

Board Meeting Minutes



Residence Life Professional Association

Board Meeting

Tuesday, Monday January 25th, 2022, 11:30pm PST/12:30pm MST

1. **Approval of Board Agenda**

Motion to approve by Meghan, seconded by Dillon.

2. **Approval of Past Board Minutes**

Motion to approve by Meghan, seconded by Dini.

3. **LEAD**

DINI, LEAD happened, and it went really well. 165 registrations. Keynote was also well attended. Feedback is rolling in. Once evaluated, this will assist in forming the LEAD report. Transition meetings for ISABEL and NOURAN to come up. DINI will write a detailed report in regard to this event and thoughts for ISABEL and NOURAN. Super happy with this year's event. MEGHAN also thought it went very well. MEGHAN wanted to pass a huge thank you to DINI. It went so well. Cannot thank DINI enough. Truly hoping this is our last virtual LEAD.

a. **LEAD 2022-2023 Budget**

MICHAEL will need the budget for the next LEAD (LEAD 2022 – this fall) before the AGM this March. MEGHAN will add this to the next transition meeting. MICHAEL will hope to have this information sent to him, ready to go and send able 30 days in advance of the AGM. DINI, it would be reasonable to have it and send it two weeks in advance of the AGM. This gives Isabel and Nouran time to attain this new information from the potential location.

4. **Communications Coordinator**

No updates at this time as we are preparing for AGM elections with hopes of this position being filled then.

a. **Updating Website in this position absence**

TIM, who will be posting and updating the website in this positions absence. DILLON will continue this in the interim. MEGHAN will also keep an eye on the RLPA generic email.

5. **Corporate Sponsorship Position**

No updates at this time as we are preparing for AGM elections with hopes of this position being filled then.

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6. Board Position Onboarding

DINI has been chatting with ISABEL and NOURAN as well as MEGHAN to help our new board members get up to speed. MEGHAN, is there a big LEAD details folder? DINI, yes all the LEAD info lives in a shared drive that is not super accessible for everyone but the LEAD committee. ISABEL and NOURAN have access to the LEAD emails so they can start accessing this information. MEGHAN, DINI do you have a recommendation to move this information to a more accessible shared drive for all? DINI, yes this information could be moved to a more easily accessed RLPA shared drive and out of the LEAD drive. DINI, concern may be that all / student staff may see evaluations / forms that are filled out for LEAD, etc. If the chair and co-chair know to put the confidential info in a separate folder that would help. MEGHAN, maybe there is a possibility to restrict access to specific folders? DINI, this level of decision should also have ISABEL and NOURAN involved as they will be taking over in the very near months. MEGHAN will book another transition meeting with DINI, ISABEL and NOURAN and then there can be further discussions about shared folder and LEAD info. MEGHAN and NATHAN will start transition meetings in regard to the President roles.

7. Committee Updates

DILLON has a Master Planning working group meeting this week. The current working documents have been sent to MEGHAN and NATHAN for review before it gets sent out to the rest of the board and members. Focusing on 'this is where we are at' and 'where do we want to go'. Hoping that once that document goes out, the board can review those objectives before the AGM.

TESS, wanting to plug the NWACUHO roundtable this Wednesday for all NWACUHO and RLPA members. Focusing on COVID and what institutions are doing and topics folks want to talk about regarding COVID and next steps. NWACUHO also going down to a 1 day conference.

MEGHAN, the Anti-Racism and Reconciliation group is still going. Another meeting will be on the books in the future.

8. Upcoming Coffee Chats

MEGHAN thought to do a COVID specific chat, but there is also a NWACUHO/RLPA coffee chat / COVID chat this week. MEGHAN sent NATHAN some coffee chat possibilities for the next few months. MEGHAN will send these dates out to the board and memberships. All agreed that once a month coffee chat is the way to go (with the exception of the new professional coffee chat in the coming months as well).

9. Review of Current Scholarships & Awards

DILLON, right now there are two awards that we offer for presentations (Best in the West & New Professional Award). These have historically received funding from ACUHO-I to go towards lessening barriers in going to ACUHO-I. ACUHO-I is moving away from the traditional models of

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funding these scholarships and moving towards funding diversity and members who have less funding. This means we (RLPA) no longer receive monies from ACUHO-I to add to these awards. MEGHAN, yes, we have a lot of years when our folks can't / don't go to ACUHO-I regardless. The move towards a 'scholarship' as opposed to awards and focusing on those who have barriers in going is a good move for ACUHO-I. We (RLPA) need to figure out how we pivot. DILLON, these awards have been removed from the website. DILLON, we also have the STARS Scholarship which is also meant to reduce barriers in attending STARS College. DILLON, we have been getting less and less buy in with our awards in general as well as STARS college as institutions have funding to send their members to STARS. Maybe we should review our awards as a whole. Maybe members would need to 'apply' for these scholarships as opposed to be awarded due to performance. DILLON proposed we remove the STARS college scholarship and have a general scholarship to aid members in using that funding for specific PD/conferences moving forward. MEGHAN agree. TESS, agree. MEGHAN is starting to see members seek out specific PD opportunities as opposed to just going to general conferences. Maybe, if members who are awarded this scholarship use it for a 'train the trainer' level programming...that those members could come back to share this info/training with the rest of the RLPA. DILLON would like to see a committee be formed for Awards / Scholarships outside of the board and report back to the board for potential opportunities moving forward. We have success in the past with ad-hoc committees like this.

