

SATURDAY, APRIL 23, 2022

Online via Zoom

9 AM - 3 PM

AGM

ANNUAL GENERAL MEETING



www.sacha-coop.ca

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2022 ELECTION - SACHA BOARD OF DIRECTORS

Everything you need to know about running for SACHA's Board of Directors

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MINUTES FROM 2021 SGM MEETING

The meeting minutes from SACHA's 2021 Special General Meeting (SGM)

PROPOSED AGENDA

8:30 - 9 AM

JOIN VIRTUAL MEETING

Early sign-in is encouraged, in case of technical difficulties

9 - 10:30 AM

MEETING CALLED TO ORDER

- Opening remarks
- Introductions
- Establish quorum

1. APPROVAL OF THE PROPOSED AGENDA

2. APPROVAL OF THE [SGM MINUTES - NOVEMBER 27, 2021](#)

3. AUDITOR'S REPORT

- Motion to accept the Auditors Report and 2021 audited Financial Statements
- Appointment of Auditor for 2022 fiscal year
- Audited financial statements will be provided via email one week prior to the meeting.

4. FINANCIAL REPORT

- Motion to receive the Financial Report

5. EXECUTIVE DIRECTOR'S REPORT

6. ELECTIONS FOR BOARD OF DIRECTORS ([SEE PAGE 8](#))

1. Nominations
2. A few words from nominees
3. Selection of Scrutineers
4. Voting
5. Motion to destroy ballots

10:30 AM

TEN MINUTE BREAK

10:40 - 11:05 AM

7. REPORTS

- a. Board of Directors Report
- b. Committee Reports
- c. Bulk Purchasing Report
- d. Greetings from CHF Canada

11:05 AM - 12 PM

8. SECTOR SUPPORT: PRINCIPAL 6 - CO-OPERATION AMONGST CO-OPERATIVES

- Presentation by SACHA Board of Directors

12 - 1 PM

LUNCH BREAK

1 - 3 PM

VIRTUAL WORKSHOPS

REGISTRATION

Registration Deadline: April 21, 2022

In an effort to limit paper usage and reduce our environmental impact, SACHA has moved towards the digitization of event Registration Forms. If you do not have online access to use this link, please contact SACHA's office via phone or email to register.



AGM BUSINESS MEETING

Online via Zoom from 9 AM - 12 PM (GMT)

- There is no fee to attend
- Pre-registration is required
- Meeting will start at 9 AM sharp
- Ensure to log in to Zoom a few minutes early
- Registered attendees will be sent a meeting package via email in April

The business meeting will be followed by a one-hour break. Workshops will start at 1 PM. Workshops are optional and there is a cost per person to attend. Sign-up for the workshop of your choice on the registration form if you plan to participate.

AFTERNOON WORKSHOPS

Online via Zoom from 1 PM - 3 PM (GMT)

- There are four workshops to choose from
- Pre-registration is required
- There is a fee per person to attend:
 - Members: \$75 + GST
 - Non-Members: \$100 + GST
 - Members aged 35 and under: \$37.50 + GST

Workshop fees are only refundable if a workshop is cancelled due to low registration. If the person registered for a workshop cannot attend, the person or their co-op should find someone else to attend in their place.

HOW TO REGISTER

1. Register in advance by visiting the link below; each person attending must be registered separately:
<https://us02web.zoom.us/meeting/register/tZ0qdOuprTgvHdQY1Cu02hnpjbs3hrFUGIW0x>
2. Complete the meeting registration form.
 - If you plan to attend a workshop, select the workshop of your choice when registering.
 - If you do not plan to attend a workshop, select "I do not plan to attend a workshop" under "the workshop I plan to attend is".
3. Receive a confirmation email containing information about joining the meeting after you register. The meeting package will be sent to you via email closer to the event.

WORKSHOP PAYMENT DETAILS

If you plan to attend a workshop, please contact your co-op's office or Board to review their policy on funding and the registration process. Most co-ops have an education budget that allows the co-op to pay for member training and education. Your co-op will submit the registrations to SACHA. Individual members can pay for their own registration, if their co-op does not have funds available. Payment will be requested via invoice after the event.



