

Fall Business Meeting Minutes

October 27th, 2021



9:30am-12:30pm MST/8:30am-11:30am PST

No.	Item
1	Call to Order Meeting called at 9:35am
2	Approval of Fall Business Meeting Agenda Call for additions to the current agenda. Meghan Reiser adds to the agenda: <ul style="list-style-type: none">- An update from the Anti-Racism and Reconciliation working group Motion to approve Fall Business Meeting Agenda. Motioned by Kristin Davick and seconded by Auburn Phillips. Agenda approved.
3	Approval of Annual General Meeting Minutes – March 17th, 2021 – Virtual Any amendments to minutes? None brought forward. Motion to approve Annual General Meeting Minutes. Motioned by Kristin Davick and seconded by Emily Guigovaz. AGM 2021 minutes approved.
4	Executive Position Updates President (Meghan Reiser) Attend monthly ACUHO-I Regional Leadership meetings. These meetings have been valuable as all associations are dealing with the change to virtual settings and other shared challenges. In the Spring, in response to requests from members, we reached out to political representatives in BC, Alberta and Saskatchewan to request priority vaccine access for student housing staff. All responses we received indicated this would not be possible. Fortunately, due to updates to the vaccine timelines, all members should have had the opportunity to be fully vaccinated prior to the start of the academic year. Have been working with Dillon on the Master Planning Committee. Recently, I have taken a step back from co-chairing this committee to focus on the Anti-Racism and Reconciliation Working Group. I continue to be involved with master planning as a committee member. We have launched the Anti-Racism and Reconciliation Working Group which currently consists of Lakshmi Sangaranarayanan (University of Calgary), Laura Correal (University of Lethbridge), Christine Zapisocki (University of the Fraser Valley), and myself.

Fall Business Meeting Minutes

October 27th, 2021



Worked with other board members, Logan Kinghorn (McGill University), and Kristin Davick (University of Calgary) to organize events for the Fall Business Meeting. Thank you to all of them for their work to make this event happen.

Have been organizing monthly coffee chats and started monthly topic specific roundtables. Our first topic specific roundtable was held in October and was focused on student conduct. Upcoming dates: November 3 (Student and Staff Mental Health Roundtable), November 17 (Coffee Chat), November 24 (RLPA Learning Session), December 7 (Operations Procedures Roundtable), December 14 (Coffee Chat).

We are looking for suggestions for topic specific roundtables in the Winter semester, so please reach out if there is anything specific you would like to see offered.

Meeting monthly with Dini to check-in about LEAD. Dini's term will end prior to the Annual General Meeting. We will make sure to formally recognize her then as well, but I wanted to take a moment to recognize the work that she has put into organizing the conference and to say thank you for her commitment, as well as some exciting new initiatives which we will share about in the LEAD update.

Past-President (Dillon Andrus)

In the past 6 months worked to complete the annual return to Alberta to ensure we are compliant. Have also completed the financial audit with volunteer member. Thank you for the members who assisted with the auditing document.

Worked with the Master Planning committee. Thank you to the committee. Workshop session was held yesterday. Thank you to all members who completed surveys.

Still responsible for ongoing elections and positions which we will be working on later this morning.

President-Elect (Nathan Riley)

Recently, continuing day to day to learn from the board and President duo.

Sit as a committee member on the Master Planning Committee. Working closely with our members across the region.

Assisting the RLPA with updates and goings on from NWACUHO.

Secretary (Tim Siemens)

Have spent the time since the AGM creating agendas and minutes for all the Board meetings between now and then.

Changed signing authority from Jenn McCullough (previous RLPA Secretary) with Michael

Fall Business Meeting Minutes

October 27th, 2021



Barnard (current Treasurer) to update to my name. Documented process with Michael as it was quite onerous at the bank.

Communications Coordinator (Auburn Phillips)

Moved RLPA items to the members only area on the website, increasing security. It's a good move judging by the amount of spam that come through our contact form. Launched forum, please make use of it. Long-term, a better option than the list-serve. The winner of the 'creating an RLPA profile' was Jenn McCullough.

Worked with LEAD chair Dini to move old LEAD website and instead made a page on the overarching RLPA website. Recently updated that, and even more recently launched LEAD registration.

Ongoing duties including web updates, list serve approvals, new requests. Encourage newer members to apply for this position at the upcoming AGM 2022.

Question from the members: What are the current business continuity plans with our webmaster? This will be addressed at the next monthly Board meeting.

LEAD Chair & Co-Chair (Dini van Eck)

Dini van Eck is the LEAD Chair but was unable to join us today, Meghan Reiser is providing a LEAD report on her behalf.

