

# Annual General Meeting Minutes

## February 12<sup>th</sup>, 2023



1:00pm-5:00pm MST

No.	Item
-----	------

### Call to Order

Nathan called the meeting to order at 1:05pm. Land acknowledgment and thank you to the University of Calgary.

### Attendance:

Nathan Riley – Simon Fraser University  
Ty Thomas – University of Calgary  
Emily Leslie – University of Alberta  
Parul Kanwar – Concordia University  
Meghan Reiser – College of the Rockies  
Tim Siemens – Red Deer Polytechnic  
Shaunak Mistry - University of Alberta – Augustana Campus  
Brianna Rogers – University of Lethbridge  
1 Tienna Chang – University of Northern British Columbia  
Cole Graham – University of Alberta  
Juanita Cordova – MacEwan University  
Kasey Manuel – University of Alberta  
Chris Fukushima – Northern Alberta Institute of Technology – non member  
Janet Athanasiou – American Public University System – non member  
Bob Lambert – Mount Royal University  
Rob Ford – University of Alberta – Augustana Campus  
Tracey Mason-Innes – Simon Fraser University  
Randy Fines – Lakeland College  
Corinne Friesen – Olds College of Agriculture & Technology  
Emily Giugovaz - Olds College of Agriculture & Technology  
Sharon Dong – University of Calgary  
Zoe Woods – Simon Fraser University  
Annie Namuchimba– MacEwan University

### Approval of Annual General Meeting Agenda

- |   |   |
|---|---|
| 2 | Nathan asks for a motion to approve the agenda. Zoe Woods motions to approve the agenda as it stands. This motion is seconded by Brianna Rogers. The 2023 Annual General Meeting Agenda is approved without additions or changes. |
|---|---|

# Annual General Meeting Minutes

## February 12<sup>th</sup>, 2023



---

### Approval of Fall Business Meeting Minutes – November 6<sup>th</sup> 2022

- 3 Nathan asks for a motion to approve the previous Fall Business Meeting Minutes from November 6<sup>th</sup> 2022. Cole Graham motions to approve these minutes. Kasey Manuel seconds this motion. The November 6<sup>th</sup>, 2022 Fall Business Meeting Minutes are approved as they stand without changes or additions.
- 

### Board Position Updates

#### *President (Nathan Riley)*

What an exciting year we have had! Over the past 12 months, the Residence Life Professional Association and members have been able to come back to in-person connections with LEAD, the Fall Business Meeting, and now the Annual General Meeting. We have seen growth in our membership, and continue to look towards the future and what we are able to offer to our amazing membership. As I make the transition from President to Past-President, I look forward to the next 12 months and years ahead for this Association.

#### Accomplishments:

- 4
- Attend monthly ACUHO-I regional leadership meetings.
  - Chair and attend monthly RLPA Board Meetings and connections with other Directors
  - Connection with the membership and how the RLPA can support the work that Student Housing professionals do in Western Canada.
  - Research and develop a proposal to support the financial sustainability of the association and how the association can leverage the financial sustainability to offer support to our members in their professional development.

#### In Progress:

- Support the transition of the board to the next annual term.
- Transition to the past-president role, promoting the opportunities available on the board to all members of the association.
- Transition to the past-president role, promoting the awards available to the all members of the association.

#### Ongoing:

- Continue to support and move forward the Strategic Plan of the Residence Life Professional Association.
  - Connect with members to continue to learn how we can support the work being done in Student Housing in Western Canada.
-

# Annual General Meeting Minutes

## February 12<sup>th</sup>, 2023



---

### Closing

Thank you for your continued patience this transitional year. I have appreciated the privilege that I have had hold this role and connect with members across the association. Also thank you to my host institution (Simon Fraser University) for continuing to support my involvement with the association. It is the support of our institutions that allow us to continue to do this amazing work. I look forward to continuing my time on the Board in the Past-President role, being surrounded by this amazing group of passionate and caring individuals.

