

# Board Meeting Agenda



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## Residence Life Professional Association

May Board Meeting

Tuesday, May 16th, 2023 2:30pm MST - Called to order 2:31PM MST by Ty Thomas

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### 1. Approval of Board Agenda

- a. TY asks for a motion to approve the agenda. NATHAN makes a motion to approve the agenda, EMILY G seconds it, no descent. RLPA May Board Meeting agenda approved.

### 2. Approval of Past Board Minutes

- a. TY asks for a motion to approve the past Board Meeting minutes. BRIANNA makes a motion, seconded by EMILY L, no descent. April 21st, 2023 Board Meeting minutes approved.

### 3. LEAD 2023

- a. BRIANNA says nothing new from last meeting, likely more updates to come next month.

### 4. Scarves Delivery

- a. EMILY L has updates, and Good ones!!
- b. Saga: EMILY L reached out to the shipping company responsible for delivering the scarves, they performed a trace on parcel and did not yield results. Reached out to 4imprint directly. They are resending the order at no additional charge, currently in production and should be on the way soon. Can figure out how to send them all out once they get here, no payments from our side.
  - i. Estimated date? No, not shipped yet. Once shipped, should get a window. In production as of yesterday.

### 5. Committees Update

- a. ARR: Working with Nouran to get training booked for working group and RLPA board, if you have not answered Ty's doodle poll please do so soon!
- b. TY opens discussion: No matter how spun, at least someone will not be able to attend at least one session. How do we move forwards with this, keeping in mind important for board and working group to be trained
  - i. EMILY G asks if there is a situation where she is the outlier? If so, she went and looked at her calendar, but has positional authority and can look into shifting it. Once TY has gotten all responses, will communicate with EMILY G about which days can be adjusted. Will chat further at meeting on Friday.

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- ii. Any suggestions on make up for if someone has to miss one session?
  - 1. NATHAN acknowledges that it is hard to schedule 4 sessions on different days, especially in summer. If Nouran is OK with someone missing one, and still continuing with rest, propose that to ensure they get as much content as they still can.
- iii. EMILY G: Spirit in mandating board and working group members to achieve training, no timeline included. If we are going to have additional times for Nouran to perform training, can we say that board members or working group members must attend one within 6 months or 12 months or surrender position?
- iv. TY: Already exploring additional trainings for members with Nouran, potentially doing in person at FBM? Work with individuals and if unable to do with summer sessions, get them in there for later ones done with larger member basis
- v. TY asks for a motion to look to book Nouran for future trainings to allow for all board members and working group members to have opportunity to do it. EMILY G made a motion to offer training 3 times over next 18 months and require all aforementioned members (RLPA Board Members and Anti Racism and Reconciliation Working Group members) to attend at least once. BRIANNA seconds. No descent or amendments.
  - 1. NATHAN: Are we putting ourselves in a corner by requiring this, as transition in the board is often. EMILY G: working group is trying to offer training of this nature regularly. TY includes he is trying to take train the trainer for this, and able to offer to RLPA members.
  - 2. If someone already has this training, must they retake it? Refresher does not hurt
  - 3. Another org. that does free anti racism training (Canadian Race Relations), can look into them as to what they can offer
- vi. Initial motion withdrawn by EMILY G
- vii. COLE suggests plan to not make motion yet for this meeting; TY to bring to working group meeting on Friday, May 19th with commitment to re-address anti racism/EDI training at the next board meeting
  - viii. Specifics on Training discussed right now: SANATH Training
- c. TY: Other than that, both Needs Assessment Groups taking place soon. Once have that information in, a current template for our policy and procedures will be done and

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collaboration with Chris Fukushima for training for RLPA members. There is also a form for people to submit thoughts if not able to attend spaces.

## 6. Open Board Position

- a. NATHAN: No positive update, no reach outs regarding the vacant position. Had some conversations with some individuals, but did not materialize into anything. Would like to allow it to sit for a week or two before reaching out to members with another callout. Then leave open for another 2 weeks and see if it yields anything. EMILY G supports this approach.
- b. Shoulder tapping always helps, recommend position to those that might be good fit and send them Nathan's way.

## 7. Website Updates / Recommendations

- a. No updates, as there is still no Communications Director

## 8. RLPA Virtual Assets

- a. TIM reached out to Parul via LinkedIn; she explained that the Virtual Assets are in CUE, have not heard any updates further since then.
- b. EMILY G was at Concordia, and those there did not seem to have it anywhere. If TIM is able to hear anything prior to Thursday, EMILY G will be in the area and can go get it. Another option for future virtual connections is "Owl", that is a small option to perform all needs of the larger set up we already have. Can look into after we get the virtual assets back.

## 9. RLPA Logo Refresh

- a. TY: Made drafts, discussed potential to host a contest to create a new logo. Is this something that we tie into LEAD, and involve Student Leaders? Can the new Communications Director take this on as a first major task?
  - i. SHAUNAK: in August/September, it could be a good idea to start advertising the contest while generating hype to attend LEAD. If any good designs, can choose leading up to the FBM.
  - ii. BRIANNA: There are round table sessions for Student Leaders leading up to LEAD, tied further into marketing and building hype for LEAD and allowing those that cannot attend to be involved and engaged with RLPA. This could be a time to include/advertise this contest.

