RLPA Executive Meeting Minutes

Wednesday May 14, 2003

President	Tracey Mason - University of Alberta	Present
Past-President	Sean Hunter - Lakeland College	Present
President-Elect	Sylvia Cholodnuik - University of Saskatchewan	Absent
Treasurer	Marge Nordin - University of Lethbridge	Absent
Secretary	Neil Buddel - University of Alberta	Present
Conference Chairs Elect	Alicia Wright - University of Calgary Camille McFarlane - University of Calgary	Present
Conference Chair	Clint Galloway - University of Alberta	Present

Group Norms and Goals

Sean: Would like to see the RLPA achieve non-profit society status.

Clint: Build on what he's learned with conference last year to improve it and work towards a great conference. Be very purposeful so that students gain something from it; take at least one new thing from conference. Increase programs at the conference; encourage student staff and professional staff to contribute programs.

Camille: Encourage staff and professional programs and to learn about conference to make it successful.

Joel: Lot of good institutions in USA and to liase with them so that we can learn from them and also contribute to them. NWACUHO website went under quite an overhaul with quite a few good resources (student affairs development, construction, etc). NWACUHO president wants to support local organizations via funding. Quite a few conferences to utilize and opportunities. We, the RLPA, have some good best practices (program recognition, conference), to show.

Neil: Overhaul the website to increase communication and simply keep the membership informed about what is going on.

Tracey: Spend time to develop position and record what our positions do so that there is learning passed on to the next position. I have pulled together an idea of roles based on previous experience and wants everyone to build on that during the year. Hope that our experience here is a good one and that we have fun. Take the association to society status to acquire funding and hire students. Want to ensure that tasks get done and that the membership is active in the efforts and projects of the RLPA. Personally wants to learn more about taking a chair role.

Alesha: Wants to concentrate on programming and make a good program for the conference. Encourage membership to get involved in multiple ways.

Position Roles and Responsibilities

Exec Binders

- Most of us have a general idea of what are roles are and Tracey created portfolio specific binders to organize the exec portfolios
- No one was recording information previously and therefore quite a lot of learning has been lost
    - TASK: Exec members should use these binders to keep an accurate record of their role so that it can be passed on to others
    - TASK: Create a central spot to keep 'templates' and other knowledge; perhaps the website
    - TASK: NWACUHO rep and Conference Chair Elect should have binders as well

Direction

- Aim to have more exec meetings like this so that we can really direct the organization
- The move to society status will help with our purpose
- The constitution has been updated since the last meeting, but we may as well wait until the Nov meeting where we will have a lot of changes as a result of the society status.

Application for Society Status

History

- Essentially there was a recommendation to look into this and apply to grants, however, we couldn't apply for grants as we didn't have the status. With everyone leaving there hasn't been any follow through.

Current Process

- Currently have an information package on how to become a society. We have quite a bit of the stuff on the go already and just have to make sure that some other things are included in our bylaws
- There is a checklist of a bunch of things to do and we need to register our name and they should have any problems with our name and pay the $50 fee and the yearly fee of $8.
- One of the things is to check off all the objectives and we will need to add ours and will need 5 signatures to become a society
- Need to change terms; Exec change to Board of Directors.

- Would be able to apply for grants (the conference), borrow money, get GST rebates, and acquire real estate, however the main benefit is liability

    - TASK: Form a smaller committee to go through the consitution to make the changes and bring them to the November meeting to make various motions.
        - Interested people: Neil, Joel, Tracey, Sean
    - TASL: See if we need training as a Board; the treasurer may especially require training.

Liability

- Need to look at directors insurance and liability so that signed officers are not fully responsible for the organization.
    - TASK: There is a section in the society guide about liability but we'll definitely have to look into it; Stephanie said it would be advantageous to remove the board from liability

Conference Planning

Location

- Went to tour 3 camps in the Southern of Alberta to continue with the 3 year cycle (albertacamping.com). Chose the Rocky Mountain YMCA since it's a great quality facility. Have a variety of accommodations, even tepees, for us and separate accommodations for the pro staff. Team building activities (rock climbing, etc), to access.
- Great facility as it's fairly close to the southern schools to attend. Perhaps some of the northern schools could billet with UofA or UofC to break down the journey a bit more.

Goal

- Important for delegates to learn from the sessions but to also learn about team building and build networks from other institutions. Hopefully in Nov, people will concentrate more on networking.
- Seek some sort of sponsorship for giveaways so that each delegate can get a binder and get a collection of some goods.
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Process

- The 3 will work together with session programs, budgeting, communication, volunteers.

Budget

- This is a cost recovery event. We've made a bit of money in the past and should perhaps put a line in the budget to help fund the conference.

- It can be managed to break even, but we could manage to put aside a bit of money to help out the conference.
    - TASK: Consult membership about putting aside money for the conference with the meeting in November so that the conference committee could rely on money from the association.
    - TASK: Look into an electronic vote to acquire the money as November may be too late
    - TASK: Ensure that the refund policy is very clear.

Delegate Code of Conduct

- Currently have a waiver with behaviour and can add other notes to that. Traditionally the conference has been quite a bit laid back with some rivalry, but it seems to be escalated and should be kept in check
- There were some damages at the last conference
- The conference has come a long way and we should raise the expectation of the delegates (i.e. we were serving alcohol at least 5 years ago).
- Somehow put together some new traditions and challenge them to do other 'rival' types of events (cheers, flags, etc).
    - TASK: Put together a flyer of what behavioural expectations and perhaps include this in the call for programs

Proposed date is October 31st to Nov 2nd.

