

Board Meeting Minutes



Residence Life Professional Association

April Board Meeting

Friday, April 21st, 2023, 12:00pm MST

1. Approval of Board Agenda

TY asks for a motion to approve the agenda. EMILY G motions to approve the agenda, seconded by SHAUNAK. Agenda for the April 2023 meeting approved.

2. Approval of Past Board Minutes

TY asks for a motion to approve the past Board minutes (March 22, 2023). CORINNE motions to approve the past Board minutes, seconded by EMILY G. The March 22nd, 2023 Board minutes have been approved.

3. LEAD 2023

No major LEAD updates. Update - BRIANNA has resigned from current position and is leaving ULeTh in July - is dedicated to finishing the LEAD chair position. Working with LAURA and TY to continue the LEAD chair position and see things through.

4. Scarves Delivery

EMILY L. reached out to UofA central processing and office front desk - no trace of the parcel or the employee who signed for it. Reached out to the shipping company, (Loomis) did not receive a reply for multiple weeks, reached out again. Received a reply yesterday stating that EMILY needs to call and talk to a representative directly, so will be following up through that route. If this does not yield results, EMILY L. will reach out to 4imprint again and see what options are available, as obviously we are quite disappointed in the service that we've received. If no resolution is reached, EMILY G. raises potential option to reach out to sponsors through CORINNE for reimbursement. EMILY G. suggests reordering scarves now and working to get them in the hands of the membership. Clarified with NATHAN what was communicated about scarves to membership. We have to get them, but timelines aren't super tight. Communicating this to membership transparently before the next board meeting - NATHAN to send. EMILY L. will follow up with 4imprint about resending scarves and share an update at the next board meeting.

5. Committees Update

TY - Significant headway in Anti Racism and Reconciliation Working Group on reporting process and non-discrimination policy - received guidance from Chris Fukushima about best practices.

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Hoping to have something to show the board at the Summer Board meeting - deep diving into policy and having it approved by the board. Promised the membership at AGM that there would be an interim reporting process - option of reaching out to any member of the Presidential trio or LAURA. Option for any member to report through their Senior Housing Officer, who could then reach out to Presidential trio or LAURA. Needs assessment for reporting process was mentioned at AGM - in May, will be hosting roundtables regarding reporting process to gather information about what membership wants and needs to ensure priorities align. Will be an open space roundtable and a closed space roundtable for members who identify as racialized. Facilitators will be members of the working group - the closed group round table will have a racialized facilitator.

Nouran has offered to lead Response training for the membership in the Summer (June) and as often as we like in future if there is interest from membership. Has offered to do for free, but we should discuss compensation to be fair to her within our budget. NATHAN suggests for a 2 hour session, tack on 2 additional hours per session for prep, (training in full consists of 4 two-hour sessions) taking into account living wage = around \$400 honorarium for these sessions. EMILY G. - Ensuring we consider emotional prep/recovery in addition to physical prep. NATHAN suggests connecting with Nouran to assess amount of prep/recovery time - TY will reach out. Option as well of a one-time 3-hour session - NATHAN suggests this for FBM. Cap of attendees for each session is 25 - EMILY G. suggests WG and Board sign up first, then open it up to other institutions not represented on WG and Board, then explore how to open to more members in the future. Ideally this would be mandatory training for Board members.

Mathew at UofC has offered to do a presentation on Critical Allyship at LEAD if there is interest from SHAUNAK and BRIANNA. Also willing to do this at the FBM for pro-staff. TY to send more info to the Board to discuss at next meeting. WG direction - focus has been on reporting process. All time and resources have been dedicated to this. There is now discussion about splitting up other tasks. Discussing potential of a Board position focusing on EDI. LAURA is taking the lead on this. TY suggests this person chair the WG. Looking into developing an accessibility guide of best practices. Looking into removing barriers for BIPOC student staff in hiring - looking at CACUSS hiring guidelines. EMILY G has stepped down from WG to create space. In May, reaching out to individuals - call for interest in the WG. FYI - WG has updated terms of reference. Included the word "accessibility" in discussions of EDI. Explicit in focusing on accessibility.

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6. Open Board Positions

Cole Graham has submitted his name for Secretary - NATHAN shares his submission. EMILY G. motions to elect Cole by acclamation, EMILY L. seconds. No dissent. Cole Graham is the new RLPA Secretary. NATHAN will inform Tim and Cole.

NATHAN will extend call for Communications Coordinator, has some chats set up with potentially interested folks.

7. Website Updates / Recommendations

TY has access to the website and is looking at cleaning things up. Please take a look at the website and provide feedback for updates to TY. TY will be reaching out to everyone for a headshot for the website - current board info is correct on the website. LAURA asks about a timeline for updating the website regularly. EMILY G. suggests holding down the fort for now until the position of Communications Coordinator is filled then we can think about this a bit more. CORINNE is willing to offer additional support with the website if needed, TY will reach out.

