

MORNING WORKSHOPS 10 AM - NOON

Board Course Part 1 with Susan Clayton (This is part 1 of a 2-part workshop)

This workshop focuses on the Board's role in Management and Governance. It is a great way to introduce board members to their position or to inform potential candidates of what is involved. It also serves as a great refresher for those who have been around for a while and will provide practical ideas to help boards, members and staff work effectively together.

Whether you currently serve on a committee or want to get involved and learn more about how the board functions, this session is a stepping stone for future involvement on the board. Core management standards will be reviewed and the following topics will be discussed:

- What is Good Management
- What is Sound Management
- The role of the Board
- Useful Tools
- Legal Obligations
- Succession

Comm'UNITY' - Creating Greater Communities Through Respect and Cooperation with Dani Driusso

This workshop will address skills of communication, compassion and respect in your communities. The goal of this workshop is to strengthen the relationships of the people you share space with. We will look at how you can see your own role in your community and how you can participate in building spaces of respect. The skills of this workshop will be transferable to every area of your life beyond the co-op.



"The whole purpose of education is to turn mirrors into windows."
—Sydney J. Harris



DANI DRIUSSO Dani Driusso is an author, speaker and educator who has worked in various industries teaching confidence, leadership and communication skills for 8+ years. Dani has worked with youth and emerging leaders in various capacities to build these skills through process based theatre. She also works with individuals to develop skills of intentional leadership through non-profit environments, corporate environments and entrepreneurial spaces. The perspective she brings to this work is through a trauma aware and informed lens that helps bring nuance to spaces where there is diverse lived experience. Her approach is fun, educational and digestible.



DELLA BROWN has been working with SACHA as a Financial Advisor and bookkeeper for over ten years. Della has worked in finances and business management for over 30 years. She provides bookkeeping and financial knowledge for numerous housing co-operatives as well as other industries. Della was an active member in a large housing co-op for 14 years.

AFTERNOON WORKSHOPS 1 - 3 PM

Risk Management: How to Help Keep Your Co-op Safe with Owen Carnahan

Preventable damages to a building can be expensive to repair and can have a negative effect on the sustainability of a co-op.

What starts off as a small problem, can soon escalate into a catastrophe. Equip your co-op with the knowledge it needs to become aware of the common risks around their units in order to help it avoid costly and complicated insurance claims.

Learn what risk management means for co-ops, how you can help make co-ops and members safer by identifying and fixing risks, and how the co-op can even save some money on insurance premiums.



Board Course Part 2 with Susan Clayton (This is Part 2 of a 2-part workshop)

A continuation from the morning session, Board Course Part 1.

Everything you Need to Know About Your Co-ops Finances with Della Brown

This workshop will provide you with knowledge in three key areas of doing business as housing co-operatives. First, you will learn the importance of monitoring your monthly financial health.

The next portion of this workshop will then focus on what happens as your co-op's financial year-end approaches and how important key information is for your yearly audit.

Thirdly, programs that are offered to our members with Connect First will be discussed.



OWEN CARNAHAN is currently the Risk Management Co-ordinator for CHF Canada's Risk Management program in partnership with The Co-operators Insurance. Owen has worked for CHF Canada for the past four years helping to administer the Risk Management Program for our members, and he has ten years of experience in adjusting insurance claims under homeowners and commercial property policies. Owen has Bachelor of Arts in Economics and has completed a certificate in Risk Management.



SUSAN CLAYTON is a consultant specializing in not-for-profit board education and especially enjoys working with SACHA. She has a strong background in co-op housing policy and procedures. Susan has been a housing co-op member for more than 30 years.

Registration Information

ABOUT THE EVENT

The 2023 Winter Education Event is taking place online via Zoom. All attendees will be required to register for the event through an online link and attendance to the event will be virtual. Access to the internet from a laptop, desktop computer or mobile device will be required to register and attend. In case you do not have access to the internet from your home, here are some alternative options:

- The office at your co-operative
- Any Calgary Public Library location
- Through a friend, neighbour or relative

FEES

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.

- Members of SACHA (per person) \$75 + GST
- Members of SACHA who are 35 and under (per person) \$37.50 + GST
- Non-SACHA members (per person) \$100 + GST

CANCELLATIONS & REFUNDS

Workshop fees are not refundable unless the workshop has to be cancelled due to insufficient registrations. If the person registered cannot attend their workshop, they or their co-op should find someone else to attend in their place.

HOW TO REGISTER

1. Go to this Zoom link online:
<https://us02web.zoom.us/join/join?meetingid=98053000000&meetingkey=1234567890>
2. Complete the registration information.
3. Select one workshop in the Morning Workshop time slot.
4. Select one workshop in the Afternoon Workshop time slot.
5. Receive a notification from Zoom with the meeting link.

PLEASE NOTE

- The registration deadline is **March 1st, 2023**
- The Board Course is a full day workshop split into two sessions, attendees who register for this workshop will need to attend both Part 1 and Part 2.
- A separate registration form is required for each person attending
- The registration link can also be accessed on SACHA's [website](#) and [Facebook page](#).
- Ensure to sign into the meeting event in case you experience technical difficulties
- Contact SACHA via email or phone with any questions

Winter Education Event

Saturday, March 4, 2023

ONLINE via Zoom
9:45 AM - 3:00 PM