LEAD is being held virtually this year. It will take place from 10:00am-3:00pm on January 15 and 22, with some engagement opportunities throughout the week as well.

Registration is \$10.00 for members and \$20.00 for non-members. November 26 is the last day to register, and presentation proposals are due on December 5.

Dini has been working with an excellent committee of professional staff and student staff to organize this year's event. This is the first year that a student staff organizing committee has been involved in the planning process and it has been going very well. We are particularly excited about the graphics for this year's event which were primarily put together by student staff.

The Participation Incentive Program will be running again this year to encourage participation in the lead up to the event and between the two Saturdays.

The committee is working on securing a keynote speaker and will provide additional details once this is confirmed.

Fall Business Meeting Minutes

October 27th, 2021



The case study will be optional for all participants and will be held after the first day.

Treasurer (Michael Barnard)

Worked to get Tim on the bank account and signing authority. Had the bank get on track with appropriate documents.

Worked with Tim and Dillon to detail standardized agenda items for all meetings.

Prizes sent for coffee chats and trivia via budget approval.

Shared with the members current financial state of affairs. We are within budget. This financial report will be shared with the minutes (see attached via email).

Question from the members: Can the financial reports be sent to members ahead of time to give members a chance to read it in advance.? Can this also be available on the members only platform? This will be addressed at the next monthly Board meeting.

Master Planning Sub Committee Update

Gone through the survey with the members at yesterday's workshop. Will provide focus groups to ascertain further information.

- 5 Really want to be representative of all of our membership for future progress for the RLPA.

Question from members: Is there a central place where all Master Plan documents are located? Dillon will post this information (with a thorough update and timeline) on the members only forum.

NWACUHO Update

Update provided by Bob Lambert, current NWACUHO Past President.

- 6 NWACUHO is about to send out a proposal to restructure the Board. Will be going through a voting process with the members. Consolidate provincial / state representatives to have less representatives. New Accessibility and Inclusion Director to also be voted on. New Committees Director as well to be voted on.

Working on strategic plan. In the past there was a 5-year master plan with 60 objectives. Really want to hone in with fewer goals to spend the same amount of time but with more focus. 2022 Conference will take place Feb 28th – March 2nd. Online as well. Accessibility to all RLPA members free of cost. Want to maximize number of attendees. Access to listen to presentation beyond those days as well. Calgary 2023 will be current next hopeful in person conference.

Fall Business Meeting Minutes

October 27th, 2021



Question from members: Last year NWACUHO made a shift for fees, confirming when these come in effect? Bob, we aligned fees with end of fiscal year. There will be a prorated rate.

Anti-Racism and Reconciliation working Group

There are three members and Meghan on this group (see President report above for member names). Welcoming new members. Still in early days. This is a new working group for the RLPA. Was recognized that we really need to continue these topics. Trying to get a better understanding of where we are at with the RLPA, challenges and where we need to go. Committee will reach out to folks in regard to assessment options and one on one feedback opportunities. Will really be actively seeking feedback from all of our members. Hope that this working group will be separate from the Board. This will allow the group to have more freedom away from the Board.

Board of Directors Election

Dillon provided brief introduction of these positions. These position one-pagers were sent to members ahead of time.

LEAD Chair Elect. 1-year commitment. Supporting Dini and completing at the next LEAD 2022. This position becomes the chair after the 2022 LEAD.

LEAD Chair Elect. 2-year commitment. Supporting the 1 year and then completing as the LEAD Chair in 2023

Corporate Sponsorship Director. Currently vacant. 2-year commitment.

7 LEAD Chair Elect 1-year nominations. Advance nomination: Nouran Abdelrazik from Simon Fraser University. Open floor nominations open: Isobel Frandino nominated and ACCEPTED. Nominated by Kristin Davick. Nominations closed. Dillon read Nouran's advance nomination statement. Isobel also discussed her nomination. Dillon is sending 'election runner' to institution main contacts for voting. **Isobel Frandino is elected as the RLPA LEAD Chair Elect – 1 year.**

LEAD Chair Elect – 2 year Term. Advance nomination – Nouran Abdelrazik from SFU. Nomination open to the floor. Second call for nominations. Kristin Davick nominated Laura Correal from UofL. Laura declined. Final Call for any nominations. Nominations Closed. **Nouran Abdelrazik has been elected as the RLPA LEAD Chair Elect – 2 year term.**

Corporate Sponsorship Director nominations – 2 year term. No advance Nominations. Nomination open to the floor. Emily Guigovaz nominates Rob Ford. Rob declined.

Question from members: Do we / RLPA have benchmarks for fundraising that we have to meet? No not as of yet as this is a very young position on the Board. The role is very open to interpretation. Meghan offers to help folks who may be interested for further direction.