10. Potential Bylaw Changes

TIM & DILLON working on these. Will send out to board soon to be able to get this sent out to members out 30 days in advance of AGM

11. 2022 Membership Fees

MICHAEL will send out to members in the coming weeks. MEGHAN to confirm that last year a waiver was sent to members due to how different 2020-2021 was. Any thoughts from the board for us to offer this again? Hopefully institutions were able to plan for this current year for memberships. NATHAN, maybe we approach this case by case if we move forward with full fees and have institutions reach out asking for a waiver again. Nothing stops institutions from reaching out. MICHAEL, we will also reach out to institutions who have not paid by the deadline to ask where they are at and if they need more time / assistance. MICHAEL, do we as an institution want to keep the fees static for 2023 or change the fees? MEGHAN, when was the last time we increased fees? NATHAN, as per other boards on other organizations, a question that we will need to be answerable is 'where is this new money going' if we increase the fees? Organizations such as NWACUHO also use new funding to aid the board members in those roles. Would definitely be interested in exploring this idea (increase) further. MEGHAN, more revenue could also go towards awards and scholarships. MEGHAN, plan could be to stay static for 2022 and mention that the plan would be to increase for 2023. This could be mentioned at the AGM.

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12. AGM 2022

MEGHAN, things have changed since our last board meeting. We will no longer be hosting in person and now going completely virtual. Thoughts on the week of March 21st – 25th? Any conflicts? Any thoughts of one offering a day that week and not 2-3 full days. Thoughts? Then having one half day with AGM and elections together. ISABEL maybe just the mornings that week. Consistency might be easier. MEGHAN, that's a good idea. Does mornings work better for everyone? Or afternoons? Or lunchtimes? TIM, like the idea. Might be better served in the afternoons? So far no concerns. MEGHAN also agrees on afternoons. In regards to a 'save the date' maybe we could ballpark afternoon times (ie. 2-4:30pm) and would send out a detailed agenda in advance. Thoughts on the AGM proper? Morning or afternoon on the Thursday? This would give members the Friday off to get back on track. MEGHAN has reached out to folks for presenting. MEGHAN, should we reach out to our members for more presentations. TIM, I think that two full presenters is perfect for AGM. If we feel like we need more, we have another board member who could present in a pinch. This gives us a great starting place and can send a save the date for the 21st afternoon, 22nd afternoon, 23rd afternoon, and 24th afternoon. MEGHAN will also send out a call for AGM committee members.

a. Elections at AGM

DILLON has drafted communication targeted to supervisors at institutions, as well as society wide. We are really trying to encourage staff to take on positions and engage into the RLPA. Education and PD opportunities would also be focused to supervisors to encourage their staff to run for board roles. Once MEGHAN signs off on these levels of communications, DILLON will send these off. MEGHAN asking for board members to reach out to folks that would be great / interested. MEGHAN could always connect with folks that would require more information and details. DILLON, we have always had more success in having new board members for in person events as we can chat with members the night before an AGM/FBM. MEGHAN mentioned that there are phenomenal members who were present at the LEAD conference. TESS, MEGHAN would you like time at the NWACUHO roundtable to plug RLPA positions? MEGHAN would be happy to do this and step in. Yes please. MEGHAN, also thinking of doing a 'new/newer professional' coffee chat to continue their engagement from LEAD. DILLON wondering if our membership directory is totally up to date and maybe we aren't getting this information to the right people. DINI agreed. This question came up at LEAD. MICHAEL, it works when memberships are paid and names are added/updated then. DILLON, maybe we add extra language when membership fees are due to really add all of their staff members and that we can update/change throughout the year. Encourage to keep their institutions up to date. Maybe we need to do a twice a year update from institutions.

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13. 35 Anniversary Plans

MEGHAN, TIM and I had a conversation about this. Possibility of doing this later on in 2022. Potentially in the summer or combined with LEAD in the fall. Gives us more time to plan and can happen in a safer context. Any thoughts? All agreed to move the possibility of a 35th Anniversary later in 2022. Will chat about this at the AGM.

14. Board Member Updates

NATHAN, wrapping up his time with NWACUHO as it is getting closer to the conference and AGM. New Manager of Res Life has been hired at SFU. Working through COVID curveballs.

ISABEL, we are hiring right now. Exciting! Onboarding a new RLC. Very invigorating to have someone new. Getting a lot of new folks in Res. Getting things set up for LEAD 2022 is super exciting.

DINI, folks were super engaged at LEAD. Very passionate folks at LEAD. Sending out LEAD certificates and wrapping up LEAD. Excited for the NWACUHO/RLPA roundtable. Res is super full.

TIM, a lot of our upcoming events aren't cancelling which is amazing news. Hoping we can slowly get back to normal. Starting to post for RA's for next year as well as this summer. Nothing else major at the moment.

MICHAEL, lots of water pipes bursting issues. Some refunds need to be issued for when our institutions went online for the rest of this month and February. Some RA's working from home / virtually. MICHAEL has created a one-pager for Treasurer duties. Working on budget for next year.

MEGHAN, busy but all is well. Focus on creating transition documents. Some exciting momentum at MEGHAN's institution. Starting to consider what level of support I can offer during maternity leave. Looking forward to AGM.