

SATURDAY, APRIL 20, 2024

**The Glenmore Inn & Convention Centre
1000 Glenmore Ct. SE Calgary, AB**

9 AM - 3 PM

AGM

ANNUAL GENERAL MEETING



www.sacha-coop.ca

INDEX

01

MEETING AGENDA

Proposed Agenda items and the day's events are outlined here

02

WORKSHOP DETAILS

Find all the information about this year's workshops and facilitators here

03

2024 ELECTION - SACHA BOARD OF DIRECTORS

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

04

MINUTES FROM 2023 SGM MEETING

Meeting minutes from December 6, 2023 to be approved

05

HOW TO REGISTER

Find all registration information in this section

PROPOSED AGENDA

8:30 - 9:00 AM

REGISTRATION AND REFRESHMENTS

9:00 - 10:30 AM

CALL TO ORDER

- Opening remarks
- Introductions
- Establish Quorum

1. APPROVAL OF THE PROPOSED AGENDA

2. APPROVAL OF THE [SGM MINUTES - DECEMBER 6, 2023](#)

3. AUDITOR'S REPORT

- Motion to accept the Auditors Report and 2023 audited Financial Statements
- Appointment of Auditor for 2024 financial 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 7](#))

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

10:30 - 10:40 AM

TEN MINUTE BREAK

10:40 AM - 12:00 PM

7. REPORTS

- a. Board of Directors Report presented by Joanne Crouse
- b. Bulk Purchasing Report
- c. Greetings from CHF Canada

8. PRINCIPAL 6: CO-OPERATION AMONG CO-OPS

By organizing together in federations, housing co-ops grow stronger and help to build a healthy co-op movement. Where they can, housing co-ops use the services of co-op businesses to meet their needs.

12:00 - 1:00 PM

LUNCH

1:00 - 3:00 PM

WORKSHOPS



WORKSHOPS DETAILS

“Education is for improving the lives of others and for leaving your community and world better than you found it.” - Marian Wright Edelman

RENTAL ASSISTANCE PROGRAM

Facilitated by Francesca Sorace

This workshop will introduce co-ops to CMHC’s rental assistance program (FCHI-2) and be of interest for federally funded co-ops whose operating agreements have ended or will be ending soon. We will discuss:

- Rental Assistance Program improvements
- New online calculator
- Demonstration
- Q & A

HOW TO BUILD STRONG LEADERSHIP AND FOSTER RELATIONSHIPS IN YOUR COMMUNITY

Dani Driusso

What does strong leadership look like in your community? How do you foster relationships in a way that builds a stronger sense of belonging in your co-op? Is there behavior we can look for that may indicate ineffective leadership that may be damaging to not only the engagement of a community, but the sense of safety for the individuals in the place they call home? In this fun and interactive workshop we will be exploring answers to these questions as well as ensure you have skills to bring back to your co-op and boards.

ASK THE LAWYER

Facilitated by Erin Viala

Join us for an immersive session designed for housing co-op members to ask questions about legal situations that take place in their co-op communities. We invite you to bring your questions about the Co-op Act, human rights, privacy, membership termination, governance and more!

Please note that any commentary during this session is not legal advice and is only meant to be informative. If you are looking for legal advice, you can contact Erin at her office to discuss legal matters further.

MEET THE FACILITATORS

FRANCESCA SORACE, MANAGER, RENTAL ASSISTANCE PROGRAM

Franca Sorace joined the Agency in 2016 as a relationship manager based in the B.C. Regional Service Centre. She acquired her first experience of property management in 1997 at First United Church Social Housing Society, where she continued to deliver services until 2018. After securing a certificate in Community Economic Development from Simon Fraser University, Franca joined COHO Management Services as a property manager in 2000, working with section 95, ILM and B.C. housing co-operatives for more than a decade and a half. In 2020 the Agency promoted her to the new position of Manager, Rental Assistance Programs. She is responsible for overseeing the staff who work with co-operatives under CMHC's Rental Assistance Program. An experienced supervisor, Franca combines strong financial skills with the ability to work effectively with government at all three levels.

