RLPA Fall Business Meeting

November 4, 2004

1. Welcome and call to order

2. Attendance

Joel Lynn – MRC	Lionel	Marg
Tracey Mason – UofA	Sylvia	Sylvia
Janet Athanasiou	Mark	Nancy
Glenice Grover	Alesha	Shane
Tim Siemens	Randy	Cathy Walters
Tom Hannon	Neil Nordin	Kevin O'Connell

3. Approval of Agenda

Mover: Tracey
Second: Janet

4. Approval of Minutes

Mover: Glenys
Second: Nancy

5. Business Arising from Minutes

5.1 Treasurers Report (Marg)

- Balance $13, 512
- Deductions will come as conference bills get paid
- **Those who have not paid for leadership conference or this meeting, please do so, and contact Marg for help if you need it**
- Mail cheques to Marg at UofL in Lethbridge

5.2 NWACUHO Report (Joel)

- Sponsored the student leadership conference ($500)
- Still interested in providing funds if we need, i.e. professional development
- Thank you for contributions to Soundings and it should be received shortly
- If not, it is available online

5.3 Canadian District Rep (Tracey)

- Role to represent Canada
- Has information on 2005 conference workshops (marketing, conferences, etc) – passed out
- Information about joining and becoming a member – passed out
- Association is going through a lot of changes and are seeking to revamp central office

- New branding, perhaps to reflect the international aspect of the organization

5.4 RTA Exemption (Janet, from Dima)

- Was discussed at AGM
- Update that the UARHA at the UofA has begun discussions. Dima has told association that UofA will not pursue without UARHA support
- Support from other institutions?
- Handout providing more detailed information about lobbying the Alberta provincial government to have all residential housing units exempt from the RTA (Residential Tenancies Act)
- Most institutions only have their family housing fall under the RTA
- RTA just opened and closed discussion, so our efforts may not be effective
- Institutions wants to support it, but engaging the RHA would not be conducive to their process as students may not support it
- Institutions seem to have the consensus that they will support the initiative, through their institutions and through the RLPA, but may not include student consultation in their process
- **Dima to present at AGM**

5.5 Admin PD (Neil, from Dima)

- Purpose for staff who are involved in assignments or related property management functions to share information and problem solve together
- The previous conference may have become to “big” and should perhaps be contained to one day
- Outline would be a speaker/session in the morning and the afternoon could be roundtables
- The RLPA supports this proposal but would prefer the date to be in the November instead of May (previous) or September (proposed)
- **Dima to email listserv to elicit help from institutions (Suzie, Joel, Shane, Cathy, and Lionel/Tom have expressed interest) before AGM**
- **Add to AGM agenda where the confirmed plan will be presented (Neil)**

5.6 Staff Development Opportunities (Neil)

- Alesha to coordinate
- Requires us to submit and contribute

5.7 Hosting ACUHO-I (Tracey, from Dima)

- Would like to put in a bid for 2009 to bring the conference to Calgary
- Dima has a detailed package of host responsibilities
    - Do more localized ‘fluffy’ stuff

- Association has a conference committee for registration and provides a lot of help to put it on
- ACUHO-I would like to have the 2010 conference out of North America

Motion: to but a bid into ACUHO-I to host the 2009 conference in Calgary
Second: Cathy Walters

Discussion:

- NWACUHO will also be asking the RLPA to host the conference in Calgary for February 2007. Something to consider.
- Need to acknowledge that we may not all be here. There will be a fair amount of work from the Calgary institutions and need to hear from them
- Representation from this meeting is low
- RLPA can consider putting money into hiring a coordinator to help oversee the organization
- UofC doesn't feel that they have enough information to make a vote now
- **Be interested to hear how Montreal felt about hosting and possibly get information from them (Tracey)**
- Can motion be tabled until AGM?
- If bid has to be in before AGM, perhaps Dima should approach Calgary institutions to get their support. If so, we can look at an electronic vote.

