

# Board Meeting Agenda



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## Residence Life Professional Association

Summer Board Meeting

June 12, 2025 @ 9:30AM-12:30PM, 2:00-3:30PM

June 13, 2025 @ 9:30AM-12:00PM

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### 1. In Attendance: SB, AM, NC, AP, MK, RS

- a. Call to order June 12 @ 9:36am
- b. Approval of Board Agenda
  - i. Approved by: AM
  - ii. 2nd: NC
- c. Approval of Past Board Minutes
  - i. Approved by: RS
  - ii. 2nd: AM

### 2. Sponsorship updates (NC)

- a. Response from Craig and Chris, will schedule a meeting
- b. Reached out to Cozy (mattress) and Save on Foods. Wellness Coordinator from Concordia. Haven't heard back from CLC
  - i. AM: CLC – did you reach out to Emily? I can reach out.
- c. Other opportunities to look into: StarRez, ACUHO-I, Chartwells, Aramark, IKEA, Folio furniture, Otis Elevator, NEOS
- d. AP: Try cold calling!
  - i. Wellness Grant: is there a workshop we could offer? Are there specific roles about what you can use the money for? Swag?
  - ii. NC: Yes, we're figuring out the fine print but we hope we can buy swag. Would love to do a wellness workshop. Yoga at LEAD in the morning would be awesome!
- e. NC: Revamping packages
  - i. Packages are appealing! People are all about content and social media exposure.

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1. Under "GOLD" – Our PD events to advertise. Includes an interview. Webinar workshop for RLPA members for no extra cost. Priority speaking for events, plus a post-impact report.
  2. SILVER – added a partner spotlight article. No interview. Moved the discounted PD to this tier.
  3. BRONZE – discounted rate for FBM? Pretty much how it was before.
  4. LEAD – added partner spotlight, workshop, priority consideration for speaking. Provide awards or events for their company.
- ii. SB: Link and website for the email Nadine built for sponsors.
    1. AM: The link doesn't change but the document gets updated.
  - iii. SB: Do we discount their registration?
    1. AM: For sponsors? We let Emily (CLC) come for free but CLC sponsored. LEAD-wise, I think that makes sense. Not sure if that works for FBM/AGM. CLC gave us swag and a sponsorship. Inviting them to attend the event is an incentive. Adds more to their package.
    2. SB: Silver and above: waived fee for 1 RLPA event, in a calendar year, or anniversary date?
    3. RS: Sponsorship packages: we will update on the website so it reflects the new packages.
  - iv. AP: Budget?
    1. SB: Predicting \$2000 to come to us for sponsorship. Half for LEAD, half for AGM.

**3. Break @ 11:05am | Reconvened @ 11:15**

## **4. LEAD 2025 (AM)**

- a. Bob Lambert is Keynote. Locked in.
  - i. Bob requested a donation to CASA.
- b. Schedule is really coming together, looks great.
- c. RS: Suggestion for social: provide games for larger groups.

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- d. AP: Are we carving out time to get people interested in committee stuff? Running activities to get to know each other?
    - i. SB: Yes. Maybe during more flexible times (bonfire, snack, coffee chat, etc.)
  - e. AP: When would be the best time for a wellness workshop?
    - i. AM: Saturday morning, before or after breakfast.
  - f. SB: Who is judging case study? Pro staff signing up for that?
    - i. AM: Case study stays on Saturday so we don't have to worry about pulling people from FBM.
  - g. AM: Budget
    - i. Costs for Student staff and pro staff are already established.
    - ii. 105 Student Staff // 20 Pro Staff, not including FBM.
      - 1. 15 spots for FBM because of max. beds
      - 2. Cap of attendees is probably 6-7 per institution. Professional Staff and FBM is 1-ish. Provide equal opportunity to everyone for registration. Offer the open spaces and prioritize institutions with student-presenters. Will track attendance.
    - iii. Registration waiver for keynote speakers
    - iv. Committee appreciation and presenter gifts/awards were discussed.
    - v. Stripe fees are budgeted based off last year
    - vi. If we spent everything with \$1000 from NWACUHO, LEAD loses \$1000. Minimum goal for sponsorship. It's okay if RLPA needs to put money into this big ticket item. NWACUHO funding request was submitted.
    - vii. Budgeted for FMB swag.
    - viii. Cancellation policy – once registration is closed, you're locked in.
    - ix. AP: When was NWACUHO funding request submitted?
      - 1. AM: May 29. Request \$1000USD. Can we get this clarified on the form to get this in USD instead of CAD?
      - 2. AP: send me an email

