

**Residence Life Professional Association
Executive Meeting
Map Room, Lister Hall, University of Alberta
10:00 am – 12:00 pm, March 15, 2002**

AGENDA

1. Call to Order 10:27 am.

2. Approval of Agenda

Jason Novak, President; Sean Hunter, President-elect; Joanna Waggott; Conference Chair; Stephanie Hlady, Treasurer; Doug Wagstaff, Past-President; Tracey Mason, Secretary.

3. Approval of Executive minutes from November 2001.

- Change year to 2002. **CARRIED**

4. Business Arising from Minutes

4.1 Survey

Sean

It was late getting out. It went well. About the same number of institutions participated. U of A's is getting too big to add with the others, so it was given as a separate document. U of Cs got lost-Joanna. Suggestions- Next year, send out this year's to the institutions and have them just make changes to it.

4.2 Newsletter

Sean

There were submissions from U of A and Medicine Hat. Doug suggests the executive throw in article about this meeting and the new executive.
Jason- is this a worthwhile endeavour? It is a lot of work and what should the executive do if the executive is not getting enough contributions.
Stephanie- e-mail update for ACHUO-I. If the newsletter editor is relying on the membership for articles and it's not happening. The executive could just send out stuff on the list serve and the website.
Doug- The basic information the executive want is on the website.
Tracey- I would like to see the list serve and the website used more. The executive can add a counter to it and monitor the activity.
Sean- Can the executive add more discussion groups to the website.
Tracey- The executive could ask the U of A IT group to see if the newsgroups can be set-up

ACTION: Tracey to look into setting up Discussion Groups for RLPA.

No decision on whether to keep newsletter or not.

4.3 Student Conference Update
No update

Joanna

4.4 Constitution Update
Stephanie
In November, the executive decided to pursue non-profit status, and the executive needed to update constitution and bylaws. The executive has to meet a certain standard. Stephanie did that and made some decisions on it and it needs to be approved by executive. Before it goes to executive, someone needs to look at this and review it first. They then can be approved by new executive and then approved by membership. The executive can aim for approving in November. The executive then applies and the executive takes a workshop. Stephanie recommends the executive take this because it'll help us deal with some of our reoccurring issues (budget, mission, executive evaluations, etc.)
Doug- what is the biggest advantage?
Stephanie- it makes us more accountable and moving a bit more ahead as an organization. Liability with the student conference. The executive can get GST back and apply for charitable status and applying for grants to hire students.

4.5 Office Staff PD
Joanna
Renamed "Administrative Staff Development". Joanna passed out pamphlets outlining the upcoming event being held at the U of C. Topics include; managing balance, dealing with difficult customers, children component. Waiting to hear about a grant to afford the keynote, Ken Larson. Presented budget. What will the RLPA pay for and subsidize.
Jason- NWACUHO gave us money for the last PD Day and the executive can ask them again. The executive can do a gear exchange.
Joanna- The executive wants the administrative staff to feel important. Can the executive have NWACUHO and RLPA split the costs?

Motion: The RLPA will submit a proposal to NWACUHO to cover half of the PD costs.

Joanna- RLPA can promote this to other institutions.
Doug- Johanna can charge non-member fee.
Stephanie- I have a problem with that because the RLPA has not have non-members pay more for our other events in the past.
Jason- we should start doing this, as it is another benefit to our membership.
Jason- the executive needs to make it a priority to have our staff attend this.
Joanna- once details are ironed out, I'll send these out next week to the membership.
Stephanie- does the executive want to set it up like the Student Conference and have people send money to me?
Johanna- No need to do that, the U of C will collect and send to Stephanie.

Motion: The RLPA will contribute \$500 towards this initiative.

4.6 Josie Lamothe memorial RESP

Stephanie- \$250 collected to date. It's ready for us to do something with it. Since it's only 4 people, can the executive keep it open it up for a bit longer.

Sean- The executive can keep adding to it up to \$4,000 and we just need Steven's (Josie's son) social insurance number.

Jason- should we invite the Lamothe family to something that would be significant?

Sean- I can bring it up to them in Keyano and present it there.

ACTION: The executive will keep thinking about how to present the RESP to the Lamothe family.

ACTION: Sean will get Steven's Social Insurance Number.

4.7 New Professional's Training

Johanna

Jo thanked Stephanie for offering to present. Only 6 people could attend. Maybe people can't add the extra day. I think we should be continuing this and look at a separate day in the year. Paperclip is offering the Training Workshops; maybe the executive can do that?

Tracey- U of A is interested in hosting and looking into this Paperclip workshop.

ACTION: Tracey and Jo are going to work on this and get more information about the Paperclip workshop.

Sean- Where is the new professional manual?

Tracey- NWACUHO does it.

Jason- they are working on it.

5. New Business

5.1 Outstanding Service Award

Jason

Now renamed as the Josie Lamothe Outstanding Service Award.

Jason- The only nomination was one for a group: The NWACUHO host committee.

5.2 RLPA Leadership Society

Jason

The nominations are due tomorrow with some leeway. Jason will collect and do the certificates, then send them to Sean, the President and he will do a letter.

The deadline is April before students leave.

ACTION: Jason collects nominations and produces the certificate. He then sends them to Sean who will write the letter and mail them out to institutions before the middle of April.

5.3 Constitutional Amendments

No updates

Sean- should the executive develop a new mission? How? After the executive have approved changes and/or new mission, the executive have to bring it to the membership.

Jason- Let's plan a mission-building session for the next meeting.

5.4 PD Workshop

Jason

We need a motion to approve spending money on this meeting and Barb Robbin's PD.

Motion: That the RLPA will pay \$900 to cover costs for Barb Robbin's PD.

5.5 Newsletter

No update

5.6 The Website

Tracey

Haven't been able to do many updates.

Stephanie- should the executive put this under an executive's portfolio?

Sean- when the executive has non-profit status then we'll be able to hire people?

It makes sense to add this to the Secretary tasks.

Tracey- the executive also needs to add the list serve upkeep to the job description.

ACTION: Responsibility for the List-serve and Website will be added to the Secretary position.

5.7 Elections of Officers

Doug

The executive has standing nominations from the U of A. There will be nominations from the floor. Discussion on nominations and electoral vote.

If there is a tie, the president will cast the deciding vote. His vote will be cast when the others are and kept on the side, only to be used when there is a tie.

If there are three candidates and two are tied, there will be a re-vote with the third dropped.

ACTION: Add changes to voting to the Constitution.

6. Adjournment

12:07 pm