

Morning Workshops 9:15 am - Noon

1. Board Course - Part 1

Facilitated by Susan Clayton & Andrea Bergen

The objective of this 'Two Part Board Course' is to help educate members on Good Governance and Sound Management practices. This is an excellent educational opportunity for members who currently serve on boards, committees or members of a housing co-operative who want to learn more about how a housing co-operative functions.

This workshop will focus on the following key topics which will provide a platform for interactive discussion and problem solving.

- Good Governance
- Sound Management
- Building an Open and Healthy Community
- Maintenance
- Financial Literacy
- Marketing
- Legal Obligations

2. Focus Your Attention and Manage Your Time

Facilitated by Barbara Pedersen

Does time seem to fly by? Do you find yourself wishing for more hours in the day? Free up time in your personal, volunteer and work lives by learning skills to pay attention to the important things. Attention management is the skill of the 21st century! The world is constantly available at our fingertips through the Internet, computers, tablets, smart phones and other digital devices. We face more distractions. We receive and send information in new and faster ways. In this interactive session, have fun and learn new skills to decide where and how to focus your attention and better manage your time.

3. Vision for the Future

CHF Canada - Facilitator TBD

The co-op housing movement in Canada has a new vision for the future. Co-operative Housing for All is a bold vision for the inclusive and sustainable growth of co-op housing in Canada. We started with imagination then drew on the diversity and strength of passionate co-op members across the country. We created a framework that was adopted by co-op members at the 2018 CHF Canada AGM. And now we are ready to make our co-ops' dreams a reality.

Join us for an engaging conversation about how we can work together to transform this exciting vision into action, in your co-op, throughout Alberta, and across the country.

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

Afternoon Workshops 1:00 - 4:00 pm

4. Board Course - Part 2

Facilitated by Susan Clayton & Andrea Bergen

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

5. Addressing Smoking and Cannabis Policies In Housing Co-operatives

Facilitated by Angeline Webb

Developing smoke free and cannabis policies at your co-operative could save your directors, managers and members money and time AND it may be easier than you think. Many people are still involuntarily exposed to tobacco smoke inside their homes due to the migration of tobacco smoke from neighbouring units. Approximately one third of all residents of multi-unit housing report they have experienced second-hand smoke infiltrating their unit.

This interactive workshop will provide information, tools and advice to help you plan, develop, implement and enforce smoking policies for tobacco and cannabis use that will work for all the members of your housing co-operative. Learn about the law and smoke-free co-operatives, learn about successes, barriers, incentives and resources and use a draft Guidebook to help you consider going smoke-free in your co-op.

6. Everything You Need to Know About Your Co-op's Finances

Facilitated by Della Brown & Eric Gauthier

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 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.

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

Workshop Facilitators

Andrea Bergen is a property manager and consultant with SACHA who specializes in governance and management issues.

Angeline Webb is a Senior Public Policy Advisor with the Canadian Cancer Society, Alberta/NWT Division, where she has been engaged in health policy development for the last 11 years. She develops, implements and administers all policy development programming for the Canadian Cancer Society in Alberta, the Northwest Territories and at the federal level. Angeline's focus is healthy public policy with most of her attention devoted to tobacco reduction policy.

Barb Pedersen, principal facilitator with Barbara Pedersen Facilitation Services Inc., Calgary has provided facilitation, training, and consulting services to organizations for over 25 years. Barb is an IAF Certified™ Professional Facilitator with the International Association of Facilitators. Barb facilitates with Fun, Fervour and Focus to help organizations hold meaningful discussions, reach effective decisions, and develop beneficial plans. Barb facilitated this session at the 2017 Fall Education Event with excellent response by participants.

Della Brown has been working for SACHA as a Financial Advisor and bookkeeper for the past eight 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.

Eric Gauthier is the Branch Manager at First Calgary, Signal Hill.

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.

REGISTRATION

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

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.

REFRESHMENTS

8:30 AM - Coffee and a light breakfast



WORKSHOP FEES

SACHA Member \$140
Non-Member: \$185
Member 30 and Under: \$70

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 at (403) 233-0969 or via e-mail: brenda.sacha@shaw.ca or colleen.sacha@shaw.ca.

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. Board Course - Parts 1 & 2 **This is a two part course* Yes: No:
- 2. Focus Your Attention and Manage Your Time Yes: No:
- 3. Vision for the Future Yes: No:

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. Board Course - Part 2 **This will automatically be your afternoon workshop if you've chosen to take the Board Course.* Yes: No:
- 5. Addressing Cannabis Use in Co-op Housing Yes: No:
- 6. Everything You Need to Know About Your Co-op's Finances Yes: No:

EVENT FEES

Full Day Rate for SACHA Members per person	\$140.00	\$ _____
Members age 30 and under attend at half price (per person)	\$70.00	\$ _____
Full Day Rate for non-SACHA members per person	\$185.00	\$ _____

	SUBTOTAL	= _____
ADD	5% GST	= _____
		\$ _____
	TOTAL	\$ _____

Please submit payment with registration via fax or email.

Fall Education Event

Saturday, November 17th 2018

The Glenmore Inn & Convention Centre
 2720 Glenmore Trail SE Calgary, AB
 8:30 am - 4:00 pm



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