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x. AM: Swag

1. Made some changes to the stickers. Key chains, branded lanyards. RLPA/Sponsored. Notebooks for the stickers; mugs, toques.
2. RS: Can we use the swag committee logo? Can we get t-shirts?
3. AM: Might have to cut out some other swag items. But shirts would be awesome.

xi. AM: Instagram: posting about 1/week. Shall we announce a new logo?

1. Yes!

xii. SB: How can we assist with LEAD planning?

1. AM: Most people here are on a committee. Sponsorship is huge. We want to get the confirmed schedule out by July.

xiii. AM: 15-min LEAD presentation will be sent out to institutions to include in RA training.

xiv. AM: Chaperones: After registration, send out a session registration to know what your role is, especially when Student Staff is presenting.

xv. AP: Emergency response?

1. AM: We have a risk waiver this year. That's in the works.

## 5. FBM (SB)

a. SB: Cap at 140. That's where 15 pro-staff came from. Including the board, only 35 pro-staff for the weekend. To avoid confusion, we're giving people the opportunity to attend whatever they want.

b. Registration form

- i. Pro Staff registers first, then can fill out for students/skip and pay all as one.
- ii. Figuring out how that will look. Will have rows for name, email, pronouns, dietary restrictions, housing preferences (drop down: Gender neutral, Gender specific), accessibility/accommodation needs.
  1. Main registration contact is someone who is attending.
  2. List of attendees Pro Staff (required)

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3. List of attendees Student Staff (optional)
4. "Do you want to register more attendees, if we have the space?" option
5. Cost, pay.
6. Pro Staff for LEAD, FBM, Board. Free to attend LEAD and FBM. LEAD chaperones have LEAD responsibilities.
7. Note that it is shared accommodations.

iii. RS: Do we send out the interest template to Pro Staff to send to Student Staff?

1. AM: See who is interested, get the results upon registration, and send results in with registration.
2. RS: We can refer to the form when we are completing the registration. Makes it easy for us, which makes it easy for you.

iv. SB: we are doing this, let's formalize it.

c. AM: LEAD board in the main hall, the capacity number is 10-14 people.

i. SB: Will ask Prabh to bring his projector.

d. Reviewing schedule: looks good so far, minor alterations.

e. Schedule will be up soon to present the value to sponsors and Professional Staff.

**6. Lunch @ 12:28PM | Reconvene @ 1:46PM**

## **7. Master Plan Revamp (SB)**

a. Initial Thoughts?

i. AP: nothing drastic needs to change, but it would be helpful to hear from the membership. Would be nice to develop a master plan that talks about what objectives we've met.

ii. AM: I agree about reaching out to the membership before the FBM. This plan expired spring of last year. What have we accomplished since then, what do we want to see next? Find out at Town Hall.

iii. SB: Are we ok to keep three big pillars?

