

RLPA Executive Board Meeting

November 4th, 2010 10:00am

Agenda

1. Welcome

Attendees: Rob, Mark, Chris, Judy, Dima, Tim

2. Additions to the Agenda (All)

None

3. Treasurer's Report (Rob)

Info passed out-some changes since printing. More membership invoices and FBM invoices to be added. Balance \$1900 in bank. Some accounts against this currently. In terms of cash flow-deficit budget approved in spring. Should show a profit this spring. LEAD showed a profit this year. Info to come. Wants to push up date to collect membership dues-not at end of membership year when we need funds. Comes after LEAD which is biggest expense. Looking for next year to collect dues in summer. This way we know who is member for LEAD-will know what rate to charge. Would provide more room in bank account for out of pocket expenses later in year. Still waiting on schools to pay for LEAD conference.

This year for LEAD conference-double hit for liability insurance. Paying prorated amount now and will pay again for next year. Projecting \$2600 profit from LEAD but not for prorated amount for this year but does cover insurance for this year. Paying \$1000 for insurance this year, future years will be less.

Contact list to go around from Rob so he's up to date.

Fall meeting revenue-little more than reported.

Wants to get into new membership dues cycle-perhaps in June. Not at spring meeting as it's still current budget year. But earlier in cycle gives a better buffer and gives us better membership info. Will ask membership as to what's reasonable.

Wants to send out start of June net 30. Depends on various budget cycles at institutions. Can wait for some to pay if their budget cycles are later. Should help with knowing who has paid and when.

Considering moving away from a deficit budget. Present at AGM depending on what the bottom line looks like at end of year-costs from meetings, membership dues in.

We have general budget for association and separate budget for meetings and LEAD-these don't go in as potential revenue and expenses. What we present is separate from major activities. Could it be a balance sheet that reflects this in different sections? It can-Rob has more account codes than shown for bigger events. We can guess based on history in terms of what numbers will be. Have until spring to figure a few things out. Ultimately all of this is going into bank account but isn't necessarily reflected in budget. Looking to create a more descriptive budget-including all revenue and expenses. Checking into why it's done this way now and seeing what we can change to make it better reflect what we actually do-

higher expenses and higher revenues-may still come out the same but a better reflection of what actually happens.

New QuickBooks reports are looking good. Can email directly to Tim to answer questions.

Question-Dima: support for conference attendance-which one to support? Initially started with 3 options-NWACUHO, ACUHO-I, OACUHO. Support for NW as it's close and someone from RLPA is the president.

Question-web supply item-Craig hasn't spent anything-this was for QuickBooks. Craig to check with Lorraine about un-cashed cheque.

4. Association Insurance & Society Status (Tim)

Renewal papers out yesterday. Thanks to Dima and Rob for their help. They'll send out projected policy for review. Invoice to go to Rob. Probably take a month. Should be done by January. Chris-next Oct. 1 please email Tim to send documents. Very helpful to have last year's documents. Society status to start in January. Checking finances and filling out renewal. No changes to insurance. Very important to keep this going particularly for LEAD.

5. LEAD Report (Judy)

Judy to send to me-will send out separately to membership. Feedback has been very good from students. Lots of presentation proposals. A few schools didn't give names when registering or state genders. Some trouble with late registration. Waiting on confirmation of NWACUHO grant. Speaker invoiced us. Insurance different than reported. Profit around \$2100 after insurance invoice paid.

Question-did U of R attend? Did not.

Q-feedback on raised fee-no. Didn't decrease numbers.

Only have certain number of beds so can only have a maximum of attendees. Need to confirm for next year total number of beds.

Raised fee but still spent a good amount. Speaker a bit cheaper as she was local.

As long as we're spending a good amount we can justify the increased fees.

Flashlights were a good idea. For next year researching ropes course costs.

Ultimately what is purpose-team building, presentations? Up to committee to determine. Ropes course more appropriate for team bonding. Not as big an issue for people from multiple schools. If it's about meeting others and learning then stay the course. Focus on getting refreshed and connecting with others. One session on this is good but ropes course may be too much-perhaps optional if schools want to sign up (Sunday). Would change conference if it became a part.

Don't always know what people need for presentations. Have a committee member in each presentation venue to facilitate, give out evaluations. Comments to go out to group once compiled. Survey monkey used-16 replies. Sometimes hard to transport students from some institutions but once they get there they enjoy it.

Suggestion-Fri and Sat night more water and juice. Have committee bring extra garbage bags to help keep trash levels low.

Get volunteers at FBM and meet at AGM. Assign a photographer. Nice to leave early. Issues with bus from Edmonton. Took a long time-students wanted to just rest once they got there and not participate in activities (waterfall). Reference to waterfall

could be removed-students seen in risky behaviors. Concern that having waterfall activity as formal part will lead to this risk. Intermittent leadership from professionals in terms of monitoring student activity. Could be issue with waterfall being part of formal agenda-more risk for association. Perhaps make it an optional piece not connected to conference. If we promote something that's risky that might be an issue-don't promote it formally. If people choose to go it's their choice during free time. Also concerns with polar swim. Not sure how to handle it-make sure advisors are present to direct traffic and ensure once out of water they're heading inside. Ensure no one does it by themselves. Bring it up with committee. Some students went during the day without us knowing. Maybe have discussion upon arrival about not doing anything alone while at camp.

