

Annual General Meeting Agenda

March 15th, 2024



10:30am - 12:00pm MST

No.	Item
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Call to Order

- Called to order at 10:40 MST
- Attendees
 - In Person
 - Ty Thomas (University of Calgary)
 - Nathan Riley (Simon Fraser University)
 - Prabhjot Vig (University of Calgary)
 - Emily Leslie (University of Alberta)
 - Shaunak Mistry (University of Alberta)
 - Christine Zapisocki (University of Fraser Valley)
 - Cole Graham (University of Alberta)
 - Alison Exner (University of Alberta)
 - Rita Song (University of Alberta)
 - Judy Eyben (Lakeland College)
 - Chelsea Ortmann (Lakeland College)
 - Andrew Mackereth (Mount Royal University)
 - Kira Hessel (Mount Royal University)
 - Matthew Metcalfe (McMaster University)
 - Keanu Dickson (University of Calgary)
 - Monica Haggi (College of the Rockies)
 - Meghan Reiser (College of the Rockies)
 - Akhilesh Prasad (Olds College)
 - Bob Lambert (Olds College)
 - Virtual
 - Svati Balaji (Mount Royal University)
 - Vanessa DeVries (University of Calgary))
 - Katherine Li (Mount Royal University)

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Approval of 2024 Annual General Meeting Agenda

- Amendments:
 - Additions:
 - Website Update Proposal
 - ACUHO-I Affiliation Agreement Re-Evaluation
 - Removals:
 - Awards
- Motion:
 - Meghan Reiser made a motion to approve the agenda with the above amendments. The motion was seconded by Alison Exner.
 - No descent, agenda passed with amendments.

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Approval of 2023 Fall Business Meeting Minutes – November 3rd, 2023 – Vancouver, British Columbia

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- *Akhilesh Prasad made a motion to approve the minutes from the 2023 Fall Business Meeting on November 3rd, 2023. The motion was seconded Prabhjot Vig, there was no descent; the 2023 Fall Business Meeting minutes have been approved.*
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Executive Position Updates

President (Ty Thomas)

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- *Report:*
Accomplishments:
 - *Attended the monthly ACUHO-I Regional Leadership meetings with other regional Presidents to engage in knowledge sharing, and I have increased the amount of information from ACUHO-I that has been shared with the RLPA membership*
 - *Conducted a competency needs assessment of the membership to understand what developmental opportunities we need to provide to the membership*
 - *Increased collaboration between NWACUHO*
 - *Facilitated a successful regional reception with NWACUHO at ACUHO-I Campus. Home. LIVE!, attended NWACUHO 2024 to provide an update on behalf of the association*
 - *Supported recruitment efforts for the vacant Board positions.*
 - *We increased association membership significantly, with interest being expressed from other institutions.*
 - *Worked with Akhilesh Prasad to launch the first-ever RLPA Community of Practice that provides a space to discuss conduct and wellness cases in campus housing.*
 - *In Progress:*
 - *Exploring ways to develop mutually beneficial relationships with other associations, specifically:*
 - *AIMHO (Association of Intermountain Housing Officers): As they overlap with our region in the province of Saskatchewan.*
 - *ACUHO-I*
 - *Engaging in discussions with the Housekeeping Manager at UCalgary who is interested in starting a Community of Practice for Housekeeping and Facilities within the RLPA*
 - *Exploring a collaborative NWACUHO/RLPA Drive-In Conference this summer. Katherine Li from Mount Royal is taking the lead on this planning, and I am supporting her with this. We are discussing the theme of equity, diversity, inclusion, and accessibility.*
 - *Future:*
 - *Looking into reimaging Board positions and responsibilities based on needs of the association, creating a sustainable Board model, including agreements where Board members sign off on their commitment to the RLPA and its values*
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- *Revamping our association website and working towards refreshing our branding with consideration about what how we can be inclusive of all units that intersect with the RLPA*
- *Exploring funding opportunities for the association as a whole and our committees and working groups through grants and sponsorship*
- *Looking into ways to invest in the future of our profession (student staff) outside of just the LEAD Conference. One place I would like to start is with making the ACUHO-I STARS College scholarship easier for student staff members to access in coming years*
- *Continuing to work with Prabh and supporting his efforts as incoming President*

President-Elect (Prabhjot Vig)

- Report:

Hi everyone, I was elected for the position in December 2023 and have spent the last few months learning about the RLPA and its membership. I have worked closely with Ty and the rest of the board for on-going initiatives for the previous year, and preparing a list of goals and initiatives for the coming term. I have been shadowing Ty on various Presidents meetings and doing outreach at various outlets to promote RLPA and the board vacancies.