1. Yes.

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- iv. SB: We should get more specific, and add what we're doing to achieve it. Where have we made progress?
    - 1. MK: Website revamp, forum on website.
    - 2. AP: CoP. The Anti-racism statement. Growth in LEAD numbers. We've expanded.
      - a. RS: Is the lingo going to change if we're including eastern institutions?
      - b. SB: Making a note.
    - 3. AM: Key for brand, name, logo.
    - 4. SB: People are tied to the old logo. If we can't get any solid numbers we may overhaul that and use the new one. Listserv is great. Coffee chats and committees are great.
    - 5. AM: Updates to the new membership package, the first introduction. Similar to the sponsorship package. Send that to those who sign up.
      - a. RS: We should do that with receiving updated lists from membership institutions.
  - v. SB: Areas where we've stumbled or could improve?
    - 1. AM: Interaction with SHOs. Adding position profiles and an onboarding process. LEAD has committees, unsure if that historically led to taking on the co-chair position but that would be great.
    - 2. RS: Creating a sustainable Board of Directors model.
    - 3. SB: Succession planning. Part of committees that lead to a board position.
    - 4. AP: Conference rotation
      - a. SB: In the future it would be great to move things around AB.
      - b. AM: What about LEAD?
      - c. SB: Going outside of AB is too far. I want to see more interaction between the membership and the board.
  - vi. AP: What need are we missing?
    - 1. SB: Trust in the RLPA. How do we bring SHOs back to the RLPA?

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2. AP: Is the RLPA a coordinator-focused association?
  3. AM: Founded by SHOs but the focus on all institutions (big and small) and being personable makes the RLPA more accessible. Coordinators are our bread and butter.
  4. SB: I want the RLPA to be accessible to coordinators but I want to see managers to drive that strategic planning. From what I've heard, SHOs want coordinators to be involved and pass it on. I want them back to offer a hand, to interact at arm's reach if we're looking for help or advice.
- vii. MK: Newsletter? I love it. Helps provide connection between the Board and the membership.
1. AP: share a voice: SHO spotlight, interviews.
  2. RS: Gmail has a function called Layouts – can shift the layout of your email to a newsletter format. No limit to clicks. We can pilot this over the summer, play with the layout and maybe start this.
  3. SB: Newsletter would fall under all three pillars of the Master Plan.
  4. AM: Lends itself to creating committees as well. Communications Committee?
    - a. RS: Find people to collect this information so I can plunk into the layout. Callouts would work well too.
  5. MK: Combine information from the other outlets offered from the RLPA.
    - a. AM: I like that, it prompts people to use our other outlets as well.
- viii. SB: Send out forms of assessment/surveys to see what needs the association can work on.
1. AM: Amalgamate surveys so we don't get complaints about getting too many. The ones we *can* amalgamate, we *should* amalgamate.
  2. RS: Let's create something that's ongoing on the website. General questions. Get feedback from a form that's always on and available at any point.
- ix. AP: Should the President call all institutions once a year to add that personal touch? Avoid move in/out times. Maybe once over the summer.
1. AM: That responsibility could be split between the trio.

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2. SB: Good way to get assessments from other institutions.
- x. RS: Residence Life gets to get involved a lot, how can we get other parts of Residence involved?
    1. AP: Why was the RLPA founded? Just to focus on residence life, because NWACUHO does the rest.
    2. AM: We are the Residence *Life* Professional Association. I see value, but let's make sure we're staying in our lane.
  - xi. AM: Do we do anything to interact with the Student Staff?
    1. SB: Nope. But it would be nice.
    2. AM: Pen-pal situation between Student Staff members? Kick off at LEAD.
    3. SB: Pro Staff have lots of networking opportunities, for Student Staff we only have LEAD. So we could add more to connect them.
  - xii. SB: I'm a big advocate for mentorship programs. Leaning more towards coordinator to Student Staff models?
    1. RS: Lots of students loved these presentations at LEAD, this would be great to connect with Pro Staff from other institutions.
    2. SB: I'm sold, let's get this off the ground.
    3. AM: Where does this fall under Board responsibility? LEAD chair/co-chair. We have the capacity. Student engagement. Driving component to LEAD around mentorship and student engagement. Add this piece to the LEAD portfolio?
    4. SB: Great way to get to know the membership. Connect inter-institution. I see this in the President-elect portfolio. Student engagement to LEAD co-chair leaves more room for PD to help with \$.
    5. AM: I think this could also go to the Past President.
    6. SB: Let's put the responsibility in LEAD's portfolio for now and see how that looks. I want to pilot this at LEAD. We can promote it to our Student Staff.
    7. AM: Let's start it this summer and put it out to Pro Staff. Opportunity to be a mentor and interest for mentees to Student Staff at LEAD.
  - xiii. AM: Membership guide is in the works



