



**Executive Meeting  
Augustana Campus  
Students' Association Board Room**

**Minutes**

1. Welcome and call to order @ 10:15 am
2. Attendance: Robert Routledge, Glenice Grover, Randy Fines, Janet Athanasiou, Mark Chytracek.
3. New Business
  - 3.1. Additions to the Agenda
    - i. Financial Report
    - ii. Office personnel pd day
    - iii. Registered as a society
    - iv. LEAD report
    - v. NWACUHO report
  - 3.2. Goals
    - i. Order new cheques (Glenice)
    - ii. Changeover contact info on the cheques
    - iii. Change mailing address on bank statement
    - iv. Revive Office personnel PD day (Glenice)
    - v. Work with Tracey and LEAD committee on finances for conference (Glenice)
    - vi. Send out invoices for membership dues this fall (Glenice)
    - vii. Re-design website (Robert)
    - viii. Keep up with phoning members to keep in touch with (Randy)
    - ix. Include script or template for what to talk about in the phone calls
    - x. Increase visibility and membership (Mark)
    - xi. Communicate with non-member schools (ie: Red River) with letters, post cards, etc.
    - xii. Investigate communicating with past schools that are currently not involved, if there are any.
    - xiii. Recognition at the March meeting. (Randy)
    - xiv. Promotion for quality of LEAD conference student sessions. (Rob)
    - xv. UofL, LCC, UVic, UofC were discussed as targets.

- xvi. Represent RLPA at ACUHO-I and Presidents meeting (Janet)
- xvii. Get the newsletter on time, and communicate when they are out. (Janet-Mark-Rob)
- xviii. Newsletter could focus on: staff changes, contact information, not necessarily needing to be a 10-12 page document. A 2-3 page newsletter more regular would be great, with an institutional update focus. Fun things that are happening in Sept/Oct newsletter.
- xix. Use the newsletter as a recruiting tool.
- xx. Creation of mandate and RLPA description that can be provided to any interested party.

### 3.3.The RLPA New Professional Award

- i. Janet's draft recommendation is included as Appendix A.
- ii. A plaque or poster is preferable to scholarship/conference fees due to the nature of new Residence staff (potential for leaving province or going to a new career).
- iii. Responsibility for this will fall under the past president portfolio.
- iv. Criteria
  - 1. Preferably broad criteria
  - 2. Based on contributions to both institution and RLPA
  - 3. Available to professionals in all aspects of Residence Life.

### 3.4.Letter to the Premier

- i. Regarding provincial government funding for potential new residence constructions, as a result of the following issues:
  - 1. Institutions can not provide affordable student housing on their own.
  - 2. Construction costs for building new residences are not affordable.
- ii. This letter will include the following information:
  - 1. Vacancy rates
  - 2. Need for affordable housing
  - 3. Not addressing one specific campus
  - 4. Construction costs
  - 5. Who the RLPA is, and who we represent.
- iii. The general purpose of the letter: To identify the RLPA to the provincial government as the group that they should go to when they have questions or needs regarding post secondary student housing.
- iv. **Janet** will begin drafting several drafts of letter from different perspectives (expectation, request, etc.)
- v. **Janet** will send out an email to determine whether membership sees a benefit of similar letters going to the provincial government of Saskatchewan and BC.

### 3.5.Financial Report

- i. After the Spring meeting
  - 1. Net deficit of \$1,589.80
  - 2. Most of the deficit can be attributed to the 20<sup>th</sup> anniversary expenses.
- ii. Annual Budget
  - 1. Current balance is \$17,716
  - 2. With account receivable, we have approximately \$18,000
- iii. Anticipated final balance at the end of the year of \$16,000
- iv. ACUHO-I reception. We have offered \$500 for a shared reception with O-ACUHO, and not heard back from them yet. **Janet** will follow up with O-ACUHO representative.
- v. Janet's travel to ACUHO\_I. Janet has purchased and paid for all of the ACUHO-I conference. RLPA has covered the accommodation for the president in the past.
- vi. **Glenice** moves to cover Janet's accommodation for ACUHO-I in an amount not to exceed \$460.09.  
**Randy** seconds.  
 4 in favour, 0 opposed, 1 abstention. Motion carries.

### 3.6. Financial support for ASSC Keynote

- i. Will Keim from Oregon will keynote at ASSC.
- ii. Mr. Keim has agreed to do a follow up on his keynote with membership of the RLPA.
- iii. Total cost for Mr. Kleim is \$5750 including flight, accommodation, speaking fee.
- iv. SASA (Students Affairs and Services Association-National organization) has verbally committed to supporting this keynote financially to some degree.
- v. Over time, residence professional participation in ASSC has fluctuated between very involved and barely involved.
- vi. Due to the central location of the 2008 ASSC, it is possible for Residence Professionals to be involved, even if just for the one day Mr. Kleim speaks.
- vii. The ASSC is located in Augustana – Lethbridge - Olds over the next three years, potentially making it more geographically accessible over the next three years.
- viii. The RLPA should actively promote residence professional attendance at the ASSC.
- ix. More presentations for residence staff should be targeted on residence staff as a way of getting increased participation.
- x. **Glenice** moves to commit an amount not exceeding \$1000 for the 2008 ASSC conference keynote speaker.  
**Randy** Seconds  
 In favour: 5, opposed: 0. Motion Carries.

### 3.7. Office Personnel PD Day

- i. Potentially resurrect this day, possibly piggybacking off the ASSC.
- ii. Host an evening and next day event in June located in Red Deer.
- iii. **Glenice** will talk to several professionals in the RLPA about the agenda and purpose for the day. This could potentially include:
  - 1. A description of what the RLPA is
  - 2. Host Round Table discussions
  - 3. Have a speaker in the afternoon?
- iv. Possibly tie into the RLPA exec meeting in early June (first or second week).
- v. **Decision** to host a PD day in early June of 2008, hosted by Red Deer College. Agenda to be determined at a later time

### 3.8. Registered as a society

- i. Before we move ahead with this, Glenice will contact Tracey regarding the benefits of being registered as a society.
- ii. We likely have no need for the insurance benefits, as all students and professional staff attend meetings as representatives of their schools, the school's insurance covers the staff and students.

### 3.9. LEAD report

- i. The LEAD committee should invoice schools at the end of the conference as the simplest way of ensuring schools pay the correct amount in a timely fashion.
- ii. The LEAD committee is encouraged to use available finances to a maximum net deficit of \$1000 for the 2007 LEAD conference.

### 3.10. NWACUHO 2008

- i. Location has been moved to either Portland or close to Portland.

## **Appendix A**

### *Criteria for the RLPA New Professional Award*

Goals and Objectives: To recognise and reward professionals that are new to residence life or to the RLPA. The award has an added benefit of encouraging new professionals to stay in residence life and in the RLPA.

Criteria: The award is open to all new residence life professionals working full time at a post-secondary institution that is a member of the RLPA. A new professional is one who has worked in residence life (or the RLPA?) for less than 5 years.

Nominations will be solicited at the same time as those for the Josie Lamothe, and the award will be decided in the same way.

The award will be a plaque with the recipient's name and year of award, as well as something they can take to display in their office.

The budget should not be any more than what is spent on the Lamothe.