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- iii. EMILY G: Hesitancy as towards how busy the LEAD committee is going to be, wonders if best to further complicate things? TY unsure how involved the Communications Director has been with LEAD in the past, could be working in conjunction with the LEAD Coordinators. BRIANNA thinks this is feasible if not only on the shoulders of the LEAD committee, but if Communications Director can take it on and tie it in, doing most heavy lifting, that would be best. NATHAN asks if a vote for logo to come from students or membership? Clarified that they would only aid with designing, not playing a role in voting. TY suggests tabling discussion until Communications Director position is filled to take this task on, hoping for better update next month.

## 10. Member Dues

- a. EMILY L: Sent out reminder email to RLPA membership, dues rolling in! Some institutions reaching out to see if they have paid dues yet, hoping they will be paying soon. Deadline set as May 26th, following up with institutions after that. Have had to issue refunds for institutions that accidentally double paid.
- b. Updating directory as these have come in. Listserv has been outdated, taking new membership directory and keeping list serv updated as of today. Should be able to communicate to current members very soon, should aid with recent lesser engagement.
- c. TIM mentioned he reached out to folks at New Caledonia, EMILY L confirmed they have paid.
- d. TY: Nathan provided contact for the director of Campus Living Centers. They agreed to reach out to folks in Western Canada, encouraging them to become engaged with the RLPA. CLC interested in sponsoring the RLPA, TY to connect Luke from CLC with CORINNE to explore further.

## 11. Banking Signatory Change

- a. TIM: Sat down with Cole about Secretary position, need to remove Tim from the bank as signatory and add Cole. Minutes from Acclimating town hall saying that Tim is leaving board and Cole is starting position, should be good to go. Tim appreciates us all and hopes to see us all soon!!

## 12. Training

- a. TY: In regards to survey sent out to board members. Any feedback can be brought to TY by tomorrow. Do we wait until all membership dues are paid before sending this out so ListServ is up to date, or send out now and resend once it is updated next week as well to maximize audience?

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- i. Will go with latter option, sending once this week and again next week once the ListServ is more up to date.

## 13. Summer Board Meeting Date

- a. Monday, June 12th at Olds College
- b. NATHAN: Context is it is a day to get together and get all the bigger topics and tasks figured out. Last year we did a lot of work with the Master Plan and LEAD. Starts at 9PM, break for lunch, potentially dinner after. Time to dedicate attention and be intentional about larger topics.
  - i. TY: brainstorm things to discuss at Summer Meeting?
    - 1. ARR reporting policies, strategic plan, making sure we are realistic with timing and achieving different aspects
  - ii. NATHAN may be unable to leave the province, due to expecting little one! Requests backup virtual option. Shaunak on vacation so also only able to attend virtually. Y and COLE to connect and build up an agenda for the day

## 14. Fall Business Meeting

- a. NATHAN: Reconfirm hosting at SFU and dates discussed last time (November 1st - 3rd, with 1st having the board come in the day before and put in some work on what is happening for membership). No issues raised with SFU Hosting.
  - i. Working to finalize rates on SFU end, trying to keep accommodation costs reasonable for folks flying in. Talking about what we are hoping to accomplish that day, training, presentations, membership. SFU should be able to do the social aspects
  - ii. Accommodations will be separate cost as Registration to allow for choice on staying on campus or off. Food will be allocated in registration.
  - iii. SFU to try to look into logistics for social aspects, accomodations, etc. Will try to have options put together by July Board Meeting. Work with SFU and board to try and make save-the-date to send in summer

## 15. Board Member Updates

- a. CORINNE (via Ty): Planning on working on website, as well as looking into creating onboarding document and succession plan for Corporate Sponsorship position. Will share with board for feedback and to use as template for other board positions

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- b. TY: Accepted into Masters program! Starting next month, doing one course next term, should be able to balance. In President role, focusing on working group and looking to explore finding new members for the association. Another priority is training survey and working with Chris to put together training for membership.
- c. NATHAN: Past president role, trying to get all positions filled. Trying to get annual returns in and sent in by the end of week (earlier than last year, so better!). At SFU and personal, doing some hiring currently, interviewing and opening yet another RC position (Nathan promises he is a good supervisor.) Getting closer to due date of little one, preparing for that and slowly gathering all that is needed.
- d. EMILY L: Monitoring membership dues and following up with those that miss, as well as keeping eye on scarves. At U of A things have been "wacky", had impactful incident during move out that resulted in a lot going on, but supportive team so things are as good as they could be. A bunch of new Coordinators starting, 2 this week and one other in June. Very exciting to have a fully team. Much more busy for summer, as supervising staff right now, but hoping things will start quieting down a bit to allow for Fall planning.
- e. EMILY G: President Elect, helped signing off documents for the Societies return, have been thinking about stuff to discuss in the coming weeks, will be chatting about them in the Presidential trio meeting. Undergoing lots of change at Olds, revamp of higher ups and trickle down impacts coming down to this level. Anticipating news in next couple weeks, hoping not too impactful.
- f. BRIANNA: Few updates for LEAD. At ULeth, slow to get position posted, wants to cross train them if possible. Getting transition documents put together to prep new person. Just got back from Mexico! Went alone, no sunburns. Partner has surgery next week, taking some time off for that, then 4 more business weeks in RLEC role, but remaining in RLPA Board position.
- g. SHAUNAK: Not many professional updates for LEAD. Things calming down at Augustana, planning more for next year to hope for a smooth training and working on Summer projects around anti-racism and EDI. Things are good!
- h. COLE: Getting back into the swing of taking minutes and excited to do a deep dive into the bylaws and all that! Here at U of A things approaching a degree of normalcy again, and smoke does not do well for asthmatics.

TY asked for a motion to adjourn meeting; EMILY L made the motion, SHAUNAK seconded, no dissent. Motion to adjourn meeting carried.