

**RESIDENCE LIFE PROFESSIONAL ASSOCIATION
ANNUAL SPRING EXECUTIVE MEETING
West Edmonton Mall, Edmonton
February 25, 2001
2:00 pm, Hospitality Suite Rm. 502**

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|------------------------|---------------------------------|------------------|
| <u>PRESENT:</u> | Doug Wagstaff-Olds College | President |
| | Vacant | Treasurer |
| | Tracey Mason-U of A | Secretary |
| | Jason Novak-Mount Royal College | President-Elect |
| | Sean Hunter-Lakeland Collge | Conference Chair |

Regrets: Josie Lamothe-Keyano Past-President

1. CALL TO ORDER:

President Doug Wagstaff called the meeting to order at 2:54 p.m. and welcomed everyone.

2. AGENDA:

Move to adopt the agenda.

CARRIED

3. MINUTES:

Move to accept the minutes from November 16, 2000 as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES:

4.1 Survey:

Jason did a great job. It's on website and sent out. Close to 12 or 13 institutions participated. Many people wanted the information, but Jason had a hard time getting institutions to return the information. Jason also spent most of his time setting up the template and format. It should be much easier next year. Sean suggested handing the survey out at the Student Leadership Conference and then ask people to hand them back by the fall meeting.

Tracey will post the survey and results on the website.

4.2 Newsletter:

It is almost complete. Doug is looking for some input. This can also be on the website. Sean and Doug also talked about setting up a counter on the website

with the ability to identify a specific hit and having that person win a prize (i.e., the 100th hit gets something).

Tracey will look into having a counter.

4.3 Logo/Slogan

Found a combination of what was presented and picked a slogan. Claude Melanson from Keyano College will receive recognition. We will check with Randy Fines about slogans. Tabled to next meeting.

4.4 WEBSITE:

Jason checked into the STEP grants to hire someone to work on the website. STEP requires full time hours and may not suite our needs Tracey worked with Scott Kelly and Mike Lapointe from the U of A to update the files on the Website. Presently, the minutes, surveys and Leadership Society are put up.

Jason and Tracey will continue to work on the website and put things on it. Tracey will pass the FTP info to Jason.

Tracey will work on a listserve for RLPA that can be accessed from website.

Sean will look at marketing it to the memberships and the students once it is ready.

4.5 STUDENT CONFERENCE UPDATE:

Sean reported that there is potential for Goldeye 2002, but it is only available the first weekend of October. We still need to find a camp in the northern region for 2001.

Sean will plan visit to some northern camps before the Spring Meeting.

4.6 EXECUTIVE TASK LISTS:

Each executive will complete their list and we will have it prepared for the Spring Elections. These are to be handed to Tracey and she will compile the RLPA master task list.

All executives are to work on their task lists and hand to Tracey before the Spring Meeting.

4.7 CONSTITUTION CHANGES:

No one had a copy of the constitution.

Tracey will ask Randy if he still have the constitution on file.

4.8 OFFICE STAFF PD:

RLPA MEETING

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Lakeland College will host the Office Staff PD in June 2001. Randy and Sean will try to tie it in with their own HR training. Something will be ready for the Spring Meeting. There was discussion about the length and making it worthwhile for participants. Suggestions will be solicited at the Spring Meeting.

Sean will bring a tentative schedule for the Office Staff PD at the Spring General Meeting.

4.9 RLPA LEADERSHIP SOCIETY

Nominations opened February 14 and close March 15. Up to 10% can be nominated. Discussion on how to maintain some "Wall of Fame" ensued. Suggestions will be solicited at the Spring General Meeting.

Tracey will send out a reminder on the e-mail.

Doug will look after getting the certificates.

Jason, as President 2001-2002, will write the letter and send out the certificates.

4.10 OUTSTANDING SERVICE AWARD

Margot Bell and Josie Lamothe were officially nominated. More information on the purpose of this award is needed. Executive will speak with members who started this award and get more information. Tabled.

5.0 NEW BUSINESS

5.1 Signing authorities

Tracey and Margot had much difficulty having the signing authorities switched over. Presently, both Margot and Josie have authority and there are no minutes indicating that Doug took office as President last March. The bank needs minutes indicating the change. ***As a note: the minutes from the Spring Meeting need to mention the new executive.***

Motion:

Effective today, the 2000-2001 RLPA Executive grants signing authority to the **President-Elect, Jason Novak of Mt. Royal College**, and the **RLPA Secretary, Tracey Mason** of the University of Alberta. Once a treasurer is elected in March, that person will be added.

Carried

6.0 Adjournment

Meeting adjourned at 4:20 pm.