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1. RS: We should add this to the website so we can update it each year, it's always accessible. It's a neat way to Save the Date for AGM and LEAD.

xiv. SB: Key Strategies in the Master Plan // Objectives and Key Results:

1. AP: Add a column to add concrete examples because the objective is good as it stands.
  - a. Key Result 1: New membership packet.
  - b. KR 2: Listserv and the website forum. \*NEW\*: Newsletter.
  - c. KR 3: Reword to provide information through the listserv and website forum.
  - d. KR 4: Feedback form that lives on the website, as well as event-specific forms. Annual trio phone calls.
  - e. KR 5: Website overhaul, upkeep of the currency of the website. Revamped logo designs for RLPA and LEAD.
  - f. KR 6: Committees are part of the association's structure, so we will continue the upkeep of these committees and ad-hoc subcommittees.
  - g. KR 7: Are we expanding to a national association or are we focusing our efforts towards Western Canada?
    - i. While we welcome members from all Canadian institutions, in order to maintain our unique Western Canadian perspective, we will continue to focus on the needs and development of our primary demographics.
2. KR 8: Committee structures and pathways to Board membership, mentorship programs to encourage RLPA involvement for future generations.
3. KR 9: Coffee chats, CoP, ad-hoc committees, mentorship program, funding proposal.
4. KR 10: Mentorship program, newsletter. Getting rid of private pages on the website.
5. KR 11: RLPA Engagement Survey that goes out once a year.

- b. AP/AM: Financial responsibility and transparency as a key objective

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- i. AM: We are using our money, we have resources to gain money, but we're transparent about how we're using it. Audit and disclosure at AGM. Part of this will be sponsorship but also community: engaging with community partners and student groups to highlight our mission to local relationships.
  - ii. NC: Can we accept sponsorships from places outside of Western Canada?
  - iii. SB: Yes. This is an objective we can add because we now have some money and some engagement. We can get another draft of the master plan for FBM.
8. Motion to adjourn for the day @ 3:21PM
- a. Approved by: AM
  - b. 2nd: RS

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## 9. Friday, June 13

- a. In Attendance: SB, AM, PV, AK, NC, MK, RS
- b. Call to order @ 9:58AM
- c. Motion to approve agenda
  - i. Approved by NC
  - ii. 2nd AM

## 10. By-election updates

- a. PV: 1 nomination for president elect (Francis with UofA)
  - i. \* Prabh read out the nomination \*
  - ii. PV: Would get back to her early next week in case we got other nominations, and I could email her today if that's what we want
    - 1. Motion: MK
    - 2. 2nd: AM
    - 3. Descents: none
  - iii. Francis is the new President Elect!
- b. SB: Anything for LEAD co-chair?
  - i. PV: No. If we set a deadline we have to wait for that deadline. Otherwise we keep it open and vote as members or a Board. We don't have anyone in LEAD co-chair, which is more important now for our life cycle. Pres Elect will be doing a lot of LEAD co-chair work.
  - ii. SB: Let's leave it open and process it as it comes, and put it to a vote at a Board meeting. If two people apply, send it out to membership.

## 11. Affiliation Agreements

- a. SB: This is an FYI for ACUHO-I \*Showed agreement\*
  - i. RLPA is a separate entity but we are affiliated and they will give us money for awards. The presidential trio can stay at a conference. Our end of the bargain is we

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cover registration and stay for one of their representatives. We have access to their online resources. We will attend the Regional Summit. 90 days if we want to suspend the charter. We have to have our own insurance. The biggest thing is their awards, which is their commitment to us. (2) awards each valued at \$1000. Evaluating if they're continuing Stars College.

