

Board Meeting Agenda



Residence Life Professional Association

RLPA April Board Meeting

Wednesday, April 23rd, 2025 @ 9:00am MST

In attendance: SB, PV, AM, JM, RS, NV, AP, MK, SP

1. Call to order: Time: 9:01am

2. Approval of Past Board Minutes

a. Approved by: JM, 2nd NC

3. Approval of Board Agenda

a. Approved by: AM, 2nd SP

b. Descents: none

4. Meeting amendments

a. Approved by: PV, 2nd AM

5. CoP Updates - AP

a. Meeting last week, went well

b. Over the summer, wants a locked schedule with a guest speaker. Looking at inviting guest speakers from outside this region, Ontario, East coast, BC. More info to come.

c. Add to the resources bank this year, encourage all levels of professionals to contribute.

6. NWACUHO - AP

a. Finalizing Affiliation Agreement between RLPA and NWACUHO - final draft submitted to Board Friday

b. Notable clause both Svati and Matt hope to promote giving ability to members from either association attend each other's events

c. Questions about unique features and opportunities between each institution:

i. reflecting on what makes us different and unique

ii. Funding for LEAD – asked the Board if they can fund, Board said yes.

1. Awaiting proposal

d. Overall, Board is pleased with Affiliation Agreement

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- e. Doubts among NWACUHO – CAN-USA tension, we want to continue our partnership. Changing political landscape may affect this.
- f. PV: What are the complications? Policies in the US?
- g. AP: Yes. Same level of partnership may not be the same
- h. Working with Kristal (US equivalent)
 - i. working on a proposal Form, drive-in in Washington State and AB.
- i. SB: LEAD is a big ticket item, there are some unique opportunities

7. AGM 2026 - SB

- a. No new proposals
- b. Are we comfortable with MRU hosting?
 - i. Motion: SP, 2nd JM
 - ii. No descent
- c. We will communicate this! Voluntell yourself for host institution
- d. Will be sending out info soon. March 5-6, 2025. Tentative.

8. Summer Board Meeting - SB

- a. Historically, wherever AGM is.
- b. Ok to do it at MRU?
 - i. June 5-6 // June 12-13, virtual option if needed
 - ii. AM: Convocation is June 12-13 at MRU
 - iii. SB: Will still most likely be June 12-13, tentatively. Might cut it down to one day.
 - iv. PV: Can send out to members. What are we doing for an AGM committee?
 - v. SB: Yes, we should start a committee. Will start a Google Form for membership to join the committee.
 - vi. AM: Hotel rooms at MRU are \$65/night. If you need to put that through your processes, that's the rate.

9. Election Appeal (Membership vote) - SB

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- a. Andrew appealed the election results based off the fact that some membership institutions did not pay their dues, in accordance with the by laws.
 - b. We haven't historically held this up, mostly for engagement. Now that we have good momentum, we should set this as a standard.
 - c. Thanks for your thoughts on the document
 - i. There's more wording needed. Do we provide more context?
 - ii. PV: Helpful to mention we connected with former past-presidents, then we can present the updated document to these connections. Can get some insight and discussion about historical context.
 - iii. SB: We either rewrite the bylaws and send it out, or we do it at FBM and do it then. What date do we give ourselves for a deadline?
 - 1. July 1st or FBM?
 - iv. JM: July 1st, to prioritize.
 - v. PV: No preference for date, but we should open it to the entire membership. Board should provide a form to send it out, by law goes to membership with support from the Board.
 - vi. SB: like the idea, easier to make the change. Still give the draft, but it needs to get done.
 - vii. SP: Question about turning to the membership. So broad. Give 2-4 options membership can pick from instead of leaving it up to the membership.
 - viii. SB: Open to membership, but we are guiding the membership. Included in the doc, no one's going to get a ton of emails for this.
 - ix. AM: Do we add "other, please explain"? If someone's not happy with the options provided
 - x. SV: Works for me, added a new checkbox. Are we ok to send this letter off to past-presidents?
 - xi. AM: Have we communicated with Daria about the delay on this?
 - xii. PV: Daria and Keira know the result has been appealed and the Board is meeting. Will follow up about the timeline moving forward. Not sure what our timeline is before talking to past-presidents. Will let D and K know it may take some time.