WORKSHOPS DETAILS

“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.” – Malcolm X

BEYOND DIVERSITY: BUILDING INCLUSIVE AND EFFECTIVE ORGANIZATIONS

Facilitated by Thulasy Lettner

In this workshop, we will start to understand the difference between the concepts of “diversity”, “inclusion”, “equity” and “equality” and how systemic discrimination is the barrier to achieving each. We will explore what systemic discrimination is, from the implicit biases of individuals to the disparities created by seemingly neutral organizational and institutional policies. And we will gain an understanding of how organizations can better achieve their diversity and inclusion goals.

BUDGETING BOOT CAMP

Facilitated by Amanda Mori

The first lesson at boot camp? It’s not a “budget” it’s a “spending plan.” And in just two hours we’ll not only help you create a realistic spending plan; we’ll help you stick to it too. In this course, you’ll learn the difference between needs and wants, why you should set goals, how to track spending, tricks to control wasted dollars, how to stick to your spending plan and live comfortably within your means so you accumulate less debt.

HOT TOPICS IN CO-OP LAW

Facilitated by Erin Viala

Join us for an informative session led by lawyer, Erin Viala to learn more about common legal issues in co-op communities that have everyone talking! From human rights and privacy to director liability, membership termination and governance, we invite you to bring your questions and take part in the discussion!

MURDER IS UNCOOPERATIVE: HOW TO BUILD SAFE AND HEALTHY CO-OP COMMUNITIES

With Merrilee Robson

Murder is Uncooperative is a book written by Merrilee Robson who worked for 12 years in communications and government relations for CHF Canada and is a founding director of the Co-operative Housing Federation of BC.

Join us for an interactive exploration of our shared goals through storytelling. We will discuss common interactions and issues experienced by people who live in co-ops which Merrilee will illustrate with readings from her exciting murder-mystery that takes place in a housing co-operative. Storytelling brings our experiences alive and learning through telling our stories creates strong networks.

Take this opportunity to meet members of other co-ops and share your concerns and dreams. You will receive resources to take back to your co-op and a new awareness of the importance of your own story. While reading the book is not necessary for the enjoyment of this workshop, it is a delightful take on life in a co-op. You can purchase Merrilee’s book online at [Chapters](#) or [Amazon](#).

MEET THE FACILITATORS



THULASY LETTNER

Thulasy works as an independent consultant on issues related to racial equity, organizational praxis, and systems change. Previously, Thulasy led an Anti-Racist Organizational Change (AROC) process to strengthen CommunityWise Resource Centre's capacity to address organizational racism and create greater racial equity and inclusion in Calgary's nonprofit sector. This work was recognized with a Canadian Race Relations Foundation Award of Excellence in the Community category in 2018. She identifies as a Sri Lankan Tamil Canadian, a child of immigrants, and a brown woman, as well as a weaver, birder, and unschooling mother. She has a BSc in Chemical Engineering from the University of Alberta.



AMANDA MORI

Amanda Mori is a Stakeholder Relations Coordinator at Money Mentors for Central and Southern Alberta. You can usually find her out in the community talking about the importance of financial literacy and sharing ways on how to reduce debt. With a background in access to information and privacy (FOIP), her career expands over several industries including oil and gas, regulatory, and is currently working in the financial services sector. She enjoys making meaningful connections while talking about the importance of personal money management and the wise use of credit.



MERRILEE ROBSON

When Merrilee Robson was still a university student, she had the opportunity to work with her neighbours to turn their rental building into a housing co-op. As there was little local help for BC housing co-ops at the time, she became a founding director of the Co-operative Housing Federation of BC and served two years as president. Merrilee worked for 12 years in communications and government relations for CHF Canada.



ERIN VIALA

Erin Viala is a lawyer with HMC Lawyers in the commercial litigation department. Erin focuses on commercial debt recovery, insolvency, employment, and general commercial litigation. Erin has worked with housing co-operatives in southern Alberta on a wide variety of matters including employment, debt recovery, terminations, by-law review, corporate governance and construction.



IMPORTANT MESSAGE

Dear Board of Directors,

The Annual General Meeting (AGM) of SACHA is similar to your co-op's AGM – the audited financial statements are presented and elections are held. The issues facing co-ops today are increasingly complex and urgent. It is essential for all housing co-operatives in Southern Alberta to be well represented.