- ii. PV: fairly generic agreement. Last year it was reviewed. It's still what it's always been. This agreement is in favour of us, we benefit a lot. Generic awards so we don't need to worry about changing the agreement if the award names change. I was hesitant about criteria being determined without RLPA input. September of each year we can submit criteria. They are open to having conversations. We are 1/24 votes. Presidents are usually on the same page. Values align for the most part.

## 12. NWACUHO updates

- a. AP: Sense of confusion and concern. Shared value that we want an agreement. What does my role entail in this? The Board approved funding to attend every AGM. The question is, what can the RLPA give back to us? Secondly, am I a liaison, an ambassador, a voice? People are open to ideas. My initial thoughts, I'm elected by NWACUHO to be an ambassador on the RLPA. RLPA should provide benefits. NWACUHO wants to foster this partnership.
- b. AM: We are blessed that you sit on both sides of this. You're already involved with the RLPA, regardless of your affiliation with NWACUHO. You benefit from the RLPA because you're a member.
  - i. AP: What are the benefits that we could offer to an individual member, not an institution membership?
  - ii. PV: That's where things get clouded. What additional benefits do I have, that you do not have right now?
  - iii. AP: Voting, motions, passing things that can affect the association's future.
  - iv. PV: Outside of that. In order to have a vote on the Board, you have to be an elected member.
  - v. AM: If the NWACHUHO member is not currently an RLPA member, we offer RLPA benefits at no cost. But do they get a vote at AGM? If they are not from an RLPA member institution, they can get an individual membership
  - vi. PV: Is that thought, meaning you would get a vote as a member, just not on the board?
    - 1. AP: Bylaws: voting is by institution.

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- 2. SB: Article 1. But Article 3 is by institution.
  - 3. PV: Other institutions differentiate between private and public. RLPA doesn't. Article 3 probably wasn't updated. Something should be said about not having a double vote.
- c. AP: What's the benefit of having this position on the Board? Is there value in representing the RLPA at ACUHO-I?
- i. SB: I think there is value at AGM and FBM. You are the designated person to provide context for both Boards. You can talk to members from a unique perspective.
  - ii. AP: UofA, MRU, Olds, Lethbridge were all at the last NWACUHO AGM.
  - iii. PV: You're able to connect with other people that would not otherwise be at the AGM.
- d. AM: We should guarantee the NWACUHO person should be able to attend AGM and FBM. Comp registration?
- i. AP: Comping registration, or splitting the cost
  - ii. AM: Comp AGM registration fee to encourage attendance.
  - iii. PV: I agree. This has more to do with the optics. Why does one Board member get this, and others don't?
  - iv. SB: This has to do with the person coming as a person from another organisation.
  - v. PV: There are key members who will ask that question. According to NWACUHO, what are the benefits that the RLPA is getting from them?
  - vi. AP: I'm coming back to expertise going both ways.
  - vii. AM: Is there a concern that there is a disparity?
  - viii. AP: No, there's not. We have equal trust and equal benefits if we split the cost for AGM attendance. We've been looking at comping NWACUHO costs for an RLPA member to attend.
- e. PV: The funding for LEAD we get every year, is that included in the agreement?
- i. AM: It goes through the regular funding request. As far as I know, it's never been denied. If we add it to this, we may be asked to add more value to the agreement.

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- ii. AP: As it stands, there's never been a concern to fund LEAD. I agree with Andrew that it's not an urgent thing to add.
- iii. AM: Encourages them to attend LEAD as well. We will be asking for this money and a waived fee is what we can offer in return.
- iv. AP: If we fund that, we could get a waived registration fee for LEAD and AGM.
- v. AM: Looking at individual membership, and comping AGM and LEAD. Is that what you're looking for?
- vi. AP: I think so. Equal interest and benefits.
- vii. SB: Yes. Take this back to NWACUHO and we can take a vote in the July or August meeting.
- f. AM: Access to Listserv, forum, newsletter, the opportunity to contribute to that? Opportunities to push to the job board? NWACUHO section in the newsletter?
  - i. AP: Could the person in this position request access to the Drive?
  - ii. SB: Yes.

