

Board Meeting Agenda



Residence Life Professional Association

Summer Board Retreat / Meeting

Monday, June 12th, 2023 9:53am MST

1. Approval of Board Agenda

- a. LESLIE motion, FRIESEN second, no descent

2. Approval of Past Board Minutes

- a. GRAHAM motion, FRIESEN second, no descent

3. LEAD 2023 - BR + SM

- a. Update provided by Brianna Rogers: The LEAD deposit has officially been paid and our contract is signed. We're officially good to go for October 20th – 22nd! I just need to double check with Gull Lake on the insurance requirements because the document we provided needed a few extra details, but I'll let Emily know as soon as I hear back from Alina at Gull Lake on the amendments we need!

4. NWACUHO Updates - LC

- a. Biggest update is may not be doing conference in Alaska in 2 years. Very stuck on dates for conference (beginning of Feb). Only one hotel that could accommodate, and the hotel has some complicated views and they cannot/will not accommodate gender neutral washrooms. Now looking at doing it in Seattle instead!
- b. Also working with institutions to make sure all members get what they are paying for, reaching out to one institution at a time

5. Scarves Update - EL

- a. GOOD NEWS. Scarves arrived last week, being held at U of A. Need to figure out how to send them out to members, getting out sooner rather than later
- b. Discussion on how to get out to members, could send out during LEAD to different institutions and distribute from there!

6. Vacant Board Positions - NR

- a. No good news, no uptake at all. Timing is difficult as lots of vacation over the summer, and for those in conference side of Housing is busy.

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- b. Going to try again in a week; try to make sure to do some shoulder tapping to those you know! Nathan trying through BC, In Alberta there is tons of turnover that makes it difficult.

7. Inclusion and Belonging Statement Review - TT

a. *(Formerly Non-Discrimination and Harassment Policy)*

- b. [Link sent out via email](#)
- c. Followed format of similar statement sent out by NEACUHO recently, connects with bylaws, uses softer language. Includes our mission and vision, has a reporting and response process. Consulted with Chris Fukushima, and an EDI consultant. Talked about both policy and lead up to the policy, the round tables and survey, little uptake with either of these.
- d. Would like to host regular feedback sessions, continue to adapt the policy with time as needs of the membership change over time.
- e. LC: One of the needs assessments, Tess brought up those that oversee the reporting go through a type of training, are we looking into this at all?
 - i. Does not specify what the training is, so that it can change with what is needed. Can look into the anti-racism training, Chris has offered some training for the board and those that respond to these reports. Open to more suggestions as they come along!
- f. LC: in working group, have discussed EDI Board Position, LC in charge of the groundwork. Timeline?
 - i. Needs to be brought to FBM or AGM, and presented 30 days prior to day of vote, as it requires an update to the bylaws. Can add it to the policy when added
- g. LC: Since living document, for those with feedback, if there are any sessions that are hosted that is great, but is there any living survey or something that we can collect feedback any time.
 - i. Can add something to the statement for a survey that sends results to either president or someone in reporting process.
- h. Folks can also report through their senior housing officer if they would like.
- i. Any other training we would like to see for those in reporting process?
 - i. Non-disclosure training, training in receiving sexual violence disclosure, trauma informed training, procedural fairness

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- ii. Only concern is the sustainability of this policy, where are we getting the budget for this training. Currently relying on kindness of past membership, but that may not last forever. There are also groups that offer training for free or very little cost, or look for sponsor for this specific need
- iii. Should be mandated by RLPA, even if they have similar training through their own institutions, to ensure timeliness and consistency of training
- j. Ask for motion to approve the inclusion and belonging statement for membership to see? NR motion, CF second, no descent, motion passes.