Motion: Tabled to AGM (Neil)

5.8 Survey (Sylvia)

- Tracey is organizing the survey
- Has many pages and need to tab
- If you've never participated you can do it electronically
- If you have participated, it must be done on hard copy by simply making changes in red and then submitted to Sly
- **All Institutions - December 10th information is due**

5.9 Conference Report (Janet)

- Oct 14-16 at Goldeye (Nordegg)
- Numbers appear to be going down over the years
- Should we do something about numbers?
- Budget is a large factor
- Timing is another large factor – i.e. Halloween weekend
- This year it was a bit early for September – mid-October seems best
- Tension between purpose of conference as a conference and training for institutions
- Moved from professional presenters and speakers to relying on RA presentations; difficult if they are fresh out of training
- Difficult to share knowledge if students are new

- Difficult for professionals who are organizing the conference and also opening up the residence halls
- Dates are also dictated by availability of camp sites, so perhaps the committee could consider early planning and early booking
- For institutions at a distance, October is better than February. October is also a more logical time for educational investment
- Perhaps easier for institutions to serve as conference chair vs. an individual

6. Elections

6.1 Election of Conference Chair-Elect

- Position to support Chair and pass on learning from organizing

Nomination: Tim Siemens
Mover: Janet
Second: Glenys

Nomination: Cathy Walters
Mover: Randy
Second: Randy

Tim Siemens is the new Conference Chair-Elect

6.2 Election of the NWACUHO Alberta Rep

- Two year term
- Joel's term will expire at the Oregon conference
- Communicate our needs
- Provide content for Soundings
- Key mandates: who are our members? Need to keep smaller colleges involved
- Requires support from your institution: about $500/year of institutional support
- NWACUHO board, will cover accommodation and meals. Travel is not covered
- Time commitment is not very intense
- **Joel will put out on listserv to see who all is interested**
- Email RLPA president
- Do a virtual election
- Perhaps seek financial support from RLPA
- Are we in or out of NWACUHO as it does not represent all RLPA institutions
- Relationship with RLPA is because the president is the best person to nominate a representative

- If members are interested and concerned about money, draft a cost proposal for the RLPA executive to consider
- Another method of funding would be to not go to another conference that you would normally go to
- Benefit to RLPA institutions that are not represented at NWACUHO include issues in higher education, money for the student leadership conference,
- Money over $1000 should be decided at a meeting or by electronic vote

7. New Business

7.1 Compensation for Distance (Neil)

- More delegates, more attendance and networking
- Joel – keep smaller colleges involved
- Kevin – and supporting other institutions
- Do we support using RLPA fees to increase accessibility for institutions to attend
- Accessibility
- If it provides an opportunity for more access, it should be a priority, to be considered as a factor
- Good luck
- **Send to listserv to get more feedback (Neil)**
- Perhaps colleges are highlighted at each meeting and get compensated

Motion: For executive to develop a proposal of options of when and how we can support increasing accessibility for exec meetings, FBM, AGM, student leadership conference (Neil)

Mover: Glenice
Second: Kevin

Motion passed

7.2 Recruitment fair (Janet)

- Idea at exec meeting for RLPA to sponsor a recruitment job and placement fair.
- Institutions that are interested in recruiting for professional roles could participate
- Institutions, and perhaps those interested, can pay a fee for this fair and come and be interviewed by various RLPA institutions
- Can be a money maker, if not, a huge money saver
- Placement exchange may provide an opportunity for more local individuals to seek employment
- Does this impact enough RLPA institutions for it to be an RLPA sponsored event.

