RLPA Executive Minutes

Thursday March 18, 2004

Present: Joel, Tracey, Camille, Janet, Neil
Absent: Sylvia, Marg

1. Society Update

- Societies Act was passed around to review now that we're a society.
- Application and signatures were processed at the UofA as the signatures on the application had to be the same as those on the actual constitution.
- The initial request was denied and we had to make a few changes to include:
    - Powers of the directors
    - How to remove directors
    - How to amend the constitution
    - When the AGM would be held and how members would be notified

- **Tracey** will look into insurance for us regarding upcoming events.
- Perhaps each delegation needs to have insurance for their own delegation

2. Conducting the Election

- Open the floor for any nominations.
- Ask if the candidate accepts the nomination.
- Each institution will case one ballot.
- Tracey will cast a vote initially and this will be used in the case of a tie.
- Sylvia will then become the chair.

3. Conference/Institutional Reports

- Not much new conference information since the last meeting.
- Perhaps make both an agenda item.
- Institutional reports could be circulated electronically BEFORE the meeting for review and can be discussed at the round table.
- **Neil** (and future secretaries) will ask for institutional reports to be circulated for the FBM and all other meetings.
- **Neil** will keep conference reports as an agenda item.

4. Service Award

- Mark C from Augustana was selected
- At the wine and cheese all candidates will be acknowledged by reading their nomination.
- Mark will receive his award the next time he is at the UofA.

5. Administrative PD

- Some of us have taken the lead in the past and it should come from the Admin staff.
- Look to bring in external speakers as well so that staff can look at practices elsewhere.
- Front desk operations could be included as it is an admin or conferencing operation in most institutions.
- Perhaps ask Dima if he would discuss this more at the CHO roundtable.

6. Student Leadership Conference

- Proposal to NWACUHO to ask for money.
- The proposal is due in May and **Camille** will have it ready for April.
- Since we're not asking for support with the Admin PD we can probably ask for the Student Leadership Conference.
- NWACUHO prefers to pay for a certain item, i.e. guest speaker.
- The conference will be Sept 24-26 and will be about $135 to $140 per delegate.