



**Executive Meeting
Olds College, Evergreen Room
November 22, 2007**

Meeting Minutes

1. Welcome and call to order
2. Present: Glenice Glover-Treasurer, Janet Athansiou- President, Tracey Mason-Innes-LEAD Chair, Mark Chytrcek- President-elect, Randy Fines- Past President
Absent: Rob Routledge
3. Additions to the Agenda- none
4. Old Business
 - 4.1 Financial Report- Membership dues went out. Fall Meeting will break even. Student Leadership budget is incomplete.
 - 4.2 Office Personnel PD day- June meeting at RDC. Thursday meet 'n Greet, stay in res free of charge, Friday roundtables & speaker. Suggested dates to be discussed.
 - 4.3 Registered as a society- No longer registered as a society. There had been such a gap with the last time we had submitted. Will continue to keep it on the radar in case our needs change.
 - 4.4 LEAD Report – Reviewed report. Notes taken. Report will be re-submitted. Look for new camps for 2009. Book keynote early and talk to Glenice and Randy Fines about a contract. Janet and Glenice will be following p with Natasha on settling camps, deposits, committee and keynote deadlines and approvals.
 - 4.5 Survey- cumbersome. Perhaps look at collecting the date as part of the membership re-newal and have the survey updated.
 - 4.6 Update on Goals:
 - i. Order new cheques (Glenice)- Done
 - ii. Changeover contact info on the cheques-Done
 - iii. Change mailing address on bank statement-Done
 - iv. Revive Office personnel PD day (Glenice)-See above
 - v. Work with Tracey and LEAD committee on finances for conference (Glenice)- All invoices that have been submitted have been paid . All institutions have been invoiced.

Conference should be reconciled by December 31, 2007.

- vi. Send out invoices for membership dues this fall (Glenice)- Done
- vii. Re-design website (Robert)- Sent an e-mail with info. There is support to pay to have it done. Need more info.

Motion: To have Rob do an analyses of what membership would like to do with all the RLPA technologies- ACTION ROB

Glenice

Mark

- viii. Keep up with phoning members to keep in touch with (Randy) - Ongoing
- ix. Include script or template for what to talk about in the phone calls – Ongoing
- x. Increase visibility and membership (Mark) – Ongoing. Involvement with ASSC is raising RLPA profile and helping us identify new members. Analyses of what the RLPA is. Mark and Janet will draft something to welcome other institutions.
- xi. Communicate with non-member schools (i.e.: Red River) with letters, post cards, etc.- Ongoing
- xii. Investigate communicating with past schools that are currently not involved, if there are any.- Ongoing
- xiii. Recognition at the March meeting. (Randy)- Still to do.
- xiv. Promotion for quality of LEAD conference student sessions. (Rob) – Done
- xv. UofL, LCC, UVic, UofC were discussed as targets for participating for the LEAD conference- No longer an item
- xvi. Represent RLPA at ACUHO-I and Presidents meeting (Janet) – Done. Mark will go. ACUHO-I president sent best wishes to the LEAD conference.
- xvii. Get the newsletter on time, and communicate when they are out. (Janet-Mark-Rob)- Done
- 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. -Done
- xix. Use the newsletter as a recruiting tool – Attempted, sent out to OACUHO and ACUHO-I.
- xx. Creation of mandate and RLPA description that can be provided to any interested party – Janet to do for next AGM.

4.7 The RLPA New Professional Award – Ready to present to Membership.

4.8 Letter to the Premier – Not sure what we include in the letter. Hold off. More discussion about affordable housing.

5.0 New Business

5.1 Invitation to Attend Legislative discussion about Property tax exemption.

Glenice asked if we had heard about this.

6.0 Adjournment