

Residence Life Professional Association

Executive Meeting

July 25, 2011

Minutes

Present: Chris Fukushima, Tim Siemens, Rob Ford, Clint Galloway, Craig Whitton, and
Laura Terry (recorder)

Absent: Mark Charmbury

Start: 10:50 am

1. Agenda approved with two additions: Survey & Directory update and Upcoming Positions
2. Presidents Report: Chris Fukushima
 - a. U Victoria interested in joining RLPA. They will be added to web directory. Attended Restorative Justice session and have expressed interest in coming to conference.
 - b. Thompson River no longer remains as RLPA member. Craig will remove from directory
 - c. Fall Presenters needed. Craig to put a call out for presenters via webpage.
 - d. Email listserv and let members know that the survey and directory are online.
 - e. Mark Charmbury withdrew position on executive committee
3. Treasurer's Report: Rob Ford
 - a. Spring Meeting budget can be closed. McEwan costs were covered by fees.
 - b. Online Registration was very successful. Like to continue for Fall for ease of use, credit card payment ability, receipts are practically instant, no need to track people down, & positive response from membership.
 - c. Balance of \$17,760.17
 - d. Assets \$3089.17
 - e. We have no receivables; everyone has paid from 2010 year.
 - f. One registration credit still owing to U of A
 - g. Net income of \$214.00
 - h. Now collecting for 2011 membership fees
4. Communications Coordinator's Report: Craig Whitton
 - a. Online payment options were discussed to be used for membership dues as well as conference fees
 - i. Google Shopping Cart: free service with USA server (pretty credible)
 - ii. Purchase a Payment Gateway costs of \$100 per year
 - iii. Check out RBC for payment gateway options (service fees as % or other?)
 - b. LEAD conference needs to be marketed via website. Craig will make up poster once the theme has been determined, date of Oct 21- 23rd.
5. Survey and Directory: Craig Whitton
 - a. Dynamic Directory for RLPA webpage setup is in process and will enable members to be searchable, rather than a PDF list to scroll through

- b. Survey is to be posted on webpage
- 6. LEAD CHAIR – position required
 - a. Brianna McElroy had expressed interest in remaining on LEAD chair. Other names as options were discussed, but since Brianna is co-chair, she should be made the first offer. Executive brainstormed other past committee members to potentially approach to make up this year's committee. May need to solicit help via email to listserv.
 - b. Recommendation to add committee member names in the reports to membership.
 - c. Most pressing decisions for upcoming LEAD conference is the keynote, theme, and SWAG
- 7. ACUHO-I report: Clint Galloway
 - a. Social Media theme, conference was twittered.
 - b. Many member institutions showcased their websites
 - c. Regional reception costs should be negotiated to include cost of food. Food costs were exceptionally high for what was offered.
 - d. Discussions as to where RLPA fits in with the international group. NW-ACUHO was expecting to welcome RLPA. RLPA was with O-ACUHO. We are Canadian, however we do get grant money from NW, meetings are held in AB, and we have AB reps. This is something to think about in regards to future conferences.
 - e. Next location is in Anaheim July 7th. Ask members via list serve into possibility of sharing costs and taking charter bus.
- 8. Fall Business Meeting 2011:
 - a. To be held in Lethbridge November 3-4
 - b. Online payment gateway will be up and running for registrations
 - c. Need to get people excited about making the trek South
 - d. Registration costs need to cover the expenses
- 9. Spring Annual General Meeting:
 - a. Future meeting locations were discussed. U of S interested in hosting but due to constitution, AGM must be held in Alberta. It would have to be a Fall meeting- 1 year from Lethbridge.
 - b. Chris will contact other interests, would like to announce Spring AGM at Fall meeting.
- 10. Next Executive Meeting:
 - a. To be held at 10:00 a.m. before FBM on November 3rd in Lethbridge
 - b. January meeting via phone- Chris or Craig will set it up
- 11. Upcoming Elections: Time to think about who may be interested in filling positions
 - a. LEAD Chair (If Brianna says yes, she is accelerated by a year) require LEAD Chair Elect
 - b. Pres Elect (three year commitment)
 - c. Treasurer (no limitation on how many times current people can be voted in) ;)
 - d. Communications Coordinator (same note as above)

Meeting adjourned 12: 15 p.m.