

Board Meeting Minutes



Residence Life Professional Association

RLPA September Board Meeting

Thursday, September 11, 2025 @ 3:00pm MST

1. In attendance: SB, AP, CZ, MK, FT, PV, AM

2. Call to order @ 3:06 MT

3. Approval of Board Agenda

a. 1st: PV

b. 2nd: AM

4. Approval of Past Board Minutes

a. 1st: AM

b. 2nd: FT

5. FBM (SB)

- a. Registration is now live. Ask people for LEAD and FBM. Chris and Craig agreed to camp out, no lake house! Speakers are confirmed. 5 student cap, once we see how registrations look we can see how that looks.
- b. Anything to talk about for FBM deadline is September 24th.
- c. FT: Rita is not planning to spend the night, can we get one more person to chaperone?
- d. SB: Yes. Registration costs cannot be prorated.

6. LEAD (SB / AM)

- a. AM: Christine and I have been super busy, but I wanted to share that all of the swag has shown up! Lanyards, notebooks, pens, mugs! Toques! We have enough for FBM and LEAD attendees. U of C will not be able to attend this year, MRU will pick up Best of the West Plaque. 5 students, 1 pro-staff for LEAD until after registration closes to make sure institutions get to register. Then additional. Proposal form went live.
- b. AP: Lots of interest for passive programs, talking with RA's just preparing. Is that included for Best in the West?
- c. I'm going to say no, because the evaluations consider the presentations, but will discuss with the committees.

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- d. CZ: There weren't evaluations, but we did vote in the past.
 - e. AM: We are hoping to limit how many passive programs, but please encourage student staff to submit. Have we confirmed with Emily that she's attending the whole weekend?
 - f. AB: I will double check. She is presenting one of the days. I will confirm with Bob, Emily, Chris and Craig.
 - g. AM: Bob is attending the whole weekend?
 - h. SB: I believe so.
 - i. CZ: I think you covered it all.
 - j. AM: Very excited, committee meeting next Friday. Please register!

7. NWACUHO Affiliation Agreement (SB)

- a. The presidential trio and NWACUHO all meeting to discuss priorities and collaborate better. We don't have to vote for affiliation agreements.

8. Mentorship Program + Chair (SB)

- a. Lots of sign ups! 17 mentors, 20 mentees. Will close it in Monday. Will introduce between mentors and mentees. We'll try it as just pairing people up for our pilot first.
- b. AP: Deadline on the website is still listed as Sept. 1
- c. SB: New deadline is the 15th
- d. CZ: Many years ago I ran the NWACHU program and I believe I have lots of the materials
- e. SB: Amazing I'll be picking your brain! Andrew expressed interest in being the chair for the mentorship program after LEAD. How do we feel? Any questions? Does not have to be a vote. No qualms, fantastic. This is a yes, Andrew!

9. Bylaw edits (SB)

- a. Any more comments or questions or edits for the bylaws since the town hall? Have we heard anything from others? I will share the final draft in the next couple of weeks and will send it out as part of the FBM agenda.

10. Corporate sponsors highlight in Hallways (SB)

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- a. PV: I can't take full credit for this. Content for Hallways, showing appreciation for sponsors. Wanted to get input: showcasing sponsors in newsletter, in an interview essentially, or a blurb that's ready to go
- b. AP: According to the corporate sponsorship package, is that in there?
- c. PV: I'll have to review but I'd say no, because there was no concept of the newsletter yet.
- d. AM: Would this be part of mass association emails or would this be on top of that?
- e. AP: Gold partner: there is a mention of a spotlight, would the newsletter fall under that category? The other thought was with FBM and LEAD. Presenter showcase. Are we comfortable having this as a PD showcase, for the folks providing PD? Was hoping Nadine would be here to provide context.
- f. SV: Made a note to chat with Nadine about this. Corporate sponsors are looking at the packages. October Hallways can be a PD showcase. Corporate sponsor can be later. Interview can be part of Hallways instead of the listserv, social media can be separate. I like the idea of a PD showcase in October to promote the showcase.
- g. PV: Started connecting with presenters, they are open to interviews. Additional courses to raffle off as prizes, is that complimentary to what we currently have a swag, opening that up to you folks as well. Here is a message:
 - i. **Is there anything else that you folks need? We have online courses that were really popular at ACUHO-I and I'd be happy to donate a few of those if you folks are doing any sort of raffle or door prize; we charge \$300 per license normally but I'd be happy to honour a full housing team package (we'll totally scale it to fit the institution size) if that's useful. I also have some swag that I can throw into the gear swap - whatever you folks need, say the word!**
- h. SB: We will say yes to everything they offer. The more swag the better, we'll take it.
- i. PV: Early bird registration for raffle, or open up to every registrant?
- j. SB: Open to everyone.
- k. CZ: We've already started to advertise, plus we'd need to know what we're raffling off. A full housing team packing is awesome.
- l. PV: For now, I'll let them know yes please to everything! I'll connect with Nadine about an interview for Hallways and share that with Rita.

