

**SATURDAY, MAY 2, 2026**

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

Registration & Refreshments: 8:30 AM

Event: 9 AM - 3 PM

**AGM**

ANNUAL GENERAL MEETING



[www.sacha-coop.ca](http://www.sacha-coop.ca)

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## MEETING AGENDA

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## 2026 ELECTION - SACHA BOARD OF DIRECTORS

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

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## MINUTES FROM 2025 SGM MEETING

Meeting minutes from December 3, 2025 to be approved

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## HOW TO REGISTER

Find all registration information in this section

# PROPOSED AGENDA

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**8:30**

## **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 3, 2025](#)**

#### **3. AUDITOR'S REPORT**

- Motion to accept the Auditors Report and 2025 audited Financial Statements
- Appointment of Auditor for 2026 financial year
- Audited financial statements will be provided via email one week prior to the meeting.

#### **4. FINANCIAL REPORT**

- Motion to receive the report

#### **5. EXECUTIVE DIRECTOR'S REPORT**

- Motion to receive the 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**

### **TEN MINUTE BREAK**

**10:40 AM - 12:00 PM**

### **7. REPORTS**

- a. Board of Directors Report presented by Linda Bouchard
- b. SACHA Annual Report
- c. Greetings from CHF Canada

### **8. PRINCIPAL 6: CO-OPERATION AMONG CO-OPERATIVES**

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. We are happy to have Leaverd Carnegie presenting from Servus Credit Union.

**12:00 - 1:00 PM**

### **LUNCH**

**1:00 - 3:00 PM**

### **WORKSHOPS**

# WORKSHOPS DETAILS

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## R-E-S-P-E-C-T — BUILDING STRONGER CO-OPERATIVE COMMUNITIES

*with Brenda Davies and Erin Viala*

Discover what respect looks like in a housing co-operative and learn practical ways to strengthen relationships across your membership. Find out what this fundamental value means to a housing co-operative. Is your co-op looking for innovative ways to build relationships with your membership?

This workshop will cover:

- Promoting healthy interactions — tools and conversation techniques to reduce conflict and encourage constructive dialogue.
- Addressing attitudes, perceptions, and myths — how to identify and shift unhelpful assumptions that undermine community life.
- Building trust and a sense of belonging — practical steps to make every member feel included and valued.
- Engaging young people — meaningful roles and opportunities for younger members to contribute.
- Effective leadership — leadership practices that model respect and foster shared responsibility.
- Commitment to a shared future — aligning values, expectations, and actions for long-term community resilience.
- Tackling root causes of poor cohesion — identifying systemic issues and designing sustainable responses.

Outcomes:

Interactive discussion with group activities, real-world examples, and facilitated reflection to help your co-op leave with concrete next steps.

## CHAIRING AND RECORDING A MEETING IS A WORK OF ART!

*with Patricia Matthews and Susan Clayton*

The art of chairing a meeting is an exercise in technique and the art of recording a meeting is colour and detail. The teamwork between the two make for a well run and documented work of art.

This workshop will explore the role of the Chair of the board and the importance the Recorder plays in creating a collaborative, productive and successful meeting.

Whether you are interested in chairing or simply want to improve your skills, come, learn and explore the art of chairing and recording a successful meeting.

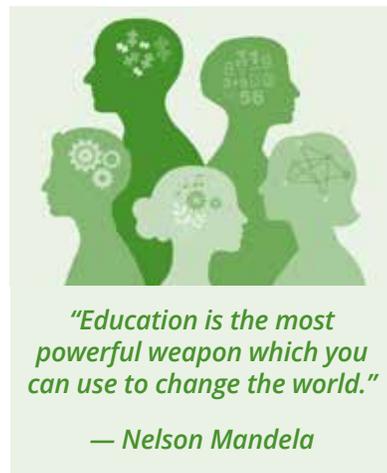
## READING AND ANALYZING FINANCIAL STATEMENTS

*with Sandy Minors*

A practical, interactive one-day workshop that equips Board of Directors, Members and staff to read, interpret, and use the Income Statement, Balance Sheet, and Cash Flow Statement to make better operational and strategic decisions.

