

Board Meeting Minutes



Residence Life Professional Association

Board Meeting

Wednesday, July 21st, 2021 9:30pm PST/10:30pm MST

1. **Approval of Executive Agenda**

Approval of the agenda motioned by DINI and seconded by NATHAN.

2. **Approval of Past Executive Minutes (June 1st 2021)**

Minutes approved by MICHAEL and seconded by DINI.

3. **Website Costs**

AUBURN, after speaking with the webmaster, was a little taken aback with the current pricing model. AUBURN thinks we should be mindful about incurring annual costs. Some institutions only pay for every other year but will lose valuable updates in the middle years. AUBURN thinks the forum could be well used and for us to pay for. Not so sure about the possibility of the events calendar. Most likely won't be updated/used as we have a slim annual standard calendar. AUBURN would recommend nixing that cost. AUBURN asks the Board for thoughts on annual costs. MICHAEL, it shouldn't be a problem financial wise. Wondering if those who only pay every other year if we could get feedback on how, if any, there is a detriment with support. MEGHAN agrees with the calendar nix. AUBURN would need to get more information regarding the member areas site/forum. AUBURN will check back with the webmaster about what we are currently paying for, and the functionality within. MEGHAN, if we could get from the webmaster what the functionality of the forum and web plug in is, if things are very usable we need to be clear about annual costs for the functionality we want/need. TESS, also would be great to know when the big updates for support happen and we could pay around that and not worry about cosmetic updates. TESS also agrees that we wouldn't need the calendar. AUBURN, what are everyone's thoughts on paying for the forum and setting it up? MEGHAN, if this cost was on a contract...we would need to go to the membership if this accrues to a larger amount over time. If it's a one off, we could pay now. If we decided we wanted to move forward, we could pay for one year, trial this...show members what it can do, and then decide after that year. Board members agreed. AUBURN will come back with answers / next steps from the webmaster. AUBURN, once the forum is open and usable, then she will push for the members to sign up as it's ready. MEGHAN we will need to have a Board vote before we actually spend on this. If we can get all of this information and functionality, then we can look and see between now and the August meeting, we can all vote on this spending then. TIM, we will add this to the August agenda for an update and vote.

4. **Membership Only Forum**

Information here was covered above in #3.

Board Meeting Minutes



5. LEAD

MEGHAN and DINI have had great chats about how things are going. Feel like all is going smoothly. Chats also about the LEAD chair position and that we have support for this role for the next handful of years. MEGHAN will chat more with NATHAN and DILLON and how elections work for this position and making sure we get back on a typical schedule so these roles are supported properly. Other conversations include how large the LEAD portfolio is, and the pressures within. How else can we support LEAD and support the LEAD chair. Monthly meetings are proposed to support LEAD. The LEAD chair and the President will be in these meetings. If it comes to pass where the LEAD chair is unsure if they can ask for help....these meetings will help ahead of time to step in and offer support and allow the LEAD chair to feel comfortable asking for help. In the Bylaws, the roles of the Board are very undefined. So we all take on actions / projects that come up in our meetings. The LEAD role is more unique as this role has very clear defined responsibilities. Could feel uncomfortable if the LEAD chair doesn't volunteer for actions/projects as much as they have detailed and tangible roles and responsibilities. Also, we will always add LEAD as a standard agenda item, and early on in the meeting. DINI mentioned that this time with the work has been great, fun, and the student staff are excited. DINI has a question to the board. Want to understand where there is a list of the membership and contact information. Is there a list of institutions? Where would I find this? MICHAEL, this information is in the google drive. There is a 2021 membership directory and it is updated once a year, usually in the fall. Further updates from DINI, as for LEAD happening, they are thinking about January and maybe a weeklong LEAD. The student staff are keen about this. January 15th (half day) – January 22nd (half day) throughout the week they will post passive programs, meet ups, socials, regional meet ups (obviously optional as it's the middle of winter). Any questions from the Board? MEGHAN, in regard to the regional meet ups, the mountain pass between some institutions can be hard to drive through depending on the weather. Maybe make a plan with the understanding that safety comes first, and those institutions could make a plan for a later date. Thumbs up from the Board in regard to this new LEAD lengthier format. LEAD committee is meeting monthly for now. There are 3 pods for LEAD that focus on the major areas of LEAD currently. These pods meet separately and bring their decisions back to the big group. Exciting for the new logo/design. DINI shared the draft visual. Looks SUPER COOL and retro. A student staff member created the design.

6. Standardized Agenda Items

Add monthly LEAD items. Add as well updates from the Webmaster / communications coordinator. Also, checking the website forum and checking that we are paying annually. AUBURN, also add an invitation for Board members to add / publish to the website. TIM, once we get any more feedback, TIM< DILLON, & MIKE will polish and publish. MEGHAN might be a great idea to have monthly standards. TESS asked why AGM's are in Alberta.....ANSWERS....required society status we report

Board Meeting Minutes



to the AB government. TIM, mentioned the historical. MEGHAN, might be a good idea to look into this in the future, but nothing we can really do now due to annual reporting back to the AB Gov.