## 13. Engagement Working Plan

- a. SB: Are we bringing back Coffee Chats? Please sign up!
  - i. AP: We need to figure out a time for our collab. We're planning to do them every 2 months. Collab with NWACUHO should happen in November.
  - ii. SB: How do we want to format/structure these?
  - iii. PV: Rita is working on a way to communicate Coffee Chats.
  - iv. AM: Newsletter as well. Can we pull up themes?
  - v. PV: We should track attendance, too.
  - vi. SB: Goal is to have standing appointments.
- b. SB: Town Halls
  - i. Ad hoc? 1/semester?
  - ii. AM: Engagement piece town halls, they should be regular (once or twice a year) at the same time.

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- iii. SB: July makes sense. Do we see benefit of holding one in January going into AGM?
- iv. PV: Could help with strategic planning.

## c. Newsletter

- i. SB: How often do we want these to go out?
- ii. RS: Historically they went out monthly. We can do call outs monthly, keep things on track.
- iii. AM: Should we skip certain months, like in August?
  - 1. RS: August could be a "Year at a Glance", upcoming events/conferences/meetings.
- iv. RS: Vision: Potential committee to collect info, general call-outs with general themes. Then I can add it to the newsletter. I don't have high expectations for Board members to contribute. Highlights or spotlights for NWACUHO and sponsorships. Meat of the newsletter can vary based on the theme. "Meet the Presenter".
- v. AM: Historical name of the newsletter is Hallways. There is a logo. Older ones have institution highlights. There's a lot already there that we can include.
- vi. SB: Lets try the Google Layout first, and then see how engagement looks.

## Lunch

- Motion NC
- 2nd PV

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Reconvened @ 1:54PM

- Approved: AM
- 2nd: NC

## 14. Budget review/projection for next year

- a. SB: Shreeta said everything is up to date. Membership dues should stay. Sponsorships so far we have LEAD and FBM. Because LEAD and FBM are combined, we can delegate money for both events. Shreeta is okay with this as well.
- b. PV: Shreeta would know best about how we separate income. I agree with spending, but some clarity. 80% was LEAD, 20% was FBM. We should flag this because next year will be separate. LEAD funds will be used up, FBM may have money left over.
- c. SB: FBM is projected to make \$300 and LEAD is losing \$1000. There is insurance for membership liability and all of us. STARS College is set aside. Nothing has changed for banking fees. I think we're okay financially.

## 15. Conduct CoP

- a. AP: Locking down with guest speakers. Still deciding which topic, I want to create a Western Canadian perspective. Connecting with BCIT – more to follow. Looking for feedback with CoP from the Board. Anything that would be helpful?
  - i. PV: More exposure to the wonderful work that's been done. Add updates to the website and Hallways.
- b. AP: If budget allows, I'd like to send someone to the institute in January. Would love to start up a thank-you campaign.
- c. SB: Sustainability: how long do you think you can do this?
  - i. AP: Pace where it's manageable for me. New and fresh ideas and topics is a challenge, may need some help here. Right now I can see myself doing this for another year.
  - ii. SB: What about re-using topics, new members?
  - iii. AP: Open to that.
- d. SB: Collaboration?
  - i. AP: No opportunities for collaboration so far.



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- e. SB: Meeting invitations?
  - i. AP: Right now I'm comfortable with the current process, it's working for me. Open to other processes, for example the website.
- f. PV: any discussions around other institutions? Conduct office to give nudges to new professionals, they don't have to be the only ones training for best practice.
  - i. AP: From a personal side, it's nice when a Board member attends.
  - ii. PV: Do we formalize when Board members attend?
  - iii. AP: No, not necessary.

## 16. Committees Updates

- a. SB: The anti-racism – some updates next month.
  - i. NC: Haven't heard anything since AGM but I am interested.

