

Board Meeting Minutes



Residence Life Professional Association

July Board Meeting

July 16, 2025 @ 10am

1. In attendance: MK, SB, RS, AP, AM, NC, SP

2. Call to order @ 10:03AM

3. Approval of Board Agenda

a. Approved by: NC

b. 2nd: RS

4. Approval of Past Board Minutes

a. Approved by: AM

b. 2nd: AP

5. Bylaw Comments (SB)

a. SB: I made changes and followed the same structure as 2018. Hope to send out PDF of this and Master Plan to membership for the Town Hall. Things we're already doing that we're updating. What happens to Lead Chair/co chair – vacancy, becomes Chair then completes the term they were elected for at the next FBM.

6. Master Plan Comments (SB)

a. SB: One key result we need to reword and include an implementation. We don't want to delete it, it just needs to be rephrased.

b. AP: I'm confused with the key result.

c. SB: Understanding who the members are, and how we as an association can meet the needs of the members. Maybe I'll workshop that and the implementation (will probably be around AGM and FBM.) Megan will send this to the ListServ. Add a Google Form to the email so people can comment if they can't make it to the meeting.

7. Townhall (SB)

a. SB: Next Thursday, July 24th @ 2-4 for Town Hall. Does that work? 30 mins to present what we've been working on and 1.5 hours for a Q&A period. Megan will send that out.

8. Student Mentorship Program (SB)

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- a. SB: My hope is that the document will go on the website. Looking for professional staff, don't think we will run into roadblocks. Fill out the form by July. Then start recruiting student-staff. Give the option to connect with their mentor at LEAD. We will have to find time for that in the LEAD schedule. We'll get this sent out on the ListServ, it's in Hallways, and post to social media. The Board (me) will match the mentors with the mentees. This will eventually go to the LEAD co chair. There's a Google Form to fill out to collect all the info we need. It offers a wide selection of expertise, what characteristics they're looking to mentor, "what are you looking to gain from this experience?", may have to pair up 2 Student Staff with 1 Pro staff – which is also in the form. Due dates are flexible. Mentor due date is Aug 15, Student staff is told during training and due Sept. 1. Pair mentors and mentees in the first week of September. The program will wrap up around April 30.

9. Coffee Chat Sign Up (SB)

- a. SB: Just a reminder if you haven't signed up yet.

10. LEAD

- a. AM: Schedule has been loosely confirmed. Sent out to ListServ last week. There is a social media plan up until September. Engaging people with the keynote speaker. Had a post about our sponsors. Got NWACUHO, and CLC is interested. Committee meeting on the 31st where I hope to confirm swag, case study, social stuff, and move towards the registration piece. We have restraints in terms of space – we have to restrict registration per institution. 140 spaces between FBM and LEAD. We have to limit registration. 5 student staff and 1 pro staff Lead Chaperone and 1 FBM attendee. We hope to offer out extra spaces if some institutions register less than the max. Have not announced the cap yet, need more information before we announce it.
- b. AP: At the summer board meeting, we discussed offering spaces for institutions with student presenters. What happens with presenters? Will that be prioritized and taken into consideration?
- c. AM: We can't just based on our numbers.
- d. AP: Are we as board members taken into account for that cap?
- e. AM: Yes.
- f. RS: With me not planning to stay at Gull Lake and bringing my own food, would that allow U of A to bring more people?
- g. AM: Unless you're worried about dietary restrictions, don't worry. One-offs at meals are fine, we just wouldn't have a bed for you. It would be up to the Presidential duo whether or not you would have to pay the registration fee. I'll leave that up to FBM. The beds are

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my concern. Again, this has not been announced to anyone yet. Because we are so close to the training piece, I wanted to have a slide deck to talk about LEAD, but this is something I will unfortunately have to let go. A reminder about LEAD to go through the ListServ to remind pro staff during training.

- h. AP: Going back to FBM. Were we able to figure out where we will be having the meeting?
- i. SB: Memorial Hall. We inquired about how commonly used the gym is.
- j. AM: Did my best to plan around FBM. Actual board meeting will be in Memorial.

11. By-election update (SB)

- a. We have interest in the lead co-chair position! Christine Zapisocki is interested. Let's vote!
- b. Motion to acclimate Christine Zapisocki from UFV to be LEAD co-chair: MK, ND, SP, RS, SB.
 - i. LEAD Chair withholds.
- c. Christine is our LEAD co-chair!

12. FBM

- a. SB: Presentation #1: Elimy from CLC offered to run a session for pro-staff for an honorarium of \$250. I said I would talk to you all. We already have a very stacked PD FBM. Are we comfortable providing the honorarium? If she's already going to be there for LEAD, I think why not? It doesn't look like there is any content overlap. What are our thoughts?
- b. AM: We are already comping her registration fee. Since she's offering to do more, and she's giving us sponsorship, I think it's good.
- c. SB: I will email Emily and let her know. I will make this schedule pretty and put it on the website.

