

Fall Business Meeting Minutes

November 5, 2020



Residence Life Professional Association

11:00am-2:00pm MST/10:00am-1:00pm PST (break 12:00pm-12:45pm MST/11:00am-11:45am PST)

No.	Item	Supporting Documents
1	Call to Order Meeting called to order at 10:19am PST/11:19am MST.	
2	Approval of Fall Business Meeting Agenda Motioned by Kristin Davick. Seconded by Emily Giugovaz.	
3	Approval of Annual General Meeting Minutes March 13, 2020 – University of Alberta Motioned by Tim Siemens. Seconded by Tess Bickley.	<i>Minutes Enclosed</i>
4	Master Plan Sub-Committee Updates <i>Board Administration and Responsibilities</i> This theme within the Master Plan has three objectives: <ul style="list-style-type: none">• Review roles and responsibilities of board members and create a monthly task list for each position.• Create a quarterly board report template to provide to the membership at each meeting.• Create training and onboarding for new board members. We are currently focusing on the first objective, as we believe this will help inform and guide the structure for training and onboarding of new board members. Zoe and/or Jenn have met with each board member to go through the bylaws relating to their role, the tasks they complete within their role and a discussion on any gaps or issues they have noticed within their term. Next steps are to consolidate that information and ultimately work towards having an overview of each position, including a summary of the role, tasks they are responsible for, and as much as possible, and an approximate time commitment estimate. We anticipate having this completed by the AGM. For the board report template, Jenn will be doing some research in the coming month or so to see what other associations do for their reports and what makes sense for our association. <i>Identity of the Association</i> We have been working on this part of the master plan for a while now, and a lot of the work was done prior to the previous AGM. Updates and where we are currently with it are on our website. We are continuing to work on having an updated resource list of what we offer our membership, SOPs for making decisions within the board.	

Fall Business Meeting Minutes

November 5, 2020



Communication & Technology

Three different objectives that can be found in the Master Plan. A lot of the work has occurred and is advancing. We will transition the current work to our upcoming Communications Coordinator when they begin.

Fiscal Responsibilities

A big update on this was given at the last AGM and can be found on our website.

Membership Recruitment and Makeup

Working on this to develop a recruitment plan and how we communicate and reach out to current and potential members.

Membership Engagement and Programming and Services

We have put a call-out to the list-serv for a chair to lead the committee, who can then recruit a committee to help engage with this work. This is an open position. If you are interested in this role, please reach out to Meghan Reiser.

NWACUHO Update

Update given by Bob Lambert and Nathan Riley. NWACUHO 2021 was supposed to be in Calgary, but it will be going virtual. Hoping that 2022 will be in-person in Calgary. The virtual conference will be held February 23-25, 2021. All NWACUHO and RLPA members will be allowed to attend for free. Thank you to NWACUHO! Bob will pass along how to register for the conference in the next little while. Presentation proposals for the conference are currently open and close November 15th. Currently undergoing a new website design – folks will be able to create profiles and have access to have specific provincial forums within the website. Lots of opportunities to get involved with NWACUHO – if you are interested, please reach out to Bob or check their website for all of the opportunities.

Executive Position Updates

Past-President (Zoe Woods)

- AGM wrap-up – awards and appreciation to membership and outgoing board members
- Master Plan focus – working on the Board Administration/Responsibilities aspect of the Master Plan with Jenn McCulloch
- COVID-19 – connecting with membership and offering supports and resources

President (Dillon Andrus)

- Summer Board Meeting – was virtual for the first time and allowed us to focus on our Master Plan and next steps/actions plans
 - COVID-19 and Association Response
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Fall Business Meeting Minutes

November 5, 2020



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- Working on implementing individual memberships for those who have left institutions or were laid off in order to still allow them to stay connected to the association
 - We have been working on the different PD opportunities we can offer to the membership virtually
 - Planning of the virtual FBM
 - Hosting monthly coffee chats with the membership – informal ways for our membership to connect and check-in with each other
 - Attending regional leadership meetings
 - We are a member of ACUHO-I regional leadership group. Meghan and Dillon join to share the RLPA experience and learn from other associations.
 - There will be a call for presentations coming out soon allowing members to present virtually with the rest of the membership. Typically, this happens at the AGM, but it will be moved online this year prior to the AGM.

President-Elect (Meghan Reiser)

- Learning about the role of the President in preparation for moving into the role next year.
- Attending the ACUHO-I Regional Leadership meetings and learning more about the supports available for regional affiliates
- Working with the board to organize the FBM
- Working with the board to assess the current state of the master plan and next steps

Treasurer (Michael Barnard)

- Gave an update on where we currently are with our budget, especially given COVID. We have moved to a new platform for accounting which has allowed us to keep better track of our expenses.
 - We did receive our deposit from Gull Lake back when we cancelled our in-person LEAD conference for the year.
 - Graphics providing an overview of our budget will be attached to these minutes.
 - We are in a good position at this point with our budget current. One of the biggest things we're seeing with going virtual is that we are saving on expenses from hosting in-person events. We have also had less banking fees as we are charging less for events at this time.
 - We originally planned to incur a larger loss this year to provide more opportunities to the membership, but we are currently operating at a lower loss due to the ways we've had to shift our offerings to the membership due to COVID.
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Fall Business Meeting Minutes

November 5, 2020



Secretary (Jenn McCulloch)

- Helped with preparations for the Fall Business Meeting
- Working on the Board Administration and Responsibilities component of the Master Plan
- Continuing to work on the monthly tasks within the Secretary role – executive meetings, minutes, etc.