## 17. Board Member Updates

- a. PV: BTS with by-election and by-laws. Meeting folks for PD for AGM. Authentik pro-bono presentation for FBM. Could be treated as a sponsorship, important to recognize this work. Meeting with Svati.
- b. AP: Board reports for May have been posted on the NWACUHO website, some RLPA stuff in there.
- c. NC: Reached out to CLC, ERes Life, Casita, Craig & Chris, COZY, ATB, Save-on-Foods, Wellness (PD, workshops, funds). Updated sponsorship packages, adding to the website. Reaching out to family company. Sending out emails, cold calling. I thought my position description was good. Open to recommendations.
  - i. AP: Is the term length good?
  - ii. NC: Yes. Section 5 is weird wording.
  - iii. SB: Change wording in all sections to "corporate sponsors".
- d. RS: Board meeting provided some homework, excited to start on the newsletter.

## 18. Bylaws Review

- a. AM: When are fees due? If we're looking to make change, pro-rate fees if joining halfway through the year and annual fees are due in January?

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- i. AP: NWACUHO doesn't pro-rate. I wonder if similar associations do similar things.
    - ii. PV: I agree with Andrew but always saw pushback.
    - iii. AP: Would be more attractive for new member institutions who want to join part way through the year.
    - iv. AM: We don't want to lose out on membership.
  - b. AM: What do we do for institutions that are in arrears?
    - i. NC: Setting dates that you cannot apply for memberships – maybe a few weeks before LEAD or AGM
    - ii. PV: Pro-rate only for the first year you join the association. There should be a cut off, maybe one or two years. Agreement where if you lapse your payment, we treat you as a returning member?
    - iii. SB: Is that for Article 4?
    - iv. AM: Yes.
    - v. AP: AGM can be the in arrears deadline. Dates of AGM vary, does that impact us?
    - vi. SB: AGM is when we need to know, so as long they've paid by then it's ok.
    - vii. AM: And we have to release the save the date for AGM 30 days prior.
    - viii. PV: We need 3 or 4 separate institutes to make changes. Town Hall in July can collect feedback for Master Plan and Bylaws before going to vote at AGM.
  - c. SB: Purpose
    - i. AP: Article 3. How do we define Western Canada?
      - 1. PV: Anything West of Winnipeg. Bylaw 2 Article III is contradictory. Change Internationally to NWACUHO.
    - ii. AP: Bylaw III Article 2 "qualified institutions" and Bylaw II Article 2: doesn't describe what a qualified institution is.
      - 1. SB: We'll come back to that one.
  - d. SB: Membership
    - i. Bylaw 3 needs a revamp.

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- ii. SB: Definition for clean standing needs clarity.
  - iii. AM: Institutions *and* members. Change Bylaw 3 Article 1.
  - iv. AP: It's important to define "membership".
    - 1. SB: Article 1 does that.
  - v. AM: Do people not associated with an institution get a vote?
    - 1. PV: In the absence of a member institution, individual members can get one vote. Multiple members from the same institution with individual memberships get one vote. Rates for individuals are around \$25.
    - 2. SB: Rewording Bylaw 1 Article 3? Add individual members? Add its own separate article? No associated vote.
    - 3. PV: Bylaw III Article 3, voting shall only be by institution.
    - 4. AM: Bylaw III Article 4, at a membership institution.
  - vi. SB: Revoking memberships?
    - 1. AP: I don't think there needs to be a notice but we should specify how to withdraw.
    - 2. AM: Membership privileges revoked after the 30 days.
    - 3. RS: Define membership privileges? Helps define a position's role. Whose responsibility is it to suspend membership and/or remove membership privileges?
  - vii. SB: Article 8 is okay to stay in? Yes.
- e. Annual Dues
- i. AM: Do we remove Article 1? Or leave it in.
    - 1. SB: I'm comfortable with getting rid of it.
  - ii. SB: Whose position is responsible to suspend membership in Article 3? The Board?
    - 1. AM: The current sitting President.
  - iii. SB: Then we add pro-rating dues for new institutions
- f. Activities