11. Funding Request Form (SB)

- a. SB: Now that we have more budget, it's time we give back. The form is not properly formatted, I will give NWACUHO credit in the final draft. Very standard info about who is

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asking for the money and why, who the event is open to and who is going to be charged, if it's approved, where the money is sent, any additional follow up, is 10 days a realistic time. Does the treasurer follow up or is that someone from the trio? Standing item in the budget? Feel free to take a look, leave comments. Hopefully we can have this ready by FBM and we can vote about the dollar amount at FBM. By the way, everything for FBM needs to be sent out by September 24th.

- b. PV: Responding within 10 days with an acknowledgement or a decision?
- c. SB: Yes, an acknowledgement and notification about the monthly meetings, and a decision after. Any other thoughts?

12. NWACUHO (AP)

- a. AP: Heading to Seattle for the Oct meeting. My priority is for the Canadian region, discount code, value for the currency, travel to the US, incentivise to travel to the US.

13. CoP (AP)

- a. We were able to secure a discount for the Conduct Institute, should we put something on the Instagram? Should we just put something in Hallways? Don't want to take away from LEAD registrations and FBM.
- b. SB: I'm open to posting. I think there's enough room for all three things. Social media is a good idea.
- c. CZ: We can also put it through the listserv, a spot in the newsletter.
- d. AP: Board idea: Board email? For info that's useful for the entire board?
- e. SB: Google Group has been helpful for RAs, we could do that for the RLPA.
- f. AP: No urgency. Over the next few weeks I'll be sending out individualized emails about RLPA elections. That's all the updates for now.

14. Board Member Updates

- a. Shreeta is stepping down from her role, SB is passing along this info. She is sad to share this info. The treasurer position will be open.
 - i. PV: Did Shreeta formally notify you in an email?

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- ii. SB: I will let her know, her last day at MacEwan is Monday. I will give her another reminder and then we can get a quick posting for the treasurer role.
 - iii. PV: Can you ask her how long she will need access to complete her transition?
 - iv. SB: She gave me the crash course in RLPA finances. She is happy to stay in touch and onboard the new person. She's been kind enough to help with that. She didn't get around to adding herself as a signatory. Megan, we will get you added soon.
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- b. SB: First years are back in full force and all of their shenanigans. Challenging myself this year, enjoying myself this year. Been very nice to see everyone back. Personally, it's been work. I went to Vancouver last weekend.
 - c. FT: Busy. Finally have the chance to catch up on sleep and emails. Excited for the weekend.
 - d. AM: Lots going on. Svati is putting in all the work. On call has been a lot of fun. Far too many nights on campus. Finally wrapped up hotel season, now it's budget building season. Safe talk trainer, did one for the City of Calgary. Going back to Kamloops!
 - e. PV: Things are busy. Chort of students are very engaged. Officially the largest team I've had to oversee. Learning how to prevent burn out. Personally, I moved last month. Still living out of boxes.
 - f. MK: Been very busy but happy to see everyone back on campus. Got another part time job on campus (I will still be staying in my current role!). Going to BC to visit family at the end of the month.
 - g. CZ: First time and new housing director started, lots of transitional experiences, I've been a one-woman show and now the amazing beginning of the term is over and I'm starting to relax.
 - h. SB: Prabh, have you heard from Ty?

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- i. PV: He said he's going to email you.
 - j. SB: Timeline matches. Looking forward to transitioning so we can start on the working group.

15. Motion to adjourn @ 3:53

- a. 1st: AM
- b. 2nd: FT