Corporate Sponsorship Director (Judy Eyben)

- We have done well with sponsorship this year, especially given COVID. We have had \$4143.05 in donations this year. Big thanks to Kristin for her help with getting donations for the AGM, to the NWACUHO for their grant, and to Ducan for their continued support.
- There are ongoing recruitment efforts taking place to find additional sponsors.
- Will be working with Dillon to see how we can shift/enhance the premium level of sponsorship to show benefits to potential sponsors.
- Has been finding challenges in finding the timeline when corporations set their donations in their budgets.

LEAD Chair & Co-Chair (Kristin Davick & Sarah McCrae)

- LEAD will be taking place virtually. Instead of the typical October 2020 date, it will take place January 23, 2021 as a one-day virtual conference.
- Registration is now open and is \$5/participant, with no limit on the number of registrants allowed per institution. Registration closes December 4th, while the deadline to submit a conference proposal is December 15th.
- There will be a participation contest for delegates in January, leading up to the actual conference.

Communications Coordinator (vacant, update given by Dillon Andrus)

- Website updates to ensure correct content/dates/information.
- Working on establishing a membership-only section. This is an ongoing project, but we are almost finished and ready to send out to the membership. Will allow us to archive conversations and threads from the list serv, allowing members to search through the database.
- Working on a new member handbook.

Break (12:00pm-12:45pm MST/11:00am-11:45am PST)
Meeting called back to order at 11:43am PST/12:43pm MST

Fall Business Meeting Minutes

November 5, 2020



Membership Dues – Proposal for 2021

Every year we do a callout for membership due renewal in January. However, we understand this is a different year with COVID and budgets. We are also hearing that there may be some institutions that may not be able to renew all of their memberships. This has come up in discussions with other associations as well. We have a proposal for our existing members and an engagement opportunity for future members. We are currently in a good spot financially to allow for the two proposals below for 2021.

Existing Members Proposal

We will be doing our call-out in January for membership due renewal, but we recognize there may be budgetary concerns for some. We are proposing that institutions can request a one-time opt-out for dues for 2021 if they reach out citing a need for the one-time fee waiver. This would be internal to the board and there would not be a need to submit any proof, etc. but we want to do what we can to support our members who are having financial difficulty and cannot afford the renewal. Information on this will be provided in the membership due renewal notice that will be sent out in January.

New Members Proposal

- 7 We have had non-members reach out who fall within the RLPA realm for resource sharing/trying to connect and learn about what is going on, especially with COVID. Through conversations, we have recommended joining the RLPA but have heard they are not able to join new associations within their budget. We would like to propose a one-time fee waiver for new member institutions to bring them into the association to allow that sharing of knowledge to occur.

Motion to accept these two proposals. Moved by Isabel Fandino. Seconded by Christine Zapisocki. Voting took place via the platform Election Runner. Motion passed 94%.

Discussion after the vote:

There was a discussion as to whether or not an institution could pay later and ask for a deferral instead of just a fee waiver. That can definitely be something that can be discussed with institutions who reach out.

Friendly amendment question – is it possible for folks who use their free year not be granted voting privileges? A thought was shared about whether there is an increased responsibility for those who pay their dues. A discussion around this took place, including the differences between existing and new members. Perhaps for existing/on-going member institutions, who cannot take on the financial aspect, we allow them to keep voting privileges but for new

Fall Business Meeting Minutes

November 5, 2020



members who are trialing with RLPA, they should not have voting privileges. There seemed to be consensus around this.

Also, a thought brought forward asking if there is a concern about potentially having a large amount of members who have not paid fees voting on something that affects the association. Would want to ensure checks and balances exist. In our bylaws, our board members are responsible for implementing the plans for the association. With the work that has been done with the financial health aspect of the master plan, the board would be held to holding the association in good health and standing.

Friendly amendment to original motion/proposals - motion to postpone implementation of the waiver until the Board can bring a set of terms/conditions for how the proposals will be put into action, including voting privileges for existing and trial members to the membership for an institutional vote. Moved by Auburn Phillips. Seconded by Rob Ford. Voted on by poll in Hopin.

Board of Director Position Elections

LEAD Chair-Elect

Two nominations that were received prior to the FBM: Thelma John and Dini van Eck.

- Tess Bickley was nominated by Judy Eyben. Tess declined the nomination.
- A call went out three times for nominations from the floor. Nominations closed.
- The candidates spoke to the membership about their nominations.

8 Voting took place via Election Runner. The winning nomination was Dini van Eck from the University of Alberta.

Communications Coordinator

There were no advanced nominations received. A call for nominations to the floor three times. Nominations closed with none received. We will be sending out a call for nominations in an electronic format where you can put your name forward. Expressions of interest will be sent out and voting will take place virtually.

2021 Annual General Meeting Update

9 We will begin to plan our AGM shortly. We do not have dates planned yet but are looking at March. We are planning for it to be virtual. We will be sending out a feedback survey to understand how the FBM was for attendees to help us improve the AGM experience for attendees. In that email we will also include all of the resources from our presenters. We will also be doing a callout for member engagement to help support the planning of the AGM.

Adjournment

10 The meeting was adjourned at 1:16pm PST/2:16pm MST.
