



# Fall Education Event

Saturday, October 24<sup>th</sup>, 2015

Venue 1008 - Historic Inglewood - 1008, 14th Street SE, Calgary, AB

## REGISTRATION

Register before October 15th and receive \$10.00 off each registration.

Members 30 and under attend at half price. Offering a \$100 travel bursary for co-ops more than 100 kms from Calgary.

A late penalty of \$10.00 will apply to registrations received after noon on Wednesday Oct. 21st, 2015.

**TO AVOID CANCELLATION DUE TO INSUFFICIENT REGISTRATIONS, PLEASE REGISTER WELL BEFORE THE DEADLINE DATE.**

## HOW TO REGISTER

Contact your co-op's office or board for your co-op's policy on funding and registration process. The co-op will submit the registrations to SACHA. Most co-ops have an education budget that allows the co-op to pay for members training and education. Individual members can pay for their own registration if your co-op does not have funds available.

## CANCELLATIONS AND REFUNDS

Workshop fees are not refundable unless the workshop is cancelled by SACHA due to insufficient registrations. If a person cannot attend, their co-op should find someone else to attend in their place.

If you have any questions about this event please contact Brenda or Colleen by phone at (403) 233-0969 or by e-mail: [brenda.sacha@shaw.ca](mailto:brenda.sacha@shaw.ca) or [colleen.sacha@shaw.ca](mailto:colleen.sacha@shaw.ca).

## ABOUT THE WORKSHOP FACILITATORS

**BRENDA DAVIES** is the Executive Director of SACHA. She has been working in the co-operative housing sector for many years and has a strong background in community development and working with not-for-profit organizations. Brenda has worked extensively in the area of affordable housing, property management and personal finance. She is an advocate for affordable housing initiatives.

**SARAH HAWKINS** is a Public Policy Analyst for the Canadian Cancer Society. For the last six years with the Society, her portfolio has included the development and promotion of policies that help reduce second-hand smoke exposure. She has worked with policy makers at the provincial and municipal level on the development and implementation of policies including outdoor smoking legislation and smoke-free vehicles carrying children.

**BARB PEDERSON** is a facilitator and consultant in Calgary working with organizations to help them hold meaningful discussion, reach effective decisions, and develop beneficial and realistic plans. Barb has operated her company, Barbara Pedersen Facilitation Services Inc. throughout western Canada since 1994. Barb's role with the Canadian Cancer Society is to provide stakeholder engagement and facilitation services for the Smoke-Free Policies in Multi-Unit Housing Process.

**ANGELINE WEBB** is a Senior Public Policy Advisor with the Canadian Cancer Society, Alberta/NWT Division, where she has been engaged in health policy development for the last 11 years. She develops, implements, and administers all policy development programming for the Canadian Cancer Society in Alberta, the Northwest Territories and at the federal level. Angeline's focus is healthy public policy with most of her attention devoted to tobacco reduction policy.

**PATRICIA MATTHEWS** is a long term member and volunteer in Ramsay Heights Housing Co-op in Calgary and serves on SACHA's Education Services committee. She has seven years' experience in asset management with her previous employer where she worked on the development and implementation of an asset management program and software.

**WARD HENDERSON** is the National Loss Control Manager at Co-operators General Insurance Company, the CHF Canada commercial insurance program provider, and was very involved in helping develop the risk management program and video. He is based out of Calgary, and has a team of company Inspectors across the country who provide the risk assessment at the CHF Canada member locations.

# WORKSHOP FEES

**Half Day:** SACHA Member \$110 Non-Member: \$210

**Full Day:** SACHA Member \$140 Non-Member: \$270

*Coffee and a light breakfast will be served starting at 8:30 AM*

## AM WORKSHOPS - 9:15 TO 12:00 (Choose one)

### 1. R-E-S-P-E-C-T PART II Facilitated by: Brenda Davies

How do we tackle the complications of member interactions within our communities?

In R-E-S-P-E-C-T Part One, the focus was on understanding how the attitudes, perceptions and myths within our housing co-op communities can hinder communication and serve to push members away. Part Two in the series, "Principled Leadership and Our Core Values and Beliefs" is designed to help us explore strategies that will help us handle difficult situations and people while building trust and respect in our communities. Topics will include but are not limited to the following

- Bullying
- Contentious Board Members and Issues
- Effective Chairing
- Confidentiality
- Employment Law
- Property Use of Bylaws and Policies

### 2. ASSET MANAGEMENT Facilitated by: Patricia Matthews

Do you have questions on asset management as to where to start, which goals to set and how to plan for the future?

This is the workshop to help you get started with pointers and advice on how to organize and use your information on assets to:

- Prepare or update Replacement Reserves
- Determine financial needs and plan for refinancing
- Implement inspection and budgeting cycles
- Manage the projects needed to meet these goals

## LUNCH - 12:00 TO 1:00

## PM WORKSHOPS - 1:00 TO 4:00 (Choose one)

### 1. COOPERATORS RISK MANAGEMENT Facilitated by: Ward Henderson

Fire and water damage claims are on the rise in housing co-ops everywhere. The loss of life and property is tragic. Worse still, most of these claims are preventable. In this workshop, we'll show you how to keep your co-op, and your members, safe. Risk management is the key, and we'll show you how it works with our new risk management video and some practical advice from one of the leading experts in the field.

### 2. GOING SMOKE-FREE IN CO-OP HOUSING Facilitated by: Angeline Webb, Sarah Hawkins & Barbara Pedersen

Developing a smoke-free policy for your cooperative could save your directors, managers and members, money and time AND it may be easier than you think. Many people are still involuntarily exposed to tobacco smoke inside their homes due to the migration of tobacco smoke from neighboring units. Approximately a third of all residents of multi-unit housing report they have experienced second-hand smoke infiltrating their unit. This interactive workshop will provide information, tools and advice to help you plan, develop, implement and enforce a smoke-free policy that will work for all the members of your housing cooperative. Learn about the law and smoke-free cooperatives; learn about successes, barriers, incentives, and resources; and use a draft Guidebook to help you consider going smoke-free in your coop.