Outcomes:

- Confidently interpret core financial statements without prior finance training.
- Explain the financial impact of everyday operational decisions.
- Use data to justify project proposals, budgets, and resource requests.



# MEET THE FACILITATORS

**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..

**BRENDA DAVIES** is the Executive Director of the Southern Alberta Co-operative Housing Association (SACHA) and a long-time leader in Canada's co-operative housing sector. With deep experience in community development, she has worked across the not-for-profit field on poverty reduction, literacy, and affordable housing initiatives. Brenda is a strong advocate for expanding housing co-operatives provincially and nationally, bringing expertise in co-operative housing operations, financial literacy, property management, and micro-financing.

**PATRICIA MATTHEWS** is a long-term member and volunteer in Ramsay Heights Housing Co-op in Calgary, and has many years experience in preparing for and facilitating member's meetings for both the SACHA and CHF Canada as well as in her own Co-op.

Taking a positive and proactive approach to planning and conducting a good meeting is essential to success which builds knowledge and experience as transferable skills.

**SANDY MINORS** is a bookkeeping professional with over a decade of experience in full-cycle accounting, and financial reporting. Since 2012, she has supported Whippetree West Housing Co-op Ltd, where she manages financial operations, contributes to budgeting, and ensures accurate, meaningful reporting. With a background in both hands-on bookkeeping and co-operative organizations, Sandy is skilled at turning complex financial data into clear, practical insights.

Sandy is currently pursuing a Bachelor's of Science in Applied Business Management through Brigham Young University Idaho, building on her associate's degree and accounting coursework.

**ERIN VIALA** is a dedicated lawyer who provides practical, timely advice focused on achieving her clients' goals efficiently. Her practice centers on employment law, insolvency, and commercial debt recovery, representing employers, employees, debtors, and creditors.

Erin has extensive experience working with cooperative housing organizations in Southern Alberta on litigation matters, including employment and debt recovery, and is committed to assessing risk and delivering effective, strategic solutions.

**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





# IMPORTANT MESSAGE

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**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.

# 2026 ELECTION

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## There are two vacant positions up for election at the AGM on May 2, 2026.

Both of the positions are for two-year terms. SACHA Nominations are to be made in writing and submitted to the Nominating Committee, the 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.3, 2025

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## ATTENDANCE

- Monica Taylor (Springhill Ranch), Bahia Idris (Springhill Ranch), Linda Bouchard (Springhill Ranch), Kim Halvorson (West Heritage Manor), Shasta Okunbor (West Heritage Manor), Donna Riczu (Jubilee), Wendy Wilson (Sarcee Meadows) Raeleen Trebicki (Sarcee Meadows), Dawn Zielsdorf (Skotoko), Greg Zielsdorf (Skotoko), Jody Winiarczyk (Skotoko), Patricia Matthews (Ramsay Heights), Grazyna (Gina) Banasiak (Ramsay Heights), Susan Clayton (Whippletree West), Alex Clayton (Whippletree West), Scott Morgan (Whippletree West), Margaret Clow (Alberta 75) Hermina Everett (Alberta 75), Gary Anderson (Alberta 75), Ginette Evans (Alberta 75), Sean Lindsay (Sunnyhill).
- **SACHA:** Linda Bouchard (Springhill Ranch), Susan Clayton (Whippletree West), Brenda Davies, Angie Witukiewicz
- **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.

Each person introduced themselves to the room and the name of their co-op.  
Susan presented the Ground Rules for the meeting.

Susan asked for delegates to raise their voting flags to identify themselves and to establish quorum.  
Quorum was established.

## CONSIDERATION and APPROVAL of the PROPOSED AGENDA

There were no amendments to the agenda

**Motion** "To approve the proposed agenda"

**M/S/C** Wendy Wilson/Donna Riczu

## APPROVAL of MINUTES of ANNUAL GENERAL MEETING – APRIL 26th, 2025

There were no amendments or corrections to the minutes.

