RLPA EXEC MEETING CONFERENCE CALL
June 2, 2005, 1pm

Present: Sly, Janet, Randy Fines, Randy Maus, Sarah
Regrets: Marge

OLD BUSINESS

1. **Compensation for Distance Task Force Update**
   - **Randy, Janet and Marge** : just a reminder to get going on this

2. **Overall Financial Review**
   - On Randy's "To Do" List for July
   - Make sure all society financials are covered
   - Come up with guidelines for using surplus money, there are lots of ideas for this
   - Books need to be audited once a year
   - **Randy** will check with Glenice to see how this is going
   - Doug and Glenice may also be involved (or we involved then)

3. **Society Inductees**
   - Letters were done and sent out
   - Students were very excited!

4. **Website Update**
   - Neil had plans to update the site in the next few weeks
   - Sarah will be sending out the current directory soon to be updated and will put on website when finished
   - Neil was looking to mentor someone to eventually take over the website management
   - **Sarah** interested and will chat with Neil about learning more

5. **Recruitment Fair**
   - Randy back from OACUHO where he spoke with people who would be potential candidates, and also with employers
   - Candidates were quite interested, even if held outside Ontario
   - Mixed review from employers – some like their processes already in place
   - Is being brought up with the OACUHO exec
   - Needs to be Canada wide to be successful
   - **Randy** will continue to get feedback
   - BC – not opposed, but not necessarily strong interest, like their own system
   - East Coast – people tend to move around out there
   - Suggestion to tie it into a conference
   - Randy in touch with Glen

- Doesn't look like it will happen this spring, but we'll keep updating proposal
- Randy might call more schools
- Janet can call out East

NEW BUSINESS

1. **Property Taxes**
   - For Alberta, it is left up to the cities to decide if University residences are taxed, so cities seem to take advantage of that
   - U of A appeals through courts , and usually get around half of the amount back
   - **Randy** will get vendor information from David Bruch and send it out over listserv to try and save schools some big bucks

2. **Mentoring Professional Staff**
   - Discussed at 2005 Spring AGM – people were supposed to send names of new staff to Sly
   - Mentors and new professionals would touch base throughout year
   - Also opportunities for professional staff to be mentored
   - Try out one system for a year and get feedback
   - Perhaps tie interactions into an AGM – roundtables
   - Opportunities to present together at a conference, talk once a month, help understand organization, etc.
   - **ALL** - Send ideas for guidelines to SLY
   - **Sly** - look into setting up some guidelines and send out to board

3. **Student Leadership Conference Budget**
   - Janet sent it out previous to conference call
   - Looking for the boards approval of budget before she goes ahead
   - Committee appreciation – a bit high? Can be adjusted to afford a nice dinner after conference
   - Case competition includes plaque engraving and prize
   - Awards – plaques, Best in the NW bursary (combined should be lower than what stands)
   - 80 people in attendance may be slightly ambitious, but the weather and early date could have decreased numbers in the past
   - Will be Oct. 14-16 at Goldeye (weekend after Thanksgiving)
   - $1500 for speaker includes transportation, accommodation, and pay
   - **Randy F.** suggests Don Burns and will send info to Janet
   - Native man, reformed alcoholic and drug user – great sense of humour
   - **Janet** – re-work budget and send it to exec to be approved

4. **Size of Executive Board**
    - Current Exec is:
        - Sly (Past President)
        - Randy Maus (President)
        - Randy Fines (President Elect)
        - Marge (Treasurer)
        - Sarah (Secretary)
        - Janet (Conference Chair)
- Discussions came out of compensation for distance
- Larger size is more expensive for travel etc., but keeping it small means more work for less people
- Decided that Tim (conference chair elect) didn't need to join board until fall AGM where he will not have voting rights, but can still attend meetings if the meeting is specific to the conference
- More people are necessary when we consider the different committees; people wont volunteer if we overload them
    - **Decision** to maintain six member board

5. **Survey**
    - **Randy M** to send survey information to Randy F
    - Usually goes out in fall and is easy to do

6. **Senior Student Services**
    - Contacted Randy F
    - Do we have any concerns to bring to their level?
    - Let them look after:
        - property taxes
        - clarify how money coming into prov will affect us
        - Budget challenges – and deferred maintenance
        - Look at issues regarding RTA that Dima brought up at spring AGM (in minutes)
    - Came from ASSC
    - **Randy M** – ask Dima for input
    - **Randy F** – communicate with SSS

7. **Board Member Liability Letter**
    - All Board members should have a letter from their institution acknowledging that they are aware they are on the RLPA board for liability purposes
    - **Randy M & Sarah G** – develop template letter and send out

8. **Host Committee Budget Guidelines**

- In March 3rd minutes
- Host responsibility to look after coordinating rooms and all AV equipment
- Committee or Exec responsible for any speaker or PD (where Glenice comes in)
- Secretary pulls meeting together
- **Randy F** – will work on putting a guideline together to illustrate that it is not an enormous amount of work to host a meeting, hopefully this will encourage people
- Wine and cheese not so successful anymore, consider something new
- Tracey was involved in this
- **Sarah** - Add to Old Business for next meeting

9. Outlining Board Responsibilities

- Board responsibilities – outline what audit includes (part of financial review)
- **Randy, Marge, Janet, Glenice**
- All tied in to financial review

10. Meeting Attendance

- We have the same loyal attendees
- Need to check in with people that haven't/don't come to meetings and see how they're doing, if they might come to meeting
- We don't hear from a third, but they are still paying members
- Sly – did it last year, and found that people are eager to be informed, but can't always make it to the meeting
- We know they're out there!
- **Sarah/ALL** – assign exec each a list of people from the membership to contact and complete by **August 1st**
- **All** – include plug for conference, and mention sharing resources(transportation etc)

NOTE: Aug 1 – deadline for all volunteered/delegated tasks

Next meeting: **Sarah** will set up later in September, and will follow-up with how people's tasks are going

Exec members gone:
22 – 31st Sarah gone
July 18 – Aug 7 Sly
Randy F gone most of August

"Leave less things hanging"

Our new motto!