

Board Meeting Agenda



Residence Life Professional Association
Board Meeting

Wednesday, August 18th, 2021 8:00am PST/9:00am MST

Attendance: Dillon Andrus, Meghan Reiser, Nathan Riley, Michael Barnard, Auburn Phillips,
Dini van Eck, Tess Bickley

Not in Attendance: Tim Siemens

1. Approval of Executive Agenda

- Call to order 9:00am
- Auburn Motion
- Michael Seconded
- Approved 9:04am

2. Approval of Past Executive Minutes

- Motion Dillon
- Second Michael
- Approved 9:05am

3. Website Costs / Forum Plugin

- Thank you to Auburn for acting as a liaison with Justin for this work.
- Justin has provided follow up information regarding the previous questions raised in the July board meeting.
- Frequency of updates for plugins – once per year. Infrequent updates for Memberpress and other plugins such as the forum plugin.
 - Could use the current free version of the plugin for memberpress.
- Recommending that we move forward with the forum plugin.
- *Meghan motions to approve a purchase up to \$200 for forum plugin software, Auburn seconded. All in favour. 9:11am.*
 - Auburn to move forward with Justin to begin Forum Plugin Implementation – Auburn

4. FBM/AGM Interest

- Received an indication of interest. Determined not to be a valid indication of interest.
- Send out a call out to members for future interest in FBM 2021, AGM 2022, FBM 2022.
 - General send out to all members in an email with a call out for committee members for FBM 2021. – Meghan
- With the recent announcements at U of A, U of C, U of L, the concern was raised about the potential of hosting in person events in the future depending on the state of COVID-19. Will need to evaluate, closer to the time of the event. Proposed that we will ask for expression of interest with the caveat that it may be adjusted depending on COVID-19.

5. FBM

- Call out will be sent shortly regarding committee members for the FBM 2021 planning. September 9 deadline for engagement- Meghan
- Dillon will create a shared sheet for brainstorming ideas for the meeting.

6. LEAD

- Olds College has expressed interest in hosting a future LEAD conference.
- Save the date will be sent out prior to the start of September.
 - Will need to update the membership directory in the Mailchimp prior to sending anything. – Auburn
- Major committee work is paused due to student move-in and COVID-19.
- Need to update the website and registration page.
 - Auburn and Dillon along with Dini
- Please provide history of LEAD from your perspective – All board members.
- LEAD Chair Elect Posting
 - No expressions of interest have been received to date. Dillon will send reminder emails.

7. Truth & Reconciliation

- We have received two expression of interest to join this committee from Laura Bowser Lethbridge College and Christine Zapisocki of UFV.
- It was discussed how this expression of interest does not meet our initial expectations for involvement from the members.
- Meghan will send out a second email for expression of interest in this group.
- Discussion occurred on what the best steps would be to ensure that this work is done in a meaningful way that is representative of our members.

8. August Coffee Chat

- First combined NWACUHO-RLPA Coffee Chat opened early August.
- Had a group of about 9 people that joined.
- Positive feedback was received.
- There was a mix of management and residence life staff, as well as NWACUHO only members in attendance.
- Discussion occurred if we should be adding a second coffee chat prior to move-in for members. General discussion was that there would not be capacity to host, or attend a chat this month.
- Discussed that we could send out some guiding questions or a call out for members to volunteer to join in on a chat if they have time.
- Email sent to the List Srv saying that we wish everyone the best during this busy training and move-in time. – Meghan

9. September Incentivized Trivia Chat

- Low response rate received from members.
- Plan for September 23 in the afternoon 2- 4pm MST.
- Plan for a trivia and informal discussion “coffee chat”.
- Meghan to send save the date.
- Tim and Dillon to make trivia on kahoot.

10. Membership Survey Results

- Meghan sent out a compiled document with responses received. We heard back from 7 individuals on this survey.
- Suggestions were noted such as value of coffee chat, etc.. were helpful but due to volume does not provide a robust overview of what we should be doing.
- Discussion on engagement with our SHO of institutions to begin to get better engagement from individual members on our surveys.
- Dillon and Meghan to solidify coffee dates and times, alter every other month for different day and time to allow for better membership engagement. Send meeting invites.

11. Board Member Updates

- President

- Provided RLPA work schedule.
- OACUHO Meeting to learn about their work.
- Monthly meeting with Dini for LEAD updates.
- Membership engagement survey.
- Working to get ready for the Fall move-in.
 - New furniture arrival. Blended delivery training.
- **President Elect**
 - Meet with OACUHO to talk about their work on Truth and Reconciliation.
 - Continues to support the Master Plan process.
 - Completed his Masters.
 - Welcoming back over 1800 students this fall. Waiting on additional COVID-19 information.
- **President Past**
 - **Master Plan**
 - Will be sending out a survey to members on engagement. Working to ensure high engagement rates on the survey.
 - **LEAD Chair-Elect Call**
 - No interest received to date. Will continue to send out reminders.
 - Starting an instructional position at RDP this fall.
- **Secretary**
 - Not in attendance
- **Treasurer**
 - Working extensively to get ready for the Fall.
- **NWACUHO**
 - Enjoyed attending the shared NWACUHO-RLPA coffee chat.
 - Excited to welcome back the team next week!
- **Communications Coordinator**
 - Had to leave prior to this portion.
- **LEAD Chair**
 - Working extensively on training new staff, and welcoming near 4000 students on campus.
 - Residence has a higher capacity than prior to COVID-19.

12. Next Board Meeting

- Tim to send doodle polls for Fall 2021.