

Fall Business Meeting Minutes

October 26, 2025



9:30am-12:30pm MST

No.	Item
1	Call to Order @ 9:41 am MST
2	<p>In Attendance</p> <ul style="list-style-type: none">● <i>Svati Balaji (Mount Royal University)</i>● <i>Frances Tambis (University of Alberta)</i>● <i>Prabhjot Vig (McMaster University)</i>● <i>Rita Song (University of Alberta)</i>● <i>Megan Koch (Red Deer Polytechnic)</i>● <i>Andrew Mackereth (Mount Royal University)</i>● <i>Christine Zapisocki (University of the Fraser Valley)</i>● <i>Nadine Curtis (Concordia University)</i>● <i>Akhilesh Prasad (Olds College)</i>● <i>Craig Whitton (Authentik Consulting)</i>● <i>Rob Ford (University of Alberta – Augustana)</i>● <i>Judy Eyben (Lakeland College)</i>● <i>Chelsea Ortmann (Lakeland College)</i>● <i>Shari Edwards (Lethbridge Polytechnic)</i>● <i>Makayla Verot (Lethbridge Polytechnic)</i>● <i>Andrea Aarden (Medicine Hat College)</i>● <i>Ali McPhee (University of Saskatchewan)</i>● <i>Jessica Anderson (Olds College)</i>● <i>Jakob Douglas (University of Lethbridge)</i>● <i>Jordan Akorede - MacEwan University</i>● <i>AJ Fadoyemi (University of Alberta – Augustana)</i>● <i>Meisha Brown (University of Alberta)</i>● <i>Joshua Olufeni (University of Regina)</i>
3	<p>Approval of Fall Business Meeting Agenda</p> <ul style="list-style-type: none">● Svati Balaji asks for a motion to approve the Fall Business Meeting Agenda. Judy Eyben made a motion to approve the agenda. Shari Edwards seconds to motion. The agenda for the October 26, 2025 Fall Business meeting is approved with the following amendments:<ul style="list-style-type: none">○ Shuffle Executive position updates to the top of the agenda.○ No descent.
4	<p>Approval of Annual General Meeting Agenda</p> <ul style="list-style-type: none">● Svati Balaji asks for a motion to approve the AGM minutes from March 15, 2024. Ali McPhee made a motion to approve the minutes. Chelsea Ortmann seconds to motion. The March 15, 2024 Annual General Meeting Minutes are approved with no changes or additions.● No descent.

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5 Executive Position Updates

President (Svati Balaji)

- Accomplishments
 - Met one-on-one monthly with each Board member to check in, provide support, and celebrate progress. Held biweekly meetings with Frances and Prabh to align priorities and troubleshoot ongoing challenges.
 - Hosted a successful Summer Board Retreat at MRU and engaged the team in a Bylaws, Master Plan, and Engagement plan update.
 - Launched the pilot Student-Staff Mentorship program, currently connecting 16 pro staff and 24 student staff, with a plan for sustainability.
 - Attended the monthly ACHUO-I Regional Presidents meeting to maintain partnerships and open new avenues for collaboration like with MACUHO (shoutout to the LEAD chairs)
 - Resolved some administrative and banking processes, including securing a debit card for the association and ensuring a smooth registration process for LEAD and FBM in the absence of a Treasurer
- In Progress
 - Continuing to attend ACUHO-I meetings and finalize our ACUHO-I affiliation agreement.
 - Exploring ways to bring the SHO Network to life, with the long-term goal of creating a new professional - seasoned professional mentorship program.
 - Planning a January Town Hall to gather member feedback and gauge association health ahead of the AGM.
 - Developing feedback mechanisms on our website and social channels to make dialogue with the Board more accessible.
- Future
 - Formalize the funding request process and make use of the corporate sponsorships to reinvest directly in our members and initiatives.
 - Enhance engagement channels and create opportunities to encourage member-led working groups and communities of practice.
 - Assess long-term financial stability of the association to ensure sustainability amid rising costs, shrinking budgets, and a changing socio-political climate, so that RLPA remains a valuable and vibrant professional home.