DANI DRIUSSO

Dani Driusso is an author, speaker and educator who specializes in fostering community values by training leaders to bring compassion, integrity and collaboration to the spaces they govern. Dani comes with first-hand experience in co-operative housing, having been a member in the past as well as serving on the board of Springhill Ranch. She is an author, speaker and educator who has worked in various industries teaching confidence, intentional leadership and effective communication skills for 9+ years. 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. Outside of her work with companies and non-profits, Dani has worked as an educator and team lead for almost 10 years helping teach kids across the province build confidence and community through process-based theatre. She has spoken on these topics at events such as Palliser Teachers Convention, The Western Leadership Conference (YMCA), The Great Canadian Woman Summit and North Central Teachers Convention, to name a few. Dani is so delighted to be able to share her passion for this work with your community!

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.

Housing co-ops offer education and training to the members, directors and staff so that everyone can play a full role in the life of the co-op. Housing co-ops find ways to tell the public what they are and what they do.

“Housing Co-operative members serve as ambassadors within their co-ops and their greater community.” - Anonymous



PRINCIPLE 5
Education, Training
& Information



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 our 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 serves 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 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.

2024 ELECTION

There are four vacant positions up for election at the AGM on April 20th, 2024.

Two of the positions are for two-year terms and two of the positions are for a one-year term. One director whose term is ending is eligible and willing to run again. SACHA Nominations are to be made in writing and submitted to the SACHA Nominating Committee, SACHA Board of Directors, or the SACHA office 14 clear calendar days before the meeting. Anyone who is nominated and 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 have been nominated and 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 joins the 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)

MINUTES OF THE SGM Dec.6, 2023

ATTENDANCE

- **Attendance:** 10 members including 5 delegates representing 5 member co-ops.
- **Delegates:** Mazhar Hussain (Springhill Ranch), Patricia Matthews (Ramsay Heights), Joanne Crouse (Sikome Rise), Kim Halverson (West Heritage Manor), Lorenda Carlsen (Whippletree West)
- **Attendees:** Kelly Edwards (Sarcee Meadows), Connie Leslie (Springhill Ranch), Naomi Sorensen (West Heritage Manor),
- **SACHA board:** Joanne Crouse, Linda Bouchard, Deb Thoms, Isabel Ciok
- **SACHA staff:** Brenda Davies, Susan Clayton, Della Brown
- **Recorder:** Patricia Matthews

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

Susan Clayton facilitated the meeting and called the meeting to order at 6:30 pm
She welcomed everyone to SACHA's SGM and offered the Land Acknowledgement.

Introductions: Joanne Crouse, Linda Bouchard, Deb Thoms, Isabel Ciok, Brenda Davies, Della Brown.

Quorum is 3 member co-ops: Quorum was established.

The short video on the Rochdale origins of the cooperative movement was viewed.

APPROVAL OF THE PROPOSED AGENDA

There were no amendments to the agenda

Motion "to approve the proposed agenda"

M/S/C Joanne Crouse/Connie Leslie

BOARD OF DIRECTORS REPORT

Isabel Ciok delivered the report from the Board

SACHA's AGM:

- the first hybrid meeting for the SACHA. The primary benefit is to enable distant member co-ops to participate in SACHA's democratic functioning with little cost and travel expenses to them.

CHF Canada:

- SACHA has shared resources with CHF Canada on the National Education Program.

Member services:

- SACHA has seen an increase in calls from members for assistance on issues of community breakdown, requests for mediation and consultation on challenges.

Community building:

- SACHA delivers professional services, most of them developed at the direction from members.

She concluded her report by expressing thanks to her fellow directors, SACHA staff and consultants.

Motion "to approve the Board of Directors Report"

M/S/C Kim Halverson/Patricia Matthews

EXECUTIVE DIRECTOR'S REPORT

Brenda Davies delivered this report. Her presentation focussed on what SACHA is, what it does and the services provided.

