

Annual General Meeting

1. **Call to order:** 1:03
2. **Introductions:** Everyone introduced themselves
3. **Approval of the Agenda:**
 - a. The agenda was approved with the following amendments: Under new business: special resolution, article 9, and auditor selection. The transfer of Presidency was moved to after the new business rather than before. Motion: Kelly T , 2nd: Greg K
4. **Approval of the Minutes, FBM Nov. 15, 2012:**
 - a. Motion to approve the minutes, Brianna M. 2nd: Tim S
5. **Reports**
 - a. **Treasurer Report-** Rob Ford
Once again, we have made money. We need two volunteers to Audit our financial reports to be sent to renew our society status. Glenda S and Brianna M volunteer. Motion moved by Judy E, 2nd by Jo-Anne W.
The proposed budget was reviewed, and it was noted two items under expenses were misplaced. Office Supplies \$100 and Supplies and Web \$600 will be included.
Current balance of \$23,658.71, after accounts receivables are paid from AGM, New member dues, and LEAD. We will have a balance of \$28,573.71 once received.
Rob moved that the budget be approved as amended. Nicky R 2nd Glenice G.

Discussions regarding ways to spend some of the surplus included running a loss for upcoming AGM FBM and LEAD, especially in light of budget constraints. The way in which we spend money is an executive decision. We could provide opportunities to fund people for travel, hotels, etc. We could waive registration fees, higher caliber PD options, looking into adding the Goldeye ropes course for LEAD, PD for professionals, new professionals, sponsoring 1 student per institution, etc. The executive will discuss this in detail during the summer meeting.

25th Anniversary tie in with NWACUHO is an option to be discussed later. RLPA should not put any money into NWACUHO. RLPA money should benefit RLPA members. Registration for NWACHO is \$350 for members, \$450 for non-members, one day registration is \$200. We must be careful not to blur the lines between RLPA and NWACHO
 - b. **LEAD Report-** Dave Vaughan
Planning for 2014 conference is getting started, contact Dave if you're interested in joining the committee.
 - c. **Communications Coordinator:** Angi Eddy
Facebook link will be sent via list serve. Platform update is being looked at. There is a job posting board on the website, email Angi to post what is going on. Newsletter will be made soon highlighting the AGM so members unable to attend can find out what they missed, including the executive and their roles, summary of the minutes, and presentations. Angi can be contacted for updates, and email a PDF form of the newsletter via list serve.
 - d. **NWACUHO:** Craig Whitton

Craig plans on connecting with Alberta institutions this summer to promote NWACUHO and conference 2014 in Edmonton. The board is expecting a low turnout of 100 attendees. There will be a partner reception. Craig is not out to poach members from RLPA. NWACUHO is heavily American based, and RLPA offers the most value for cost and content. Question asked if SK was part of NW, it is not. SK is a part of AIMHO

e. **Survey Update:** Glenda Staples

Most institutions have submitted, with next Friday as the final deadline. It will then be posted to the list serve. If there are any issues, email Glenda Staples. The biggest changes to the survey are to occupancy, rates, and reporting structures. The RLPA directory will also be sent out and posted online with the survey.

f. **President report:** Clint Galloway

The deadline for Society Status renewal was in January but we have a year to get it submitted.

Selkirk and BCIT have just become new members.

Property tax paper to lobby the government for excluding residences from paying property taxes was given to the ASSC VPs to take to the province. This will not be taken higher to the province at this time.

Within the next 12 months Clint will be conducting a needs assessment survey of the membership including, survey value, communication methods, value for individual memberships, new members, CHOs, etc.

Question went to the members if they think the survey is valuable.

Glenice G- rental rates, property tax, RA stipends, occupancy, insurance, are valuable.

Feelings that the survey is bigger than it needs to be.

Judy E- finds it useful

Jim F-likes the survey and it is very helpful for new staff.

Craig W- Google docs could be a useful format tool

Stephanie W- there is an email me form, automatically puts answers into excel.

Chris D- are there other questions to add. Perhaps consider department specific updating, and the ability to see current content, but also context overtime as well.

Glenice G cautioned to keep it simple w/ varying capabilities of members.

Clint G- Quantitative survey questions seem to be more beneficial. The qualitative questions are usually the ones that are sent via list serve. The Communications

Coordinator will be looking into creating a template form for list serve questions to include the responses in an online results document.

6. Elections

Nominations previously brought forward to the executive were announced and members were asked for further nominations from the floor

a. Secretary- 2 year term

Laura Terry let her name stand for a second term. No other nominations from the floor. Glenice made motion to cease the nominations, Rob seconded the motion. Laura Terry was elected by acclamation.

b. President Elect- 3 year term

Steve Brodrick sent a letter of intent to be nominated in his absence.

Judy Eyben was nominated by Glenice, Seconded by Jo-Anne.

