

# Board Meeting Minutes



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## Residence Life Professional Association

RLPA August Board Meeting

Thursday, August 14, 2025 @ 2:00pm MST

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### **1. In attendance: SB, AM, CZ, AP, MK, SP**

### **2. Call to order @ 2:31PM**

### **3. Approval of Board Agenda**

a. 1st: AM

b. 2nd: SP

### **4. Approval of Past Board Minutes**

a. 1st: SP

b. 2nd: CZ

### **5. FBM (SB)**

a. Where are the keynote speakers and sponsors staying? Camping? Beds? Alternative options for Emily and Bob?

i. Maybe rent out a house/airbnb at Gull Lake for those folks (keynote and sponsors)

b. Everything else looks good, registration will open on time, just waiting to hear about Chris and Craig's camping situation

c. AM: Can we add pronouns to the registration form?

d. SB: Yes! Will add to housing preferences, dietary restrictions form. Pronouns for pro-staff is there! Acknowledgement for making sure student-staff know that they have to bring their own bedding and towels.

e. AM: Can we change the question from "do you have more" to "Would you like to be added to the waitlist to register more" including how many people?

f. SB: Yep. Are stripe accounts up to date, are we good to make payments?

g. SP: Everything on the back end is a go. I'll be going to the bank to get everything else set up.

### **6. Bylaw edits (SB)**

# Board Meeting Minutes



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- a. SB: Townhall. Only 2 membership folks attended, not much feedback. Met with Cole and he had a lot of edits, and he pointed out things that we cannot do. AGM has to be held in Alberta. Comments about the word "only" – implication, clearing up language. Don't name initiatives. We will put it to a vote at FBM. Not much feedback for the Master Plan, either. But that's okay!

## 7. Student Mentorship program (SB)

- a. 13 people signed up to be mentors! Lots are okay to take 2 students. Thank you Andrew for sending out the mentee form, it will also go on the website and social media. Application for mentees is now open.

## 8. Chair for the Mentorship program (SB)

- a. Fun idea from Andrew! Floating the idea around. How do we feel? I am in favour of this idea. Hosting meetings for mentors, host quarterly meetings for mentees, get questions answered, more touch points. Connect more informally.
- b. AM: An opportunity for when I'm no longer LEAD Chair – keep that connection, not adding a burden to the already-busy Board.
- c. CZ: That Chair would be meeting with both the mentors and the mentees? That's a lot!
- d. AM: AY = 1 meeting with the mentees, and monthly- or bi-monthly meetings with all the mentors. Not individually.
- e. CZ: I think that's a great idea. Andrew, if you're up for that that's absolutely fabulous. Should we make this a pilot program?
- f. AM: To Cole's point of not putting it in the by laws.
- g. SB: It is a pilot program to take a look at the success. We'll regroup, collect feedback, keep flexibility.
- h. CZ: Was the vision that this person is a Board member or anybody in the membership?
- i. AM: It would be anybody, like CoP and the anti-racism working group.
- j. SB: In September, I'll have more updates.

## 9. Funding request form (SB)

- a. Membership asking for PD funding. This has been in the works for a year and a bit now. We didn't have the proper framework, and delayed responses, and we missed this opportunity. It would be nice to have this though. I will do this call out in September to build a form.

# Board Meeting Minutes



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- b. CZ: Based on your description, this could be funding for any PD opportunity?
- c. SB: Yes! Open to any PD opportunities from the membership we could entertain. We have more sponsors, and more budget to play around with. Financial transparency has been a trending theme in the past years.
- d. CZ: How much of the budget would be allocated to this?
- e. SB: Not discussed yet, but it would be so great to use money to share the wealth of knowledge!

## **10. NWACUHO Affiliation agreement (SB)**

- a. We got this back from NWACUHO. Any thoughts or questions? We want to see if we will have the presence of this position at FBM and AGM, and they will give us money. Any thoughts?
- b. ACUHO-I: we submitted suggestions.

