

# Board Meeting Minutes



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## Residence Life Professional Association

May Board Meeting

May 29, 2025 @ 10am

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**1. In Attendance:** SB, PV, AP, AM, NC, SP, MK

**2. Meeting called to order at 10:04am**

a. Motion: PV

**3. Approval of Board Agenda**

a. Approved by: PV

b. 2nd: NC

**4. Approval of Past Board Minutes**

a. Approved by: SP

b. 2nd: AM

**5. Funding Proposal Process (PV)**

a. Available funds, selection criteria, selection committee

b. Context: request for funding for PD opportunities

c. No process in place at the time to process it

d. Hoping to have a conversation for feasibility, resources, people power, to put this together

e. How do we do this? Selection committee? Continuity? Incoming board should be able to pick this up with a straightforward process

f. Largely dependent on available funds. Can we do this?

g. **SP:** Based off of last year's budget, some wiggle room. Depends on how much the board sees us giving out as PD funds, seeing if we can move things around. There is PD money that we don't use up entirely, most goes to LEAD. Some goes to FBM and AGM. \$750 set aside for past AGM, was used for Naomi's workshop, but we don't typically use all of it. Depends where we want to go with it.

h. **PV:** reviewing budget. In the past we've struggled to bring presenters in. For FBM and LEAD we have folks open to volunteering time, comp registration fee. Consider prioritizing PD budget for presenters, or having a process in place that gives members access to PD.

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- i. **AM:** Create some way that the membership could submit requests, but we don't have to approve if we don't have the funds. If we don't use all the budgeted funds, then we can review applications.
- j. **PV:** Do we want to set a cap so we can manage expectations? Up to \$500? Just putting a number out there
- k. **SB:** That number will come from reviewing the budget. Most things are more than \$500, but that cap number will come to us as we evaluate.
- l. **AM:** Do we want to put in stipulations that we can't use them for AGM and whatnot? Or do we want to encourage members to do that so it's almost like the RLPA paying itself. Might help smaller institutions to support them to attend these events.
- m. **AP:** NWACUHO process views it as a scholarship request. Funding requests are like additional PD. Other ways to benefit from membership. We would have to specify what the money is for. We would have to see if it's useful for membership. If reviewed by the board, no timeline about getting back to the person who submitted it. Gives us flexibility for repurposing, or gives us time to evaluate.
- n. **PV:** Everyone on board distinguishing scholarships vs funding requests? People can submit requests but we have flexibility for fund amount and timeline. Selection criteria. Decision makers are only board members?
- o. **AP:** Anything in bylaws? Do we need to send this to the membership?
- p. **AM:** Spending needs to be board approved. Board brings it to membership.
- q. **PV:** We should present this at FBM for transparency. \$1500 or \$3000 as long as we're under that threshold we can do what we see fit. At the time we still presented to membership for transparency sake. We will still present this proposal to the membership at FBM.
- r. **AM:** Present it as an exciting new offer to membership
- s. **SB:** Increasing engagement, too.

## 6. Election Updates (PV)

- a. **PV:** No new nominations. Svati and I decided to extend the by-election by 2 weeks to allow for summer board meeting review. Off chance we don't have nominations, we will have an open by-election. That used to be the norm for the RLPA. It is common historically to not have a full board. Would recommend and appreciate it if everyone could encourage networks to get involved. Lots of past and current board members joined from a nudge. We would all benefit from having these people involved on the board.

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- b. **SB:** Yes, let's start nudging. Entry level board, hopefully hiring managers will allow others at other institutions to hopefully get a full board
- c. **AP:** Do the people on the board need to work in the housing profession?
- d. **PV:** Yes. Review bylaws, as long as they meet those definitions, yes they can.
- e. **AP:** I will look at the by laws
- f. **AM:** Call outs: membership directory up to date about who has paid fees? Yes, okay.
- g. **SP:** It is up to date, it is bleak.
- h. **AM:** Oof, got it.