Website

Reconstruct

- Have an opportunity for reconstruction and are looking for ideas for how we would ideally like the site to look
    - Consistent theme colours
    - Archives
    - FAQs
    - Leadership Society
    - Admin PD
    - Professional Sites
    - Resources
    - Facilities
    - Calendar
    - Membership
    - Discussion Board
    - Invite to join listserv
    - Surveys
    - Student Leadership Conference
    - Program Recognition
    - Minutes

    - Forms
    - Look at other websites (i.e. NWACUHO)

Admin PD

Overview

- Approached admin staff at UofA to put this on. A HC was very interested but has now been a bit overwhelmed so Neil and Tracey have put it together.
- June 19th start with Wine and Cheese. June 20th all day sessions. Lorne talk about communication and how we overwhelm them with communication. Fran from UofA will talk about managing change. Two workshops so far and then do roundtables.
- Neil and Tracey will get things ready and will get the admin staff to run it. We will send out info for registration by early next week. People can stay at Lister (dorm) and we will send info for alternate accommodations if people don't want dorm living.
- Thanks to UofC for all of their documentation. Need to look to see who's portfolio the Admin PD will fall under. It's hard for admin staff to pull this off at that time.
- Dean of students office is interested in sending admin people as well.
- NWACUHO gave $200 American to help this. They were concerned that there was no response as to where the money went. Want a response (newletter) to show what the conference was about and where money was spent
    - TASK: Send information about the session and a THANK YOU card

Exclusion from RTA

History

- Dima initiated this and tried to get students to help sign on this
- Did we follow up with the institutions in BC, Patty and Helen – BC rep,
- Glencie gave a name about the ASSC rep to have student services upper admin support this

Plan

- Review this and get support from student associations, RHAWC, are we under the same area as nursing homes, we should put together an information package to educate people and gain support – especially from the students
    - TASK: Look at membership and see who is interested and then each person can take a task (Glenice, John);
    - TASK: Talk to RHAWC so that we can show students all the safe guards in place for students.

    - TASK: Joel to contact Patty at UBC

Program Recognition

- Some people have got back to Alesha, but not many. Please encourage people to get back to her before she puts book together. Wants a broad perspective from staff so that there is a balance of institutions.
- Will also give out certificates for people and then put submissions online.
- 3 programs per RC for the year so that this resource can be put together. Pick out best. Alesha would just like programs…SO SEND ☺
    - TASK: Consult staff and submit
- Book should hopefully be done for beginning of July
- Categories:
    - Educational
    - Community Building
    - Passive

NWACUHO

Update

- Joel just back from Seattle. Oregon state had to initiate a mid-year tuition increase (FYI)
- The conference provided more info about what's happening in Vancouver, Feb 15-17. At a really nice resort ($85/night); right by the airport and great facilities. Transportation would be great for us. Content should be strong and are looking at 4 different keynotes. Martha – president of UBC, pres of Westjet, and two others that will cater to personal growth of professionals. Will hopefully cater to some of the smaller schools due to the cost.
- Next newsletter will come out in October. If you have position announcement or information for the institution, Joel would love to facilitate that for you in the Alberta section of the newsletters. Talked about RLPA and various programs that we do.
- Linda Ambergee, resigned as past-president. A bunch of things have come up regarding SARS. Talk about Canadian reaction to SARS and what is happening.
- Talked about possibility of a mid-level institute for mid-level professionals (AD crowd). Bring in CHOs for professional development for mid-level professionals. Are we still interested in going – would be an extra day in Vancouver
- After Vancouver Oregon state University will be hosting NWACUHO Feb 20th-ish
- Next student leader conference NEWARLIC
    - Will be at U of Idaho

    - Jan 30-Feb 1 2004
    - Conference proposal looks very impressive

- They are going through a lot of the same things we are. Positions and website were not established and retaining board members.
- Excitement about joint conference and will likely look to do that again.
- 3 conferences away will be held again in Alberta – perhaps UofC
    - TASK: Joel to check which RLPA members are also NWACUHO

Other

November Meeting

- Hosting November meeting at Olds College and Doug is very happy to host and I will get dates.
- Because we had this meeting (exec meeting), and will hopefully continue this, we will do a quick overview before the general meeting and not need a full blown executive meeting so that we can do some other things. Will help when we are coming in with our delegation so that others aren't stuck shopping.
    - TASK: Marge, have you received Old's Student Leadership Conference Fees.
    - TASK: Marge to submit financial update.

SARS

- Conference services is dealing with this at UofC, as is Res Life.
- Had a student that was working in Singapore.
- UofC policy is that you cannot enter campus until 10 days after and must undergo questions to ensure that there is no suspicion of SARS; if in an infected region.
- Need to put out information about what to do if you experience certain symptoms. Admission for conferences have been asking questions if they know where the people have been from.
- Housing Coordinators at UofA are getting requests to not have Asian roommates.
- Lakehand had an existing policy and have added to that. A lot of this is covered under regional medical officer to regulate. Will also send out more educational information about SARS.
- Institutions need to communicate educational information about how SARS is not lethal and the survival rate.
- Social norming conference was postponed until June due to the SARS scare in Toronto
- UofC and Lethbridge have banned travel to Toronto for business.

Leadership Society

- Sean has the letters for the leadership society for Tracey to sign.
- Should we start getting photos and little bios to see where people have gone so that when we click on the name a bio will come up.
- Take names and contact Alumni associations to contact a certain person to acquire the information.
    - TASK: Ask individual institutions to do this and then email Sean with the information.

Leadership Course

- Sean talked with VP academic, about developing a leadership course for perspective university VPs to take. Will find out more information and bring back to group.