Accomplishments:

- *AGM 2023 planning*
- *Reducing the number of vacant positions on the board*

In Progress:

- *Working groups*
- *Coffee chats*
- *Shared repository of resources*
- *Supporting the board*
- *RLPA Website*

As I transition from the President-Elect to President role, I will be working on 3 overarching goals for my term. My goals are: increasing engagement, providing more opportunities for knowledge sharing, and ensuring sustainability; both in terms of the board, and cultivating the next of wave of professionals for our field of work. These goals will serve as the guiding principles for initiatives to come.

Past-President (Nathan Riley)

- Report:

It has been an amazing privilege this year to serve in the role of Past President for the Residence Life Professional Association. Thank you to everyone for the patience and understanding, as we continue to do amazing work to support one another, the staff and students at our institution. Below is my report in full, and should you have any questions, please do not hesitate to reach out to me directly at nriley@sfu.ca

Accomplishments:

- *Promoted and received advanced nominations for 3/5 vacant board positions leading up to the Annual General Meeting. We received advanced nominations for the President- Elect, Treasurer, Corporate Sponsorship positions.*
 - *We did not receive advanced nominations for the Co-Lead Chair, and Communication Coordinator and will look for advance nominations from the floor at the AGM (AGM).*

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- *Promoted and received applications for the 2024 New/Advancing Professional and Strategic Cohort Scholarships*
- *Welcomed the RLPA to Simon Fraser University for the 2023 Fall Business Meeting (FBM).*
- *Ongoing relationship building with other members of the association and board members. This was through one on one connections, and board meetings.*

Area of Opportunities:

- *To allow the association to continue do the amazing work that it does, continue to ensure that there is a full slate of board members. Gaining advanced nominations for all vacant positions prior to the AGM or FBM.*
- *Further promotion and utilizing of the funding available from ACUHO-I for scholarships so that members who may not have the funding available to attend professional development opportunities. As mentioned above, we did receive applications for the 2024 scholarships, however we did not receive applications for the STARS College Scholarship in 2023.*
- *Further work on the Strategic Plan for the association to ensure that the plan continues to move forward.*

Closing

As I step away from the Board and end my term in the Presidential Stream, I want to thank current and past board members for the patience they have shown as we have navigated coming out of the pandemic. Also thank you to my host institution (Simon Fraser University) for the time they have provided me to engage in this week. Without the support of those around me, I would not have had this opportunity over the past 3 years. I look forward to continuing to engage with the RLPA in a non-board capacity in the years ahead.

- *Questions: Meghan Reiser: when are the STARS College applications due? Things have changed recently, looks like it is taking place October 6, 13, & 20 2024.*
 - *Ty Thomas: They open around September; supervisors need to write a recommendation letter, so keep in mind as capacity can be limited during that time. We keep our scholarship deadline close to the application deadline.*
 - *Christine: So we still have time to nominate student leaders? Yes, registration has not opened yet.*

Secretary (Cole Graham)

- *Report*

The role of the secretary is not one that often has too much excitement in the report. I stepped into this role in May of 2023, after there was nobody elected at least years AGM. Luckily, I had the chance to sit down with the incomparable Tim Siemens to be onboarded onto the position. Since then, there is nothing too much to note of this role; I schedule meetings, take minutes, send emails, all of the super fun stuff. The primary accomplishment I have of this year is amending the RLPA Bylaws to better suit how they govern our organization at the 2023 FMB, and going through all the steps with the Societies Act to finish that process. Going forwards I will continue to do the normal parts of the job, but I also intend on creating some better transition materials, as not every Secretary in the future will have the chance to sit down with Tim at the start of their tenure.

