

Board Meeting Minutes



Residence Life Professional Association

Board Meeting

Thursday, May 20th, 2021 12:30pm PST/1:30pm MST

Present: Meghan Reiser (President), Nathan Riley (President-Elect), Dillon Andrus (Past-President), Michael Barnard (Treasurer), Dini van Eck (LEAD Conference Chair), Tim Siemens (Secretary), Auburn Phillips (Communications Coordinator), Tess Bickley (NWACUHO Alberta Representative)

1. Approval of Executive Agenda

Approved. Auburn firsts and Michael seconds. Addition of agenda items by Auburn as per 15 and 16.

2. Approval of Past Executive Minutes (April 20, 2021)

Nathan approves first, seconded by Dini.

3. Master Planning 2021

DILLON, Master Planning is getting underway. First committee meeting is being held tomorrow including: the RLPA Presidential trio, Laura Terry, Kristin Davick, Cassie Robertson and Tracey Rawlins. Initial discussion would focus on an informal chat in regards to what the process looks like and discuss next steps: memberships surveys, informal/formal conversations, really creating a plan that is sustainable that meets our needs now and in the future.

4. Award Information on the Website

The question here: could the awards page be updated so that our recent leadership society winners could be up there. AUBURN: would like to get the members only area of the site created...would like to include the most up to date names in the members only area. Members would need to create accounts by a certain date. Auburn would be transitioning items/info to members area.

NATHAN: Do we seek permission for names to be posted? MEGHAN: No we don't. There isn't an approval process. There may be reasons why folks would not want their names displayed. Members only section could work. But we should still get students approval to have their names displayed. NATHAN: Same thing is happening with NWACUHO getting members to create an account, but it is taking along time for this to happen for all institutions. AUBURN would send reminders. DILLON: we have names from as long as 2018 on the website historically. Getting students to sign off on permission could be administratively intense. AUBURN agrees. MEGHAN is wondering if folks want to take this offline, how can we recognize folks without naming names? AUBURN perhaps we only post names for professional RLPA awards. DILLON agrees that we don't post names but maybe these students get a letter from the Board to make it more of a package to add to a portfolio. TIM agrees and wonders how many students actually go to our website to find

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their names and agrees with the idea of the Board letter as students want to add to their portfolio. NATHAN also thinks that a pin or a sticker would also add be a great small add on.

5. ACUHO-I ACE Funding

MEGHAN at the last regional ACUHO-I meeting it was discussed that the 'Thompson Endowment Fund' (they support small colleges and universities to attend ACUHO-I) now also is available to regional affiliates in both the states and Canada. They are offering 3 all-access institutional passes to the ACUHO-I Conference for all regions. This is very significant. We (RLPA) are able to choose the three institutions in our area who have applied. RLPA Member institutions would need to let us know soon with why they should get it, how many staff members would take advantage of this, etc. After we get interest, we could do a random draw OR we would ascertain criteria like financial barriers / significant travel barriers / folks who haven't had involvement before and/or a chance to try it out. TESS mentioned that not too many people took advantage of this prior to the NWACUHO Conference. Small simple application goes out for NWACUHO Pres trio to decide. Some PD basis as well. NWACUHO wants people that haven't had an opportunity to go to NWACUHO to have this opportunity. NATHAN concurs. Would also add how would you bring the info back to your institutions (an educational side). Registration has been open for a while for NWACUHO but still not a lot of uptake. MEGHAN one caveat is that the institution has to be under 3000 beds. Most will be eligible. DILLON agrees with all current points. Wonder for ease of access. If you are interested put your name / institution forward and we could do a random draw. TIM & AUBURN agree with quick applications and random draw for ease of time for all parties. MEGHAN we could include one or two yes or no questions. IE. could you apply without this funding?? If we get 5 apps but 3 say they DON'T have the funding....they get it?? TESS mentioned that a question would also ask how many staff would utilize this (10 staff vs 2 staff) also helps get the most out of the funds. AUBURN or percentage of staff? NATHAN agrees with percentage. Nathan wants to know who this email goes out to? Sr. professionals or all staff. A new prof could be excited before their supervisor agrees. MEGHAN we either send to all or just sr. officer...with the intent as well that the sr. officer submits. Consensus from all. AUBURN cautions using percentage. Maybe just number of staff in res life team. MEGHAN would like us to leave it to folks to determine percentages or numbers of staff. Confirmation of questions to be asked on the listserv due by next Thursday. Maybe we could also use ranges of answers. DILLON wonders if easier is better. We don't want tons of work for little uptake.