Fall Business Meeting Minutes

October 27th, 2021



Second call for nominations. Final call for nominations. Nominations Closed.
No nominations gathered for this role. Corporate Sponsorship Director role remains vacant.

2022 Annual General Meeting Update

- 8 Keep your eyes peeled for updates to come soon. We have had institutions step forward that are willing to host in person. The Board is really hopeful that we can have an in-person AGM in 2022. We are looking to confirm the institution and dates in the coming weeks.
-

Roundtables

Topic # 1 – Student Staff training and onboarding processes

LOGAN: looking to create a more well-rounded student staff training. Wondering if others have cool new sessions / ideas on training student staff.

MEGHAN: we will also look into our training. We are finding that our student staff are dealing with information overload and maybe we do less during the August week. But pepper more training through the following months after August.

DILLON: A lot of day-to-day training was put online and self-paced environment on their own time so they could connect as a team when they had in person time. We also used 16 personalities to open up team dynamic conversations.

LOGAN: Has anyone completed Indigenous training for student staff at the start of the year.

EMILY: Kairos Blanket exercise. Had a student staff member who can facilitate Kairos exercise. Finding that we are hiring students with a lot of unknown skills.

Topic #2 – Group interview processes

- 9 KRISTIN: brought this forward. A lot of folks are moving away from this process. Does group process serve us well? Can all students be successful in that setting?

NATHAN: SFU has moved away from carousel process and moved solely to interview process. Moved away from formal resumes and only on questions. Interviewee could meet with multiple professional staff.

TIM: Haven't been doing group interviews since about 2006. Only individual interviews since then.

EMILY: One on one interviews only since she started at Olds. Currently a call out to interested folks with more of an interview questions process as opposed to resumes. Almost like SFU. Created a carousel 2.0. Everyone was invited to a virtual carousel. Also had mini-individual interviews as well. A very hybrid process.

ROB: Have been doing carousel for a very long time. Looking for a hybrid model as well. Not a favor of individual interviews when you have mass amounts of applicants. Currently reduced size of team at Augustana. Looked at mini carousel and then individual interviews.

MEGHAN: we don't do carousel due to our size. Would not move to a carousel process. Really appreciate that folks are moving away from resumes and more competency-based questions / info sharing.

Fall Business Meeting Minutes

October 27th, 2021



Topic #3 – Live on / live in

MEGHAN: curious about their live on live off staff position types. COTR do not have any full time live on staff members, but currently use an on-call rotation. Expectations for folks who don't live on campus.

ROB: we have moved away from live on professionals. Some of our student experience coordinators live on campus. All five of the coordinators share the on-call schedule. This helps us understand that some of the coordinators do not NEED to live on campus. Taken a look at what the purpose of being on call is? Answer a call within 15 minutes and hopefully can attend campus within 90 minutes. For situations where people are needed within 15 minutes, professionals higher than us (first responders / EMS / 911) are called.

NATHAN: SFU is getting a lot of questions regarding the live-in coordinator and being on call. Phone is off during the day. Can call student in need directly from the on-call phone. A lot of discussions as to what constitutes as work for when being on call.

AUBURN: UOFL has never had a live-in component. Growing our on-call and live-off campus positions. The volume of calls is very high. If on-call folks have to come to campus, the compensation would be greater than 1-1. Feels like there is not a huge desire to live on campus.

EMILY: Olds is similar. No live in. Feel like this should be the norm to assist in tackling the work/life balance. Again, what really constitutes an emergency after hours.

MEGHAN: super interested to see that things are changing, and we are questioning current processes.

AUBURN: Might be a nostalgic component. Would assume there would have been much less calls many years ago.

DILLON: Communication has changed over the years as well which assists in increasing communications from students. Adapting that change hasn't been easy and or complete as it keeps changing.

Topic #4 – Support for new professionals

BOB: had put forward in asking for supports for new professionals.

STEVE: Focus on high level mental health response, and other high level responses, but expect that staff enter the role with a large number of skills already. Now really looking at staff leadership. More of a professional level of student staff management and teach them some managerial skills as well. This would assist in other fields looking at our student professionals closer for different reasons.

MEGHAN: Agreed on above. Feel like the onboarding is the focus and THEN hire for those roles (this was MEGHAN's experience during her time at the UofA).

AUBURN: Maybe we can send a survey from the Board, what could you have used as a new professional.

Fall Business Meeting Minutes

October 27th, 2021



Wrap Up

Motion to adjourn Fall Business Meeting. Motioned by Dillon. Seconded by Steve.

10

2021 FBM adjourned at 12:28pm