LEAD Chair & Co-Chair (Shaunak Mistry and Vacant)

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- Report

Highlights of LEAD 2023

- 97 attendees (20 Professionals, 77 Student Staff) from 16 institutions
- Craig Whitton (North Island College) delivered a very well received Keynote
- 15 Student Staff Presentations, 3 social activities, 1 Case Study Competition
- 3 Awards were given: the Jesara Nichol Citizenship award, Best of the West, and Case Study Competition Winners
- Provided buttons, mugs, Nalgene water bottles, and toques as swag items
- Adhered to the budget (\$197 surplus)
- Everyone had fun!

Pitfalls of LEAD 2023

- 2 Physical health incidents, largely unrelated to the activities of LEAD. Participants were not aware of everyday hazards in their surroundings
- Quality of food provided by the Catering company for those with Dietary Restrictions was of very low quality
- Encountered challenges with registration and payment framework

Lessons from LEAD 2023

- Better communication with Gull Lake Centre to better accommodate those with dietary restrictions
- Provide more in depth risk and hazard assessments of all conference activities
- Better delegation of responsibilities from the LEAD chairs

LEAD 2024

- LEAD 2024 will be back at the Gull Lake Centre from November 1st to 3rd, 2024
 - Contract is already ready to be signed!
- LEAD Professional Staff Planning Committee is looking for signups, interested parties can talk to Shaunak or wait for an official callout via the List Serv
- Budget: Revenue: \$21,154; Expenses: \$21,060
 - More detailed version available upon request.
- Questions: Andrew Mackereth: The LEAD budget, why are some of the costs estimated to still be the same, even though Gull Lake raised prices? Shaunak: Gull Lake gives an estimate as to the total costs, and we divide that by the expected number of attendees to get an estimate of cost per attendee.
- Bob Lambert: What can we do to mitigate issues with dietary restrictions? Christine Zapisocki: Perhaps we can put together a menu to suggest to them? Cole Graham: We could ask them to make a mock up menu based on last year's numbers, and then make our ideal menu based on that? That way, we can ensure what we ask for is within their capabilities. Meghan Reiser: Prior to this instance, Gull Lake did very well with that [meeting dietary needs], so do not take this issue too hard. Recommendation: advisors used to take on a lot more responsibilities during the weekend. Meeting on the Friday, making it clear what expectations are, and will make more hands on deck to tackle things.

Treasurer (Emily Leslie)

- Report
2023-2024 saw an increase in the financial viability of our Association. Although we are still on our way to becoming sustainable as a non-profit, the Membership Dues increase and the success of the LEAD conference in 2023-2024 have made this a financially
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successful year, despite challenges with payments systems that have ensued. My term as Treasurer ends as of the AGM, and my ongoing activities will primarily involve transitioning out of this role and onboarding the incoming treasurer.

Accomplishments:

- *Supporting Board payments and reimbursements and reconciling these transactions*
- *Facilitating payment of Association Insurance*
- *Answering and actioning finance inquiries from the membership*
- *Working to collect payments and dues through difficulties with our online payment system*
- *Ensuring the Association stayed on or under budget in 2023-24*
- *Seeing through increase in financial health due to first increment of membership dues increase*
- *Development of 2024-25 budget*

In Progress:

- *Development of transition documents for incoming treasurer*

Ongoing:

- *Working with the incoming treasurer and other Board members to ensure a smooth off/onboarding process*

As I complete my term as RLPA Treasurer, I am personally reflecting on the challenges and successes we've had financially over the past year. I've learned so much in this role, and it is bittersweet to end my time on the Board, but I am so grateful for the experience and the support of both the Board and the membership of the Association.