How does it benefit one of your members to serve on the SACHA Board?

- Your member receives a hands-on training course in good governance.
- Your member establishes a network of contacts with co-ops throughout Alberta and hears about best practices applied in other co-ops.

How does it benefit your Board when a member serves on the SACHA Board?

- Your member brings to you the knowledge and skills acquired while with SACHA.
- Your Board has access to a wider perspective on the issues you are dealing with and possible solutions to problems.

How does SACHA benefit when one of your members serve on our Board?

- Improved communication with individual co-ops helps SACHA provide more effective services.
- Wider representation gives SACHA board members varied skill sets and creative ideas for problem solving.

The number and scope of maintenance and renovation demands are increasing. The changing demographics among members are raising questions about accommodation. The operating agreements of many co-ops are coming to an end and Boards will be solely responsible for multi-million dollar housing complexes.

SACHA was founded to provide education and support to our member co-ops. Our goal is to build strong, sustainable housing co-operatives. Together we are stronger.

2022 ELECTION

There are three positions up for election at the AGM on **April 23, 2022**. Those who's terms are ending at this AGM are still eligible to stand for re-election and all are running. Two of the positions are for two-year terms and one position is the completion of the last half of a two-year term. Nominations are to be made in writing and submitted to the Nominating Committee, the Board of Directors, or the SACHA office 14 calendar days before the meeting. Anyone who cannot attend will need to submit written acceptance of nomination and a completed **Member-In-Good Standing** form (*on the next page*) before the meeting. If you plan on attending the meeting, please bring a completed member-in-good standing form with you.

Would You Make A Good SACHA Director?

YOU ARE ELIGIBLE IF YOU:

- Are a member in good standing in your co-op.
- Can carry out the responsibilities of the Board, as set out in the job description and Bylaws.
- Can maintain confidentiality.
- Support the co-op philosophy and want to have a positive, hands-on influence on co-op housing in Southern Alberta.
- Represent an auxiliary member organization.

YOU ARE NOT ELIGIBLE IF YOU:

- Are not bondable.
- Are currently bankrupt.
- Have served three consecutive terms of two years each on SACHA's Board, unless there has been at least a one year break.
- Are a regular employee of SACHA.
- Are a staff member of a housing co-op.

What Would Be Involved?

- Attendance at Board and Members' Meetings; the Board meets at least nine times a year and there are a minimum of two Member meetings a year.
- Acceptance of the role of liaison to a committee.
- Actively taking part in the board's decision making by preparing for meetings and contributing to discussions.
- Listening to and respecting the opinions of others.

From SACHA's Bylaws

6. BOARD OF DIRECTORS

6.1 DIRECTION AND SUPERVISION

- a) The primary role of the Board is to oversee and direct the business of the federation, determine policy and direction through leadership, planning and sound financial management.
- b) The Board can exercise all of SACHA's powers except those that members must exercise at general meetings.
- c) The Board can delegate powers to committees or to staff except as noted in the Act.

6.2 DUTIES OF DIRECTORS

Duties are noted in a job description approved by ordinary resolution at a Board meeting.

6.3 MANAGEMENT REVIEW

The Board must regularly review the management and administration structures of SACHA as noted in the Board job description.

6.4 OTHER BOARD RESPONSIBILITIES:

The Board has the following extra responsibilities:

- It makes contracts and handles other business.
- It makes decisions based on members' direction and must consult members whenever it is reasonable to do so.



MEMBER IN GOOD STANDING

SOUTHERN ALBERTA CO-OPERATIVE HOUSING ASSOCIATION
Confirmation of Good Standing of Candidates for the Board of Directors

I declare that _____ (the "SACHA Member") is a member of the
(Name of member organization)

Southern Alberta Co-operative Housing Association ("SACHA"). On behalf of the SACHA member, I confirm
that _____ (the "Candidate") is a member in good standing.

DEFINITION

For the purposes of this declaration, I understand that "good standing" means that **the Candidate** does not owe any money to any housing co-operatives other than scheduled future payments towards the purchase of shares; current month's housing charges; or any other amount not exceeding one month's housing charges and for which a repayment agreement with the co-operative is in place.

