

## **RLPA Annual General Meeting**

March 30, 2007

### **1. Welcome and call to order**

### **2. Attendance**

Tim Siemens – Red Deer College  
Janet Athanasiou – Augustana Faculty, University of Alberta  
Glenice Grover – Red Deer College  
Randy Maus - University of Alberta  
Laura Terry – Lethbridge College  
Tonia Ness – University of Alberta  
Dima Utgoff - University of Alberta  
Tim Siemens - Red Deer College  
Sarah Garskey - University of Alberta  
Randy Fines – Lakeland College  
Mark Chytracek – Augustana Faculty, University of Alberta  
Kim Sullivan – Lethbridge College  
Connie Chaplin – University of Lethbridge  
Doug Wagstaff – Olds College  
Anthony – Lakeland C, Vermillion  
Mike Applegate – Lakeland, Lloydminster  
Allison Guthrie – Olds College  
Lynn L – U of Lethbridge  
Jason Pushzkar – SAIT  
Natasha Lopeke – Mount Royal College  
Rob Routledge – St Joe's College

### **3. Approval of Agenda**

Mover: Randy M  
Second: Doug W

### **4. Approval of Minutes**

Mover: Dima  
Second: Janet

### **5. Business Arising from Minutes**

#### **5.1 Treasurer's Report (Glenice)**

- Glenice handed out the budgets (new and old)
- Current balance, \$19,000
- We made \$4000, after we budgeted a deficit
- \$700 also allocated for the Presidents meeting at ACUHO-I

- this year's budget shows increase in membership dues
- there is also more money for presidents meeting at ACUHO-I, Janet will be attending
- For meeting hosting, there will be more money to bring in speakers, etc. we're willing to lose between \$750-1000 for AGM and FBM
- Student Leadership Conference – has directive to set budget of a \$1000 deficit – spend more money, especially for the 20<sup>th</sup> anniversary

**Motion** by Natasha to approve the treasurer's report.

Second: Jason

**Motion passed.**

**Motion** by Janet to approve dues/fee structure for 2007-2008.

Second: Dima

**Motion passed.**

## 5.2 NWACUHO Report (Tim)

- NWACUHO conference held in Calgary this year, 135 delegates from 49 institutions
- Great keynotes, sessions, accommodations, good job to the U of C!
- Easy location to get to, rates fair
- Recommendation put forward for breakfast the final morning after banquet
- Also, look for a time that isn't after reading week
- Some frustrations with lower Canadian content
- 2008: Student Learning, Taking Centre Stage, Ashland, OR
- Talk to Tim if you're going to arrange transportation for next year
- **ALL** - Send Tim quick institutional updates by mid April
- Exec meeting in May in Seattle – Tim will send update after

## 5.3 Student Leadership LEAD Conference (Natasha)

- Have a good group of volunteers already, and tasks are delegated
- Agreed on keynotes – Sylvia and Jen McMillen
- Tracey working on the budget
- Planning on having a conference call soon
- Excited to have extra money
- Dates: Oct. 26-28 at Goldeye centre in Nordegg, AB

## 5.4 Newsletter (Janet)

- Janet apologizes for the lateness, she had some software issues
- New due date, April 10<sup>th</sup>
- She is still taking submissions – [ja9@augustana.ca](mailto:ja9@augustana.ca) before April 10<sup>th</sup>

- **ALL** – please send any pictures from last night's anniversary celebration

#### 5.5 Website (Sarah)

- The website is not in any executive's portfolio, but it makes sense for the secretary to take care of it
- Sarah is working to update the website by contracting to a communications person, the current website is disorganized and outdated
- Please let Sarah know if you are interested in helping, and she will orient the new secretary

### 6. Elections (Facilitated by Randy Maus)

#### 6.1 Election of Secretary

Nominees: Robert Routledge  
Tonia Ness

Both nominations were accepted.

Proxy votes: U of S, Sheptytsky

**Robert Routledge is the new Secretary**

#### 6.2 Election of President-Elect

Nominees: Mark Chytrcek

Nomination accepted.

**Mark Chytrcek is the new President Elect**

**The new RLPA Executive is as follows:**

**President: Janet Athanasiou**  
**Treasurer: Glenice Grover**  
**Secretary: Robert Routledge**  
**Conference Chair: Tracey Mason-Innes**  
**President Elect: Mark Chytrcek**  
**Past President: Randy Fines**

## 7. New Business

### 7.1 RLPA New Professional Award (Janet)

- Noticed that this award exists at other conferences, and thought that to continue to grow, we should institute a new professional award for people between 1-5 years of experience
- Suggest to take approx \$100 for this award
- This award could help continue to grow the association
- The executive can work on developing criteria
- Maybe add to Section 5 in the past presidents portfolio
- **Exec** will work out and present at the FBM