Communications Coordinator (Christine Zapisocki)

- *Report*

My intent for taking on this position temporarily was to support the Board and membership in the absence of a Communications Coordinator. Goals I set out for myself were:

- *Provide communications support to the Board and membership.*
- *Familiarize myself with the technology, accounts and processes related to the position.*
- *Moderate the list serv.*
- *Manage and respond to emails sent to the RLPA.*
- *Update website as needed.*

Accomplishments:

- *Onboarded with the President of the RLPA after the 2023 Fall Business Meeting.*
 - *Attended Board meetings in December 2023 – March 2024.*
 - *Began sorting through email;*
 - *Deleted spam*
 - *Began moving emails from inbox to folders*
 - *Familiarized myself with the documents on the Google Drive.*
 - *Worked with the President to familiarize myself with the web content management system.*
 - *Worked with the President to begin selecting a new web content management system, and host provider.*
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In Progress:

- *Selection a new web content management system and host provider.*
- *Update membership list*

Ongoing:

- *Clean up email inbox.*
- *Become fully cognizant and functions of the positions responsibilities.*
- *Develop a strategy and schedule for creating membership engagement through newsletters and social media.*
- *Management of the website.*

Closing

I feel have just become acclimatized to the position and that there is still so much to learn. As new members becomes more involved in the Board, I recommend that position folders with training documents would be super useful for all Board positions.

Corporate Sponsorship Director (Vacant)

NWACUHO Update

- *Laura Correal was unable to join us this week*
 - *2025 NWACUHO Conference was supposed to be in Alaska, but made the decision to move it to Seattle, WA. More information to come soon!*
 - *2026 will also be in Seattle, WA*
 - *2027 will be in BC!*
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Website Update Proposal

- *Current website manager does it off the side of his desk, and is looking to exit this business. Have looked into different options, Ty Thomas has a colleague whose wife operates a full time website business. She has put together a proposal that is very kind considering the scope; this proposal has been sent to present members*
 - *Compared to other companies and businesses, this proposal is at a very low cost due to the work required*
 - *This proposal is only to fully rework the website and have it ready. Afterwards, we can control it ourselves, or we can pay the same person to keep it updated on our behalf*
 - *Meghan Reiser requests we present other options given costs for similar services, due to the connection to the service provider. Discussion on creating a conditional motion and vote, that if we have other estimates provided that show that this quote is indeed the best offer that we can find, that we move forward with this proposal.*
 - *Motion to provide conditional approval to go forward with this website proposal, given that the board (Communications Coordinator) conducts thorough research and presents other options to membership via listserv. If this is still the best and cheapest option we will continue with the proposal.*
 - *Motion made by Andrew Mackereth, seconded by Meghan Reiser, there was no descent. Motion to have a board member review other options to have the*
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website updated by a third party, and tentatively approve the presented option if no other services can match the quality and costs provided has been passed.

ACUHO-I Affiliation Agreement

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- *The current Affiliation Agreement we have with ACUHO-I has been presented to the present membership. This is up for review, to be updated in May 2024.*
 - *Akhilesh Prasad: What was the context on the Best of the West award at LEAD no longer having funding? Nathan Riley: It was a change in the wordings of funding from the ACUHO-I side of things. Meghan Reiser: it was often that the presenters successful in winning BOTW conference did not want to present at the ACUHO-I, or the content of their presentation did not hold relevance to the American context. We would often then lose this funding. Bob Lambert also provided more context in similar points to NWACUHO.*
 - *Nathan Riley: If they could adjust some of their communication with us that they can be flexible with their language and terminology to fit our uses. (e.g. What is considered "small" institutions)*
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2024 - 2025 RLPA Budget Proposal