8. Coffee Chat Debrief

April coffee chat was successful, 17 attendees. Potential to do deeper dives into certain topics at future coffee chats. Aiming to be strategic with when coffee chats are hosted, taking into account other events happening.

9. RLPA Virtual Assets

We own live streaming equipment that Parul had at Concordia, TY asks if anyone is able to get it. EMILY L. offers to reach out, EMILY G. is going anyways and has a vehicle, so she will do this instead.

10. RLPA Logo Refresh

TY suggests revisiting brand guidelines and modernizing logo. BRIANNA notices roof in logo and association with home - suggests incorporating other types of structures. CORINNE suggests updating website homepage to better represent what we are about - people, professionals coming together. Suggests adding photos of people. EMILY G. suggests checking LEAD registration forms to see if we have consent to use photos on the website. NATHAN suggests collecting images of campuses from our members to use in a rotation. NATHAN suggests reaching out to institutions for

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professional images from institutional communications teams. EMILY L. can include in membership dues reminder. TY to take feedback into account and follow up at next board meeting. EMILY G. suggests reaching out to others with skills in design, potential to make it a contest amongst members and include student leaders - to discuss further at next board meeting. EMILY G. - Transparency about it being a refresh, not a rebrand.

11. Training

TY - Chris Fukushima has offered to provide training on a number of topics. Needs assessment survey for membership: https://survey.ucalgary.ca/jfe/form/SV_6g4I2A92HORD4eW. Includes question about mentorship program to assess interest (professional to professional) - attempting to bridge a gap between seasoned and newer professionals in the association. Survey focus and wording can be changed if needed. TY looking to send in mid-May, will be accepting feedback over the next couple of weeks before sending to membership.

12. FBM Potential Dates

Currently looking at SFU as an option. FYI, AGM cannot be hosted outside of Alberta. Opportunity to showcase new buildings at SFU. Regardless, will likely lower the amount of professional staff present at LEAD. Options: October 12th and 13th, November 2nd and 3rd, November 9th and 10th. EMILY G. asks about requests to host from other institutions. NATHAN shares that a callout has not gone out, so we have not heard any other requests. Bylaws do not specify that a callout is required, but it would be best practice. Can proceed without a callout this time and use this as an example for AGM in 2024. Agreement to proceed with SFU as a location. Specifics of membership costs (travel, accommodations) can be discussed later, but NATHAN has some preliminary rates as well as meeting spaces booked. EMILY G. notes we should be mindful of travel costs for membership when planning. November 2-3 is preferred by the board, NATHAN will take this back to SFU

13. Summer Board Meeting Date

June 12th - will discuss with Tim and Cole about further details. Location – Olds. All in favor.

14. Board Member Updates

TY - Anti Racism and Reconciliation Working Group – a lot happening. Busy time at UofC with some turnover. Applied for Masters, will hear by next board meeting hopefully.

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NATHAN - Making sure board positions get filled. No scholarship applications were received. Working on annual return. Posting RLC position at SFU if you want to jump over to the west coast.

EMILY G. - no updates other than Luca wants to say hi! Lots of changes happening at Olds.

CORINNE - connected with Cole and now has access to the gmail and drive. Looking at sponsorship page for RLPA and comparing to other organizations, trying to continue unfinished projects. Was in Barbados for 2 weeks but is now in the miserable snowy weather. Connecting with TY next week.

LAURA - making sure there is a proper listserv emailing everyone who is a part of NWACUHO. Some SROs may be getting a lot of emails to test whether everyone is on the list and following up with expired memberships. Going to the NWACUHO board meeting in May and will have lots of info to bring back to the RLPA. Let LAURA know any questions you'd like to be asked.

EMILY L. - Things are quieting down for the summer, but EMILY is supervising staff which has been a bit hectic, but now has more time to focus on proactive projects. UofA is hiring 3 coordinators and just had a new coordinator start. Still tracking down scarves as mentioned earlier, also working with TY to update membership directory and beginning to think about transition docs.

SHAUNAK - hasn't had too much time to do stuff for LEAD yet but sending out callout for professional staff committee soon. Things at Augustana are chill but move out is coming up next week.

BRIANNA - move out at ULeTh is today! Been busy. Ramping up in the summer re: LEAD. Last summer, staff was a nightmare but knock on wood they are set up for success this summer. Things are ordinary and doing good!

TY asks for a motion to adjourn the meeting. BRIANNA motions to adjourn the April RLPA Board meeting, seconded by LAURA. Meeting adjourned at 1:38pm.