Past-President (Prabhjot Vig)

- Accomplishments:
 - Facilitated election appeal and subsequent by-elections
 - Supported the return of the Hallways newsletter
 - Supported the President in drafting and signing affiliation agreement with NWACUHO
 - Master Plan updates
 - By law updates
 - In Progress:
 - Board transition reports
 - Onboarding packages for board positions
 - Ongoing:
 - Bi-Weekly Presidential Trio meetings to support the current and incoming President
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- Representing the interests of the region within ACUHO-I affiliated associations

President-Elect (Frances Tambis)

- Accomplishments
 - Finalizing and executing the comprehensive affiliation agreement with NWACUHO.
 - Supporting the RLPA Mentorship Program. I am thrilled to report that mentors and mentees have already held their initial meetings, confirming a strong and active program launch.
 - In Progress
 - Maintaining strong external representation and ensuring organizational stability.
 - Continuing to ensure RLPA's voice is represented by attending the monthly ACUHO-I Regional Presidents Meetings.
 - Participating in bi-weekly Presidential Trio meetings with Svati and Prabh to maintain deep continuity and strategic alignment between current and incoming leadership.
 - We are also actively engaged in negotiating the final terms of the ACUHO-I affiliation agreement. This partnership remains vital for our members.
 - Securing venues for both the 2026 Fall Board Meeting (FBM) and the 2027 Annual General Meeting (AGM), guaranteeing a sustainable calendar for our major events.
 - Future
 - Upon officially assuming the role of President, my focus will shift toward three major strategic pillars: Engagement, Growth, and Internal Strength.
 - My goal is to drive deeper connections with our members. I plan on launching institution-specific "Coffee Chat" initiatives, modeled after an engagement initiative from OACUHO. This approach will create affinity groups, such as gatherings for those who have worked at specific institutions, to foster unique networking and discussions around current trends.
 - This will be paired with a focused effort to find new ways to engage with other institutions, specifically prioritizing outreach to Manitoba and other BC campuses like UBCO, UNBC to try to rebuild those connections.
 - Financial growth is important for the long term health of our organization. So I look forward to collaborating directly with Nadine to significantly boost our sponsorships - Putting the sponsorship package into practice to maximize corporate support and ensure full sponsor value delivery.
 - I believe that internal strength begins with the Board. So I will continue to establish a consistent schedule for individual check-ins with all Board members
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to ensure continuous support, accountability, and clarity of purpose throughout the presidential term.

Secretary (Megan Koch)

I started the Secretary role after the AGM in March 2025 at the University of Alberta.

- Accomplishments
 - Scheduled and organized all monthly Executive meetings with the Board of Directors since April, including distributing meeting agendas and recording meeting minutes.
 - I've studied Rob's Rules of Order and the RLPA Bylaws, which are most likely changing again after this weekend, so I'll have some more work to do.
- Current Goals
 - I would like to get the Governing Documents page up to date on the RLPA website. So far, the Executive Meeting Minutes tab is mostly complete from 2018-May 2022, so my work will be filling in the gap from June 2022 up until now. My goal is to get this done before Christmas.

LEAD Chair & Co-Chair (Andrew Mackareth & Christine Zapisocki)

- Andrew
 - Accomplishments
 - The LEAD 2025 Committee and sub-committees were strong.
 - Financials: broke even this year. (Maybe made \$100.00)
 - **Christine Zapisocki (LEAD Co-Chair)**
 - Accomplishments:
 - Completed LEAD onboarding
 - Supported LEAD Chair with various administrative duties related to LEAD
 - Active member of the Case Study and LEAD Presentation Proposal Committee
 - Assisted in the creation of the LEAD 2025 Case Study
 - Created the case study rubric
 - Updated multiple conference forms: LEAD 2025 Presentation Proposal, Presentation Evaluation Form, Jesara Nichol Citizenship Award Nomination
 - Update the design and created name badges for LEAD
 - Attended committee meetings regularly
 - Introduce myself to the LEAD 2026 Co-Chair
 - Reached out to MWACUHO to introduce myself
 - In progress | Goals
 - Finalizing the details for the Best in West winner to present at MWACUHO's
 - Student Staff Live-In Conference
 - Send out LEAD Feedback survey
 - Set up regular meetings with Co-chair
 - Onboard Co-chair
 - Recruit members for LEAD 2026 committees
 - Connect with BC Institutes to learn the reasons for not attending LEAD 2025 and identify any obstacles to attending LEAD 2026
 - Build relationships with leadership from other post-secondary institutes
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- connected with RLPA
- Assess the feasibility of hosting LEAD in other provinces in the future.

Communications Coordinator (Rita Song)

I have been in this position since AGM 2024 and my term expires at the next AGM in March, 2026.

- Accomplishments:
 - Restarting the Hallways Newsletter to keep members informed and engaged
- Ongoing:
 - Continue to utilize Instagram as RLPA's main social media account
 - Supporting updates on the website to keep information up to date for members
 - Monitoring the info@rlpa.ca email and keeping the inbox organized for the next communications coordinator
 - Supporting member institutions with keeping the RLPA directory updated

Corporate Sponsorship Director (Nadine Curtis)

Since being elected as Corporate Sponsorship Director at the 2024 Fall Business Meeting, there have been updates made to our sponsorship packages. These updates include:

- more access to the Association through emails, social media and our website
- more recognition with interviews and spotlight articles
- ability to host co-branded workshops and webinars for the association

Sponsorship emails were sent to Canadian companies ranging from ATB to Academica Group, to Ducan Industries. We were successful in securing a sponsorship from Campus Living Centers, Ducan Industries, and Authentik Consulting and Training. We will be in contact with our sponsors over the next few weeks to conduct interviews and receive information for our Spotlight articles.