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- *The 2024-2025 Budget was presented to membership*
 - *Questions:*
 - *Meghan Reiser: What is the insurance in the Other column? Emily: this is a general liability insurance that should have been placed in the Board column, and is an error.*
 - *Bob Lambert: The Ace Hosting in July is according to our agreement to provide Regional Reception, correct? Ty Thomas: Yes; often NWACUHO does this in collaboration with us, so it may not come to the full cost.*
 - *Andrew Mackereth: The stripe fee cost is mostly from LEAD? Shaunak Mistry: Yes, that is when the majority of our payments goes through in a given year.*
 - *Christine Zapisocki: So paying membership dues by invoice would save the RLPA money? Perhaps we could offer this as an option to institutions able to easily do so?*
 - *Emily Leslie: This would theoretically save costs, however speaking from experience at U of A, many institutions cannot pay through this type of system.*
 - *Meghan Reiser: Questions on the Drive In Conference with NWACUHO in the summer, as well as the FBM was voted on to host in collaboration with LEAD on a 3 year cycle, and it was just separate, so we should host with LEAD.*
 - *Bob Lambert: There are concerns with the amount that we are spending compared to earning. Definitely something we need to look into how the association can spend less money to be sustainable. Perhaps increasing dues more could help.*
 - *Meghan: The \$500 for STARS college may be too much, due to the new virtual format only costing \$50 per attendee.*
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- Ty Thomas calls for a motion to approve budget as presented, with Emily's amendments. Keanu made a motion to approve the presented 2024-2025 RLPA Budget, seconded by Nathan Riley. There was no descent, the presented RLPA Budget has been approved.
- Ty Thomas called for Auditors for the 2023-2024 Profit and Loss Statements (2)
 - Keanu Dickson and Judy Eyben both volunteered
 - Alison Exner made a motion that Keanu Dickson and Judy Eyben will audit the 2023-2024 Profit and Loss Statements, which was seconded by Akhilesh Prasad. There was no descent, Keanu Dickson and Judy Eyben have been approved as the Auditors.

Anti-Racism and Reconciliation Working Group - Committee Update and Member Activity

Accomplishments:

- Our working group hosted two needs assessment roundtables to collect membership feedback for the development of the Inclusion and Belonging Statement
 - Liaised with other regional associations, EDI and HR consultants.
 - The Board approved this statement in June 2023
- Facilitated the full 4-part Anti-Racism Response Training this past summer for the membership, free of charge

In Progress:

- Exploring ways to offer development opportunities to member institutions in areas beyond anti-racism

Future:

- Exploring grants to help the working group with our efforts
- Reviewing the name of the working group and if it reflects the scope of our goals

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I am excited about the necessary work that we are doing for the association and for the field, and I look forward to continuing with the working group.

Current Members:

- Christine from the University of the Fraser Valley
- Laura from the University of Lethbridge
- Meghan and Monica from the College of the Rockies
- Adil from the University of Calgary
- Matthew from McMaster University
- Jay from North Island College
- Sara from College of New Caledonia
- Annie from MacEwan

Past Members:

- Emily, formerly of Olds College
- Sharon and Adesua, formerly of the University of Calgary

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Board of Directors Election & Election Process

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a) President Elect (3-Year Term)

- i) Advance nomination sent by Svati Balaji of MRU
- ii) Nathan opens floor for further nominations:
 - 1) First call
 - (a) No nominations
 - 2) Second call
 - (a) No nominations
 - 3) third call
 - (a) No nominations
- iii) Move to vote to elect Svati Balaji for the President Elect role
 - 1) Yes - 7
 - 2) No - 0
 - 3) Abstain - 0
- iv) Svati Balaji is successfully elected as the RLPA President Elect for the 2024-2025 term, moving into the President role at the 2025 RLPA AGM.

b) Treasurer (2-Year Term)

- i) Advance nomination send by Shreeta Panchmatia, RLM of MacEwan University Residence
- ii) Nathan opens floor for further nominations:
 - 1) First call
 - (a) No nominations
 - 2) Second call
 - (a) No nominations
 - 3) Third call
 - (a) No nominations
- iii) Move to vote to elect Shreeta Panchmatia for Treasurer role until 2026 AGM
 - 1) Yes - 7
 - 2) No - 0
 - 3) Abstain - 0
- iv) Shreeta Panchmatia is successfully elected as the RLPA Treasurer for the 2024-2026 term, until the 2026 RLPA AGM.

c) Communications Coordinator (2-Year Term)