7. Truth & Reconciliation Commitment Follow Up

MEGHAN, follow up after the email to the membership, we made a commitment to have next steps from the BOARD to the membership by July 30th. MEGHAN and NATHAN will be meeting the folks from OACUHO on July 30th. OACUHO has gone through an extensive process with working with an external consultation for Truth and Reconciliation. These changes are super positive and excellent and would be very valuable for us / RLPA. Hoping this meeting also helps build the relationship between the associations. In terms of our commitment and next steps from the RLPA to the membership, we should approach this as need more time, ongoing work. MEGHAN proposes that we strike a committee and associate this important work ongoing in association with our Master Planning. In response to the membership, we can mention that we are meeting with OACUHO, striking a committee and working ongoing towards this work. NATHAN mentions that, with OACUHO, the work is very member driven and less Board driven. NATHAN mentions that if we combine this work and Master Planning the focus here may get lost. MEGHAN, any other thoughts? TIM agrees that this focus should be ongoing and not immediate knee jerk actions that end. TESS also agrees that a committee should be struck, but maybe separate from the Master Planning so it's its own entity. MEGHAN will continue talking with the Presidential trio as they are all chairing the Master Planning committee and feel like one person should chair this new proposed committee to keep a focus. Potential of DILLON being the primary chair for the Master Planning and MEGHAN would be the primary chair for this new proposed committee. These conversations will need to happen before we ask members to join these committees. MEGHAN will meet with the Presidential trio in the coming days/weeks to iron this out. MEGHAN will also draft an email out to the membership so we don't miss the July 30th deadline, discussing the above thoughts and next steps. This email would go out after the OACUHO meeting.

8. Membership Engagement Survey

MEGHAN, survey is out right now. Open until July 26th for now. The plan is to send out a reminder email. Once we have the responses, MEGHAN will pull out the institutional data and send out the responses. This will come when the survey closes.

9. Leadership Society Next Steps

NATHAN, an email will go out to the association. This will occur shortly in the summer.

10. Master Planning

MEGHAN, a meeting has occurred with this committee between the last Board meeting and now. This last meeting was full of good thoughts and next steps. A further meeting is scheduled with the plan to delineate specific subgroups, timelines, and follow through. This next meeting will bear more fruit. Update for the August meeting to come.

Board Meeting Minutes



11. Incentivized Coffee / Trivia Chat

MEGHAN, this event was not executed in July. MEGHAN, as this didn't occur...should we plan something for mid-August as a 'check-in'...or end of September as a 'Phew, we got through the first bit'. TESS would prefer something in September. But would also see the value for a low-key informal check in. Maybe like a less formal coffee chat in August, and then a larger event in September. NATHAN agrees. There may be an opportunity for an RLPA/NWACUHO connection, which would save time and have a Canadian connection for sure. MEGHAN thinks this sounds great. Maybe a coffee chat towards Res Life as well as a separate coffee chat about operations, so that both focuses get attention. Would love to explore a collaboration between NWACUHO and RLPA for a check in. NATHAN and TESS could look into this. Maybe an Alberta and BC invite. NATHAN and TESS would get back to us on this. MEGHAN can also structure the RLPA coffee chats if we cannot collaborate with NWACUHO. DINI would be less free as training starts for UofA August 9th. MEGHAN, plan for the 3rd week to end of September for a more social focused event. A celebration of us getting folks back, staff training, etc. MEAGHAN, TIM can you send out a doodle poll of to the members for September 20th – 24th to see what days work. TIM and DILLON will still create a Kahoot Trivia. MEGHAN, once we hear about next steps about the above, MEAGHAN will send a save the dates immediately.

12. FBM

MEGHAN, next steps would be a call out to have an institution to host as well as a call out for committee members with a save the date. These emails would be separate. We would then ask the committee about the structure. Once the committee knows what they want to happen they will send out updates to the membership.

13. Board Updates

AUBURN, big thanks to folks who sent photos. A few updates have happened on the website. Board is accurate and up to date. AUBURN and DINI have spoken about updates for the LEAD portion of the site. This info could go up within the next month. AUBURN is currently in the middle of a big location move. New hire as well in her team that is AWESOME!

TIM, Red Deer College is now officially called Red Deer Polytechnic. TIM with work with MEGHAN to set up future Fall Board meetings and next steps. All is well. Just got back from great time off with the family.

DINI, provided LEAD update above. Lots of work between now and Training. New UofA permanent structure. Exciting and busy. Move in is starting quickly. DINI has a new entertainment system that is awesome. DINI's residence building was sold.

Board Meeting Minutes



MEGHAN, things are great. GO MARRIED LAST WEEK. So exciting!! The wedding went really well and was lovely. Work is ramping up as we all prepare for the students to come back. Lots of chats with Board members for next steps as well as Master Planning updates.

NATHAN, working to set up the meeting with OACUHO. Super busy time at work preparing for the fall. Have an opportunity for a few new hires which will help greatly.

MICHAEL, some members have come back and paid membership fees that had exemptions in the past. Summer camps in full swing. Had a great vacation.

TESS, no big updates from NWACUHO. Looking for a new Tech Director. It's less than a one year term for now. Also, really planning for in person staff training. So excited to have the RA's back. Hired a new RLC which is super exciting.

DILLON was not in attendance.

Meeting adjourned at 11:53am