### ***Past-President (Meghan Reiser)***

This past year has certainly been the most unique year I've spent on the RLPA board. I had my son Max and started parental leave a few weeks after transitioning into the Past-President role which has certainly changed what my day to day looks like. I have really enjoyed being able to stay connected to the association during this time and want to say a huge thank you to the other members of the board for their patience and support. Being able to continue to attend meetings both virtually and in person with my plus one has been lovely, particularly after having fewer opportunities to connect in person over the past few years.

### Accomplishments:

- After having frequent vacancies over the past few years, we had a full team of board members as of December 2022.
- The Anti-Racism and Reconciliation Working Group completed its terms of reference and welcomed a number of new members.
- Received a number of nominations for our annual awards which will be handed out at the 35th anniversary celebration tonight.

### In Progress:

- Continuing to work with the Anti-Racism and Reconciliation Working Group on developing a process for reporting incidents of racism or discrimination.
- Working to update the information on the website about scholarships and awards and confirm the process for applying for our newly created scholarships.

### Ongoing:

- Will work on updating transition documents for the Past-President role within the next month.
- Will send out information over the listserv about the RLPA Leadership Society awards for student staff.

Between COVID-19 and becoming a parent, my term on the board has looked very different than I initially expected. I am very proud of the work we have been able to do particularly during the challenges of shifting to virtual platforms and then back again to in-person events. I'm planning

---

# Annual General Meeting Minutes

## February 12<sup>th</sup>, 2023



---

to take some time away from the association while I finish up my parental leave, but am very excited to return in October and hear about all of the wonderful work going on. Thank you again!

### ***President-Elect (Tyron Thomas)***

Not a lot of updates here as I was elected into this role a few short months ago. Have had one-on-one meetings with Nathan to prepare me for the President role. Hoping to get RLPA Virtual Coffee Chats back up and running. Looking forward to our new Board members after the elections today. Thank you everyone for your support and for coming to the University of Calgary.

### ***Secretary (Tim Siemens)***

Good Afternoon Folks. So excited to have our second in person RLPA meeting since March of 2020. So great to see some past members joining us today to listen in and see what's happening as well as joining us for the 35<sup>th</sup> Anniversary Celebration.

As Board position nominations and selections are coming up later in the meeting, want to plug this position for those in attendance who want to know more about open Board positions.

If you can type an email, book a meeting, and make some calls....the Secretary position is for you. Truth be told, you all can probably do this faster than me. Please consider this position as it is a great way to work with the Board for the first time or get back into the Board.

#### **Accomplishments:**

- Communicated directly with half of our member institutions, chatted and asked for RLPA feedback
- With the help of Rob Ford, headed up the 35<sup>th</sup> Anniversary Celebration Committee
- Communicated with and invited almost all of our Past-Presidents and Mark Chytracek Lifetime members
- Updated the Bylaws as of a year ago. All set

#### **In Progress:**

- Wrapping up my two year term
- Will train the new Secretary
- All agendas, minutes, etc have been uploaded to our Board shared drive
- All agendas, minutes, etc have been passed along to our Communications Coordinator to add to our RLPA member site

#### **Ongoing:**

- Nothing ongoing at present
-

# Annual General Meeting Minutes

## February 12<sup>th</sup>, 2023



---

Thanks to the Board and especially Nathan, Meghan and Ty for their patience with me

### ***Treasurer (Emily Leslie)***

Thank you everyone for coming to the Annual General Meeting. We will make sure that the profit loss document as well as the upcoming proposed budget are attached to the meeting minutes.

#### **Accomplishments:**

- Thank you to the Board for assisting me in transitioning into the Treasurer role
- Worked with the LEAD committee to provide reimbursements for supplies and payment to the Gull Lake Centre
- Liaising with our insurance provider to ensure coverage payments are up to date
- Reviewing past 2022-23 Budget, as well as current profit-loss document to assist in creating the 2023-24 Budget

#### **In Progress:**

- Processing Annual General Meeting registration fees

#### **Ongoing:**

- Collecting 2023 membership dues
- Beginning a more thorough transitioning document for future Treasurer

Thank you everyone.