Protection:

- The Joint Sector Agreement with CHF Canada provides stabilization in memberships and prevents overlap of services

Business Service:

- Much of SACHA's work in consultation and advocacy

Representation:

- SACHA lobbies all three levels of government on behalf of coop housing
- Participating in a research project with the City of Calgary
- Lobbied the Province on changes to the Municipal Government Act to include property tax assessments and funding development

Security:

- The Bulk Purchasing program is member driven and has financially benefitted both the members who participate in it and SACHA.
- connectFirst has merged with Servus Credit Union and SACHA will be renegotiating a version of the SACHIP in the New Year
- The Joint Sector Agreement saves members 10% on their CHF Canada dues
- SACHA continues to provide leadership and education in Governance and Management to members.

Community:

- SACHA continues to support and enhance partnerships with the service providers in the Bulk Purchasing Program.

Motion “to approve the Executive Directors Report”

M/S/C Connie Little/Lorenda Carlsen

FINANCIAL RESOLUTIONS

Joanne Crouse delivered the Financial Report highlighting the changes to the proposed budget along with explanations and expectations. Both the Operating Revenue and Total Expenses budgets will be less \$100,000.00 from 2023. The Management Services projected surplus will be approximately \$2,500.00.

1. **“THAT** the SACHA membership for each member cooperative remain at \$4.80 per unit per month for the 2024 financial year.”
M/S/C Kim Halverson/Connie Little
2. **“THAT** the SACHA membership dues for each auxiliary member remain at \$365.00 for the financial year.”
M/S/C Patricia Matthews/Connie Little
3. **“THAT** the proposed 2024 budget be approved as presented.”
M/S/C Connie Little/Kelly Edwards
4. **“THAT** the Board of Directors be authorized to allocate any surplus to the operational reserve.”
M/S/C Joanne Crouse/Kim Halverson

NEW BUSINESS

Patricia Matthews offered a comment on her recent attendance at the Cooperators Alberta Regional meeting in Edmonton. Some of the coop representatives at the meeting expressed an interest in the possibility of coop housing development, especially those in the agricultural sector. A brief discussion followed.

ADJOURNMENT

Motion “to adjourn SACHA’s 2023 SGM”

M/S/C Patricia Matthews/ Lorenda Carlson

The meeting adjourned at 7:40 pm.

REGISTRATION

Registration Deadline: April 19, 2024

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.



REGISTRATION FEES (Cost per person, GST not included)

- Pre-registration for this event is required. There is no fee to attend the business meeting.

FULL DAY REGISTRATION

- Member: \$200
- Non-member: \$300
- Additional Registrant: \$150
- Registrants age 35 or younger: \$75
- **Lunch included**

WORKSHOPS ONLY

- Member: \$155
- Non-Member: \$175
- **Lunch not included**

The business meeting starts at 9 AM and will be followed by lunch at 12 PM. The workshops start at 1 PM and run until 3 PM. Sign-up for the workshop of your choice using the link to the online registration form below. If you do not have online access to use this link, please contact SACHA's office via phone or email to register.

Registration fees are only refundable if an event is cancelled due to low registration. If the registered attendee cannot attend, the attendee or their co-op should find someone else to attend in their place.

HOW TO REGISTER

1. Please register in advance on our website, each person attending must be registered separately.
2. Here is the link: <https://www.sacha-coop.ca/event-details/2024-annual-general-meeting-agm>
3. Complete the 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".
 - Select whether or not you will be staying for lunch.
 - Select the registration option that applies to you.
4. Receive an email confirmation that your registration has been received once you complete the online registration form.

PAYMENT DETAILS

We encourage Housing Co-operative Board of Directors to distribute this information to their membership and give them the opportunity to attend the meeting and/or workshops. Most co-ops have an education budget that allows the co-op to pay for their own registration if their co-op does not have funds available. Payment will be requested via invoice after the event.

CONTACT US

Southern Alberta Co-operative
Housing Association (SACHA)

#110, 2526 Battleford Avenue SW
Calgary, AB, T3E 7J4

Phone: (403) 233-0969

Fax: (403) 237-9181

Email: admin.sacha@shaw.ca



www.sacha-coop.ca