from institutions who could not come to still learn, that would be nice. We could have a virtual streaming and in-person rate for attendees perhaps.
-

Annual General Meeting Agenda

March 17, 2021



Upcoming LEAD Conference (Dini)

- Planning for October 2021 (save the date!).
 - Options – currently looking between hosting in-person (2 nights in Gull Lake for 80-90 attendees depending on restrictions), virtual (1-2 days solely online), or hybrid (regional half day meet ups and one day online component for all). Discussed pros/cons for each option.
 - Currently leaning towards going with the Virtual option so that planning moving forward can be solid/certain. This budget proposal is based on a virtual option.
 - Proposed Budget for Virtual-only Option – want to keep the registration at \$5/person, assuming we get the NWAUCHO grant and sponsorship which would increase our revenue, but we anticipate a higher cost for presenters (we were very lucky this year) so we are still predicting a loss of approximately \$2332.00. Lots of room for movement with this based on estimates and what we were able to accomplish today.
 - If you are interested in joining the LEAD Committee, please indicate interest by March 31, 2021: https://docs.google.com/forms/d/e/1FAIpQLSeC5R1TJzD-I_2L61CA2nJKz72QnSITUfq3qiWRK4t5j70_vw/viewform.
 - *Question* – is there an exact date for LEAD yet? *Answer* – no, not yet, want to meet with the committee first.
 - *Question* – has there been any thought given to spreading out the time so there can be screen breaks to help avoid zoom fatigue? Also a thought if some of the cost could be increased as it wasn't a barrier (not sure if it was a barrier for anyone?) *Answer* – if we did a 2 day, we would have time for social connections to help spread things out. Also might depend if classes are online, what that might mean for spreading things out. For cost, if we raise it, it would not be much, just a little bit to help decrease the revenue loss. Maximum we would anticipate would be a \$10 registration. The potential loss being proposed is a worst-case scenario, we may not fully use each line item, but wanted the membership to be aware of the potential loss. When we get to the overall proposed budget, we'll show how it would be okay for us to take loss like this.
 - *Question* – Question about shifting back to October from January? *Answer*: What is the motivation back? *Answer*: Feedback about January was not different from October for student staff. We moved it to January to try it out. IN terms of planning for LEAD, planning for January was harder. In October you are coming off a busy period and things are calming down, but January, all of the winter busy times is starting to ramp up. Trying to balance both for professional staff was difficult. *Additional comment*: there was more time for student leaders to prepare presentations and having it in January was helpful in that regard and likely led to a higher quality of presentation so a thought on whether or not we still haven't found the right date? Should we be reaching out to all student leaders and not just student leaders who attended to ask what date they would prefer? Can we do a poll to find out? *Reply*: shifting around the
-

Annual General Meeting Agenda

March 17, 2021



date might be a good option for virtual but concerns around weather and what that might mean for in-person date options. Thoughts for the LEAD Committee to consider.

Treasurer (Michael Barnard)

- Gift card and appreciation gifts management
- Development of budget 2021-2022
- Monthly account reconciliation and finance controls
- Preparation of financial statements 2020-2021.
- Event reimbursements and tracking

Budget Overview

Financial Statement Overview for 2020-2021

Michael provided an overview of the current financial statements and our income/disbursements for the 2020-2021 fiscal year. We spent more than we brought in with our shift to virtual events and lower registration costs for LEAD, FBM, and AGM, etc. but is less of a loss than we were expecting (we loss about half of what we anticipated losing) and we are still financially stable with our current balance.

- *Question* – concern around the loss projection of LEAD since our bank balance has continued to decrease the past couple of years. *Answer* – we can revisit this when we look at the 2021-2022 budget proposal.

Dillon put a call out for two financial auditor volunteers from the association to help review our financial statements. Trent Nabe and Emilie Heaton were nominated. Motioned by Emily Giugovaz and seconded by Kristin Davick. All in favour. Approved.

5 ***2021-2022 Budget Proposal***

- Starting balance of \$18,811.
 - Income - Split up the membership dues, expecting to receive \$2000 overall. Trying to push to have all fees for next year in January. The LEAD proposal has been put into this budget with the virtual option and planning for the same income revenue as the last LEAD. FBM is also looking at an online virtual event, but it could pivot if restrictions allow. Currently planning for less sponsorship than we typically receive.
 - Expenses – currently only planning for AGM to be in-person, so budget proposal reflects that in terms of hosting costs and meals, etc., online hosting costs for virtual events and mailing costs for sending out items to attendees. We still have the STARS scholarship included in this budget. We are expecting less in Stripe fees this year. Monthly banking fees stay the same.
 - Summary – we are anticipating a loss of \$260 overall with the proposed budget.
 - Comments – we are hoping AGM 2022 can be in person for our 35th anniversary, so we are planning for this, but we are aware that costs may fluctuate based on things
-

Annual General Meeting Agenda

March 17, 2021



outside of our control or if we're responding to shifting restrictions, etc. but we are trying to go into the year as break-even as possible.

