

# Fall Education Event

Saturday, November 5th, 2011



Venu 1008, formerly La Joie de Vivre: 1008-14th Street SE, Calgary, AB (Inglewood)

## Registration

Register before October 7th and receive \$10.00 off each registration.

A late penalty of \$10.00 will apply to registrations received after noon on Friday October 28, 2011.

SACHA is offering a \$100 travel bursary per member co-op for co-ops more than 100 kms from Calgary.

**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:

**Ward Henderson** is the National Loss Control Manager of The Co-operators and CHF's commercial insurance program carrier. Ward was instrumental in the development of the risk management program and video. He has a team of training loss control personnel across the country and resides here in Calgary.

**Patricia Matthews** has been a member of Ramsay Heights Co-operative Housing for 25 years. While there, she has served on the board and several committees. Patricia is a consultant with SACHA and has also served on the Federations Committee and Board of Directors of CHF Canada as well as in the broader sector.

**David Spackman** is the Program Manager of Co-operative Services with the Co-operative Housing Federation of Canada. David has been involved in the co-op housing sector for many years and currently has specific responsibility for housing co-operatives located in Newfoundland, Northern Ontario, Manitoba, Saskatchewan and Alberta.

**Erin Viala** is a lawyer with Bryan & Company Calgary LLP 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 various litigation matters including employment and debt recovery and on various other matters including director's liability.

# Workshop Fees

**Half Day:** SACHA Member \$110.00

Non-Member \$210.00

**Full Day:** SACHA Member \$140.00

Non-Member \$270.00

Lunch is included for all participants (full or half day)

## AM Workshops - 9:15 to 12:15

## PM Workshops - 1:00 to 4:00

### **1. Risk Management: Protecting Your Co-op**

Fire and water damage claims are on the rise in housing co-op everywhere. The loss of life of a member as well as loss of property is tragic and avoidable. 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 key, and we'll show you how it works with our new risk management video and some practical advice from our risk management team.

This session will be facilitated by Ward Hendersen.

### **2. Key Issues for Co-op Boards as Employers and Directors**

1. Key Issues in the Employment Relationship from Beginning to End
  - Commencement of the employment relationship
  - Managing the employment relationship
  - Ending the employment relationship
2. Directors' Liability
  - Statutory liability
  - Common law liability

This session will be facilitated by Erin Viala.

### **1. Capital Planning**

Does your co-op have a plan for replacing major capital items? Are capital projects moving forward every year? Join our Capital Planning workshop and find out how your co-op can develop a capital replacement plan and put it into action. Join us for a discussion about:

- Developing maintenance strategies so our co-op homes last as long as they should
- Obtaining a Building Condition Audit and a Capital Plan for your buildings
- Developing strategies to help figure out how to pay for it all

This session will be facilitated by David Spackman.

### **2. Staffing – Stepping up to the Plate**

If your co-op has staff, is it set up for success and can it hit a home run? In this workshop we will explore what it takes to be a good employer. The areas covered will be:

- Principles needed for success
- Legislation that governs employers in Alberta
- Role of directors
- Keystone documents
- Organizing for success

Like a good baseball team, an understanding of the rules, a well thought out strategy supported by sound game plan and execution creates a great team. It is this team which can promote both good governance and management increasing member confidence and satisfaction.

This session will be facilitated by Patricia Matthews.