

# Board Meeting Agenda



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## Residence Life Professional Association

July RLPA Board Meeting

Thursday, July 13<sup>th</sup>, 2023 2:30pm MST - 1:33PST, 2:33 MST

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### 1. Approval of Board Agenda

- a. Motion by Corinne, Secunder Brianna, no descent, motion carried.

### 2. Approval of Past Board Minutes

- a. Emily motion, second brianna, no descent, motion carried.

### 3. LEAD 2023 - BR + SM

- a. Theo has updates
- b. Shaunak and Brianna met yesterday, callout to planning committee going out next week
- c. Shaking things up a little bit; Brianna has a lot of time on her hands and is passionate about design and marketing. Plan is to get this stuff done sooner than later, prior to the planning committees assembling
- d. Shaunak talked to Craig Whitton; chatted with him at NWACUHO and Craig would love to come to LEAD. Not sure if still in motion, but reaching out to check (for keynote)
- e. For insurance, talked to Alina at Gull Lake; assured that the booking is secure, just need insurance figured out by September. Emily to let Brianna if more information is required.
- f. TT: Are we able to have marking available at start of training, to help with advertising?
  - i. BR: Yes, that is the goal!
- g. Marketing Sneak Peak
  - i. Hoping to add "Badges" that each attendee has, similar to the ribbons that NWACUHO had (presenter, etc.)
    - 1. Either stickers on the nametag, or perhaps button makers and buttons somewhere (on the lanyard like a sash)
  - ii. Save the date is in works
  - iii. Theme is a retro-summer camp vibe

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## 4. NWACUHO Updates - LC

- a. Had last board meeting recently!
- b. Lots in the works for DIA-related content
  - i. Online content and coffee chats, first friday webinars; trying to get people really passionate about different areas more involved
- c. The fiasco relating to Alaska not working well still creating issues (Hotel branding and accessibility not suiting needs, as well as costs)
  - i. Do we eat the costs and pay more to be in Alaska for a conference in the year afterwards?
  - ii. Next three conferences will be in the States; fear is nothing in BC or Alberta for a while
    - 1. Any comments or feedback for this? As Canadian institutions?
      - a. Seattle and Portland areas are less expensive
      - b. Conference has grown, so hard to accommodate amount of space needed
      - c. Smaller institutions would be most affected by this; three years without Canadian location could bar smaller institutions to attend
      - d. Talks on not doing a rotating schedule, just basing it where it works the best for everyone involved
    - 2. End goal is to keep as cost effective as possible; trying to accommodate going as many places as possible, but also cost effective
    - 3. Send Laura an email if you have more feedback!
- d. Also Hawaii might join??

## 5. Vacant Board Positions - NR

- a. Coming back from 3 weeks off, newborn came last week of June!!! Catching up, as well as had a critical incident this last weekend.
- b. Have an email drafted to send out to membership about positions that are empty
  - i. Would like to field idea to keep it open with no close date. Third or fourth time reaching out

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1. NR concern about closing shortly after, could look suspicious. CG comment that it has been open multiple times, people would understand
2. TT bring up that training is coming up; could be best to send out shortly after training when people have more capacity, and drum up engagement in the meantime
  - a. NR: concerned about waiting for Sept, other things to keep in mind
3. CF maybe doing a round table about what it is like being on the board (commitment, skillset we look for, etc) to hopefully reduce intimidation?
  - a. NR are there any roundtables planned at this moment? TT: Not right now
- ii. NR happy to hold on posting and sending out, can work on a bit of a recruitment plan. FBM coming up in November, and can work on marketing the upcoming elections as well. Will hold off and bring a bit of a plan hopefully before September!

## 6. Committees Update - TT

- a. Not too much for Anti-Racism working group
  - i. Losing a few members, not much progress since last chat
  - ii. Chatting about what presence at LEAD and FBM will look like
    1. LEAD:
      - a. Threw around idea of doing condensed version of workshop Nouran has been running. 2.5 hour version specifically for recognizing microaggressions that could be offered to student staff
      - b. Also talking about opportunity for people to express themselves (decorate tote bag, bracelet)
      - c. Discussions of Blanket Exercise at LEAD, discussed last year but there were concerns
      - d. Dr. Mugassa that spoke at NWACUHO, talk to him about keynote
        - i. Already talking to Craig
    2. For FBM

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- a. Updates on what people have been working on
  - b. Talking about recruiting new members
  - iii. BR: 2.5 hour microaggression training sounds awesome, should be able to slot it in at LEAD as timing has not been looked into yet
    - 1. Has taken that training. If Nouran is offering it, is it a standard training?
      - a. TT: there are standards to meet, but yes.
  - iv. CG: cost of blanket exercise has gone up a lot, as of last year
    - 1. CF: there is a group that offers it and only asks for an honorarium. Was super amazing, from a local contact
      - a. Might be able to make the trip from Olds to Gull Lake
    - 2. TT: if many institutions are offering blanket exercises, maybe most will have done it? U of C having it done for CAs
      - a. CF: could offer both and have blanket exercise optional? TT: get attendance in advance to see if worth our time and money?
  - v. Take more time to think about what we want out of these. Will bring this back up next time!

