

**RESIDENCE LIFE PROFESSIONAL ASSOCIATION
FALL ANNUAL EXECUTIVE MEETING
EA3101, Lincoln Park Campus, Mount Royal College
November 14, 2002
10:00 a.m. - 12:00 p.m.**

Present: Sean Hunter, President; Jason Novak, Past-President; Tracey Hunter, President-Elect; Clint Galloway, Conference Chair; Marge Nordin, Treasurer; Jenn Bona, Secretary.

1. CALL TO ORDER: 10:11 a.m.

2. APPROVAL OF AGENDA

MOTION Jason/Tracey
moved that the agenda be approved as presented.

CARRIED

3. APPROVAL OF MINUTES (March 14, 2002)

MOTION Jason/Tracey
moved that the minutes be accepted with the following change: "Joanna" changed to "Johanna"

CARRIED

4. BUSINESS ARISING FROM MINUTES

4.1 **Student Leadership Conference Update**

Clint

70 students and 12 staff were in attendance. Participation was down from last year; feedback indicated that institutional budget cuts and inability to sacrifice the staff were the two main causes. Mostly positive reviews about Goldeye's facilities and food. Varying comments about the accommodations and Harry Potter theme. Keynote (Margot Bell) received rave reviews, as did the group challenges.

Recommendations:

- solidify contracts with three sites (north, south, central) and rotate each year, on the same weekend
- plan Conference for Winter or Spring instead of Fall
- revisit goals of the Conference
- provide delegation fee incentive for submitting a winning proposal
- consider denying admission to institutions that don't submit a program proposal
- bring in professional presenters instead of expecting inexperienced student staff to present
- distribute a package outlining Conference expectations to registrants
- consider extending the Conference Chair position to a two year term
- outgoing Chair should be responsible for booking facility in the Spring
- set up car pools to reduce transportation costs
- organize a focus group to form a vision/mandate for the Conference

4.2 Website

4.2.1 Discussion Groups

Tracey

Tracey will continue to look into this; consider reslife.net on-line chat as a model.

ACTION: Tracey will talk to a website specialist for a recommendation.

4.2.2 Website Manager

Jenn

Suggests that a non-executive member take over the upkeep responsibilities of the RLPA website.

ACTION: Tracey will contact Scott Kelly to get the new password so that she can make the more immediate changes to the RLPA website.

ACTION: Jenn will contact domain server to get specific information about limitations and protocol.

ACTION: Sean will write letter (RLPA letterhead) to domain server to reassign Tracey as the new contact person within the RLPA.

4.2.3 Software

Tracey

Tracey is confident that DreamWeaver is the software needed to manage the website. Proposal will be made to the membership for the RLPA to purchase DreamWeaver in the near future.

4.3 Newsletter

Tracey will continue to send updates via the list serve. Eventually these updates will be added to the list serve.

4.4 Survey

Survey is on-line; although, not everyone can access it. Institutions who completed last year's survey will only need to submit updates rather than redoing the entire survey.

ACTION: Tracey will send out survey via list serve by December 6, 2002 for members to complete or update.

Completed surveys must be returned to Tracey on or before December 20, 2002.

ACTION: Tracey will send out the compilation by January 10, 2003.

4.5 New Professional's Training

4.5.1 Paperclip Workshop

Tracey

There has not been enough interest to justify the cost of a Paperclip workshop.

4.5.2 Other

A discussion was held about the RLPA providing training for members new to the Housing profession. A suggestion was made to encourage new staff to attend the NWACUHO Conference by subsidizing the cost of the trip and/or delegate fees. It was recommended that members in the field for 3 years would be awarded the same benefit but must present at the Conference and contribute to the RLPA newsletter with a report

on the Conference. Hosting an RLPA orientation for new professionals was another idea brought forward. A reminder was given to include training for the Managers as we tend to focus on Residence Life.

4.6 Presentation of Josie Lamothe RESP

Sean

Sean contacted Josie's husband and made him aware of the RESP and RLPA award named in her honour; he was very touched by the sentiment.

ACTION: Tracey and Sean will travel to Ft. McMurray during the week of December 9-13, 2002 to present a letter and cheque to Josie's husband.

4.7 Non-profit Status

It was decided that the executive will meet in Red Deer at 10 a.m. on January 13, 2003 to work through the necessary steps to becoming a non-profit association.

ACTION: Jason will get workbook from Stephanie by December 13, 2002, photocopy necessary information for the Executive and distribute it by December 20, 2002.

ACTION: Each member of the Executive will familiarize themselves with the RLPA Constitution as well as the non-profit information, on their own, before the January meeting.

ACTION: Jason will contact "Mike" and find out if he is available to meet with us in Red Deer to train us in becoming a non-profit organization.

4.8 Constitution Updates

Proposed changes will be tabled until the Executive meeting in January. Members of the executive are expected to have any recommended changes to the Constitution forwarded to Jenn before the January meeting.

5. NEW BUSINESS

5.1 New Treasurer

Sean

Welcome to the Executive, Marge! Marge has agreed to maintain her position as Treasurer until March 2005.

5.2 Membership Inquiries

Jenn

Membership inquiries will be forwarded to Jenn, who will send out information package and pass along the information to Marge so that she can process the invoices.

5.3 Best of the West Winners

Jenn

The \$500 awarded to the winners must be used to attend a Housing Conference.

5.4 RHAWC

Tracey

The first annual "Residence Hall Affiliation of Western Canada" Conference is being hosted by the University of Alberta on January 17-19, 2003. 200-300 delegates are expected. All Conference activities are on the U of A campus. Late registration deadline is November 25, 2002.

RHAWC has requested financial support from the RLPA. Their request will be considered by the membership in attendance at the General Meeting.

5.5 Spring Meeting

Location and date is to be decided at the General meeting.

5.6 Other

- Sean tested the software, Conference Programmer (Seattle Technologies Group) designed to meet the needs of a Summer Conferencing operation. He felt it was a strong product and reasonably priced at \$10,000 (U.S.). Any interested Managers can contact Sean to set up a net meeting with the company.
- 14 institutions, 27 members have indicated that they will be attending today's General Meeting.

6. ADJOURNMENT

Meeting adjourned at 12:07 p.m. by Marge and Clint.