Ballots were sent to institutional members via Election Runner platform to ensure one vote per institution. The budget proposal passed unanimously.

Introduction to Elections

- 6 Zoe Woods introduced the positions that are currently up for nomination – President-Elect, Communications Coordinator, Secretary, and Corporate Sponsorship Director.

Motion to recess for 1 hour – motioned by Harrison, seconded by Chris. Approved.

1:00pm-2:00pm MST/12:00pm-1:00pm PST

Meeting called back to order at 1:00pm MST

No.	Item
-----	------

NWACUHO Update

- 7 Updates shared by Bob, Tess, and Nathan. Big thanks to everyone who attended the NWACUHO a few weeks ago! Over 400 people accessed the conference content. Both BC and Alberta reps will be reaching out in the next while to connect with the membership. The Calgary NWACUHO conference has been moved to 2023 due to travel restrictions. Next year will be a hybrid for states/conferences – online and regional meetings. First Friday webinars are coming up, and membership renewals are in July. Feel free to reach out with any questions!

Elections

We will be using the Election Runner Platform to ensure each institution votes once.

President-Elect (3 year term)

- A first call for nominations was opened to the floor.
- Nathan Riley from SFU was nominated by Emily Giugovaz. Nathan accepted the nomination. A second and third round of call for nominations occurred and nominations closed. Nathan spoke to his nomination with the membership prior to voting taking place.

- 8 Nathan Riley from SFU was elected into the President-Elect role.

Communications Coordinator (1 year term)

- A first call for nominations was opened to the floor.
 - A second call for nominations was given.
 - A third call for nominations was given.
-

Annual General Meeting Agenda

March 17, 2021



Nominations closed and no one was nominated for the Communications Coordinator position. This position will remain open and the Board will seek nominations from the membership at a later date.

A friendly amendment to re-open nominations. Moved.

- A call for nominations was opened to the floor. Auburn Phillips nominated herself.
- A second call for nominations was opened to the floor.
- A third call for nominations was opened to the floor and nominations closed.

Auburn Phillips was elected into the Communications Coordinator role until the Annual General Meeting in 2022.

Secretary (2 year term)

- A first call for nominations was opened to the floor.
- A second call for nominations was given.
- A third and final call for nominations was given. Tim Siemens nominated himself for the Secretary positions and nominations closed. Tim spoke to his nomination with the membership prior to voting taking place.

Tim Siemens was elected into the Secretary role from today (March 17, 2021) until the Annual General Meeting in 2023.

Updating the Authorized Signatories for the RLPA bank accounts with a new Secretary:

- Motion to remove Jenn McCulloch as one of two authorized signatories for the RLPA. Moved by Trent Nabe and seconded by Tom Virag. Motioned approved and passed by the membership.
- Motion to add Tim Siemens as one of two authorized signatories for the RLPA. Moved by Kristin Davick and seconded by Meghan Reiser. Motioned approved and passed by the membership.

Corporate Sponsorship Director (2 year term)

- A first call for nominations was opened to the floor.
- A second call for nominations was opened to the floor.
- A third and final call for nominations was opened to the floor.

Nominations closed and no one was nominated for the Corporate Sponsorship Director position. This position will remain open and the Board will seek nominations from the membership at a later date.

Annual General Meeting Agenda

March 17, 2021



Awards and Scholarships

This year we put a call out to the membership to be included in helping select award winners. Thank you to everyone who supported the Awards selection this year.

New Professional Award

Zac Young was awarded the New Professional Award! Caitlin McLeod and Trent Nabe spoke to Zac's passion, qualities, and the work he has accomplished over the years.

Leadership Society Awards

We are continuing to receive nominations for the Leadership Society Award, which is for our student leaders. Institutions may nominate winners until April 9th. Digital certificates will be sent out to institutions to award to winners.

9

STARS College Scholarship

ACUHO-I event. This year it will be held virtually July 12-16, 2021 and has a very low registration cost compared to in-person conference years. The RLPA has the ability to fund/support student leaders to attend. Nomination packages will be sent out to the membership in the next few weeks.

Future Thoughts on Awards

Kristin Davick would like to strike a subcommittee to look at the awards that our association has. There has been a gap identified that there's no award that recognizes the work of members who don't fit in our current award categories (those who are not new professionals and who do not have 10+ years of work). If you are interested in being part of this, please connect with Kristin Davick at kristin.davick@ucalgary.ca.

Transfer of Presidency

10

Dillon moved forward with the transfer of presidency to end his term and welcome Meghan Reiser into the active President position for the next year. Dillon now moves into the Past-President role.

A motion to conclude the business meeting. Moved by Trent Nabe and seconded by Auburn Phillips. The meeting was closed at 2:11pm MST.