### 7.2 Institutional Survey (Janet)

- Thank you for sending updates, it is finished!
- Wanted to talk about the usefulness of it – there is a lot of good info on there, but some questions may not be so useful, some questions get circulated through the listserv
- It is quite unwieldy, maybe look at streamlining it to get the info out faster and organised
- Review the questions, and make it smaller
- Janet printed it for someone, and it was 72 pages
- Things like rent and property taxes are useful, staff remuneration
- Could use the website to make it more easy to look at
- **Janet** will send out something on listserv before exec June meeting for feedback

### 7.3 Office Personnel PD Day (Doug)

- maybe start looking at a year from now, trying to resurrect this and bring office staff together
- share policies and procedures
- used to be in June – staff would come Thursday for the wine and cheese and then spend the day together
- Staff turnover might have affected attendance
- Maybe bring a speaker in, don't over program it and offer it every other year
- Maybe have them a track for them, a lot of them are interested in the types of discussion that we have
- Might be issue of small offices, hard for people to leave
- Maybe incorporate it with the ASSC conference – this would take care of a lot of the cost and content
- Looks like a lot of institutions would send people
- **Doug, Mark, Glenice** take this on for 2008

#### 7.4 Annual Reports (Randy F)

**Randy F:** the year went quickly, signed the affiliation with ACUHO-I, felt the region was shown respect despite being small

- We got our name out there!
- Finished off hosting guidelines last year
- Presented annual budget last year
- RLPA volunteered at NWACUHO, it was great to see so many people
- Started to re-vamp the newsletter and web
- SLC at Goldeye was excellent
- Created long service recognition program
- Celebrated the 20<sup>th</sup> anniversary

**Randy M:** acted as the returning officer, hounding people to run in elections

- Leadership society is done
- Coordinated the Josie Lamothe award
- Looking at finishing guidebook for exec

**Janet:** good year, did the institutional survey

- Newsletter in the works
- Certificates for society inductees done, let Janet know if you don't receive them

**Sarah:** a good two years taking minutes

- Prepared the agendas and worked with the host committees for the past two AGMs and FBMs
- Updated the membership directory and listserv on a rolling basis
- This past January flushed out the listserv to be more accurate of the membership
- Still working on the website

**Glenice:** good year, prior had done the financial review committee

- We began doing more budgeting, feeling like we're giving more money to different areas
- We're in great financial shape
- More direction on where we want to spend some money
- Can support new initiatives

Randy Fines would like to thank the exec for a great year!

#### 7.5 Upcoming Conferences (Randy F)

- ACUHO-I July 7<sup>th</sup> – 10<sup>th</sup> 2007 <http://www.acuho-i.org/?tabid=125>
- NWACUHO, Ashland Feb. 24-26<sup>th</sup> 2008 <http://www.acuho-i.org/?tabid=125>
- ASSC May 14<sup>th</sup> – 17<sup>th</sup> <http://www.gprc.ab.ca/community/assc2007/index.html>
- CACUSS June 10 – 13<sup>th</sup> 2007 <http://www.cacuss.ca/en/index.lasso>
- Future RLPA dates: **FBM in Olds November 22<sup>nd</sup> & 23<sup>rd</sup>** and the **2008 AGM will be at Augustana March 14<sup>th</sup> 2008**

### 7.6 Constitutional Changes (Sarah)

- addition to the duties of the past president; long service recognition program

**Motion** by Mark to accept the proposed changes to the past president's portfolio and add the long service recognition program.

Second: Dima

Changes are accepted.

- Tim had significant problems finding a site last year, making it hard to move around the province
- We should also start to book years in advance

**Motion** by Jason to accept the proposed changes to the Student Leadership Committee regarding the location of the conference.

Second: Connie

Motion accepted.

**Sarah** – will update the constitution and add to the website.

### 7.7 Alberta Services for Students Conference (Mark)

- Augustana hosting in 2008
- Mark officially invites people to be more involved, please contact him to find out more
- Looking at adding more for support staff
- Is the 25<sup>th</sup> anniversary and the 100<sup>th</sup> anniversary of the University of Alberta
- Next 3 years in more central locations
- In Grande Prairie this year:  
<http://www.gprc.ab.ca/community/assc2007/index.html>

## 8. Adjournment

Thank you to outgoing exec, Sarah and Randy Maus!

ALL - Please speak with Glenice about invoice/payment for the AGM and about the RLPA bags

A **HUGE** thank you to Laura, Kim, and Connie for hosting!!!!

Motion to adjourn: Glenice

Second: Mark

Meeting Adjourned: 10:10am

Location of FBM: Olds November 22, 23<sup>rd</sup>

2008 AGM: Augustana March 14<sup>th</sup> 2008