

Annual General Meeting Minutes

March 24th, 2022



1:00pm-4:00pm MST/12:00pm-3:00pm PST

No.	Item
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Call to Order

Meeting called to order at 1:00pm MST.

In attendance:

Meghan Reiser (College of the Rockies)
Tim Siemens (Red Deer Polytechnic)
Michael Barnard (Red Deer Polytechnic)
Dillon Andrus (Red Deer Polytechnic)
Nouran Abdelrazik (University of British Columbia - Okanagan)
Dini van Eck (University of Alberta)
Isabel Fandino (University of Calgary)
William Logan (Concordia)
Laura Bowser (Lethbridge College)
Randy Fines (Lakeland College)
Christian Ford (University of Alberta)
1 Ty Thomas (University of Calgary)
Logan Kinghorn (University of Calgary)
Kristina Glover (Red Deer Polytechnic)
Trent Nabe (University of Alberta)
Judy Eyben (Lakeland College)
Cole Graham (University of Alberta)
Nathan Riley (Simon Fraser University)
Emily Guigovaz (Olds College)
Coralie Tremblay (University of Alberta)
Shaundra Reinink (Northern Lakes College)
Kristin Davick (University of Calgary)
Jon Dowell (Olds College)
Christine Zapisocki (University of the Fraser Valley)
Shannon Lohner (University of Alberta)
Tess Bickley (Mount Royal University)
Bob Lambert (Mount Royal University)

13 out of 21 paid member institutions present. Quorum was reached.

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Approval of Annual General Meeting Agenda

Motion to approve the Annual General Meeting Agenda for today's date, March 24th 2022, from Meghan Reiser, second from Laura Bowser. Agenda for today's meeting approved.

Approval of Fall Business Meeting Minutes – October 28th, 2021

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Motion to approve the Fall Business Meeting Minutes from October 28th 2021 from Meghan Reiser, seconded from Cole Graham. Previous Fall Business Meeting Minutes approved.

Board Position Updates

President (Meghan Reiser)

- Currently working on completing and filing our (RLPA) Societies return for 2021.
- Recently signed a 3-year agreement with ACUHO-I.
- Have been attending monthly ACUHO-I regional meetings with all of the regional associations.
- Have been working with the Board to organize this Annual General Meeting. Olds College had proposed to host in person but the Board had decided to go to virtual. Thank you to Emily for offering to host.
- Going on parental leave very soon. Anticipating about two weeks left prior to welcoming the new addition to our family.

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Past-President (Dillon Andrus)

- Working on and presenting the new Master Plan for our association.
- Trying to fill vacancies on the Board. Two positions remained empty throughout the past year:
- Corporate Sponsorship Director and the Communications Coordinator.
- We have four positions coming up for election today.
- Have also been facilitating the annual awards / nominations process.
- Proposing a formal review of our awards moving forward to the incoming past president in aligning new scholarships criteria with our current awards. Looking at how we (RLPA) award our awards. Potentially create an RLPA awards / scholarships committee.
- This is Dillon's last formal meeting. Huge thank you to everyone.

President-Elect (Nathan Riley)

- Continue to learn from the Board over the course of the past 12 months, and many meetings.
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- Recently completed time commitment with NWACUHO as the BC Rep.
 - In touch with many RLPA members/institutions in sharing info and collaboration.
 - Looking forward to the transition into the President Role.

Secretary (Tim Siemens)

- Keeping us up to date with agendas and minutes for all Board meetings.
- Assisted with organizing all docs / info needed prior to this AGM.
- Worked heavily on the RLPA Bylaws, and proposed changes that will be discussed later at this AGM.

Treasurer (Michael Barnard)

- RLPA in good financial health. Spending time reconciling the accounts and following up on reimbursements.
- Set aside time recently to go over the future budget, working with the President trio.
- Shared the financial statements from 2021-22 and walked through the line items for assets and expenses. Please find this attached to the minutes and on the website as well.
- Call for auditors for the return to file with the Alberta registries: Meghan asked for two members to audit the financial statements: Laura Bowser volunteered; Randy Fines volunteered. Meghan put forward a motion to approve Laura and Randy. Trent Nabe seconded. Approved. Financial Statement was unanimously accepted by the RLPA members in attendance, for 2021-22.