# Board Meeting Agenda



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- i. SB: Good
  - g. Annual General Meeting
    - i. SB: No qualms with it being in AB because most membership is here
      - 1. AM: Shift to “province with the majority”
      - 2. SB: Tie? Presidential trio votes.
    - ii. AM: Bylaw IV Article 2: change to “advanced vote”
      - 1. PV: Proxy vote would be coming in by institution via advanced vote.  
Member institute would say “this is who we are sending as a proxy vote”
    - iii. SB: Article 3 is good.
  - h. Fall Business Meeting
    - i. SB: Bylaw VII Article 1: Says “at an institution.”
      - 1. AP: AGM is in Alberta. Do we carry over AGM wording to FBM?
      - 2. SB: Yes.
    - ii. SB: New article to add the LEAD rotation? Not yet.
  - i. Board of Directors
    - i. AM: Says 8, lists 9.
      - 1. SB: Change to 9.
      - 2. AM: But this is for votes. Does LEAD co-chair get a vote?
      - 3. AP: Why does the president-elect get a vote if the co-chair doesn’t?
      - 4. NC: It makes sense for LEAD and co-chair to share one vote (1). Change the wording to 8 voting members.
    - ii. AP: What happens in the event of a tie?
      - 1. AM: Presidential trio.
      - 2. RS: It makes sense to avoid a tie by having 9 voting members.
      - 3. AM: Two voices with similar interests that can sway a vote.

# Board Meeting Agenda



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4. SB: But adding more tasks, the co-chair may be more for engagement. We all have a common interest.
  5. AP: LEAD is so integral, it makes sense to get two votes.
  6. PV: Everyone, aside from the NWACUHO rep, is a director. But I agree with Andrew.
  7. AP: LEAD chair and co-chair should always be on the same page, no opposing forces. The presidential trio is different.
  8. AM: Can we have an elected member not have a vote? Automatic transition into Chair position. Can an elected member be a non-voting member?
  9. SB: We can do more research on this later.
- iii. AP: Something about the NWACUHO affiliate agreement.
1. SB: As part of Article 1? Or part of the position description?
  2. AP: Position description.
  3. SB: Do we not mention it in the bylaws?
  4. PV: The affiliation agreement is every year, as opposed to updating the bylaws every year. By Invitation only.
- iv. AM: Article 4 will have to change to 8 directors or 9 voting directors.
1. AM: Duplicate Article 5 for LEAD chair and co-chair? Assuming duties, not the position.
  2. SB: Yes.
- v. AM: What do we do if the LEAD Chair leaves? How do we fill that vacancy?
1. SB: Complete the term for which they were elected? Like the presidency. Let's come back to this one.
- vi. SB: Article 6 is good.
- vii. AM: Must resign prior to the next scheduled board meeting?
1. SB: Add "upon their knowledge of not meeting the requirements"?
  2. AM: We want it to be a consistent thing.

# Board Meeting Agenda



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- 3. PV: if the board falls below quorum, they can't host a meeting. If no other board members exist, the present members are quorum. Article 4. I'd want it separate because it's unique, or under elections.
  - viii. SB: Article 8 – where did that number come from?
    - 1. PV: Decided as a membership for non-budgeted purchases vs discretionary funds.
    - 2. SB: Comfortable with \$2000? Yes.
  - ix. SB: Article 9 and 10 are good.
  - j. Amendments
    - i. SB: Leave Article 1 as is.
    - ii. SB: Article 2 is good.
    - iii. SB: Article 3 – we could make nominations public before the AGM. Publicize who has been nominated to the membership?
      - 1. PV: I'd be open but I don't know how.
      - 2. AM: Nominations close one day, and then names are posted after that.
      - 3. PV: would give them time.
      - 4. SB: Provide nominations on the floor as well.
  - k. RS: Position summary: Adding a transition document for every single position to hold people accountable.
    - i. AM: Under Board of Directors, add another Article about transitional documents.
    - ii. RS: Should be read over by the Presidential Trio, ready to go
    - iii. SB: Ready to go the day before AGM.
    - iv. PV: Template created by the Presidential Trio.

## 19. Motion to adjourn @ 3:34PM

- a. Approved: AM
- b. 2nd: PV