13. Website Forum (SB)

- a. SB: I know how to build this now. I will be working on this.
- b. RS: No updates but I think it's clear on Hallways about how to access the forums. Not sure if the forums are built weird, not sure how to make it more engaging. Those who have access to the back end of the website have to put it on the forum. I don't think you get notifications if someone responds. There are some flaws. Hopefully people get used to checking in on the forum. I think so many people are used to the ListServ.

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- c. SB: I think we'll still keep this as a channel of engagement. Just not sure how fluid it is. I wonder if it's an access thing that prevents people from posting on the forum – that will reduce barriers. Let's talk about this more at FBM.
- d. AM: People can opt-in to getting notifications! We can automatically opt people in or encourage people to access it. Where is it?
- e. RS: Click on membership and that's where the button is. Trying to make it an option to make it part of the menus but it's a challenge.
- f. SB: Maybe we can add that to Hallways, Rita. Then we can see how much people like it. Feedback is welcome as well.

14. Hallways Draft Review (RS)

- a. RS: This is the draft for hallways. Simple but trying to keep info short and sweet. Overview of the RLPA. Do we want the same photos on the website and instagram?
- b. SB: Yes
- c. RS: I plug the website. Will update the mentorship program. RLPA how-to's. Committee updates and NWACUHO updates included as well. LEAD logo – is it public yet?
- d. SB: It's public now!
- e. AM: Can you send it to me?
- f. RS: With the not-actual LEAD logo on the flag?
- g. AM: I love it.
- h. RS: First Hallways can be very generic, an introduction. Hopefully more institutions get back to me soon. I'll send this out to main contact to forward out to their colleagues. Feel free to edit and take out/add it. Hope to have this sent out in the first week of August.
- i. AM: Committee updates: do you want LEAD updates?
- j. RS: Mainly for CoP and Anti-racism but if we wanted to add specific updates we can add LEAD to this, too.
- k. AM: Early August... can we throw the LEAD schedule in here?
- l. RS: Yes!
- m. SB: Thank you Rita! This is great work!

15. Banking update (SB)

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- a. We have access to our bank account now! And we have a business debit card! Meeting with Shreeta later today to talk about all of this. We'll add Shreeta and Megan as signatories.

16. Committees Updates

- a. SB: Anti-racism. I know Nadine is interested. If I don't hear from Ty, I will make the call to move this to Nadine to take on.

17. Conduct CoP

- a. AP: We had an August speaker from Queens. We thanked Desiree. September hoping to talk about move-in or case management trends. October is an in-person meeting. Open to suggestions. November has a tentative guest speaker to talk about how to assess credibility in conduct meetings.
- b. AM: Hof and Associates?
- c. AM: Would love to connect again. Maybe some time during the winter.
- d. SB: Hopefully people will be interested when they hear about what's happening at FBM

18. NWACUHO Updates

- a. AP: We did not have a quorum so no votes, but we did meet. RLPA Affiliation Agreement. Interest to move the agreement to reflect the adjustments we discussed at the summer board meeting. More information to come for that. I'm happy with the progress, but I apologize it's been slow moving. There's a hope to check in with the Presidential Trio. When is Francis coming back?
- b. SB: She's back on the 28th
- c. AP: Members attended ACUHO-I. I don't think there were any RLPA members there. Apparently the conference went very well.
- d. SB: Anthony from MacEwan went, but we did not have a formal presence there.
- e. AP: Sent out the Canadian newsletter to members and institutions and it's been going well. Institution spotlights to highlight great work from member institutions.

19. Board Member Updates

- a. RS: Went camping! Work updates: Fall training heavy lifting is done! Super exciting. Bigger RA team than last year.

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- b. MK: Went to Stampede! Had a great time. Just wrapping up training schedule and very excited to welcome students back to campus.
- c. NC: No personal updates, same old. Housing – working on a training schedule. Planning programming early this year, training begins earlier this year. It's going to be interesting but very excited.
- d. AM: Workwise, we survived Stampede. MRU made lots of money! Covering lots of work. Personal note, not much going on. I avoided Stampede.
- e. AP: Personal update! My mom visited last week and experienced Stampede and had a wonderful time. Getting ready for move-in and room assignments
- f. SB: My family is in town. It's very nice! Going hiking! Workwise, training. Hunkering down for folks to come back. Focusing more of my time on taking on conduct cases this year. Taking some time off in August to go to Kelowna.

20. Motion to adjourn meeting

- a. Motion to Adjourn: AM
 - i. 2nd RS
- b. Adjourned @ 11:03am