LEAD Chair & Co-Chair (Dini van Eck & Isabel Fandino)

Dini van Eck (outgoing LEAD Chair):

- Virtual LEAD successful in January 2022. Big thanks to the LEAD committee members as well as the student staff. 121 attendees in total. 18 institutions represented. 32 case study competitors. Timing and schedule of how a typical LEAD would be executed changed to combat Zoom fatigue.
- Created a *committee terms of reference* and created a committee contract as a team.
- Enhanced professional staff communications prior to LEAD.
- Added door prizes for optional events as well as more social engagement opportunities.
- Attendee surveys results all between 71% to 94% satisfaction. The lower number was in regards to being able to make connections at the conference.
- Highlight document that was shared in this meeting will be sent out to everyone with the minutes and placed on the website.

Isabel Fandino (incoming LEAD Chair) and Nouran Abdelrazik (LEAD Chair Elect):

- LEAD 2022 2.0. November 4th-6th 2022 at the Gull Lake Centre.
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- Call out to professional staff for LEAD Committee has gone out.
 - Will bring back the student sub-committee.
 - Projected budget detailed. Changes will continue to be made to this budget and will need to be approved post-AGM, by online vote, by RLPA members.
 - This presentation will also be submitted with the minutes and will be posted on the website.
 - Motion to move this budget, by Meghan, until after the 2022-23 budget is discussed. Seconded by Kristin. Approved.

Communications Coordinator (Vacant)

- Meghan: Auburn Phillips has moved on from student housing. Board has been sharing these responsibilities to maintain this position. Hoping to fill this position today. Huge thank you to Auburn for her work in the RLPA during her time.

Corporate Sponsorship Director (Vacant)

- Been vacant since last AGM. No movement has occurred since that time (with the exception of NWACUHO). Really hoping to have a successful candidate today.

2022-2023 Budget Proposal

- Mike shared the proposed 2022-23 budget docs and walked us through the projected income numbers as well as the projected expenses.
 - Again, this document (if approved) will be shared with the meeting minutes and will be placed on the website.
 - Discussion about the 2023 AGM being shared with NWACUHO 2023 in Calgary or at a member institution to assist in reducing costs.
 - Also discussion to combine the 35th anniversary as well as the 2022 FBM that would be held in person. This will increase the FBM costs but reduce the need for separate events, ultimately
 - Current proposed deficit of \$-10,543.00 for 2022-23.
 - Meghan: This is a challenging budget and will be hard to swallow. We will also look into potentially changing member fees for 2023-24 to assist here.
 - Meghan: as there are concerns from members about the proposed budget, what I would like to propose is that the Board goes back to re-look at the numbers for the LEAD budget and the 2022-23 budget and then re-send to members online for a vote.
 - Judy: motion to table this for now and have an online vote once the Board resends a new 2022-23 budget and for LEAD 2022 2.0.
 - Trent: seconded
 - Meghan: thank you to all who have worked on these budgets.
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Master Plan Update

- Dillon provided a brief overview of the plan as there was a full Master Planning session yesterday.
- Update website / communication and the new Master Plan will be given to the new & incoming Board for key objectives and key results. These objectives will likely change and be proposed after the summer Board meeting which will allow for annual updates at the same time.
- Big thanks to the Master Planning working committee: Meghan, Nathan, Kristin, Laura, Tracey & Castalina Roberts for helping bring this together

Bylaws Change Proposal

- Tim spent a short amount of time running through the proposed changes to the RLPA Bylaws. These proposed changes were sent to all RLPA members via the listserv over 30 days in advance of this meeting (sent on February 8th 2022) in hopes of receiving any concerns or questions prior to this AGM. None received ahead of time.
- Meghan asked for a motion to approve the bylaws of the RLPA as presented with amendments for March 24th 2022: Randy Fines first and Laura Bowser seconded
- Vote: yes, all member voted yes.
- Approved. RLPA March 24th 2022 Bylaws changes and updated version will be added to the minutes and updated online.