**Motion:** "To approve the April 26th, 2025 AGM minutes"

**M/S/C** Wendy Wilson/Susan Clayton

## BOARD OF DIRECTORS REPORT

The report from the Board of Directors was delivered by Monica Taylor. She welcomed everyone to the SGM and Member Appreciation evening and that it was nice to meet in person. She reported on SACHA's achievements this year. Highlights were to:

- provide Support & Care working with members on challenges and conflicts,
- provide education to members,
- continue to work with CHF Canada and other coop housing federations to build educational programming for members,
- successfully secured a property tax exemption with the City of Calgary,
- meet the challenge of interest in the development of more co-op units. This is a new challenge for SACHA and the federation is excited for the future of co-op housing in Alberta.

SACHA remains committed to the mandate delivered by the Membership to provide services and products for them.

She concluded with thanks to SACHA's Executive Director, board, staff and consultants and wished everyone present joy, peace and happiness.

**Motion:** "To receive the Board of Directors report"

**M/S/C** Donna Riczu/Sean Lindsay

## EXECUTIVE DIRECTOR'S REPORT

Brenda Davies delivered the Executive Director's report.

The presentation titled What SACHA Does for You was presented and outlined the programs and services provided through membership in SACHA.

She provided an update on the Property Tax Exemption program offered to non-profit organizations. This prompted a discussion with the members present on the on-going work with Municipalities outside of Calgary and what could be done to secure the same benefit.

SACHA is negotiating with Servus to provide members with financial services to benefit co-ops. Members raised issues with Telus providing offers of discounts outside of SACHA's program. It was advised that members contact SACHA when such offers are made to ensure that they are part of the agreement with SACHA.

Members were encouraged to inform SACHA of any questions or concerns they experience with Bulk Purchasing Program.

The presentation concluded with a short new video produced by the Cooperators Insurance Group on the origins of co-operatives.

**Motion:** "To receive the Executive Director's report"

**M/S/C** Donna Riczu/Wendy Wilson

## FINANCIAL RESOLUTIONS

Linda Bouchard presented the 2025 Budget, reviewing and providing supporting information on the changes from the 2026 budget.

**Motion:** "THAT the SACHA membership dues for each member cooperative be increased from \$4.95 to \$5.00 per unit per month for the 2026 financial year."

**M/S/C** Wendy Wilson/Sean Lindsay

**Motion:** "THAT the SACHA AUXILIARY membership dues increase to \$380.00 for the 2026 financial year."

**M/S/C** Patricia Matthews/Wendy Wilson

**Motion:** "THAT the proposed 2026 budget be approved as presented"

**M/S/C** Patricia Matthews/Bahia Idris

**Motion:** "THAT the Board of Directors be authorized to allocate any surplus to the operational reserve."

**M/S/C** Donna Riczu/Wendy Wilson

## AUXILIARY MEMBERS IN SACHA:

[Prairie Sky Cohousing](#)

Canadian Workers Co-op

The Kentish Town Mews condos at Whippetree West

## DOOR PRIZES

Several door prizes were drawn.

Congratulations to all the winners!

## ELECTIONS

There are 4 positions currently filled with one-year vacancy on the Board. Scott Morgan has been serving as an appointee to the board. He has accepted the nomination to the board and since no other nominations were submitted to SACHA's Nominating Committee, the motion is to elect him by acclamation.

SACHA's next AGM will be held in April, 2026.

## ADJOURNMENT

**Motion** "To adjourn the SACHA 2025 SGM."

**M/S/C** Wendy Wilson/Jody Winiarczyk

Meeting adjourned at **7:35 pm**.

# REGISTRATION

Registration Deadline: April 30, 2026

In an effort to limit paper usage and reduce our environmental impact, SACHA has moved towards the digitization of event registration. 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: \$225
- Non-member: \$325
- Additional Registrant: \$150
- Registrants age 35 or younger: \$80
- **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/2026-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 Boards of Directors to distribute this information to their membership and give them the opportunity to attend the education workshops in the afternoon.

Most co-ops have an education fund to send members, however if the co-op cannot pay these funds, members are welcome to pay for themselves. Payment will be requested via invoice after the event.

# CONTACT US

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