Potential sponsorships from companies in Alberta and Ontario include:

- Save-On-Foods
- DC Security Inc.
- Tim Hortons
- Academica Group

Treasurer (Vacant)

Rob Ford asked if the Board could provide a snapshot of the financial health of the RLPA. Svati Balaji noted that there was not something available at the moment, but there is something she would share with the membership after the FBM.

RLPA Bylaw Updates (Svati Balaji)

RLPA Board hosted a town hall to discuss bylaw updates on July 24, 2025. Svati Balaji reviewed

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what was altered in the bylaw updates document that was shared with the agenda. Rob Ford made the following suggestions:

- Bylaw 3, Article 2: Make the intent more clear. Is it about broadening the ability to the membership?
- Bylaw 8, Article 4: In regards to quorum, inferring that those who are not present can vote. It should be defined what “present” means. What is the intent? Needs clarification.
- Bylaw 10, Article 3, Section 7: Ambiguity, specify what directors get access to the bank account and add a deadline. For example, it needs to happen at the AGM or within 72 hours of the AGM, etc.
- Additional Bylaw: Transition Document.
 - Rob Ford’s Questions: I like the idea of a transition doc. Who verifies these and who do they get submitted to? Are they presented at the AGM? Who reviews it? How is it articulated, and who is accountable to make sure it happens?
 - Rob thinks it should be the membership and values the transparency that allows.
- Generally, uncertainty with the “North America” language. Needs specification.

Svati Balaji thanked Rob for his suggestions. There were no further comments or questions. Svati noted the Board would send out another feedback form.

7 RLP Masterplan Updates (Svati Balaji)

Svati reviewed the new implementation model on the RLP Masterplan.

- No further questions.
- Svati Balaji asked for a motion to pass the RLP Masterplan updates. Jakob Douglas made a motion to approve the updates. Motion is seconded by Andrea Aarden. No descent.

8 New Logo (Svati Balaji)

Svati Balaji explained the dated logo, and introduced Rita Song’s new logo. Rita showed the new logo to those present. Lots of positive feedback! Rob Ford likes that it’s not a far emergence from the historical logo, but it is modernized. Andrew Markereth brought attention to the added maple leaf for Canadian context. Rob Ford saw no issues, as the RLP is a Canadian institution.

- No further questions were brought forward, and Svati Balaji asked for a motion to adopt the new logo. Rob Ford made a motion to approve the logo change, which was seconded by Ali McPhee. No descent.

9 Funding Request Form (Svati Balaji)

Svati Balaji explained the framework of the new funding request form and why it was built. It was adopted from NWACUHO. We are still working on the dollar amount we can offer to members and member institutions, although we are hoping for around \$500.

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- Christine Zapisocki clarified that meant \$500 for the fiscal year, and Svati confirmed it did. Once that is finalized, the form will be available on the website and sent on the listserv.
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RLPA Mentorship Program + Chair (Svati Balaji)

Svati Balaji explained the new mentorship program is up and running. It's a great opportunity to connect students to professional staff. We are looking for more mentors, and if we get enough interest, we can open it up to more mentees. Svati recognized the sustainability of the program requires a Chair, and that Andrew Makereth expressed interest in being the Chair. Since this is a working group, we did not have to put this to a vote, and Andrew is the Chair of the RLPA Mentorship Program.

Andrew asked if anyone else has interest in being the chair. No questions or comments were raised in that regard. He stated that there is a future goal for this program to eventually offer this to new professionals as well, and connect them to more senior professionals.

Jakob Douglas asked what the time commitment is like for mentors, and if mentors would be partnered with students from other institutions. Svati Balaji answered that the time commitment is one hour per month, and that we do our best to partner mentors and mentees from other institutions.

Rob Ford and Judy Eyben shared that the hallmark of the RLPA is that we don't require a formalized mentorship program to get support between professional staff. Folks can just call or reach out to other colleagues for advice and connection. These are some of the founding principles of the association so no one should feel like they can't reach out and connect.

Andrew Makereth mentioned the group meetings as well, so everyone could get together and share their findings.

Christine Zapisocki noted that the RLPA Listserv has been quiet. We can use that as an avenue to feature professionals. We can use the newsletter to help facilitate connections or forums.

