

## Morning Workshops 9:15 AM - Noon

### 1. Aging-in-Place Panel Discussion

Facilitated by Vaneeta Kapur, Tasleem Jessani, Erin Viala and moderated by Brenda Davies

Aging in Place is defined as “the ability to live in one’s own home and community safely, independently, and comfortably, regardless of age, income or ability level.” One of the leading issues facing our housing co-ops is that many of our members are aging and we are called to help facilitate the necessary resources to accommodate them. Please join us for this interactive discussion and find ways that will help your housing co-ops navigate around this most pertinent issue.

### 2. Everything You Need to Know About Your Co-op’s Finances

Facilitated by Della Brown, Anda Frusescu and a representative from First Calgary

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 year-end approaches and how important key information is for your yearly audit. Thirdly, First Calgary Financial will discuss programs that are offered to our membership such as SACHIP, Refinancing and Personal Member banking portfolios.

### 3. 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.

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

### 4. The Art of Minutes and Record Keeping

Facilitated by Susan Clayton

Good records, which include minutes, support the co-op’s present and future, keeping in mind the regulatory, legal, environmental and operational requirements. Records are the sum of your co-op’s past actions and achievements. Records are the structure, policies, procedures, and processes necessary to manage all the information which minimize risk and support a co-op’s success as an enterprise and a community.

What goes into meeting minutes? What are ‘good records’? What is the life cycle of records – what to keep and what to destroy? Join us as we explore the art of minutes and record keeping.

### 5. Savvy Business Seminar: Fraud Prevention – Character Ethics Practices

Facilitated by David Mckee

With this two-part seminar you will learn from the experts at the Better Business Bureau of Alberta. This session will focus on two very important issues facing housing co-ops: Fraud and Ethical Conduct. Developing a keen sense of how fraud affects us all and how to prevent it from happening is crucial. You will acquire tangible tools that will help foster growth and build strong ethical character for all and will lend itself to ‘Good Governance and Sound Management’ within our communities. A self-assessment will be provided.

### 6. The Mind-set of a Leader

Facilitated by Daniele Druisso

This workshop will give you the skills necessary for creating a movement for change. Breaking down the processes of self-leadership, inspiring a group to action and creating a collaborative environment. Dani will lead the group through powerful discussions that will allow them to go back to their co-operative with the support needed to further successful leadership, growth and sustainability within their co-operative.

## Workshop Facilitators

**Anda Frusescu** has worked extensively with SACHA’s members. She holds a degree in Accounting and Finance and has her CGA designation. She has over 31 years’ experience in accounting. In the last 20 years, Anda has worked in Canada and gained extensive experience in the area of accounting, audit and taxation. Anda currently works for her own Professional Corporation since 2010, and is a specialist in auditing and accounting.

**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 finance. She is an advocate for affordable housing initiatives.

**Daniele Druisso** is the powerhouse voice and leadership coach behind the Unleash Your Voice podcast and an author and inspiring speaker. For the past 3 years she has worked with individuals of all ages from emerging young leaders to well-known business owners around the world on how to connect to their voice and embrace what makes them unique in this world. She lives in a co-op and is dedicated to leaving a legacy that inspires people of all ages to take initiative on creating safe, affordable and sustainable housing for generations to come.

**David Mckee** is the Community Outreach Coordinator for the Better Business Bureau serving Southern Alberta and East Kootenay. David works at the BBB as a writer and public liaison for various consumer education presentations and events. Previously David worked as a Community Liaison and Executive Assistant for a number of Councillors in the Aldermanic Office of the City of Calgary. In addition, David has worked with a variety of communities to develop their own newsletters and is currently responsible for the upkeep and care of the BBB mascot Buzz the BBB Bee.

**Della Brown** has been working for SACHA as a Financial Advisor and bookkeeper for the past 7 years. Della has worked in finances and business management for over 30 years. She provides bookkeeping and financial knowledge for numerous housing cooperatives as well as other industries. Della was an active member in a large housing coop for 14 years.

**Erin Viala** is a lawyer with HMC Lawyers 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.

**Susan Clayton** is a consultant with SACHA. She has a strong background in co-op housing policy and procedures. She has served on several not-for-profit boards, including the boards of All Nations and Families Matter. Susan has been a housing co-op member for more than 30 years.

**Tasleem Jessani** is the owner and principle designer of Mano Tango Interiors. She provides assistance to seniors in evaluating their space to meet the challenges of aging and organizing for downsizing, decluttering renovations that allow seniors to age in place.

**Thulasy Lettner** is the Equity Coordinator at CommunityWise Resource Centre. She is currently leading an Anti-Racist Organizational Change (AROC) project to strengthen CommunityWise’s capacity to address organizational racism and create greater racial equity, inclusion, and diversity. She also works as an independent consultant, a mother of two and a part-time farmer, raising chickens on pasture with her partner in Black Diamond, AB. She has a BSc in Chemical Engineering and has been working in the area of community development for over 10 years.

**Vaneeta Kapur** is the Manager of Information Resources at Kerby Centre.

“Knowledge . . . is the only guardian of true liberty.”- James Madison

## THE SEVEN CO-OP PRINCIPLES

An educated housing co-operative membership is a strong and successful group of people that conducts the business of their co-op well, now and in the future.

1. Voluntary and Open Membership
2. Democratic Member Control
3. Member Economic Participation
4. Autonomy and Independence
5. EDUCATION, TRAINING AND INFORMATION
6. Co-operation Among Co-operatives
7. Concern for Community



## REGISTRATION

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

## 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. Please contact Brenda or Christie with any questions at (403) 233-0969 or via e-mail: [brenda.sacha@shaw.ca](mailto:brenda.sacha@shaw.ca) or [christie.sacha@shaw.ca](mailto:christie.sacha@shaw.ca).

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, and send it in themselves.

## WORKSHOP FEES

SACHA Member \$140  
Non-Member: \$185  
Members age 35 and under: \$70

## REFRESHMENTS

8:30 AM - Coffee and a light breakfast  
12:00 - 1:00 PM - Lunch

# SACHA Fall Education Event Registration Form

NAME: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 CO-OP: \_\_\_\_\_

Please put a check mark in the box beside the workshop(s) of choice:

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

- 1. Aging in Place
- 2. Everything You Need to Know About your Co-op's Finances
- 3. Beyond Diversity: Building Inclusive and Effective Organizations

## LUNCH - 12:00 TO 1:00 PM

Special Dietary Needs & Allergies (Including gluten-free and vegetarian):  
 \_\_\_\_\_  
 \_\_\_\_\_

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

- 4. The Art of Minute Taking
- 5. Savvy Business Seminar: Fraud Prevention - Character Ethics Practices
- 6. The Mind-set of a Leader

## EVENT FEES

Full Day Rate for members of SACHA (per person)	<b>\$140.00</b>	\$ _____
Members age 35 and under attend at half price (per person)	<b>\$70.00</b>	\$ _____
Full Day Rate for non-SACHA members (per person)	<b>\$185.00</b>	\$ _____

	<b>SUBTOTAL</b>	= _____
<b>ADD</b>	<b>5% GST</b>	= _____
		\$ _____
	<b>TOTAL</b>	\$ _____

Please submit payment with registration via fax or email.

# Fall Education Event

## Saturday, November 23<sup>rd</sup> 2019

The Glenmore Inn & Convention Centre  
 2720 Glenmore Trail SE Calgary, AB  
**8:30 AM - 4:00 PM**



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