6. Awards (Dima)

One to present today-new professional to Jim Fowler from GMU. Will receive a framed print. Summary of write up during presentation. Remind people about nominations for AGM-new professional and Josie Lamothe award. List of student leadership inductees for spring meeting. Dima to send out certificates after Tim signs them.

Q-will Dima read the nomination-will get Clint to read it as he nominated. Dima will discuss award and then have Clint read nomination. Will mention that there were two nominations.

For this group-thinking of nominations. At January exec meeting-item about nominations.

7. Update on Website & Newsletter (Craig)

Will have handouts for the meeting. Will direct people to website and highlight important dates. Looking to do more than one per term. Now that template is set should be easier to get them out.

Website-update is finished, photos uploaded but won't show up until server refreshes. Re-design is done in terms of functionality and content. Look still the same. Info on association, key info up front.

One submission for proposals at LEAD to website-problem with form.

Feedback-dates for AGM coming, contact info will be up soon-email and office phone number will be posted.

Benefits of association membership and fees-contact link at bottom for Craig.

LEAD items-dates to come out soon for next year.

Collecting past awards, past minutes to Craig. Some missing minutes.

Joise Lamothe nomination form not found on website.

Craig will embed pictures onto site soon.

Registrations can be handled through the website. Could collect them all on line and get them in one manner. Download immediately to excel sheet.

Some people aren't that tech savvy might still call or email but we can start with changing culture around registrations.

Resource room on site this year, looking for items. Will add discussion forum. Will let membership know what's coming. Let Craig know what you're planning and can get online forms set up.

8. Membership Directory & Survey 2011 (Chris)

Tim has timelines to get to Chris from last year. Will do calls as last year. If there are any other institutions to contact get to Chris. Survey-called most institutions last year. May add other exploratory questions but not looking to change too much. Maybe some secondary surveys that are much smaller. Chris to check if he needs any documents, support from Tim. Tim to send directory updates to Chris. Directory-follow up with U of R so they can get back involved. Leadership at UNBC has changed so might want to check in with them. Add some check in questions-Chris open to other suggestions. Will send out bullet points to exec.

9. Possible Candidates for Upcoming Vacant Positions (Tim)

Two elections today, two at AGM. Conference chairs to nominate people today for conference co-chair. Ryan Cameron and Bri McElroy as nominations. Are there others just in case-Curran, Bri Murphy, Ang Chapel. If neither accept, Dima can put Ang forward. Ang for one more year for sure. Ang might be busy with other projects. Rob will send her a note to see what she thinks. NWACUHO rep-Curran's name has come up, Judy has also been approved to be nominated. Any other names? Dima will check with Curran. Tim will give a description of why we get to vote on this. We vote today to show NWACUHO that our board backs their nomination not to put the nomination through. They still have to apply to NWACUHO with backing letter from our board. Apply to current president. May not be the only person who applies but does have our support. If someone doesn't get voted in today they can still apply but without formal backing of association.

AGM-president elect and secretary. Names-president elect: Mark K., Clint. Dima to nominate Mark. Will talk to Clint about nomination too. If both can't do it, maybe approach Tash.

Secretary-Glenda, Jim Fowler, Tim Lade, Bri McElroy and Bri Murphy.

Making sure to spread exec members out among member institutions as much as possible.

Before we leave tomorrow-if you have another person in mind talk to Dima and who will approach whom.

10. OACUHO Representative (Tim)

Should we invite a rep to the AGM? Nice to have someone there, good to build those ties with Ont. Might get free registration but not free travel.

11. Spring AGM 2011 location (Tim)

GMU. No dates as of yet. Usually early March. Should have by January.

FBM 2011? Medicine Hat, MRU, U of L? Tim will ask. Craig could figure out remote attendance for further away locations. Don't bring it up now as we don't have all the answers yet and don't want to discourage physical attendance.

12. Recent / Upcoming Conferences & Attendees (Tim)

Civil campus conference-Craig attended. On planning committee too. Registration was quite low. Presenters were interesting. Audience was all student services not just residence life. Some reservations about presentations-extreme measures on student safety. Good info on risk assessment-can share privately.

Who's attending NWACUHO-Dima and Judy. Also Western Residence Directors at SFU right after NWACUHO. New initiative. ASSC-Medicine Hat? None confirmed yet.

13. Next Executive meeting (Tim)

January conference call. Set after holidays. Then exec at GMU.

14. Other

Rental fee increases-round table. OACUHO is doing this too-will be compiled from them. Looking to do this as an annual project-national survey on proposed increases and why. Add question to our survey about why rents going up. Can get numbers today if not background. Most schools should have idea about possible rental increases. Can make it agenda item at AGM and when they come to meeting will be prepared to present information.