### ***LEAD Chair & Co-Chair (Brianna Rogers & Shaunak Mistry)***

Good afternoon folks! Wowey I'm so stoked to be here with you folks, and look forward to seeing many of your faces throughout the week at NWACUHO. Shaunak and I are stoked to be planning LEAD 2023 and am stoked to share the information we have so far.

#### **Accomplishments:**

- LEAD 2023 has been officially planned for October 20<sup>th</sup> – 22<sup>nd</sup> in Gull Lake. The goal was to find the perfect sweet spot between Thanksgiving and Reading Week, while crossing our fingers for less snow than we had last year.
  - Big shout out to Emily for helping us get our ducks in a row to provide the Gull Lake Retreat Centre our insurance.
  - We've completed our draft budget for LEAD 2023 and would love to go over it with you folks for approval now. Our overall expenditure is projected to be \$19,560, however we expect to make \$18,775 in revenue. This means we currently would only run a deficit of \$785. However, we will be pursuing sponsorship and funding from NWACUHO and have faith we will recover these funds. We'll take a look at our PowerPoint breakdown now!
-

# Annual General Meeting Minutes

## February 12<sup>th</sup>, 2023



---

### In Progress:

- We will have a professional staff committee call-out once I return from holidays in May. Start thinking about if you'd like to join our planning committee because I can attest it's a lot of fun and very rewarding!
- Shaunak will be reaching out to a potential keynote speaker option, but we also have a free alternative that we trust would be a hit.

### Ongoing:

- Planning details and advertising for LEAD 2023.

We're so excited to be planning LEAD 2023 and trust it'll be another great year. A huge shout out to Tienna and Nouran for giving us such great resources to launch off of for our plunge into this year's conference.

**Question from the Membership: thoughts on student staff committee?** Might use our student staff differently this year in helping shape LEAD the weekend and not plan the weekend

**Question: thoughts on the pro-staff for LEAD? Is it the same as last year's rate that was in conjunction with FBM?** Might not be possible to host the FBM This year as the retreat centre is offline that time of the year.

### *Communications Coordinator (Parul Kanwar)*

Since starting the role recently, I have been getting familiar with the duties and responsibilities of the position. Being fairly new, I am getting started on what I would like to accomplish as the Communications Coordinator during my term - and that being said, there are not a lot of projects that have been completed yet, other than the registration for this meeting - the AGM and the 35th Celebration.

### In Progress:

- Currently, I am in the process of working towards:
  - The development of the RLPA website - including updating the information, adding materials about the Committee works, create portals for discussions and forums based on the feedback received.
  - I also want to implement a feedback mechanism that allows the members to interact effectively with RLPA.

### Ongoing:

- Preparing a brand guide
  - Discussion posts monitoring
  - Maintaining the mailing list
-

# Annual General Meeting Minutes

## February 12<sup>th</sup>, 2023



- 
- Moving the website from the WordPress server over to a more user-accessible server that allows for easier navigation
  - Maintaining a transition document for the role, to ensure continuity in tasks and projects
  - Establishing a consistent social media presence on Facebook and Instagram for member engagement, resource sharing, and event promotions.

Moving forward, I want to keep working on RLPA's different communication streams, and also assist with LEAD marketing, learn more about the organization, and help other members do the same.

### ***Corporate Sponsorship Director (Cole Graham)***

So excited to have everyone back for this Annual General Meeting. Not too much to update on. Have reached out to a few other major organizations to discuss Corporate Sponsorship best practices, as well as to garner tips and tricks to have the RLPA be attractive to other potential sponsors. I have a few leads I would like to follow up on / assist the incoming Corporate Sponsorship Director with. We are very pleased to have our Platinum sponsor, 'Ducan Industries' join us tonight for our 35<sup>th</sup> Anniversary Celebration. Please chat with them as they have been sponsoring the RLPA for a long while now.