- It would be a great service for all institutions who need to recruit
- Status for the RLPA as it would be a substantial service for institutions, whether you need to recruit OR have RA's seeking opportunities
- Need to develop our own professionals
- **Strike a committee to consist of Alesha, Neil, Janet, Sly, Tracey, and Joel**

7.3 ACUHO-I Affiliation (Tracey)

- Make RLPA aware of affiliation agreements with regional association to see if we're interested
- ACUHO-I is a separate organization with mission to support and provide resources to professional housing officers
- All other 'ACUHO's' are SEPARATE functioning organizations that help support smaller geographical regions
- Information exchange is a large part of
- ACUHO-I gives a $1000 subsidy for a professional to go to the conference
- Each affiliation with ACUHO-I is unique
- They will host the website
- Presidents of affiliations would attend the annual conference and attend the regional presidents meeting
- Provide a lot of communication to RLPA president – so even non-ACUHO-I institutions can benefit from the communication through being involved in the RLPA
- ACUHO-I currently recognized OACUHO as the Canadian rep
- New Zealand is a recent affiliation
- Guarantees that the future Canadian District Reps will attend RLPA meetings
- RLPA is an established organization and falls into the category of it's own organization
- **Tracey and Sly will work on the proposal and bring back to group at AGM (Neil)**

7.4 Online Voting (Tracey)

- Already in constitution and may see more

7.5 Membership Criteria (Neil)

- SUDEXO a private company wanting to use
- Job postings is a service to people in the room
- Advertising is a different
- Private company should have a fee to post to listserv
- Like idea of business partners to be involved
- They could be RLPA members in the institution
- Can we have an associate member category where they are not able to vote

- Should keep membership separate and not do it, but job postings would be fine
- Fee should still be considered – advertising costs money in the papers
- If we support, then they'll likely support us in our quest for the betterment of residences
- If they want to become members, let them as we would other members
- SODEXO would also be an organization to help sponsor events

Motion: to allow job postings related to residence to non members
M: Alesha
S: Randy
Carried

7.6 Meeting Schedule Proposal (Sly)

- Focus of professional development at AGM
- **Look at FBM with a meeting and roundtable discussions**
- **AGM could span more time and include the larger speaker**
- FBM look at being a one day commitment
- In most cases, when you're looking at Travel you're taking two days anyway…great to end in afternoon and travel in daytime vs. night
- It's also good to get a break from institutions and have a wine and cheese the night before and look after ourselves
- **Email institutional updates AND have a 2 min discussion at AGM**
- But emails may serve as a reason to not have to attend the AGM
- **FBM and AGM just share upcoming conference dates**
- **Information learned at conference to be added to website**
- Information posted on website could be conference related AND topics of interest
- **This requires a commitment from members to contribute!!!**
- **Agreed to try it and see what happens. Email any contributions to Neil for website and listserv distribution**
- The resource person should also be concluded
- Could also include speaker resources that other institutions could benefit from
- **Developmental Opportunities Resources section on website (Neil)**
- **Conference Learning Section on website (Neil)**

7.7 Committees (Sly)

- Pool a group of people together that could work on professional development
    - Needs assessment
- Help the hosts
- Individual strike a committee and put on the PD for the year
- Mirror the conference chair/conference chair-elect model
- Glenice willing to take on the task with structure

- Conference Chair-Elect also be on that committee and serve as the communication with the executive
- **Something to formalize in the constitution so that it is carried on (Neil)**
- Look at all committees and formalization in the constitution (i.e. selection, how carried out,
- Awards and nomination committee as always had trouble eliciting nominations
- Committee would better serve as a way to select recipients
- **Tracey, as past president, will chair this committee and needs help**
- **Add to past-president portfolio (Neil)**
- Cathy and Mark on student leadership conference committee
- Shane and Randy on awards
- Nancy, Janet, and Glenice on PD Committee

7.8 Auditors (Neil)

- Alesha and Joel and will audit the minutes and financial statements

7.9 Directory Update (Neil)

- **Look online and send updates by December 10th**

7.10 Upcoming Conferences

- NWACUHO Conference February 27th to March 3rd in Corvalis
    - May fly into Eugene to be more cost effective
    - $1500 - $2000 with everything

- ASSC is May 13-16 (2nd week of May) at Mount Royal

- CACUSS is the 3rd week of June at Queen's in Kingston

- Student leadership Conference is Oct 14-16

- RLPA AGM will be at the UofA in March

8. Adjournment

4:05pm