- i) Nathan opens floor for further nominations:
 - 1) First call
 - (a) Prabhjot Vig nominates Christine Zapisocki; Christine Zapisocki accepts this nomination
 - 2) Second call
 - (a) Rita Song nominates herself for the position
 - 3) third call
 - (a) No nominations
 - 4) Christine Zapisocki would like to withdraw her name from the consideration for the Communications Coordinator role
 - 5) Rita described why she thinks she is appropriate for the role
 - ii) Move to vote to elect for the President Elect role
 - 1) Yes - 7
 - 2) No - 0
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- 3) Abstain - 0
 - iii) *Rita Song is successfully elected as the RLPA Communications Coordinator for the 2024-2026 term, until the 2026 RLPA AGM.*
 - d) **Corporate Sponsorship Director (1-Year Term)**
 - i) *Advance nomination send by Vanessa DeVries, U of C*
 - ii) *Nathan opens floor for further nominations:*
 - 1) *First call*
 - (a) *No nominations*
 - 2) *second call*
 - (a) *No nominations*
 - 3) *third call*
 - (a) *No nominations*
 - iii) *Move to vote to elect Vanessa DeVries for Corporate Sponsorship Director role until 2025 AGM*
 - 1) *Yes - 7*
 - 2) *No - 0*
 - 3) *Abstain - 0*
 - iv) *Vanessa DeVries is successfully elected as the RLPA Corporate Sponsorship Director for the 2023-2025 term, until the 2025 RLPA AGM.*
 - e) **LEAD Conference Co-Chair (2-Year Term, concluding at 2025 FBM)**
 - i) *Nathan opens floor for nominations:*
 - 1) *First call*
 - (a) *Andrew Mackereth nominates himself*
 - (b) *Ty Thomas nominates Keanu Dickson; Keanu declined the nomination*
 - 2) *Second call*
 - (a) *No nominations*
 - 3) *Third call*
 - (a) *No nominations*
 - ii) *Andrew described why he thinks he is appropriate for the role*
 - iii) *Move to vote to elect for LEAD Co-Chair role until the end of the 2024 LEAD Conference, in which case they will move into the LEAD Chair role*
 - 1) *Yes - 7*
 - 2) *No - 0*
 - 3) *Abstain - 0*
 - iv) *Andrew Mackereth is successfully elected as the RLPA LEAD Co-Chair for the 2023-2024 term, moving into the RLPA LEAD Chair position after the 2024 LEAD Conference on November 1st to 3rd, 2024.*

RLPA Slack

- Information item; encourage all members to use this space as a real time communication platform between members
 - Please encourage your colleagues to join this as well!
 - Christine Zapisocki: Does this look to replace the RLPA Listserv? Ty Thomas: No; the goal of the Slack is a more informal and quicker way for membership to connect and
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ask/answer questions. The Listserv is also acknowledged in the RLPA Bylaws, so will be maintained especially as a method of sending out important and official updates.

2024 Fall Business Meeting Host

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- *This item was added to the agenda without the context Meghan Reiser added previously, about the LEAD 3 year hosting cycle. We will reach out to the Gull Lake Centre to ensure they have the room capacity to host the 2024 FBM Host. If any institution is enthusiastic about being a backup plan if Gull Lake cannot accommodate us, please feel free to email any member of the board. This also is a reminder that any time an institutions wants to host an upcoming FBM or AGM, so reach out and let us know far in advance!*
 - *Alison Exner: U of A is happy to host the 2025 AGM at the North Campus in Edmonton!*
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11 Awards - Removed from agenda

Transfer of Presidency and Thank You to Outgoing Board Members

- 12
- *Big thank you to current board members, as well as to those who have served in last year that are not here today (Parul Kanwar, Corrine Friesen, Brianna Rogers, and Emily Giugovaz)*
 - *Thank you to the RLPA and membership for patience and support in us!*
 - *Presidency of the RLPA has now been transferred to Prabhjot Vig.*
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Future Conferences

- 13
- *CACUSS - June 4th - 6th virtually*
 - *ACUHO-I June*
 - *STARS College - Oct 6, 13 20 - Virtual*
 - *LEAD - November 1st - 3rd - Gull Lake*
 - *NWACUHO 2025 - Feb 3 - 4 - Seattle*
 - *NWACUHO Drive In Conference: Tentatively June 15 - 16 at MRU*
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Adjourn

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- *Motion to adjourn the 2024 RLPA AGM made by Cole Graham, seconded by Nathan Riley. There was no descent, meeting adjourned at 1:00PM MST*
-