Anti-Racism and Reconciliation Working Group – Committee Update

- Committee is being clear about the scope and limits of the committee: Emily, Christine, Laura, and Lakshmi.
- Great time for new working members to be engaged in this work. An official call will come out through the listserv for new members. Meghan would be happy to meet with you if you are interested.
- Accountability is some of the work we will be focusing on in the future.
- Emily: please reach out before the call out if you are interested or have questions. It would also be wonderful if we could increase the diversity of this committee / representation

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- Tess: Wrapped up the annual conference. From three virtual days to one day. Looking forward to the February 2023 conference in Calgary. So excited to be back in Canada!!
 - A lot of promotion right now for the committees as well as Board positions. Went through a Board restructuring. Committees Director, Diversity Director, Canadian Rep Director and American Rep Director.
 - Tess is the Canadian Rep Director.
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Board Elections

President-Elect (3 Year Term)

- First Call for Nominations by Dillon: Kristin Davick nominated from the floor. Kristin politely declines.
- Second Call for Nominations: none
- Final Call for nominations: none
- Nominations closed: no candidate selected for the position of President-Elect. Nominations will re-open to all members via the listserv sometime after this AGM.

Communications Coordinator (2 Year Term)

- First call for Nominations by Dillon: Michael Barnard nominated from the floor. Michael accepts nomination.
- Second call: none
- Final Call: none
- After institutional voting, Michael Barnard is announced as the RLPA Communications Coordinator until AGM 2024.

Corporate Sponsorship Director (currently a 1 Year Term)

- First Call for Nominations by Dillon: Cole Graham nominated by the floor. Cole accepts nomination.
- Second Call: none
- Third Call: none
- After institutional voting, Cole Graham is announced as the RLPA Corporate Sponsorship Director until AGM 2023.

Treasurer

- First Call for Nominations by Dillon: Shaundra Reinink nominated by the floor. Shaundra politely declines. Corrine Friesen nominated by the floor. Corrine not in the meeting. Will send this out on the listserv to ascertain confidence of nomination.
 - Second Call: none
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- Third Call: none
 - Corrine's name to be brought forward at a later date with her confidence and bio, at which point, online voting by RLPA institutions would occur via the listserv.
 - No RLPA Treasurer elected at the time of this meeting. *

*Special Note: We did not update the authorized signatories for the RLPA bank account at this time, as a Treasurer was not elected. Michael will retain authorized signing (even though he has accepted a new Board position) until which time a new Treasurer is elected. When this occurs, a special meeting will occur to pass motions to remove Michael from the authorized signatories list for banking purposes and motions to add the new Treasurer.

Awards

- Student Leadership Society. Dillon had collected nominations from member institutions and has sent out the awards to those Student Leaders at the institutions.
- New Professional Award: Dini van Eck successful 2022 New Professional Award Winner. Congratulations.
- Josie Lamothe Memorial Award for Outstanding Service: Bob Lambert successful 2022 Josie Lamothe Award Winner AND Dillon Andrus also successful 2022 Josie Lamothe Winner. Congratulations to you both.

Transfer of Presidency

- 12 Meghan moved forward with the transfer of presidency to end her term and welcome Nathan Riley into the active President position for the next year. Meghan now moves into the Past-President role.

RLPA 35th Anniversary

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This year is the 35th anniversary of the RLPA. The Board is looking at some in person celebration options in the fall. Potentially in conjunction with FBM or as a stand-alone event.

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A call out will come to all members to help us plan on celebrating the 35th anniversary.

Future Conferences

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- Nov 4-6 2022 – LEAD 2022.20
 - NWACUHO 2023 – Calgary
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Adjourn

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- HUGE thank you to those who are transitioning out of their Board positions.
Ask for a motion to adjourn: Motion moved by Kristin Davick, seconded by Emily Guigovaz.
Meeting adjourned at 4:10pm MST.
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