

Board Meeting Minutes



Residence Life Professional Association

Board Meeting

Tuesday, November 16th, 2021 12:00pm PST/1:00pm MST

1. Approval of Board Agenda

Motioned to approve by MEGHAN, approved by AUBURN.

2. Approval of Past Board Minutes

Motioned to approve by Meghan, seconded by DILLON.

3. Business Continuity Plans – Webmaster

AUBURN, reached out to Webmaster. Webmaster has an emergency backup plan in case of contingency. Some of this Webmaster's clients are being transferred out to a third party 'partner host'. In an emergency, we are covered as this third party will reach out to us to continue services. DILLON, yes our current Webmaster has low rates. We could always change hosts now, but it could/would increase our costs. AUBURN, feel like whomever we have assume the Communications Coordinator role is well set up, but agree, in the coming months/years, pricing may change. AUBURN, thoughts on next steps? MEGHAN, nice to know that we could move to another Webmaster/host when we need to, but thoughts would be to stay with current Webmaster for now. Feel like, organically, current Webmaster will fully move away from hosting all of his services. ALL Board agrees to stay the course for now. NATHAN, maybe we start building this potential increase in the incoming budgets. AUBURN, agree. We build this in now but come in under budget annually until we switch hosts. MEGHAN, yes, please MICHAEL start considering increasing the budgeted amount prior to AGM. TIM, AUBURN can you pass along a Board contact to the Webmaster for us to continue communications. AUBURN, suggestion would be DILLON knowing we only have DILLON for a few more months. MEGHAN, yes please, DILLON can you continue to the communications with the webmaster. MEGHAN will start communications with NATHAN and DILLON about moving forward with training and onboarding of new staff that will assume this position.

4. Docs Uploaded to Members Only Site

AUBURN, this has been completed. FBM minutes and Board minutes have been uploaded. All minutes are in the members only site and are up to date. The financial state of affairs that were presented at the FBM were also uploaded. DILLON, we do have to release our minutes 30 days out, to the members. MEGHAN, TIM please add to the agenda for the December Board meeting to plan AGM proper, deadlines, and what needs to occur well prior to the AGM.

5. LEAD

TESS met two weeks ago with the full committee. Another meeting is on the books for tomorrow. Keynote speaker is locked in. This person is a non-profit but used to work in the Residence field. Feel

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like this keynote will be received super well by the student staff (Keynote name: Amie Kroes). Might be meeting again in December as a touch base. Still talking about swag. Mugs from a few years ago were popular. Looking for a potential 'Starbucks' like thermos/cup item. Zoom is the platform. Meeting with Zoom rep at tomorrow's meeting. Should look and feel like Hopin. Some budget needs may be brought forward to the Board in regard to securing appropriate swag money. Case study structure is figured out. Deciding on the question. Final deadline to sign up is next Friday. Another reminder may be sent out soon to gain more registrations and program proposals. DILLON looks to be about 42 registrations so far.

6. Financial State of Affairs

TIM this was added to the agenda as it was brought up during the FBM to have the Finances sent to the members well in advance of meetings (Bylaws are clear on prior to AGM, but not for FBM). MICHAEL yes we don't have to submit prior to the FBM as changes are not occurring or a submission of a budget like what would occur at an AGM. We could always send out updates though. DILLON a good thought would be to send quarterly updates as best practice. TESS if it isn't onerous, would like to see the finances submitted prior to the FBM when the agenda is sent out. TIM agreed all, just don't want to get in a situation we are changing bylaws in regards to what is expected prior to the FBM. AUBURN, agree. MEGHAN, if this is added in the agenda package, yes this would be great, especially when members may only see the finances on a screen share.

7. Communications Coordinator Posting

DILLON, postings have gone out to all members. No interest as of yet. Please pass this along to colleagues.

8. Corporate Sponsorship Position

DILLON, postings have gone out to all members. No interest as of yet. Please pass this along to colleagues.