### **NWACUHO – Canadian Membership Director (Tess Bickley)**

This year was a busy, but exciting one! Helping to get ready for the 2023 Calgary Conference was one of my main priorities this year as we got back in the swing of planning in person conferences. A big focus of mine was continuing to provide opportunities for connection between the RLPA and NWACUHO.

#### **Accomplishments:**

- Facilitated the NWACUHO Coffee Chats on an ongoing basis
  - Hosted and planned monthly First Fridays with NWACUHO
  - Multiple new and returning Canadian institutional members joined NWACUHO over the past year
  - Kept the Canadian Institutional rosters up to date
  - Connected with the Canadian membership on a regular basis with updates and upcoming events
  - Supported the NWACUHO Social media presence through the creation of content and development of a social media posting schedule for 2022/2023
  - Assisted Canadian members with navigating and registering for the NWACUHO website
  - Attended and provided NWACUHO updates at the monthly Residence Life Professional Association (RLPA) board meetings, the 2022 & 2023 Annual General Meeting, and the 2022 Fall Business Meeting
-

# Annual General Meeting Minutes

## February 12<sup>th</sup>, 2023



- 
- Member of the Local Arrangement Committee for the 2023 Annual Conference in Calgary, Alberta

### In Progress:

- Create documents to be sent to the membership that can be included in their onboarding process which includes information about how to register for Your Membership, a brief overview of what NWACUHO is and what it can offer, as well as contact information to connect with the board if they have any questions.
- Develop a NWACUHO "Buddy System". Members can opt-in to be paired with another institution, either local or not, to participate in networking opportunities
- Update the NWACUHO board training modules to reflect the new structure of the board

### Ongoing:

- Create opportunities for the membership as a whole to connect with one another
- Recruit new member institutions to NWACUHO
- Communicate with the Canadian membership on a regular basis and support them when questions arise
- Assist in transitioning from the State and Provincial Representative roles to the new Canadian and US Director positions

### Closing

As I transition off of the NWACUHO Board of Directors, I am incredibly thankful for the opportunity to have worked so closely with the RLPA. I really value the relationship our organizations have and I think it is so beneficial for both of our memberships to look for further opportunities to collaborate. Thank you for all of your involvement and support along the way, I look forward to continuing to connect.

---

### 2023-2024 Budget Proposal

Emily presented the 2023-24 budget proposal with \$21,074 starting at the start of our fiscal. Based on our AGM Stripe issue...these numbers will look a little different once all AGM registrations have been paid. Emily explained month to month for proposed 2023-24 budget expectations for spending / expenses (see attached proposal).

5

**Question from the membership: Banking fee is high? Which bank are we using?** We are using BMO. **The banking fee seems high?** The stripe fees are included in these fees. Looks like it's about \$70 per month for Stripe, and the rest is bank fees, about \$6.00.

**Question from the membership: Are we holding steady at about \$20,000? Looks like about \$20,000 goes in and \$20,000 goes out?** We lost a very small amount but doing great. We are

---

# Annual General Meeting Minutes

## February 12<sup>th</sup>, 2023



---

coming out of COVID and the fee change proposal came now as to assist with the budget prior to proposed budget approval. Please see item #7.

Emily asked for a motion to approve the budget proposal for 2023-24. Parul Kanwar motioned to approve the 2023-24 RLPA Budget as proposed by the Treasurer. Brianna Rogers seconds this motion. The 2023-24 RLPA Budget proposal is approved as posed. No changes or additions and no dissent or opposition.

Emily asked for two auditors for the 2022 -23 profit-loss document. Zoe Woods, and Emily Giugovaz have volunteered to audit this document and our spending / revenue for 2022-23.