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10. LEAD

- a. Committee interest went out, 12 people signed up.
- b. Meeting for the first time May 15. Assigned the sub-committees. Janessa put together a timeline for expectations and communications.
- c. Gull Lake has confirmed. Max 160 min 88. May have to limit # for FBM and LEAD capacity
- d. Working on NWACUHO \$
- e. JM: Accepted a position with the Faculty of Arts, leaving her current position and her membership on April 30. Still has access to institution email.
 - i. Lead co-chair position will be open.
- f. AV: Thank you, congratulations! Sad you're leaving but exciting! Thank you for what you've done. You're more than welcome to help with LEAD! We will need to have an election for LEAD co-chair. That will go out.
- g. AM: Meeting with Prabh, are we waiting to hear about the president-elect, what's the timeline?
- h. PV: prioritizing this vote. Sending something out by next Monday. Trying to rush through this to help AM. Janessa is welcome to join at LEAD.
- i. SB: We should put an FBM committee together. Email that goes out about AGM will include info about FBM. People only attending FBM may just be staying at hotels instead of Gull Lake.
- j. AM: Bed #s: retreat centre we do not have this year. We have 160 beds max. All in shared cabins. Everyone will be sharing.
- k. PV: How does that compare to last year?
- l. AM: Same cap, 141 people registered between FBM and LEAD. Cap'd the # of how many student-staff could attend per institution.
- m. PV: Cap of ind. rooms is 10, everything else shared. Hotel off-site for pro-staff.
- n. AM: 8-14 people per cabin.
- o. SB: Open to help shaping this idea. Increase or decrease FBM registration fees. Fee increase, include a shuttle bus, car pool?
- p. AM: Checking in with Nadine. Sponsors for LEAD? StarRez? CLC?

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- q. NC: Reaching out again to CLC, why not try StarRez? We will try. Reach out to grocery stores, see what we can get. Going forward with CLC. Even merch!
- r. SB: CLC first, then go from there. Still flushing out the Corporate role, we'll reach out lots to see who wants to support us.
- s. AM: Has a CLC contact, sending to Nadine.
- t. NC: Will take info about any prior connections.
- u. RS: If I was interested in JM's co-chair position, do I keep coms position?
- v. PV: it would be a series of by-elections. Any board member or member can put their name forward, then coms position would open, and the cycle would continue until all spots are filled. By law somewhere about time constraints, for anyone serving on the Board.

11. Monthly check-ins vs "Office Hours" - SB

- a. SB: Is it beneficial to hold monthly check-ins? Any preference?
- b. RS: What if I don't have anything to say for monthly-check-ins?
- c. SB: That's time back in your calendar.
 - i. Everyone agrees, I'll start setting this up.

12. Board Updates - SB

- a. Something to pilot. Benefit to setting aside 'Board Updates' for Board meetings? Even if nothing's going on, just a quick update, to catch smaller items. Hold each other accountable as well. Are we okay to build that into the agenda? Yes.

13. Website photos - SB

- a. We need to update this with our faces!
- b. RS: No one sent head-shots, so that's why the Instagram post never happened.
- c. AM: Can we do headshots at the summer board meeting? Then it has to get done
- d. SB: That was my idea, too.
- e. PV: Can people send them, too? Just to get the website updated. We abandoned this project last year because of the website update. Don't want to see that happen again.
- f. SB: Send if you're comfortable, or we will update them at the Summer Board Meeting.

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- g. RS: Send photos to Rita's institute email along with fun facts for Instagram post.

14. Google Drive clean up - SB

- a. Rob Ford advice: put everything in an archive folder and start fresh!
- b. SB: I did it already. Feel free to pull things out to put on the main page.

15. SHO Network - SB

- a. Passion project started in January! SH Professionals, connecting to other professionals. How do we want to go about establishing this network? ListServ? Move it onto our website and platforms? Smaller list under the ListServ or a Google workspace for smaller SHOs?
- b. RS: Should we hold times at coffee chats and force people to talk amongst themselves? Slack link expires, so that's a barrier. Coffee Chat socials for connecting. Intentional times.
- c. SB: Good idea. Andrew, CoP? Maybe far in the future. Brings the essentials together. Listserv is a lower stakes opportunity.
- d. AM: Idea of subsect SHO ListServe, that requires each institution identifying an SHO. People who don't need to be in the ListServe might get included, and people who could benefit might miss it.
- e. SB: If you identify as an SHO, this might be worth considering
- f. SP: What is the ListServ? Open form with discussions might be useful. A part of the website to sign up for a discussion.
- g. SB: Great idea. Will research more. After the Summer Board Meeting, roll out stuff for SHO network, start rolling out coffee chats.

16. Board Member Updates

- a. JM: working on transition papers
- b. AM: Janessa is amazing! So much appreciation. Thank you.
- c. SP: Treasurer position is in shambles. No access to bank account, has reached out to everyone. Troubleshooting to find a solution to pay UofA and everything else.
- d. PV: Lots of meetings, tracking down former treasurers and also getting ignored. There are some options for UofA, will be in touch with Shreeta.

17. Motion to adjourn: AM, 2nd JM (10:06am)

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