9. Board Position Onboarding

MEGHAN do folks want to chat further about how this could look. We do have an interested member for the Corporate Sponsorship position. AUBURN there isn't a ton of training to do for the Comms Coordinator position. If someone has web experience at all, they will be well served in this position. Pretty straight forward. The next piece for online registration would be for the AGM. AUBURN will share any web info and passwords with MEGHAN and DILLON. AUBURN someone should also be set up to approve listserv submissions. AUBURN, the hopes would also be that members start using the forum more and more. MEGHAN let's keep this as an ongoing agenda item. MEGHAN will be meeting with Isabel and Nouran to work on onboarding their positions.

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10. Survey from the Board – New Professional Support

MEGHAN, open to chatting about this more. Thought would be maybe to add this to upcoming surveys / assessments that may come from the Board. Maybe we add this to an upcoming survey. TIM agree on adding this to something already being sent. MEGHAN we also don't have any specific coffee chats for the Winter term. Maybe we try this there? ALL BOARD agree. MEGHAN will work on this for January and beyond.

11. Committee Updates

MEGHAN regarding the Master Planning committee, DILLON is compiling the notes and results from the FBM. Once that occurs and the next meeting occurs there will be an update in the future. With this as well, there is the hope that the Master Plan would be proposed and approved at the AGM.

MEGHAN regarding the Anti-Racism and Truth & Reconciliation working group. Emily Guigovaz from Olds College has been added to this committee. Still have meetings on the books moving forward.

12. Upcoming Coffee Chats

MEGHAN next coffee chat is tomorrow. A reminder email will be sent to all members. Other coffee chat we have upcoming is on November 24th. It's an 'article' session where members will read ahead of time and all will speak together on learnings. AUBURN all coffee chats and sessions have been added to social media and is completed for the end of 2021. TESS also interested in participation for the 24th. We could also try this type of session again in February due to current timing in November. MEGHAN, operations roundtable in December as well as a general coffee chat in December. Maybe we can have a fun holiday theme for the final 2021 coffee chat.

13. AGM 2022 Interest

MEGHAN Emily from Old's College has agreed to host the AGM for the spring. Board is super excited for this. For a PD and learning experience would be valuable for folks as Old's College has a lot of bespoke Residence areas in regards to the programs that Old's offers. At Old's, we are able to stay in housing and can offer it at a reasonable cost for members. This would help folks ease back into in person PD as they could offer a full reasonable package (with meals, etc). Looking at two weeks of potential dates. Earlier March would work better. TESS NWACUHO is currently planned for March 1-3 2022, held virtually. MEGHAN thoughts from folks for the second week of March (7th – 11th)? MEGHAN thoughts on February dates? Board doesn't feel due to timing and weather that February dates would work. MEGHAN will reach out to Emily at Old's for the second week in March to see about availability. MEGHAN will also connect with TIM about hosting guidelines for in person meetings.

14. 35 Anniversary Plans

MEGHAN we need more time to discuss this. AGM 2022 is the 35th anniversary. How do we want to commemorate this? Something special? MEGHAN let's add this to the next meeting and start the

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process. TIM will send a survey to the Board in regards to thoughts to what we could do / should do to commemorate the 35th in preparation to discuss at the December Board meeting. TESS maybe we have an in person / day trip (maybe overnight) as a one off for members? COVID is such an unknown. MEGHAN we will chat more next meeting.

15. Board Member Updates

MEGHAN most of updates were captured in the agenda. Working to support the LEAD committee.

TIM survey will go out and minutes will come. Will add surveys for 2022 Board dates.

MICHAEL some registrations had to be completed again. All looks ok.

TESS confirmed that NWACUHO will be virtual for 2022. Coffee chats are open to all institutions across NWACUHO. Going well so far. Full swing to plan conference in February. LEAD is going well.

ISABEL just learning as how these meeting go. Met with Kristin about booking LEAD 2022 location. Going to Brazil for 3 weeks to see family.

AUBURN, updates from above.

Lastly, a very large THANK YOU to Auburn for all of her hard work as the Communications Coordinator. This will be AUBURN's last meeting. We all wish her the very best!!! 😊

Meeting adjourned at 2:35pm MNT