## **11. LEAD (AM)**

- a. I have a co-chair! And she is amazing! Thank you Christine. LEAD program proposal committee decided to offer passive presentations as well this year, so that will also be an option to proposal submissions. Promo guide went out today. Email noted that there is an attendance limit, there will be an opportunity to waitlist. After registration closes, we can reach out to institutions first-some-first-served style.
- b. AP: For the waitlist, is it first come-first-served, or are we looking at prioritizing presenters on the waitlist?
- c. AM: We'll look at that. It's up to the institution to prioritize their presenting students as well. But, they are contributing to the conference so that will be taken into consideration. Swag's been ordered. We have mugs, notebooks, lanyards, stickers. I found some iron-on patches – just have to budget crunch. We'll take a look in September. Presentation evaluation stuff: committee is working on the form that should be live on September 2nd. Working on the communication expectations for chaperones. Here's where we're expected, here's what's expected of you at LEAD. Welcome and Expectations presentation

# Board Meeting Minutes



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will happen on the first night this year. After that, chaperones will know what's expected of them. I can't remember the Jesara Nichol award: is there a plaque for that?

- d. SP: There is a plaque.
- e. AM: Can you remember to bring that?
- f. SP: Yes!
- g. AM: I'll reach out to UofC to bring the Best in the West. Chrsitine, did I miss anything?
- h. CZ: I think you covered everything!
- i. AP: Depending on the agreement, how would you want me to go about attending? What should I prepare for?
- j. SB: Prepare not to pay for LEAD and FBM registration. I think we can cover the mileage, I'll chat with Shreeta.

## **12. NWACUHO (Affiliation Agreement, October Board Meeting, November Coffee Chat) (AP)**

- a. Have a look at the affiliation agreement. There's a meeting with the presidential trio in September.
- b. October board meeting in Seattle. Conference in Seattle, I'll be focusing on a few things. Canadian perspective, a Canadian discount code. Make it affordable for Canadians. Elections begin soon, I've encouraged people to join the Board. November coffee chat will be a combo chat. We'll figure out what that topic will be. Hope you enjoy the newsletter!
- c. AM: Spotlights are for institutions, obviously there's a limited number of Canadian institutions. What happens when you run out?
- d. AP: I don't know, maybe member spotlights, maybe recycle. As long as there's 18 I'm good for my term.

# Board Meeting Minutes



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## 13. CoP (AP)

- a. I have some exciting updates! I spoke with Laura Hof about a partnership with RLPA and the association. She has agreed to come to the March CoP for free to share her expertise. Her topic is sustainable practices for practitioners. She's asked for a promotion for Hof and Associates. She's created a blurb for newsletters and socials. I'll be promoting the construct institute. Laura said no to sponsorship because she isn't in charge of that. CACUSS offered us a \$200 discount at the early bird member rate. Very excited about that! I'll work with Rita about promoting that.
- b. SB: That's so exciting, thank you!
- c. AP: I was thinking about my term. I'm coming up on 2 years, there should be an opportunity for someone else to take charge of this. Something to think about for the March AGM.
- d. CZ: My experience with other CoPs, the chair does turn over every couple of years to give others the opportunity. It created a succession plan.
- e. AP: something to think about.
- f. SB: We'll see if there's interest from the membership. We could potentially start a co-chair opportunity.

## 14. FBM (SB)

- a. Anything to be discussed at FBM needs to be sent out by September 24th.

## 15. Board Member Updates

- a. SP: OT is great. It's been fine, you think you're ready and then things pop up. Just busy. Treasurer stuff, working on reconciliation, getting access to the bank next week. Making documents, getting a system in place, when AGM roles around the next treasurer won't have to do all of this running around. Went to the UK!
- b. AP: In terms of personal updates, I did something when I joined Time Left. It's a dinner group setting with people of similar ages. Would recommend.

# Board Meeting Minutes



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- c. CZ: New building opening up in January! Lots of pressure. But personally, I had the pleasure of attending 3 weddings this summer. My niece's wedding was held in the community hall where they met.
- d. AM: Frantic shopping. Personal note, I had a week of vacation in Golden for a day. I got bit by a dog. Getting ready for staff training.
- e. SB: Work is RA training. Very exciting. I was in Kelowna for a few days with my partner. Lots of wine tours. I took no other time off over the summer so I'm looking forward to traveling in the fall.

## **16. Motion to adjourn @ 3:03PM: SP**

- a. 2nd: CZ