6. ACUHO-I ACE RLPA Meet & Greet / Coffee

Sounds like folks would prefer not to offer an RLPA reception at the ACUHO-I ACE. That time has passed now. We (RLPA) will not be hosting a reception during the annual conference. We didn't want to overlap but we can continue with regular coffee chats. We have one scheduled for next week. Should we schedule one for the week AFTER the annual conference? DILLON We don't have one schedule for after June yet. Dillon can work with Auburn on this. MEGHAN should we do more. NATHAN do we want to host a specialized coffee chat...incentivized it a bit more...some

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quick trivia with prizes accompanying? ALL thumbs up. MEGHAN agrees. Knowing that June may be a bit busier for folks. Should we do something in July to get better engagement? DILLON would like us to consider building this annually, so we have everything booked in advance. MEGHAN maybe we can add this to the member engagement survey...what times work for coffee chat for folks and then send them all out in advance. DILLON yup we can add this to all calendar invites.

7. Membership Engagement Survey

Draft survey questions were sent out today by MEGHAN. DINI could we add 'do you want to present' and 'would you attend' so we can gauge for both interests for virtual presentations. MEGHAN definitely. DINI could we add mentorship appeal as well. Pro staff as well as student staff. We want to engage interest before we deep dive into it. DILLON can we incentivize for folks to submit the survey? MEGHAN likes this and agrees. ALL Agree with current survey questions. This survey could go out next week. In terms of a small budget for gift cards for incentivization? NATHAN can we incentivize based on years of experience? NWACUHO uses 0-3, 3 and up, and beyond. The President trio discussed that there would be a prize for each of those levels (one for each). AUBURN as opposed to getting entered in a gift card draw....you are guaranteed a lower gift card like \$5 bucks? MEGHAN thinks this could be a good idea. That being said she is wondering with the Master Planning process more surveys will come where we REALLY want to hear from people and incentivize a guaranteed lower amount for those surveys. DILLON to reiterate 3 different levels of prizes, one per level. DILLON makes the motion of 3 prizes of \$25 dollars for this survey. TIM seconds that motion. DINI wants clarification on tier levels on positions. Either we will ask folks to enter levels OR years of service. Then one gift card for each of those levels. Helps us engage Sr. Officers. MEGHAN further thoughts on how we draw? NATHAN does our platform allow these gift card options?? MEGHAN folks could use cards from other community business and we could buy cards appropriate to these areas. MEGHAN may need for us to just randomly selecting three for ease of time and access. DILLON we have the motion to use these funds.

8. Connecting with OACUHO

MEGHAN quick update. Conversation comes up lately from pres trio that we don't have a current connection with OACUHO. We did historically. We should reach out. OACUHO serves lots of members outside of Ontario. OACUHO are asking questions to members on how to reach out better. There may be impacts for us. If OACUHO does more for western Canadian institutions could help us here as well. We should reach out to their pres trio to build relationship. TIM provided historical context on inviting OACUHO President annually at the RLPA AGM.

9. Member Guide (see attachment)

DILLON brief update. Member guide was sent ahead of time. Dillon has updated this guide. Auburn has volunteered to help edit. This could be sent to all members especially new members. They can always reach out if they have questions. Dillon's request is to all to look at and review

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the document. Looking for feedback and a doc that is editable on an annual basis. No current questions. Some feedback is that it looks good so far. If everyone can have edits in by June 4th to Dillon & Auburn.