## 7. Board Slack (SB)

- a. In the neverending quest to keep us connected, if you're on Slack, thank you. If not, here's a link to join the Board's Slack. Will be nice to have another touch point for quick answers. Whoever has the answer can respond. Will send updates to those who should not be on the slack

## 8. FBM (SB)

- a. FBM planning is underway
- b. Bob Lambert from Olds will be a keynote speaker. Will be there for the Saturday, attending FBM
- c. Another PD opportunity: Craig and Chris have reached out and offered to run a volunteer PD session. They reached out to us and were both part of the RLPA. Prabh reached out to them. Potential PD for FBM. Program proposal form to see if members want to present. And if not, we have two great ones already
- d. More info about numbers at Summer Board Meeting. We'll get down to the nitty gritty in two weeks.

## 9. Summer Board Meeting (SB)

- a. Everyone has info about the Summer Board Meeting. Finalizing PD. Andrew was kind enough to teach us about the staff development model, dust off that presentation.
- b. **PV:** the residence rooms, hotel rooms are full.
- c. **SB:** They are very nice, book them ASAP. It's very warm, but it's going down. Got the big formal boardroom in the library for the meeting. Lots of monitors for Shreeta. Big ticket

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items: master plan, bylaws. Come with ideas. Social opportunity. Campus tour, residence tour, look at potential spaces for AGM next year.

## 10. "Best of Showcase" (SB)

- a. This is a request from ACUHO-I. Call out to each region, highlighting best-of programs. If you have programs or presentations from your institutions, let me know. Residence program, not so much res life program.
- b. **AM:** UofA SafeHouse Program; Alison did a presentation at AGM last year
- c. **SV:** I'll reach out to Alison to see if she's comfortable. No deadline yet, let me know of others. Engagement has been dwindling over the summer.

## 11. Website Discussion Forum (SB)

- a. After the last board meeting, Rita found out our website has a form on our website instead of listserv emails. It is launched and out to the membership. Do we have topics that would be cool? Rita will post it to the website. Avenue for engagement. Hopefully people will use it
- b. **AP:** Any updates on the photos and fun facts for the website?
- c. **SB:** I'm just waiting for the summer board meeting. We'll take a picture at MRU. Work in progress.

## 12. Coffee Chats & Town Halls (SB)

- a. We have to start doing these. Will talk about them more at the summer board meeting. How do we want them to look? Coordinate with NWACUHO? How do we want to go about this?
- b. **AP:** Open to talk about topics. Coffee Chat for facility and Residence life topics, membership wants to get other staff involved. Thinking about running a Coffee Chat in July.
- c. **SB:** Coordinate a NWACUHO/RLPA collab chat, involve more facilities and maintenance folk. Come with big hopes and dreams
- d. **AM:** Alternate collab chats and coffee chats?
- e. **SB:** Host a town hall for changes to the bylaws, then talk about it as a group, then bring it to a vote at FBM. If there's no engagement, send out an electronic vote. Thoughts about bylaws before FMB? Any opposition?

## 13. LEAD 2025 (AM)

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- a. Echo if anyone wants to nudge for LEAD Co-chair. So far, LEAD committee met, 12 people signed up, broken into sub-committees for individual projects. Schedule will look similar to last year. Will meet with the committee again late-June, will hopefully have a Co-chair by then. Timing will be similar to last year, limited in what spaces are available. Two other groups will be present, unlike last year when we were there alone. Hoping to get an update on sponsorship pieces, ask for swag stuff, otherwise running a heavy deficit. We need sponsorship or we will have to make cuts to swag items, etc. Svati mentioned we have our keynote confirmed, just looking at capacity now, how many people can come per institution. Cap of 140 beds between LEAD and FBM. We may have to limit how many people institutions can bring.
  - b. Talked with Shubhangi Chatterjee. Squamish campus as a location for LEAD? LEAD is already booked for this year, but will consider for future years. No commitments, because it's very out of the way for our AB institutions.
  - c. **PV:** Would they want to host FBM next year?
  - d. **AM:** Maybe
  - e. **PV:** We used to alternate between AB and BC, but I won't be on the board so that's up to Svati
  - f. **SB:** I'm very interested. Will reach out. Capilano is very interested in getting involved. Should Shubhangi get involved with the Board? Should LEAD be hosted close to most institutions? Maybe 10-20 years down the line, maybe it will make sense to host LEAD in BC.