Rob made motion to cease the nominations, Craig seconded the motion. Judy Eyben elected

7. New Business

a. **Awards:** Chris F

a.i. RLPA Leadership Society

- 39 nominations, certificates were handed out
- a.ii. New Professional Award winner is Angela Chapel- Augustana
The nomination letter was read by Rob.
 - a.iii. Jose Lamothe Award winner is Chris Fukushima
Nomination letter read by Craig

b. **RLPA 2014**

We have been discussing hosting the spring 2014 AGM in line with NWACUHO in February. CHO conference is also looking to host prior to NWACUHO. Glenice recommends keeping the length of time away from work at conferences in mind, it may be too much. CHO conference tends to be held on the Thursday/ Friday. The schedule the exec has considered is having our AGM on the Sunday morning, prior to NWACUHO registration and welcome. We will need to determine if we can get meeting space and rooms at West Ed, prior to the conference. Maybe we can get group rate, as part of NWACUHO. This will need to be determined by Craig to report back. More discussions followed regarding having our Alberta reception become an RLPA receptions. We need to ensure we are not crossing any boundaries. We have members in BC that would have their BC reception at the same time. Perhaps an open, “friends of RLPA” reception. Craig will look into any political boundaries.

c. **Special resolution**

RLPA bylaws state the AGM is to be held annually in March, in Alberta. The bylaws will be amended from:

“Article 1: The official annual general meeting will occur at the annual general meeting of the Association. The time and place of the annual general meeting shall be communicated at least 30 days in advance to the membership via the Association listserv by the Secretary of the Association. The annual general meeting is to be held annually **in March** and must be in the province of Alberta.”

Change to:

“Article 1: The official annual general meeting will occur at the annual general meeting of the Association. The time and place of the annual general meeting shall be communicated at least 30 days in advance to the membership via the Association listserv by the Secretary of the Association. The annual general meeting is to be held annually, **no earlier than January 1st and no later than April 30th** in the province of Alberta.”

Judy made the motion to amend RLPA bylaws, Glenice seconded. All members were in favor, no one opposed.

d. **RLPA Bylaw XI: Elections, Article 9**

Article 9 was read to the members. The executive is asking to add the word “consecutive”.

Currently reads:

“No member may serve as an elected Director more than two full terms in any one office.”

Change to:

“No member may serve as an elected Director more than two full **consecutive** terms in any one office.”

Nicky R. made the motion to add the word consecutive, Chris D. seconded. All members were in favor, no one opposed.

10. **Transfer of Presidency**

Clint Galloway transferred the presidency to Glenda Staples

11. **Upcoming Conferences**

- a. NWACUHO Edmonton 2014 Feb. 9-12
North West Association of Colleges & University Housing Officers

- What to expect? Vendor exposure, interest sessions, keynote speakers
- b. ASSC Lakeland 2013 May 14-17
Alberta Student Services Conference
What to expect? Concurrent interest sessions, and keynote speakers.
- c. Power of 1 Conference, Boise Apr 26-28
What to expect? LGBT and Ally student leadership conference
- d. NASPA May 26- 31
Student Affairs Administrators in Higher Ed
What to expect? 5000+ attendees. Counseling, mental health, residence, etc interest sessions (which are mostly American based). NASPA.org
- e. CACUSS Montreal, June 17-20
Canadian Association of College & University Student Services
- f. ACUHO-I Minneapolis Jun 15-18
Association of College & University Housing Officers- International

12. Roundtable Discussions

- a. **Budget**
McEwan- hiring freeze across the board
Lakeland- positions are on hold
Red Deer- on hold
SAIT- re-evaluating, nothing official
Medicine Hat- still hiring as usual
Augustana- still hiring
U of A- haven't heard, RA offers are out
U of C- haven't heard, staff are hired
- b. **New Professional Training-** Chris Daberer
Chris D. will report back to RLPA what he does, res coordinator training needs improving. OACUHO runs a program online with ACUHO-I. Chris is looking at professional standards, ethics, and creating a curriculum for a student development program.
Craig- NWACUHO has a new professional task force, Look into finding a new professional stream of first Friday webinars to watch as part of training. There is not much Canadian content...yet. It is a goal of Craig's to move toward establishing a new professional stream.
Judy- maybe something could be offered pre-RLPA conference rather than finding time at the LEAD conference.
Chris D. would like to work with Laura H and Nicky R. would also like to help develop something, finding balance between the individual institution and the RLPA collective.
Clint believes that the timing of LEAD is not ideal, summer training is the best time. There may also be ACPA funding options available.
Craig- training should not be too theory laden, but balanced with skills
- c. **RLPA travel options-** Craig
With shrinking budgets it may be a good idea to pool travel resources. Craig will look into pricing a charter plane or bus. Concerns would be risk assessment, institutional policy restrictions, cost, how to facilitate. Craig will do some research and share his results via listserv. Also, with shrinking budgets, virtual conference attendance may be necessary. We need to determine hosting institutions IT department what they have in place and how much notice they need to allow for virtual meetings.
- d. **Conference Services model-** Clint
Question to attendees how their conference services operate, are budgets separate or together?
U of A- not tied to the res budget, but tied to ancillary services. Conferencing runs the front desk all year. There is conflict when they bring in RAs early for training. Setting deadlines
SAIT- two conference services meeting rooms that are run through the res office. Res rooms and staff run by conference coordinator with million dollar summer revenue. Run at 90% during the school year and make up the rest with conferencing.