8. Committees Update - TT

- a. ARR - Anti racism training starting next week, about 25 folks attending. Looking at doing this again at FBM in person or virtually later on.
 - i. Ty intends on getting the training to lead this, to make it easier to schedule and operate
 - ii. Other than that, no meeting since the last board meeting

9. Training Needs Assessment Data Review - TT

- a. [Emailed all the full pdf with data](#)
- b. Highlights provided by Ty: 22 responses
 - i. 10 new professionals
 - ii. 12 seasoned professionals
- Our members generally feel most prepared to:
 - Prioritize the well-being, personal growth, and academic success of students living in residence
 - Building and maintaining positive relationships with colleagues, students, and other stakeholders
 - Managing and resolving conflicts within their role in student housing
 - Use effective communication skills to communicate with students, colleagues, and stakeholders
- There are mixed feelings of preparedness when it comes to:
 - Familiarity around local, provincial, and federal laws and regulations that apply to their role in student housing
 - Addressing leadership challenges in student housing
 - Budgeting and financial management
 - Restorative practices
 - Ethical conduct and decision-making processes
 - Procedural fairness and natural justice
 - Student development theories and their practical applications in student housing settings
 - Transitioning out of student housing and into other roles or industries, if needed
- Some specific asks of members when it comes to training:
 - EDI and Anti-Racism

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- Relevant policies or laws to a student housing professional
 - Student staff supervision/management
 - Restorative justice/procedural fairness
 - The membership also suggests:
 - Student Staff training roundtables or best practices, including Behind Closed Doors
 - Wellness-related topics
 - Best practices in key processes: applications, orientation, move out, training, etc.
 - Feedback for the RLPA:
 - There is a desire for roundtables
 - There is a suggestion to have an online library of resources including free/low-cost workshops
 - Virtual opportunities
 - Update the website
 - Encourage participation in knowledge-sharing emails and the website forum
 - We should let the membership know where the FBM/AGM are going to be in advance even if we don't have the details figured out so institutions can start having discussions about feasibility
 - Mentorship Program
 - 3 respondents interested in being a mentor
 - 4 respondents interested in being a mentee
 - 7 respondents interested in either option
 - 2 respondents not interested in either

c. Comments:

- i. LC: For management in general, [did a manager training](#), one day sort of session, would recommend. Is \$1000/head. Can look into seeing if there are half day sessions that are cheaper.
 - 1. Many times a pro staff can get a promotion into leading other pro staff and not know where to go for that, this helps with that.
- ii. NR: Interesting opportunity in terms of resource sharing. Especially in things like regional laws and policies, who is looking for this information? Would also have to be different by province
 - 1. Can easily share this at low to no costs through contacts through NWACUHO, CACUSS, ACUHO-I, etc.
 - 2. Who is looking for the information, and how can we work together for this.
 - a. Look into a google drive to share those resources already put together by other groups; we don't have capacity to put this together all alone.

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- b. One thing CACUSS does is allow members who are passionate to offer training to membership. If we have any members that want to run something and present to the RLPA, market as a PD opportunity. Could also have sponsors help out with doing presentations on areas they are experts on.

3. Action Items:

- a. Resource Sharing: THOMAS can take on
 - i. Going to ACUHO I in a couple weeks.
 - ii. Putting together google drive with different resources available, adding to the website in members only area

10. July Roundtable - TT

- a. No date selected yet, up to person facilitating it, Ty can help set up the Zoom link
- b. FRIESEN to take it on; topic?
 - i. RLCs working on RA training right now, may also look through the survey results to see if anything worth pulling that is specific.
 - ii. For example, FOIP laws and such.

11. RLPA Virtual Assets

- a. No updates at all
- b. EL can try to help track down Parul, as she has her phone number (Tim was working through it via LinkedIn). TT will also reach out to a member from Concordia directly.

12. AGM 2024 - CG

- a. U of A cannot host. Emily G had prior wanted the AGM at Olds.
- b. Perhaps callout to membership for bids to express interest in hosting the AGM? If no interest, can look into Board members, Olds may be able to take it on and is in a good central location
- c. In the past more flushed out than this last year, due to NWACUHO. Budget around ~\$8000
 - i. PD opportunities, networking, keynotes, etc.
 - ii. Cole is able to connect with U of A folks that helped host last in person full scale AGM to help get it figured out.

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- d. Email to be sent out to membership to find a volunteer to host the AGM, with the form in the website. THOMAS to get form working by Friday, GRAHAM to send out the email.