## 7. Membership Dues - EL

- a. Few institutions that have not paid
  - i. Those who have not paid are Concordia, College of the Rockies, Kings, Lethbridge College, University of Fraser Valley, Northern Lights College, and North Island College
  - ii. Not insignificant. Might be time to start phoning our contacts to track them down. We should still have the contact for the right person, or at least who can forward us the right way.
  - iii. TT: looking at contact list right now, mostly people who have been fairly present in the RLPA recently. Even if not main institutional contact, people at coffee chat are in list, so can reach out. TT and EL will split up the people to reach out to and get a hold of those who have not paid.

## 8. New RLPA Member Institutions! - TT

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- a. Working with CLC
    - i. Reached out to Western Canada CLC: SAIT and Thompson Rivers
      - 1. SAIT already paid, TRU hopefully soon
      - 2. Other places reached out to back in May, haven't heard from places in Yukon or NWT, but hoping they may want to join

## 9. New Prospective Corporate Partners - TT

- a. Already told CF
- b. Went to ACUHO-I, Dave Craig put in work with Folio Furniture and StarRez, mostly sold them on sponsoring. Just need to solidify partner deal
- c. once we have a good contact, will connect with CF
- d. Few other vendors at ACUHO-I that are interested in increasing Canadian involvement
- e. CF: Kudos, yay more sponsors
  - i. Responsibility to make sure these connections are valuable to them, and how to keep these sponsorships year after year. Brainstorming ideas, stealing some from NWACUHO
    - 1. Looking at updating our system, will put together a proposal and present to everyone

## 10. RLPA Virtual Assets

- a. No good news
- b. Tim liaising with Parul, Ty with Concordia, no suitcase in sight
- c. May be considered a loss at this point; Concordia will keep an eye out for it, but may need to talk about what is next for this.
  - i. Could look into a sponsor helping with this, being represented with all future streams we do to help recoup costs
  - ii. Emily Guigovaz suggested "owl" for streaming
    - 1. CF: Google Owl, good for hybrid meetings
- d. Should have a plan in place for September Board Meeting at latest, to ensure plan in time for FBM

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## 11. RLPA Website Updates - CF

- a. Tagging relevant folks for different sections.
- b. Going to reach out to membership for photos. Also thinking of social media live feed that displays website, but without Comms Director, socials are not too active
  - i. Dream for photos are facility-type photos, to help show our membership institutions and campus photos
- c. Modeling some areas off of NWACUHO website
- d. Main goal is to make it more user-friendly
- e. TT connected with Justin, owner of our WordPress account. Should be ready soon to get things off the ground and get these changes implemented
- f. Hope is to get things done by LEAD when website gets most traffic

## 12. AGM 2024 - CG

- a. No Volunteers Yet
- b. Olds still open to it, but will likely not be able to offer accommodations on campus that are cheaper, but there is a co-owned hotel that could get a cheaper rent in place

## 13. Bylaw Changes Proposal - CG

- a. [Working Document](#)
- b. Summary: Grammar & Typos, Change to LEAD Chair Elect exofficio Status, Suggestion to change Chair Elect to Co-Chair and "Conference Chair" to "LEAD Conference Chair", Addition of duty for Chair Elect to assume position of Chair in event of resignation of Chair
- c. Other Proposed Change: Location of Board Meeting Minutes
  - i. Can talk to Justin about this, see if there is a better way to present on the website
  - ii. Working with Justin can be difficult or slow
- d. Olds and Lethbridge happy to sponsor the proposed changes
- e. Stuff about shared resource drive and how we would look into approving these

## 14. FBM 2023 - NR

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- a. Prices shared; when it comes to accommodations, we are set, just waiting for contract from team at SFU. Focus needs to shift to the agenda we are looking for for during the FBM. Nathan reached out to Tracey on when FBM is to see if she could be involved, Nouran also interested in doing something.
  - b. Suggestion to show cost of accommodations and FBM costs alongside each other, with SFU just as a suggestion for accommodation. NR to suggest a smaller working group to help craft an agenda for the FBM.
    - i. TT interested in helping with this, CF as well. If you would also like to join, shoot Nathan an email!

## 15. Board Member Updates

- a. CF: did we get check from CLC? EL: Yes we did! No other updates.
- b. CG: Working on Secretary stuff, as well as getting Bylaw changes ready.
- c. EL: not too much to say, just got back from 2 week vacation so catching up. Lots of chaos! Welcoming it, but sleepy. Less chill about training. Reaching out to members who haven't paid yet, and working with insurance to make sure everything cleared for LEAD, hoping for next week. Lastly, figuring out what to do with the scarves
- d. LC: Things are a little wild right now, all three RLECS are leaving and hiring takes a really long time. Very busy times, if not making out to some things that is why, trucking along though!
- e. TT: Not too much in world of President, talking to new contacts for new institutions and sponsors.

Motion to adjourn by CF, CG to second, no dissent, meeting adjourned.