# RLPA Executive Meeting

Friday July 16, 2004

**Attendance:**
Janet Athanasiou, Randy Maus, Tracey Mason, Neil Buddel, Marge Nordin, Sylvia Cholodnuik

**Review**
Started doing summer meeting to get group together and see where we want to go for the year.

## Review of Mission Statement

- Brochure and Bylaws Purposes are different
- **Bylaws and Brochure say the same thing but Bylaws are more eloquent so incorporate this into our Brochure. (Neil)**
- Question of Article 3. Perhaps just end at post-secondary institutions
- **Revisit latter with membership at AGM (Neil)**

## Review of Meeting Structure

- Structure meetings to be different
- Perhaps FBM to focus on professional development and AGM to focus on business
- Long time lag to focus all business in one meeting
- Just conference reports at one of the meetings (AGM)
- Get membership to view website more to see what is coming up (i.e. conferences). This would save a lot of time at the meetings
- Record who went to the meetings and who said what so that they can be contacted
- AGM is probably the better meeting to focus on for attendance
- Still have a FBM but focus more on professional development vs. 'meeting'
- **Change above in communication (Neil)**
- Professional development should be organized by a committee of the executive who will need to ask board for money (will be discussed later)

## Financial Update

- $13,011.40 is the balance
- Meeting should be cost recovery. RLPA pays the wine & cheese, the speaker, and the gift for the speaker
- Marge has a full breakdown of the cost of the AGM (meals, etc)
- **We should draw up a budget for hosting the meetings which can serve as a guideline for being a host (Janet, Tracey, & Marge).**

- **Should get this together by mid-September**
- Institutions should cover the cost of attendees as not all RLPA members can attend and therefore the RLPA should not necessarily pay
- Discussion about the RLPA compensating travelers for meetings
- **Should the RLPA help compensate school attendance from far away or how can we help members attend. Bring this up at FBM (Neil)**

- Fees collected are $1150 to date (waiting to hear from Augustana, Fairview, Concordia, UofC)
- Amalgamations will have an impact on our residences
- **Go after GMC (Tracey)**
- Marge has been talking to other institutions regarding their membership and will continue to contact them
- Will be easy to just have signing authority remain the same for this year

- The majority of the RLPA budget usually goes to PD, and this committee concentrating in this area will most likely start to spend this more (i.e. budget $1000 to PD)

## RLPA Conference

- Committee is getting smaller (Janet, Zoe, Tim, Rob)
- Things are going well
- September 24th to 26th
- Theme: Residence Life: Just Live It!
- Location: Camp Health, Hope, and Happiness
- Minutes should be out soon
- Committee is meeting next week to put together the conference package so that it can be included in staff training
- RLPA doesn't allocate money and the conference should break-even for the most part. We could pay for specific items (i.e. best of the west registrant to RHAWC, spirit award)
- The Board should see the budget beforehand
- Recognize that the conference may not always come out in the black. Look at increasing fees or have the RLPA put money into the conference
- Insurance: Once contract is signed with camp each institution should contract their risk management to ensure they have their own insurance.
- **Every institution should look into their own institutions situation and contact Janet to acquire the needed information to satisfy risk management requirements**.

## Membership Letters

- **Welcome/Welcome Back letters and a brochure (pdf) will be sent from Marge to institutions along with their receipts**

- **Marge will give a list of all membership institutions to be updated in the directory**
- **Neil will send an information package (letter and brochure) to institutions that are not members**
- All correspondence will be electronic
- All letters will ask people to contact the secretary for information and be signed by the president

## Executive Board Insurance

- Sylvia talked to insurance people at UofS
- If we're sued, we would be covered individually through work
- As an organization we can be sued and need insurance for this
- Looking for general and professional liability insurance. They think it will be cost prohibitive for us to do this
- **Tracey will investigate this as the insurance should be situated in AB, due to our society status, and will make this a priority**
- Each one of us should go to our risk management department and see what we need
- **Email what insurance people say to Neil by August 31st who will compile and send this out soon after (Neil)**
- People who become Board members from other institutions should also investigate their regulations

## Committees

- Conference Committee is getting stronger again over the years
- **Conference Committee should put together a communication of what they do, roles, etc (Janet)**
- PD Committee, including members from different institutions, should put this together
- Secretary will continue to do the advertising and send out communication about the whole meeting
- **Approach someone to spearhead this. (Neil will talk to Glenice about involvement)**
- **PD will be at the FALL BUSINESS MEETING ☺ (Neil to change communications)**
- **Awards/Nominations committee to talk initiative for Outstanding Service Award and Board positions (role of Past President – Tracey will recruit a committee) including overcoming barriers to participation**
- Board should also approach people to become involved

## Recruiting

- UofS brought in three people from Ontario and spent quite a bit for recruiting (flights, meals, etc)
- Look for a common way to recruit and save some money
- Perhaps look at a placement exchange that is sponsored by the RLPA
- This works by having most of the cost on the interviewee who attend this conference looking to attain a position out west (institutions also pay a fee)
- Fairly intense
- Interviewees get to meet quite a few institutions. Institutions also get to see people face to face and interview (and even second interview) during the conference
- Run as a cost recovery conference focused on hiring
- Different payment methods
- If candidate is made an offer and accepts – institution fully pays
- If university does not offer – institution pays half
- If candidate declines – institution pays nothing
- **Add to FBM agenda and perhaps establish a committee (Neil)**
- Aim for spring of 2006

## ACUHO-I Affiliation

- xACUHOs are separate independent associations but have affiliation agreements
- ACUHO-I does not get involved in managing the affiliates / no jurisdiction
- The affiliation is to simply support one another; communication, membership information
- Right now we have an affiliation with NWACUHO
- They get a $1000 subsidy from ACUHO-I to attend the conference; affiliates get a lot of perks but there is no membership cost
- Explore the possibility of having an affiliation between the RLPA and ACUHO-I
- It looks like ACUHO-I pays logging and food, travel and registration may have to be paid by the institution
- Tracey will circulate agreement for us to review to see what our benefits may be
- **This should also be added to the FBM agenda (Neil)**

## Online Voting

- Some issues (i.e. conference) may require online voting for urgent matters or if attendance is low at a meeting this could also be beneficial
- We can see what attendance is like at the AGM and decide
- Careful that this does not substitute attendance at the meetings
- **Discuss at FBM (Neil)**

## History of RLPA

- **Send a thank you card to Lorne for his involvement (Sly)**
- Board will review highlights and past to see what else should be included in the history

## SODEXHO

- ACUHO-I's stance on private housing is that if they are going to deliver the same service to students (enhancing student life) it is our responsibility to help them
- The more information we give and the more cooperation is probably positive
- Look at membership directly with the institution. Ask private companies to get membership through the institution
- This way it's an affiliation with the institution (non-profit) vs. a membership with them directly (profit)
- **Discussion to allow membership if it's through their institution and will bring this to FBM (Neil)**