13. Ex Officio Board Members - CG

- a. CG seeked input from other Board members on adjustment to the Bylaws as they stand. Currently, the LEAD chair-elect is an Ex Officio member, interested in making them a full member of the board, as they have been very involved in the board the past few years
- b. CF and LC: No argument to keep it the way it is, makes sense to let the Conference Chair Elect vote. They put in a large amount of effort, would be good to allow them to vote, and LEAD is such a major part of the RLPA. Have added a very large aspect to the board nad makes sense to give them a vote

14. Bylaw Changes - CG

a. Website Update Needed

- i. Current version of Bylaws on website is not the most updated version. In addition to this, Bylaws state that Board Meeting minutes are to be uploaded to the website, has not happened in over a year. Discussion on Ty showing Cole and Corinne how the website works, so that each can do some smaller scale uploading and changes themselves.

b. Typos

- i. Many issues with typos in the bylaws, Cole will make a proposal to fix them.
- ii. Board Quorum - do we want to make a Quorum rule for the board similar to AGM and FBM rule?

- 1. It is fine as it is

c. Discussion on Board of Director Eligibility?

- i. CG: Is there any interest in adjusting the eligibility requirements for board members?
- ii. TT: Brianna still will be involved in some way. Works fine as it is, works as a good safeguard. No specified timeframe on them stepping down, no very specifics on how to be a board member.

15. Board Meetings for July and August - CG

- a. July: Only available for week of July 17th

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- b. August: Earlier the better, will send out a Doodle Poll

16. FBM 2023 - NR

- a. Had meeting with team, have finalized what can offer for room rates. 1 Double Queen room at \$126, kitchenette is \$141 (including tax). All rooms in Hotel booked for Nov 1st to 3rd
 - i. All but one are doubles, with caveat of a queen room that is accessible and is a single room.
- b. Board meeting on Wednesday morning, time to connect, others start arriving then and Full day Thursday, stay into Friday and leave then.
- c. Guest accommodations team will send booking agreement, NR will bring to board
- d. how do we want to structure this, how to flow.
 - i. Do we want opening talk? Tracy ____ works there, could ask her to hold in calendar; low barrier opening.
- e. Can start putting out Save the Dates
 - i. Logo?
 - ii. Spread date for Nov 2nd and 3rd, perhaps 2nd as PD mostly and the meeting actual on morning of 3rd
 - iii. NR can start on a Save the Date very soon and get that out before Thursday for the FBM to membership
- f. Next step is figuring out Reg costs
 - i. NR suggests accommodations being separate costs, with just offer of what the SFU hotel costs are

17. Board Member Updates

- a. NR: Trying to fill vacant Board Positions. Thankful we can be flexible to allow for virtual today. Annual returns have been submitted! Should get mail to U of A about that. SFU hiring for positions, and personally waiting for the little man to show up!!
- b. CF: We have another sponsor!!!! Locked in CLC for a Premium Level sponsorship, have asked for more details around LEAD, so connected them with Brianna. Very exciting stuff. Have been intending on going on the website to adjust sponsorship page, and noticed the whole thing is needing a revamp. Looked through it and have a proposal to share with

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everyone via Google Doc, starting with getting up to date, then changing it in more detail. Attempt to get more organized.

- c. EL: Scarves!! Trying to find best course of action, happy they came. Membership dues, last week Ty and Emily reached out to those that had not payed yet; have only seen one more come in, but a lot of out of office/vacation auto-responses. CF: How many institutions have not payed? EL: 13 Institutions, fairly significant. How can we get ahead of turnover etc.? Sent out reminder much later than typical. Many folks may think they have payed when they haven't, or double pay. At U of A, things starting to fizzle out a little, getting smoother and not much goin on.
- d. CG: Things going fairly smoothly at the U of A, taking on a lot of new staff which is awesome and exciting! Playing around with adjustments to the Bylaws, will have a proposal ready to go for next board meeting.
- e. TT: The Belonging Statement and Anti Racism training were priorities, now pretty much done. ACUHO-I in the next month or so; institution not supporting, so counts as a vacation. Hopefully will learn lots and can share! Starting Masters later this month, then off for a while in July, wedding BEYONCE, and then stampede. At U of C, everyone seems to be leaving right now, so currently hiring, as well as some cool new stuff, so spread the word if you know someone looking for work!
- f. LC: Lots of turnover in ULeth as well, posting up until June 23rd. Lots of reshuffling in job portfolio, lots of budgets, might look into some courses in business. Director position removed, not hiring for a new one.

Motion to adjourn by LESLIE, second is FRIESEN, no descent. Motion passes, meeting adjourned at 12:03PM