11 NWACUHO (Akhilesh Prasad)

- Welcomed three new institutions to the Association: Red Deer Polytechnic, British Columbia Institute of Technology, and the University of Regina.
 - Led the successful ratification effort of the NWACUHO-RLPA Affiliation Agreement for the 2025-2026 term.
 - Attended the 2025 October Board Meeting, hosted in Seattle, Washington. Primarily discussed conference logistics: including rates, schedule, and activities. A special discount rate for RLPA and NWACUHO Canadian members has been secured. Akhilesh also encourages everyone to submit a program proposal, and nominate folks for scholarships and awards.
 - Attended the 2025 RLPA Summer Board Meeting. Discussed joint association initiatives and opportunities.
 - RLPA X NWACUHO Coffee Chat scheduled for November 14th @ 10 MT, 9 AM PT. Feel
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free to bring any topic. Participants are entered to win gift cards!

- Developing a new member orientation to familiarize members with NWACUHO opportunities.
 - Developing a know-before-you-go conference orientation, tentatively scheduled for January, 2026.
 - Reaching out to prospective member institutions to grow the Association. Please let Akhilesh know if you are interested in joining.
 - Attend biweekly Board meetings, 1:1s with the NWACUHO President and monthly meetings with the RLPA President to ensure progress on position goals and address identified needs
 - Updating the Canadian membership directory
 - Outreach to members to assess needs and objectives for the Association.
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12 Student Conduct CoP

- Updates (attendance, topics)
 - Many institutions and guest speakers, monthly meetings with free attendance covering a variety of topics.
 - Upcoming sessions, including special guests
 - Succession planning
 - Would love to pass on the opportunity, so if you or someone you know is interested in leading the CoP, looking to appoint someone by the AGM.
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13 Recess Meeting

Svati Balaji calls for a motion to recess at 11:01am MST. Shari Edwards made a motion to approve the motion. Ali McPhee seconds. No descent.

Resume Meeting

Svati Balaji calls for a motion to resume the meeting @ 11:20am MST. Jakob Douglas made a motion to approve the motion. Joshua Olufeni seconds. No descent.

14 Committee Updates (Svati Balaji)

- The Anti-Racism Working Group is back up and running. Nadine Curtis is taking the lead of the group. If you're interested in joining, email Nadine: arrchair@rlpa.ca
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15 Board of Directors Election and Election Process (Prabhjot Vig)

Prabhjot Vig explained that the positions for LEAD co-chair and the treasurer were up for election, as well as the election process. There was a call out for advance nominations (we received none). It was also explained what happens in the event of a tie. Svati Balaji noted we verified how many voting institutions are present.

LEAD Co-chair election

- Prahb read out the position overview for LEAD co-chair.
 - Floor nominations:
 - Round 1
 - Judy Eyben nominated AJ Fadoyemi from University of Alberta: Augustana. AJ is awaiting institutional support.
 - Round 2
 - Jakob Douglas nominates Joshua Olufeni from University of Regina.
 - Round 3
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- No nominations

- Prabhjot Vig announces Joshua Olufemi from the University of Regina as the LEAD co-Chair.

Treasurer by-election

Svati Balaji announced that ACUHO-I flies in treasurers to Kentucky for an additional 2-day PD opportunity for the treasurer role. It's the 2nd week of January. It's optional, and partially covered.

- Craig Whitton: The treasurer would have to attend in-person to the spring AGM. Are there any other travel obligations?
- Svati Balaji: No.

Andrea Aarden asked about the point-of-sale system and the financial standings of the association, and Svati Balaji replied that we use Stripe and are in healthy financial standings.

Prabh read out the position overview for treasurer.

- Floor nominations:
 - Round 1
 - Andrea Aarden nominates herself.
 - Round 2
 - Closed.
 - Round 3
 - Closed.
- Prabh announces Andrea Aarden as treasurer.

16 **2026 Annual General Meeting (Svati Balaji)**

- Hosting at Mount Royal University. March 5-6, 2026. Social activities, tours, keynotes, workshops, more information to come.

17 **Wrap Up (Svati Balaji)**

- Svati Balaji, Akhilesh Prasad, Craig Whitton: In terms of travel to the USA for work and conferences, conversations are being had about safety and risk management.
- The University of Lethbridge is hiring a housing coordinator.
- The University of Saskatchewan is hiring a manager.
- SHO Summit will be added to the Listserv.

Svati Balaji requested a motion to adjourn the 2025 Fall Business Meeting. Rob Ford made a motion to adjourn the Fall Business Meeting, Andrea Aarden seconded the motion. The motion to adjourn the 2025 Fall Business Meeting passed, and the meeting was adjourned at 11:52AM MST.
