Board Meeting

March 3, 2005

Attendance

Sly	Janet
Tracey	Neil
Randy	Tim

Old Business

Compensation for Distance

- Tabled based on observation that we are eating away at reserve funds and not sustaining budget
- **Task to look at budget and fees and send out a proposal to membership (Marge, Janet and Randy)**
- Bring in someone from general membership to help (Glenice suggested)

Board Insurance

- Notify institution about participation to ensure coverage through the institution
- Conference will make it a requirement that institutions demonstrate coverage from institutions

Board Responsibilities

- Create a list of Board responsibilities and orientation
- Responsibilities
    - Listserv administration
    - Signing authority
    - Definition of terms
    - Society status – books should be in binder
    - Audits
    - Attendance and participate in meetings; at least two board meetings
    - Board meets independently of meeting
    - Update binders
    - Extra responsibilities can be listed

- Clarify meetings
- **Every person will do this for their own portfolio (ALL)**

Budget for Host Committee

- Will sit down and break down costs
- This is what is covered by RLPA; fees pay for this; and rest would be covered by the institution if desired (i.e. gift bags and transportation)
- **Include implications of cancelling and cost (Tracey)**
- To also include list of Board and who needs to attend what meetings

Constitutional Updates

- Bring to AGM

New Business

Follow up to Society Inductees

- **President elected at AGM is responsible for sending out letters and certificates (Randy)**
- **Send names to Neil for website (Randy)**
- **Change website application (Neil)**

Staff PD

- Dima will bring to AGM

Thank you

- Thank you to Lorne done by Sly
- Thank you to committee members and outgoing board members

Membership Initiatives

Audit Policy

- FBM call auditors to audit
- They have to audit by the AGM and present at AGM
- Compile list of what the auditors should look at to evaluate the minutes and budget
- Budget audit should include handing over all receipts and an itemized budget
- Healthy to have outside auditor every few years and inside auditors other years
- **Previous committee (Randy, Marge and Janet) will look at this review of finances (budget) and auditing – FINANCIAL REVIEW**

Website

- **Neil to update and then mentor others to take over. Tim and Randy are willing to help as well**
- **See if others want to help as well at AGM (Neil)**
- **Change to add new Board names**

Listserv Management

- UofA changed management and new address to email to listserv
- **Add to website (Neil)**

Domain.ca

- We bought the website name and need to ensure that we still have the name
- Put records in secretary binder
- **Neil to look into website hosting**

Departing Executive

- Update and pass on binders

NWACUHO 2007

- Joel, Zoe and Alesha were at the conference
- Alesha from UofC will be the new Alberta rep
- **Joel and Alesha want to know if RLPA will help out with them heading it up. Bring to AGM (Neil)**
- **Tracey to ask Joel what they need from RLPA (i.e. supporting letter)**

Awards

- Two nominations for Board positions; one for President (Randy Fines) and one for Secretary (Sarah Garskey)
- No nominations for Josie's award. Can open up nominations at the meeting
- This year we let it go because we haven't received any nominations
- Orientation at FBM and organization of RLPA
- **Brochures and contact to new professionals (Sly)**
- Need to incorporate and involve new professionals to the organization
- Past president or other person from board can contact the new professionals to welcome to the RLPA and also help mentor people
- Other institutions in Saskatchewan, British Columbia and Manitoba could be a part of RLPA and need to reach them
- **Janet, if provided with list of names, could contact and invite to Student Leadership Conference**
- Student Leadership Conference needs to be more advertised and understood because it is not recognized at NWACUHO
- **At AGM Sly will ask membership about the mentorship program**

ACUHO-I Affiliation

- Letter brought to executive board in January
- New international affiliations are on hold right now because of the struggle about being an international organization
- Nothing personal towards the RLPA as ACUHO-I needs to get some organizational stuff together
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