RLPA Executive Meeting Minutes

November 4, 2004

1. Attendance

Janet, Marg, Sly, Tracey, Neil

2. Old Business

2.1 Budget for host committees (Tracey)

- Haven't been able to develop over summer
- Look at drafting responsibilities now to propose to people (task list)
- Host institution should not incur any cost for the event
- Budget for hosting
- Consider that those who host do not pay the fee or pay half
- Paying half makes more sense
- However, the cost is low so no need for reduced cost.
- Host committees will usually save and should be highlighted
    - Transport
    - Accommodations
- **Tracey will oversee (perhaps over lunch)**

2.2 Board Insurance (Tracey)

- Morgex is the only company
- Didn't really understand our needs
- MOST IMPORTANT is insurance for the board for the student leadership conference
- Company needs to be located in Alberta as this is an Alberta-based society
- Every institution's risk management may require a letter from a director saying that participation is supported by the institution
- Convey that it's 'part-and-parcel' of the job; can't just 'milk' an organization but a responsibility to contribute
- Perhaps also look at waivers as they are getting more respected
- Each institution has to bring own insurance for own members
- WE NEED insurance for the directors
- Tracey will follow up for Morgex
- Perhaps just needed for individual events vs. general coverage
- **Tracey will follow up**

2.3 Committees

Professional Development (Neil)

- Membership wants us to spend more money on PD

- **Committee will look at PD sessions for AGM**
- **FBM either prelude to AGM or focus on roundtables**
- Glenys to also consider working with new-professional
    - Chair-elect sit with Glenys to work to find speakers
    - Members at large
    - Telephone or email communication is encouraged ☺
- $1500
    - $500 to speaker (CAD or USD)
    - $1000 for travel and hosting

Conference Committee (Janet)

- Conference happened
- 69 people
- A few practical jokes met with mixed reviews
- Best of the west to Red Deer College
- Conference came in about $278.80 under budget, but awaiting engraving
- **Janet, put together communication of roles and what to do**
- Speaker budget was a bit too high**,** $1500 is probably not reasonable**,** though it was successful
- Next year re-evaluate cost of the speaker
- Broaden membership to include a variety of institutions
- Goldeye (Nordegg) is booked for October 14-16 2005, booked for 100
- Last weekend of September is perhaps a bit too early as there are organization requirements needing to be addressing during busy times
- Also give students a chance to get to know their roles
- **Janet will report at FBM**

Awards/Nominations Committee (Tracey)

- See if anyone from membership is interested
- Start nominations at FBM
- Start nominations for Josie, President-elect, and Secretary

2.4 Admin PD (Dima)

- **Tracey will summarize ACUHO-I**
- **Janet will summarize RTA**
- **Neil will summarize Admin PD**
- **Dima and Darlene propose admin PD for September 2005**
- Darlene has agreed to act as a panellist
- Need to discuss factors inhibiting success- is it supported
    - Funds
    - People

2.5 Meeting Schedule Proposal (Sly)

- Discussed PD focus at Fall Business Meeting
- Look at implementation for FBM 2005
- AGM focus on roundtables and networking

- **Perhaps PD at AGM to focus on attendance and make it worthwhile**
- **FBM could focus more on roundtables, provide some background for AGM**
- If people can only attend 1 RLPA then attend the AGM
- **Perhaps also a PD session for advisors at the student leadership conference (Janet)**
    - Consider number of professionals needed to also supervise the conference
    - Budget requirements to also cater to professional staff
- PD Committee
    - look at intro for FBM and then big at AGM
    - FBM a way to flush out ideas for the AGM

- Institutional reports beneficial but can be long
- Do get participation from members
- **Decision to keep institutional reports only at AGM at the meeting instead of emailing beforehand; however, chair will monitor time (Neil)**
    - Snapshot and 2min max
    - Address anything new or of concern

- Conference reports is another component that can be draining
    - Need for a commitment for members to contribute learning from conferences for website
- Three minute blurbs may not be beneficial for everybody
- Perhaps a report from people on the conference to send to membership
- **Include what conferences are upcoming at the meeting at AGM and FBM (Neil)**
- **Add conference reports to agenda, but just as a reminder to send to web (Neil)**

3. New Business

- Some institutions haven't paid dues (7) but haven't heard back
- (Concordia, Augustana, Fairview, Luther, Portage, College International, University of Great Falls, University of Northern BC, University of Winnipeg)
- Could probably go after U of Manitoba
- Pursue the institutions above to see if they are still interested in participation
- Perhaps tour GMC at the AGM