

**RESIDENCE LIFE PROFESSIONAL ASSOCIATION  
ANNUAL FALL MEETING  
RED DEER COLLEGE  
COMMONS (New Residence)  
NOVEMBER 16, 2000 MINUTES  
10:00 am**

<b><u>PRESENT:</u></b>	Doug Wagstaff	President
	Margot Bell	Treasurer
	Tracey Mason	Secretary
	Jason Novak	President-Elect
	Sean Hunter	Conference Chair

**1. CALL TO ORDER:**

President Doug Wagstaff called the meeting to order at 10:20 am p.m. and welcomed everyone.

**2. AGENDA:**

Move to adopt the agenda.

**CARRIED**

**3. MINUTES:**

Move to accept the minutes from March 23, 2000 as presented.

**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES:**

**4.1 Fee Payment**

Margot reported that most people have paid this year's fees. We are welcoming two new members: Univ. of College International & College of New Caledonia. Changes in out of province fees were not done this year (motion in last general meeting to charge the same fees as in province according to bed space) and will be done next year. Membership Inquiry form will be attached to the back of the fee payment. Membership drive will remain as "let institutions come to us". We will not actively seek out new members. We will review our welcome package in a later item.

There will be an effort to contact the institutions that have not paid yet.

#### **4.2 Logo/Slogan Contest:**

Entries received were passed out and discussion about the different entries took place. Some entries are coming and we will wait to see those and have a few choices picked out for the Spring General meeting for voting.

#### **4.3 Website:**

Doug spoke with Scott Kelly and we still don't qualify for ".ca". We will wait for the desired domain. Decision was made to update what we have and get something out to members while waiting for the domain name.

List of would be available on website: updated minutes, survey downloaded, survey results, online registrations form, newsletter, brochures, upcoming events, archiving minutes, awards, Hall of Fame, Where are you now? FAQs, RA corner, links to other RA pages, links to other associations,

Scott Kelly will be contacted and asked to work on updating the present site and include the following priorities: executive, newsletter and minutes.

#### **ACTION: TRACEY**

Suggested RLPA hire a student for maintenance of the site and work on it next summer. Will gather information about hiring a student.

#### **ACTION: JASON**

Margot suggested we look at a new executive position that could look at newsletters and websites. NWACUHO is doing this and it's on a "let's see" basis. Doug suggested we meet at NWACUHO conference as an executive to discuss this further and present a plan to the membership. Jason pointed out that this was also discussed at the Spring meeting.

#### **ACTION: DOUG**

#### **4.4 STUDENT LEADERSHIP CONFERENCE REPORT:**

102 registered for conference, 13 institutions participated, and it was under budget. Guest Speaker, Tony Conte did not charge for 2<sup>nd</sup> workshop. A plaque was bought for the Case Competition.

Evaluations were very positive. Students enjoyed Tony Conte tremendously. Staff also enjoyed his talk. Margot suggested Sean make a list of top 5 recommendations for the next Conference Chair.

A Discussion about booking the next retreat centers ensued. Suggest we book the next few years and present list at Spring General Meeting.

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**ACTION: SEAN**

Sean also reported that he asked Camp Hector to write the RLPA student conference a reference letter to facilitate our introduction to new camps.

Finance: Margot suggested that the Conference Chair and Treasurer work very closely together. That money for registrations will be sent directly to the Treasurer to ensure quick and accurate books. Brochure should mention that any cancellations would not be refunded later than one week to the event.

**ACTION: TREASURER/CONFERENCE CHAIR****4.5 CONSTITUTION UPDATE**

Reviewed how majority votes are cast. Tabled discussion for next executive meeting

**4.6 EXECUTIVE TASK LISTS:**

Margot brought forth a suggestion that the executive positions have an executive task list and it is broken down into job task for each position, broken down into each month. Each executive was given the NWACUHO executive task list as an example. All agreed that it is a good idea. The goal would be to facilitate new people into the positions and provide historical references for future RLPA-ers.

Each executive would design a task list for his or her position by the next Executive Meeting in February.

**ACTION: ALL**

Doug will e-mail us at the end of January to remind us.

**ACTION: DOUG****5.0 NEW BUSINESS****5.1 RLPA WELCOME PACKAGE:**

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President and Treasurer reviewed of process for new members. New members will be referred to President; President will forward letter, and fee information. Institution will pay Treasurer. Treasurer will contact Secretary with new information.

Changes to the brochure: Update yearly with new executive and change the contact to the President.

### **5.2 Spring Meeting Date:**

The Spring General Meeting will be held on March 15 and 16 at the University of Saskatchewan. Jason cautioned about doing a PD on Website design. It is a vast topic and may not be useful to everyone. We will bring this up with the membership.

### **5.3 PD FOR OFFICE STAFF:**

Institutions will be asked to volunteer hosting the next PD for Office Staff. Lakeland mentioned their interest.

Doug suggested we ask the volunteering institution to prepare the information in time for advertising at the Spring General Meeting.

### **5.3 Survey:**

Jason noticed that the survey has not been changed for a few years. Electronic version has disappeared. Passed around survey for input and changes. Jason will be mailing it out and compiling results before January 1, 2001.

**ACTION: JASON**

### **5.4 Newsletter**

Ask for submissions for the end of February. A Spring edition will be ready before the Spring General Meeting.

**ACTION: DOUG**

### **6.0 Adjournment**

Meeting adjourned at 12:02 pm.