Emily asks for a motion to approve the auditors (Zoe Woods and Emily Giugovaz). Rob Ford motions to approve these auditors. Bob Lambert seconds this motion. Zoe Woods and Emily Giugovaz have been approved to audit the 2022-23 profit loss document(s).

---

### Master Plan Update

- 6 Nathan discussed the history of the RLPA Master Plan and how it was formally introduced at the 2022 RLPA Annual General Meeting. There is no set time period for the document itself as it is a living document. You will start to see our call outs in regards to the Master plan. This is an area of growth for the RLPA. We are planning on engaging our members more. The Master plan will be added in the meeting minutes here.

---

### Fee Change Proposal

Nathan gave a small update as to why we are changing our fees, now, as our rates have been low for a few years / decade. The last time we increased fees was in 2010. This could also assist Board members to get to meetings. This increase assists the sustainability of the RLPA business.

- 7 Please see the attached document as submitted by Nathan Riley.

Nathan is proposing over two years, a 15% increase each year to get to a 30% overall proposed increase for 2024 and 2025.

Would encourage future Boards to speak to ACUHO-I as they have put a cap on their funding. This also assists current Board members to get to the Board meetings / AGM / FBM. We shouldn't be relying on our events to sustain our Association

---

# Annual General Meeting Minutes

February 12<sup>th</sup>, 2023



---

**Comment from the membership:** I agree with this proposal. We haven't increased forever and know that the most important piece of this proposal is helping the longevity of this association in helping our Board be active and participatory. This is a great way to reduce barriers to have members join and be active in the Board. That being said, being an active board member is very important in your professional career.

**Comment from the membership:** there is a session at NWACUHO that speaks on the impact Board positions have on your career. This is a smart proposal to have this occur over two years.

**Comment from the membership:** the only other option is reducing our costs with using Gull Lake. Wouldn't choose to do that as opposed to a small fee increase.

**Comment from the membership:** maybe an addition to our bylaws where the Board checks in every handful of years to see how we are doing with our fees in relation to other organizations and our (RLPA) sustainability.

Nathan would like to ask for a motion to approve the proposed fee increase. Emily Giugovaz motions to approve the membership fee increase as proposed by Nathan Riley. Randy seconds this motion. The membership fee proposal is approved as proposed.

---

## Anti-Racism and Reconciliation Working Group – Committee Update & Member Activity

We are in year two of this working group. A little bit of a slower start in the early year. A lot of discussion building. Scope was our main topic of conversation.

Where we landed with that is that this group will focus on the business of what happens at the RLPA (AGM's, FBM's, LEAD, Listserv, etc). Future goal might be on general procedures to use at your institution.

- 8 Currently identifying our key priorities. We are focusing on developing a reporting process. We are gathering information from all sorts of resources and other professional associations. Reached out to CACUSS and OACUHO. Keys: interested in an anonymous reporting process.

Now we are examining a back end to the reporting process. 'Who' is receiving reports (make this very transparent). Logistics / timelines / action items. Training, what an investigation process looks like. This group will chat with Chris Fukushima at NAIT. Once we have a framework, we will come back to members for approval / feedback.

Current members: Meghan Reiser, Ty Thomas, Emily Giugovaz, Parul Kanwar, Monica Haggi, Laura Correia, Kristine Zapisocki, Sharon Dong, Adesua Egbase, Mathew Metcalfe.

---

# Annual General Meeting Minutes

## February 12<sup>th</sup>, 2023



---

We are looking to have some pop up sessions, virtual roundtable discussions, etc. Please keep your eyes peeled for these events.

This group has been very intentional moving forward. Meghan has provided amazing leadership for this group. This group is trying to get it right and not just check boxes.