## 14. Adjustments made to Sponsorship Packages (NC)

- a. Did reach out to CLC, might be on board for merch sponsorship and potentially monetary sponsorship. Reached out to Emily and asked about continuation of sponsorship. Will be in touch when I hear back.
- b. Packages: Going through them, looking at ways to make them more appealing and engaging. Sharing documents. Gold and Silver Partner, providing them with more of a partner spotlight, showcase on social media, and website. Gold Partners could get an interview, sending questions so members can hear more about them and see more collaboration. Host workshops with membership. A discounted rate for 1 rep to attend one of our events (LEAD, AGM, FBM). Providing higher sponsors with a post-event write-up Impact Report. Still working on it, gives you an idea of the direction I'm heading in. More connection opportunities.
- c. **AM:** Looking at bronze partners: in terms of discounted rates, does that mean comping their fee?

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- d. **NC:** Thank you, input is important! Something for me to go back and think about. In this case we'll have to think about comping the registration fee but they pay for everything else
- e. **AM:** Can we potentially bump that to a silver package?
- f. **NC:** Definitely. You'll always have access to the document so add comments and notes. Hoping to get this solidified so we can send this out to current and potential sponsors.
- g. **SB:** Thank you Nadine, this is great! We'll think about comments for the June board meeting.

## 15. Committees Updates

- a. **SB:** Keep meaning to email Ty, don't think there are updates.

## 16. Conduct CoP (AP)

- a. Things are going well, cancelling the June meeting because it is the same day as the summer board meeting. Gives me a chance to reach out to guest speakers for July. Any concerns about cancelling for June? No? Cool

## 17. NWACUHO Updates (AP)

- a. Attended the May board meeting. Went well. Objective was advocating for Canadian NWACUHO, political turmoil, we're still supported.
- b. RLPA affiliation agreement: confusion about what we want to see from this partnership. This position is a guest on the board. Is there an opportunity to change this?
- c. Am I a liaison, representative board member? Should there be an RLPA representative on the NWACUHO board? The NWACUHO Board is open to provide funding for this partnership, whatever that may look like, but is looking for direction. There is opportunity here.
- d. **SB:** You're more of a representative than a liaison. You're here to provide NWACUHO updates, and take back info from what the RLPA is doing and how that fits in the NWACUHO values. Do we want someone on the NWACUHO board to get more updates?
- e. **AP:** My initial thoughts, I like being a representative on this board. Regarding NWACUHO providing funding, should there be a more formalized role? Hypothetically, I'm appointed to a voting member, just throwing that out there.
- f. **PV:** Added to bylaws regarding this kind of change to the chat. Bylaw changes would have to be made. Appointed position that was not voted in, that would have a say on the membership. Could cause some problems. Regarding formalizing the role more, what does that look like?

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- g. **AP:** The expectations of my role from NWACUHO to the RLPA. What are your expectations, attending certain meetings, providing monthly updates to each of the presidents? Electoral relationships, a liaison or a representative, what does that look like? Funding for registration? Open about what I have to share, so I'm looking at my role as automatically going to provide updates. I want NWACUHO to provide funding to RLPA events, but I want some opportunity from the RLPA in return. Major adjustments to the bylaws is definitely something. I'm pressing this because we have another board meeting tomorrow.
- h. **PV:** The way the bylaws are currently written, there's little to no expectation. Not expecting you to be at the meeting which is why you don't affect quorum. Wealth of information you're bringing in is a key resource. Review societies act, appointed vs elected. If directors have to be elected, that shuts down amendments to the bylaws.
- i. **AP:** I will bring that up with the Association tomorrow.
- j. **SB:** We are interested in formalizing this role and expectations. Funding from NWACUHO would mean we should give something back. I'll reach out to Laura to see what she has to say. I'm curious if she has recommendations. It's on my list to talk about that at the June meeting.

## 18. Board Member Updates

- a. **NC:** I just moved! That was fun, everything went extremely smoothly, but I hurt my back and my tire blew. Forcing me to walk to work, which is great. My little sister is going to Carlton! Let me know about connections to watch over her and so she doesn't get crazy roommates.
- b. **SB:** Any other cool updates?

## 19. Motion to end the meeting: PV

- a. 2nd AM