Red Deer- conferencing is all run through Residence. Recently hired a continuing Ed person to help with conferencing. Scheduling handles campus room bookings. Residence handles res.

Lakeland- conference services rents rooms

U of C- Res not running with the start of Hotel Alma. They use two residence buildings May 15-Aug 15. Budget goes to ancillary services.

Mount Royal- Res oversees summer conferencing, cleaning, etc. Conferencing services only looks after non-res rooms.

Keyano- Students in all year except for 1 month. No conferencing

Augustana- Rob does it all. Revenue goes into Ancillary operations (food, conferencing, parking)

Medicine Hat- like Mount Royal, campus bookings are separate. Money all goes back to residence

Lethbridge College- Residence runs summer conferencing and gets the revenue. Scheduling office books other campus rooms and two res meeting rooms.

SAIT-has some new initiatives. Denny's in the lobby, so they have a bed and breakfast deal. Stay and go ... to a football game. Marketing promoted through the Stampeders and advertised on Kijiji.

Summer hotel programs? McEwan: star res, Lethbridge College: DSC (which is not good).

e. **RA recruitment-** Nicky

How do other institutions promote/ recruit RA staff.

Brianna- went on campus and talked to students

Kyle R- Res leadership council, social media

Craig- RAs manage recruitment campaigns

Brianna- December RLCs talk to RAs and personally send a letter to encourage them to apply.

SAIT hires first year residents to the "Res Crew" since they only stay 2 years.

Chris F. lots of retention, get RAs to identify 3-5 leaders in their group.

Chris D. – they get 250 applications via online submissions. Got rid of the reference form to make it easier to complete. They recruit grad students.

Angi- Peer support centre and campus WORKS advertises w/ other campus involvement.

Jo-Anne- RAs encourage some, word of mouth.

f. **Move-out procedures-** Clint

Cleaning issues are a challenge with differing move out dates.

Craig had an idea to possibly charge damage deposit plus in advance cleaning charge

SAIT- understanding of expectations is key. Take photos of empty clean unit to have a visual of the standard, with move out guide.

Chris- RAs do a pre-inspection and they know what to do beforehand. They cook move-out times for checks.

Clint- check out appointments are made, but looking more for damages than cleaning.

Brianna- Room checks, visual with a second check if necessary. RAs may negotiate cleaning responsibilities with those leaving later. On call staff check the move out list at night.

Glenice- move out package includes a key envelope, form for reference, form for cleaning to sign up for. All units are checked within 24 hours, RAs are not involved. Office staff check. They have a minimum bedroom cleaning charge.

Kelly- similar to Red Deer, she checks all within 24 hours. Cleaning schedules are in each room for monthly checks. Lots of pictures are taken.

Judy- Inspects rooms as the move out

Laura- has a price chart for each item. Move out time can be booked or they can fill out a cleaning responsibilities plan. With no plan, all roommates are charged equally.

Jim- Students who leave early and left a mess are contacted and have opportunity to come back and fix it or run risk of paying the bulk of the cleaning costs.

g. **Drug dogs-** Kelly

Just wondering if anyone brings in drug dogs

Craig- only if the police come for a legitimate search, random contraband inspections are not done.

MRU- Brianna does a search only if there is a report. Security handles

SAIT- visual inspections only. Only Security can touch stuff

Tim- look but no touch. Take a photo, Ask for their cooperation, never go alone.

Clint- University contraband (knives) vs Laws/ police (drugs)

Rob- protective services are called in.

Judy-RCMP doesn't want to do random checks

Be careful! Taking drugs from a student means now you are in possession. Don't touch the bag, put it in something. When Res does it, it may tamper with a police investigation.

Kelly was asked why the question- a very funny story regarding the bed bug dog was shared.

Chris F. the cost would not be worth a random search if not looking for something specific.

Jim- with campus legal counsel, there would be no way to sign off on random police checks.

h. **Service Learning projects-** Dave

Looking for funding tips and info sharing, please contact Dave Vaughan.

i. **Mentorship program-** Contact Judy and Craig

j. **Lifetime membership** to be given to Sylvia. Brianna has a frame and a plaque. Expect to see a call out for comments to be compiled into a book to be sent to her. Clint will get something out within the next couple weeks.

13. **Location of FBM 2013**

Tracy UFV has offered to host in BC. RLPA has never been to BC. May have less Alberta people, but hope to make up for it with BC attendees. Earlier in the fall is better.

14. **Adjournment:** Tim made motion to close the meeting, seconded by Chris F. at 4:45