

# Board Meeting Minutes



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## Residence Life Professional Association

January Board Meeting

Tuesday, January 17<sup>th</sup>, 2023 9:00am MST

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### 1. Approval of Board Agenda

PARUL motions to approve the agenda, COLE seconds the motion. Agenda approved. No additions or changes.

### 2. Approval of Past Board Minutes

COLE motions to approve the past Board minutes (November 6<sup>th</sup> 2022), EMILY seconds the motion. Past Board minutes approved. No additions or changes.

### 3. LEAD 2023

BRIANNA has reached out to Gull Lake Centre for 2023 dates. Potentially in October, after Thanksgiving. Waiting to hear back from Gull Lake for a confirmation. Biggest question currently is 'do we engage student leaders on the committee this year' as per the situation that occurred this past LEAD with a specific student leader who was also on the planning committee. To be discussed further.

### 4. NWACUHO 2023 Update

TESS has indeed heard from the Hyatt about a room for the AGM/35<sup>th</sup>. Some questions back and forth with TESS and the Hyatt. AV / stage questions. TESS asked the Hyatt to price out some coffee and tea...as well as prices for potential dinner. MEAGHAN, yes we are also looking into other options due to costs that are more appealing. UofC has space available and TESS mentioned that Mount Royal has space available as well. TESS, would lean towards UofC as they are on the C-train track. There are great options downtown for food and private dining that are close to the Hyatt.

TESS, the last we checked, NWACUHO Annual Conference had 86 attendees. The early bird has closed but RLPA members can still get RLPA rates, they just need to email TESS for the discount code. NATHAN, does the Hyatt rooming block have a deadline on the NWACUHO block? TESS, I don't believe so but they would probably have that block until filled.

### 5. AGM 2023

#### a. Agenda

NATHAN, just finalizing the registration page. It is coming very quickly. NATHAN wants the focus for members to be that this is an opportunity to get us (members) all together. The cost for the day (both events together) will be \$200. This would also include a mid-day refreshment break as well as the evening meal. Refund date will be prior to February 1<sup>st</sup>. We will keep registration outside of the members portal. MEGHAN, for past-presidents,

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would they pay on their own for the meal? NATHAN, I think we should keep a 'one cost' for all attendees (outside lifetime members). Deadline for registrations would be February 6<sup>th</sup>. MEGHAN, PARUL let's connect on the logo that will go on the registration page.

TIM got the agenda and previous minutes out, EMILY got the finances out. We are looking good.

## b. Board Reporting Structure

NATHAN will clear out the template form that was used for reporting for the FBM and get us this template for the AGM. Highlight the work that we have been doing as well as the transition if you are new to the Board.

## c. Board Positions up for Nominations

NATHAN, there are three positions open for nominations at the AGM (President-Elect, Secretary and Corporate Sponsorship). MEGHAN, I haven't heard anything yet as per the email that was sent out. Would highly encourage everyone to reach out to members that may be interested in these positions.

## d. Award Nominations

MEGHAN, award nominations have gone out to members. The Student Staff Leadership Awards weren't included as we received feedback that, in February/ March, it is a bit early for pro-staff to know who they want to nominate until after the AGM. Using digital certificates has worked well in the past. Nominations could come out in March for these awards. We still have the New Professional Award, Josie Lamothe award and Mark Chytracek lifetime award. We have a meeting on the books to look at nominations near the end of this month and make decisions...order plaques, etc. Idea would be to award these at the 35<sup>th</sup> Dinner. We are hopeful for nominations for us to be able to give out awards.

## e. Master Plan Update

NATHAN, this will be a fluid update at the AGM to encourage that this is a living document. We will mention the work from the members that have already added to the Master Plan. Committee work has been impactful here. **Master Plan document** attached to these minutes.

## f. Committee Activity

MEGHAN, after our next committee meeting, the format of this activity at the AGM will take form. Should be about 30-45 minutes.

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## **g. Other**

NATHAN, how do folks feel about meeting as a Board early on the 12<sup>th</sup>? Maybe we see how the February Board meeting goes before we commit to being there early on the 12<sup>th</sup>.

## **6. 35<sup>th</sup> Anniversary Celebration**

### **a. Next Steps and action items**

NATHAN, we have talked about restaurants. We are looking at scarves for swag. Anything we are missing? TIM, calls to Past-Presidents has begun and Rob Ford has sent out a request for pictures as far back as members can go to assist in a slide show. MEGHAN, we should encourage mingling at the AGM especially for past-presidents and Mark Chytrcek Lifetime awarded folks who attend. TESS, NWACUHO would offer us a side room for no cost to mingle afterwards that evening if we would like.

## **7. Committees Update**

MEGHAN, the committee is meeting this Thursday and will discuss an activity for the AGM. The opportunity for us to run, even a 30 minute activity, for what barriers we still have/what folks feel like in submitting and report.

## **8. Website Updates**

PARUL, also starting a transitional document for this position, as there wasn't one prior. Hoping to make the website more uniform for color palettes and fonts. Agreed on all fronts from the Board. Please also use the link in a previous email so that the website can be updated with new Board member info / pictures. Please do so by February 1<sup>st</sup>. PARUL is hoping with the fonts and color palettes to make them the official RLPA color palettes and fonts. TESS, love these colors, would be great to add a sage green to give us a prairie feel as well. MEGHAN, if we ever need to look at a big rebrand....(maybe no longer use the word 'residence') this is something we would want to keep in mind in the future.

## **9. Fee Increase Proposal**

NATHAN sent out the fee increase proposal. This will be an increase of 30% over 2 years as opposed to 20%. This still puts us below other fees from other organizations. This increase would help the budget and, over time, assist the possibility of assisting Board members in attendance. To be approved at the AGM.

## **10. Budget 2023-24**

EMILY, documents were sent out, any concerns or questions? Please scrutinize and reach out with feedback.

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## 11. Board Member Updates

MEGHAN, Max has a few issues that is taking us away and in Calgary more. Will reach out to folks to see who can assist in Committee meetings and, depending on how things go with Max, ask for help.

BRIANNA, overall doing great. Coming into hiring season. Nice to see all the student staff who are eager to return. Looking forward to digging into LEAD as we get closer in the coming months.

COLE, doing fairly well. In the position of having vacancies right now. Doing midyear hiring as well as annual hiring. Very busy. Lots of meetings these days. The save the date has been sent to DUCAN for the 35<sup>th</sup> as our sponsor.

PARUL, it is a surprisingly busy time. Can't put my finger on why things are so busy.

TESS, busy with NWACUHO stuff. Promoting like crazy. Optimistic we can get to 100 attendees. Wrapping up from a busy end of term last year. Hiring right now as well. Debating to do carousel or not. Life is good. Holiday break was amazing. My term as Canadian Membership Director ends at the NWACUHO business meeting. If anyone is interested pass them along my way.

TY, our institution had our most senior RLC leave UofC. I met with NATHAN to start discussing the position. Looking to put on holds for RLPA monthly coffee chats. Bring a lot more PD sessions for the association. One of our new directors at UofC could assist us here with PD.

TIM, agree that the holiday break was needed and amazing. We are beginning discussions for demolition of some of our oldest buildings (built in 1972).

Meeting adjourned at 10:15am