

SATURDAY, APRIL 22, 2023

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

HOW TO REGISTER

Find all registration information in this section

03

WORKSHOP DETAILS

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

04

2023 ELECTION - SACHA BOARD OF DIRECTORS

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

05

MINUTES FROM 2022 SGM MEETING

The meeting minutes from SACHA's 2022 Special General Meeting (SGM)

PROPOSED AGENDA

9:00 - 10:30 AM

REGISTRATION AND REFRESHMENTS

CALL TO ORDER

- Opening remarks
- Introductions
- Establish Quorum

1. APPROVAL OF THE PROPOSED AGENDA

2. APPROVAL OF THE [SGM MINUTES - DECEMBER 7, 2022](#)

3. AUDITOR'S REPORT

- Motion to accept the Auditors Report and 2022 audited Financial Statements
- Appointment of Auditor for 2023 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 8](#))

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

10:4 AM - 12:00 PM

7. REPORTS

- a. Board of Directors Report
- b. Committee Reports
- c. Bulk Purchasing Report
- d. Greetings from CHF Canada

8. PRINCIPAL 6: CO-OPERATION AMONGST CO-OPERATIVES

Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional and international structures.

12 - 1 PM

LUNCH

1 - 3 PM

WORKSHOPS

REGISTRATION

Registration Deadline: April 19, 2023

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.

MEMBERS

- \$150 (includes lunch)
- \$120 Additional Registrant (includes lunch)
- \$65 for registrants age 35 or younger (includes lunch)
- \$100 for workshops ONLY (no lunch)

NON-MEMBERS

- \$260 (includes lunch)
- \$175 for workshops ONLY (no lunch)

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 by visiting the link to the online form- **[You do NOT need a Google account to fill out this form](#)**; each person attending must be registered separately.
2. This is the link to the form: <https://forms.gle/Vit1dmHUhywj8i6L7>
3. Complete the online meeting 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

If you plan to attend this event please 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.



WORKSHOPS DETAILS

“It is impossible for a man to learn what he thinks he already knows.” - Epictetus

RENTAL ASSISTANCE PROGRAM

Facilitated by Francesca Sorace with Brianne Dawson and Meghan Friesen

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

- Your co-op’s enrolment in the rental assistance program
- Program overview
- Your co-op’s new requirements and how they’re different from the operating agreement
- Tools and resources
- Frequently asked questions about the rental assistance program

MENTAL HEALTH AWARENESS

Facilitated by Kimberley

Mental health is about achieving personal balance, and finding this balance can be an ongoing learning process. This workshop breaks down common misconceptions surrounding mental health, mental illness, and stigma, while providing a preventative approach to personal wellness.

CHAIRING A MEETING IS A WORK OF ART!

Facilitated by Patricia Matthews & 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.

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.

KIMBERLEY, CANADIAN MENTAL HEALTH ASSOCIATION

Kimberley has an educational background in psychology with an emphasis on crisis and trauma. She has worked in a variety of settings from law enforcement and National Defense to working with youth with severe, persistent mental illness. 17 years ago she joined the Canadian Mental Health Association - Calgary Region Mental Health prevention and promotion team as an education specialist. Kimberley currently serves as the Team Lead for the Community Education and Wellness Department which reaches over 15, 000 participants a year to increase mental health literacy and individuals help seeking behaviours.

PATRICIA MATTHEWS

Patricia is a consultant and educator in co-operative housing. She has shared her knowledge and experience with members of SACHA for many years and has been a member and volunteer of Ramsay Heights Co-operative Housing.

SUSAN CLAYTON

Susan 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 procedure. Susan has been a housing co-op member for more than 30 years.



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.

2023 ELECTION

There are three vacant positions up for election at the AGM on April 22nd, 2023. The two directors whose terms are ending and the board appointee are all standing for election. All three 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.7, 2022

ATTENDANCE

- **Members, delegates & staff:** Six members and six delegates representing six member co-ops. Cam Byers (Alberta 75), Connie Leslie (Springhill Ranch), Solafa Ahmed (Whippletree West), Rhett Brown (West Heritage Manor), Stephanie Kelly (Skotoko), Patricia Matthews (Ramsay Heights)
SACHA Board: Joanne Crouse, Linda Bouchard, Tony Yee, Isabel Ciok
- **SACHA Staff:** Brenda Davies, Colleen Rollinson, Roberta Miller, Susan Clayton and Della Brown

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

Susan Clayton facilitated the meeting. She welcomed everyone and called the meeting to order at 6:30 pm. Susan acknowledged the land and thanked everyone for attending the meeting. Susan noted the reason for this meeting is to set the budget and dues for upcoming financial year

Quorum was established as there were more than the minimum required three members in attendance.

2. AGENDA APPROVAL

M/S/C Patricia Matthews (Ramsay Heights) / Connie Leslie (Springhill Ranch)

“that the proposed agenda be approved.”

3. APPROVAL OF MINUTES OF AGM: April 23, 2022

M/S/C Patricia Matthews (Ramsay Heights) / Connie Leslie (Springhill Ranch)

“that the minutes of the April 23rd, 2022 Annual General Meeting be approved.”

4. BOARD OF DIRECTORS REPORT

Joanne Crouse reported the following:

Overview:

- Acknowledged the challenges of the past two years and hopeful of more in-person events in 2023. Focus on rebuilding and cultivating healthy community spirit.
- Brief explanation of SACHA's services
- Thanked Brenda Davies, staff and consultants for their hard work in 2022.
- Thanked participants for their loyalty and support of SACHA over the years.

M/S/C Connie Leslie (Springhill Ranch) / Cam Beyers (Alberta 75)

“to receive the Board of Directors report”

5. REPORT FROM THE EXECUTIVE DIRECTOR

Overview:

- Brenda did a presentation on what SACHA does for your housing co-op and for co-op members
- A question and answer period followed

M/S/C Connie Leslie (Springhill Ranch) / Solafa Ahmed (Whippletree West)

“to receive the Executive Director's report”

6. FINANCIAL RESOLUTIONS

Linda Bouchard presented the proposed budget.

a) Proposed SACHA Membership Dues for member co-operatives

Overview:

- There is an increase in dues proposed for the 2023 year
- Linda went over the proposed budget line by line
- Question and answer period followed

M/S/C Patricia Matthews (Ramsay Heights) / Connie Leslie (Springhill Ranch)

“that the SACHA membership for each member co-operative be set at \$4.80 per unit per month for the 2023 financial year”

b) Proposed SACHA membership dues for auxiliary members

M/S/C Connie Leslie (Springhill Ranch) / Cam Byers (Alberta 75)

“that the SACHA membership dues for each auxiliary member be \$365 for the 2023 financial year”

c) 2023 Budget

M/S/C Cam Byers (Alberta 75) / Solafa Ahmed (Whippletree West)

“that the proposed 2023 budget be approved.”

d) Authorization to allocate surplus

M/S/C Cam Byers (Alberta 75) / Connie Leslie (Springhill Ranch)

“that the Board of Directors be authorized to allocate any surplus to the operational reserve”

7. NEW BUSINESS

- There is no new business.
- Colleen Rollinson announced that there will be a \$40 Gift Card for all delegates at this meeting.

8. ADJOURNMENT

Susan Clayton thanked everyone for attending. There being no further business, the following motion was made:

M/S/C Connie Leslie (Springhill Ranch) / Cam Byers (Alberta 75)

“that the meeting adjourn.”

The meeting adjourned at 7:29 pm.

Respectfully submitted by Colleen Rollinson.

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