For the duration of any term served by the Candidate on the SACHA board, the SACHA Member undertakes to notify SACHA immediately should the Candidate no longer be a member in good standing, or staff of the SACHA Member.

Per: _____
(Signature of duly authorized representative)

Per: _____
(Signature of duly authorized representative)

(Print Name)

(Print Name)

(Title)

(Title)

(Date)

(Date)

Confirmation by Candidate

I confirm that I do not owe any money (as described above) to any housing co-operative. And that I have no notice outstanding against me from the housing co-operative in which I live.

Per: _____
(Name of Candidate)

Per: _____
(Signature)

ATTENDANCE

- **Members, delegates & staff:** Eight members and six delegates representing five member co-ops. Simon Ackerman (Alberta 75), Darlene Gogol (Springhill Ranch), Ron McGregor (Liberty), Jan Reid (Clearview), Solafa Ahmed (Whippletree West), Nuwasir Arham (Springhill Ranch), Erik Ravnic (AB 75), Roxanne Boomer (AB 75)
- **SACHA Board:** Isabel Ciok, Linda Bouchard, Scott Morgan
- **SACHA Staff:** Brenda Davies, Sarah Woren, Bridgit Kong, Courtney Hall, Della Brown

1. CALL TO ORDER, OPENING REMARKS, INTRODUCTIONS & IDENTIFICATION OF VOTING DELEGATES

Linda Bouchard, Treasurer for the SACHA Board of Directors and member of Springhill Ranch, facilitated the meeting. She welcomed everyone and called the meeting to order at 9:14 am. She thanked everyone for attending the meeting. Linda noted the reason for this meeting is to set the budget and dues for upcoming financial year.

Quorum: Established as there were more than the minimum required three members in attendance.

2. AGENDA APPROVAL

M/S/C Darlene Gogol (Springhill Ranch)/Simon Ackerman (AB 75)

“that the proposed agenda be approved.”

3. APPROVAL OF MINUTES OF AGM: May, 1 2021

M/S/C Darlene Gogol (Springhill Ranch)/Ron McGregor (Liberty)

“that the minutes of the May 1, 2021 Annual General Meeting be approved.”

4. REPORT FROM THE BOARD OF DIRECTORS

Isabel Ciok reported the following:

Overview:

- Very thankful for the co-ops that are with SACHA
- Special thank you to SACHA staff and Board members for all the hard work
- There has been no slow down in request for services
- Recognition of losses for all brought on by the COVID-19 pandemic

M/S/C Darlene Gogol (Springhill Ranch)/ Ron McGregor (Liberty)

“to receive the Board of Directors report”

Brenda Davies reported the following:

Overview:

- Brenda did a presentation on what SACHA does for your housing co-op and for co-op members
- A question and answer period followed

M/S/C Jan Reid (Clearview)/Solafa Ahmed (Whippletree West)

“to receive the Executive Director’s report”

5. FINANCIAL RESOLUTIONS

Linda Bouchard presented the proposed budget.

Overview:

- There is no increase in dues proposed for the 2022 year
- Linda went over the proposed budget line by line
- Question and answer period followed

M/S/C Darlene Gogol (Springhill Ranch)/Simon Ackerman (AB 75)

“that the proposed SACHA 2022 membership dues be approved.”

M/S/C Darlene Gogol (Springhill Ranch)/Jan Reid (Clearview)

“the proposed 2022 member dues for Auxiliary members be approved.”

M/S/C Darlene Gogol (Springhill Ranch)/Ron McGregor (Liberty)

“that the proposed 2022 budget be approved.”

- **Surplus Allocation**

M/S/C Jan Reid (Clearview)/Simon Ackerman (AB 75)

“that the Board of Directors be authorized to allocate any surplus to the replacement reserves.”

6. NEW BUSINESS

There is no new business.

ADJOURNMENT

Linda Bouchard thanked everyone for attending. There being no further business, the following motion was made:

M/S/C Darlene Gogol (Springhill Ranch), Jan Reid (Clearview)

“that the meeting adjourn.”

The meeting adjourned at 10:05 am

Respectfully submitted by Sarah Woren.

CONTACT US

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