10. Mentorship Program

TIM & DINI met earlier this week to chat about what this could look like. We are comparing to what OACUHO is doing as well. Potential surveying our folks for prof-prof and prof-students as well. We see value in both. Before we do work here we would want to survey to get engagement from both pro staff and student staff as well (polled to student staff BY pro staff). Can we put this in the membership engagement survey? TIM mentioned historical. DILLON we could also pose this to NWACUHO and ACUHO-I to see across associations to assist sustainability. MEGHAN agrees that adding this to the survey is a great idea. What question would we use for the survey? Engage professionals first. MEGHAN will send the draft question to TIM AND DINI.

11. Standardized Agenda Items

DILLON top level items that come up annually. Awards and position nominations for example. We could draft these items to assist future boards. We also don't want to miss anything annually. We could also send agenda 'briefs' as opposed to just agendas. MEGHAN who can help pull this together? Michael, Tim, and Dillon volunteered.

12. Corporate Sponsorship Director (Vacant)

DILLON, position is currently vacant. Early next week will be another call out. Might be good for staff to get out of move outs. The position description will be added to the call out. If still not filled by our June/July meeting we will need to discuss our next steps...how we fill it / and backfill the work. Any questions or any interests? If you think of anyone please reach out to Dillon

13. Executive Position Updates

DINI – LEAD had two meetings with the committee. Booking into 2022. Exploring two different weekends for virtual. Could also be a long weekend. Student staff sub committee notification went out. Already have two student staff sign up. Looking at the NWACUHO grant and how we go about applying for this. Will touch base with Auburn to update info. We should archive the old stuff. Business account to access social media platforms. Auburn to help.

AUBURN – brief. Getting familiarized with the systems. Working on learning social media accounts. Perusing website and chatted with Dillon about moving things on/off the website. Would like to add the LEAD page to our website so we don't need to host two websites. This should be a Board decision to remove a website. Would be value in having DINI, DILLON AND AUBURN working on this.

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NATHAN things are good at SFU. Still taking the time to learn about the association and the role. All things good.

DILLON RDP is exciting news for RDC for us today (new name). Top level for summer and fall board planning. Great connecting with board members. Website / listserv / membership. Master planning.

MEGHAN has updates and is really lovely to put time towards RLPA stuff. Attending ACUHOI regional meetings. Sent out emails to Ministers and deputy ministers and Premiers about vaccines. Have received some canned responses. None have included that we would be given a higher priority. Really pleased that folks wanted them sent out and that we did sent them out. As vaccines are rolling out we may not see a change with prioritizing. More and more folks are getting vaccinations. Hopefully many of our staff members will have both doses before move in.

TESS NWACUHO board meeting for last two days. What committees will look like. How to get more engagement in those. What the 2022 conference will look like. Appetite for another hybrid model. Maybe province specific meet ups. Depends on restrictions and budgetary concerns. There is an appetite. Overall commitment to take a stance to be an anti-racist organization and make it clear where we stand on these issues. Master planning as well. Sending out a needs assessment. Also doing website updates as well. Changing platform. Packed full two days. Did virtual escape rooms with your teams or family. 10 bucks. Pretty good. Peekaboo escape rooms. NWACUHO mentorship program work with TESS as well.

TIM no big updates to speak of. Booked all summer meetings and have updated Google Drive. All is well at the moment.

MICHAEL we have spent no money at all. Listserv is updated. Things are well. Auburn and Michael will take some website / listserv stuff offline.

14. Board June Retreat

Just to get agenda items. Send out an email for the BIGGER topic discussion for us to dive into. Master planning group. Tim and pres trio will connect for social activity options.

15. Adding LEAD to the Website

Covered in above minutes during previous agenda item

16. Members-Only area of the Website

Covered in above minutes during previous agenda item

Wrapped at 3pm