**Question from the membership: what is the tangible goal for this year? Get best practices? Creating a reporting structure? What do we do with this information? Do we have non discrimination statement for this association?** Yes, trying to fill the gaps that we have. Goal would very much like to roll out a reporting structure. Meghan and Ty will send out general information to the group and another call out in regard to how to get in touch

---

### NWACUHO Update

9 Tess couldn't be here today as she is active with NWACUHO as it starts tomorrow. Please download the 'sched' app to aid in your NWACUHO experience. Check your emails from NWACUHO. Please follow NWACUHO's Instagram page. Tess wishes she could be here. She is very thankful to be a part of the RLPA. Her term is up as the Canadian Membership Director. The new Canadian Membership Director has been announced as Laura Correal from the University of Lethbridge.

---

### Board Elections

#### ***President-Elect***

Ty spoke briefly about his time in the President-Elect role. Nathan also spoke briefly about this role. A great year of learning for this new Board member from the Board and President and Past-President. This position is highly supported by all members of the Board.

No advance nominations.

Meghan asks for a call for nominations from the floor: no nominations. Second call for nominations. No nominations. Third call for nominations. Tim Siemens nominated Emily Giugovaz. Seconded by Zoe Woods. Final call for nominations.

Emily accepts the nomination. Emily Giugovaz is elected to the Board as the President-Elect by acclamation.

#### ***Corporate Sponsorship Director***

10 Cole spoke briefly about his time in this role.

---

# Annual General Meeting Minutes

## February 12<sup>th</sup>, 2023



---

No advance nominations.

Meghan calls for nominations from the floor: Emily Giugovaz nominates Corinne Friesen. Corinne Accepts the nomination. Second call for nominations. Third Call for nominations. Final call for nominations from the floor.

Pleased to announce that Corinne Friesen is elected to the Board as the Corporate Sponsorship Director by acclamation.

### **Secretary**

Tim spoke about his time in the role.

No advance nominations.

Meghan calls for nominations from the floor. Second call for nominations. Third call for nominations. Final call for nominations. None given.

No Secretary elected at this time. Nathan will ask for nominations in the coming months through the Listserv.

Tim will be removed as a signatory to the RLPA as his term is up. Once a new Secretary is elected, that Board member will be added as an RLPA signatory. Emily will make these changes with our financial institution, BMO.

---

### **Awards**

Nathan explained that the awards will be announced, tonight, at the 35<sup>th</sup> Anniversary Celebration.

11

*As the 35<sup>th</sup> Anniversary Celebration has passed:*

Tess Bickley was awarded the RLPA New Professional Award.

Tracey Mason-Innes was awarded the Mark Chytracek Lifetime Achievement Award.

---

12

### **Transfer of Presidency & Thank-You to Outgoing Board Members**

---

# Annual General Meeting Minutes

## February 12<sup>th</sup>, 2023



---

Nathan thanked the outgoing Board members and all of the members for their patience during this past year. Excitement to work with Emily and Ty!! And the rest of the Board.

Transition to Ty Thomas as the current RLPA President. Ty said a few words about his excitement in the role.

Nathan Riley is now the RLPA Past-President.

---

### RLPA 35<sup>th</sup> Anniversary Info

- 13 Tim and Nathan mentioned details about the 35<sup>th</sup> Anniversary Celebration activities:
- 6pm at Milestones, downtown Calgary
  - Meal, speeches, awards, photo slideshow and more
  - Special guests
- 

### Future Conferences

- NWACUHO is the next three days.  
LEAD conference Oct 20-22 2023 at Gull Lake.  
ACUHO-I, Oregon June 26<sup>th</sup>.
- 14 Stars College is happening this summer.  
CACUSS, June, Niagara Falls.  
NACAS November in Toronto.  
ACPA, New Orleans in March.  
CACUSS also has a lot of working groups.
- 

### Adjourn

- 16 Ty asks for a motion to adjourn. Sharon motions to adjourn the 2023 RLPA Annual General Meeting. Tim seconds that motion. The 2023 RLPA Annual General Meeting has officially adjourned at 3:56pm.
-