

# Proposed Agenda

8:30 am - 9:00 am	REGISTRATION AND REFRESHMENTS
9:00 am	Call to order Opening remarks Introductions Establish a quorum
9:30 am	1. Approval of Proposed Agenda 2. Approval of minutes - Dec.13, 2016
9:35 am 2016 Audited	3. Auditor's Report <ul style="list-style-type: none"> <li>▪ Motion to accept the Auditor's Report and Financial Statements</li> <li>▪ Appointment of Auditor for 2017 fiscal year</li> </ul>
9:45 am	4. Financial Report Motion to receive report
9:55 am	5. SACHA's Executive Director's Report
10:05 am	6. Election for Board of Directors <ul style="list-style-type: none"> <li>a) Nominations</li> <li>b) A few words from nominees</li> <li>c) Selection of scrutineers</li> <li>d) Voting</li> <li>e) Motion to destroy ballots</li> </ul>
10:30 am	BREAK
10:45 am	8. Reports <ul style="list-style-type: none"> <li>a) Board of Directors Report</li> <li>b) Committee Reports</li> <li>c) Bulk Purchasing Report</li> <li>d) Greetings from CHF Canada</li> <li>e) Rooftops Report</li> </ul>
11:10 am	9. Other Business
11:30 am	10. Sector Support - Principal 6 "Co-operation among Co-operatives" Presentation by CAIP (Calgary Ageing In Place) Lindsay Luhnau
12:00 - 1:10 pm	LUNCH
1:10 - 1:30 pm	CHF Canada - "Our Movement, Our Future"
1:30 - 4:30 pm	WORKSHOPS
4:30 pm	CLOSE OF MEETING

# Workshop 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 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 personal finances. She is an advocate for affordable housing initiatives.

**Mary Emro** is a consultant with SACHA. She has extensive experience with co-ops and not-for-profit organizations dealing with policies and procedures. She also has governance experience through serving on various boards and not-for-profits such as Emma Maternity House Society. Mary has been a co-op member for over ten years.

**Karla Skoutajan** MSW, RSW is the Director, Sector Development at the Co-operative Housing Federation of Canada (CHF Canada). Karla has worked in the co-operative housing movement since 1982. Her experience includes assisting with the development of over 1,200 units of non-profit housing as well as many years providing support to the governance and management of housing co-operatives.

**Erin Viala** is a lawyer with Bryan & Company Calgary 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.

## Location

A warm welcome awaits you at the Glenmore Inn. The Glenmore Inn takes pride in offering guests a choice from 169 spacious guestrooms and suites, superb on-site dining and amenities to please both business and leisure travellers alike. They are a South Calgary hotel, ideally situated in close proximity to Calgary's downtown, business sectors, tourist attractions and shopping.

## THE SEVEN CO-OP PRINCIPLES

An educated housing co-operative membership is a strong and successful group of people that conduct 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

**"Education breeds confidence.  
Confidence breeds hope.  
Hope breeds peace."  
- Confucius**



# SACHA Business Meeting

## Registration and Refreshments

8:30 am - 9:00 am

## Plenary Session

9:00 am - 12:00 pm

## Lunch Buffet

12:00 pm - 1:10 pm

## CHF Canada - Our Movement, Our Future. Voicing Our Vision

1:10 pm - 1:30 pm

What do you want for the future of Canada's co-op housing movement? How can we spread the word about the co-op housing option? And grow as a movement so that more Canadians than ever can live in a co-op home? In 2016, this exciting conversation about the future of co-op housing was sparked by an AGM resolution. We'll continue to build on this national dialogue, hear what others have to say across the country and discuss what matters most about our co-op future.

## Afternoon Workshops 1:30 pm to 4:30 pm

### 1. RESPECT Part 2

Facilitated by Brenda Davies & Erin Viala

How do we tackle the complications of member interactions within our community? In RESPECT Part 1, the focus was on how understanding the attitudes, perceptions and myths within our housing co-op communities can hinder communication and serve to push members away. Part 2 in the series "Principles, Leadership and Our Core Values and Beliefs" is designed to explore strategies that will help us handle difficult situations and people while building trust and respect in our communities. Topics will include but are not limited to the following:

- Bullying
- Confidentiality
- Contentious Board Members and Issues
- Employment Law
- Effective Chairing
- Bylaws and Policies

### 2. Building a Strong Governance & Management Team

Facilitated by Karla Skoutajan

We talk about the difference between governance and management but that doesn't always stop us from getting our roles confused. Do you know directors who can't resist doing the manager's job? Or managers who think they're directors? Are we always getting in each other's way, or can we figure out how to work together and support each other to get the results our co-ops deserve? We'll talk about how to divide up the governance and management work and how your co-op can build a stronger team to achieve good governance and sound management.

### 3. Bringing Order Out of Chaos - How to have an Effective Meeting

Facilitated by Susan Clayton & Mary Emro

Do your meetings drag or are they like Question Period in the House of Commons? Do you know the best way to record confidential issues? Now that you are an officer of the board, are you asking yourself what do I DO? This workshop will give you tools and best practices that can make your meetings (both general and board) productive and successful (and even fun!).

# Annual General Meeting

Saturday, April 22, 2017



8:30 am to 4:30 pm

## NEW LOCATION!

The Glenmore Inn &  
Convention Centre  
2720 Glenmore Trail SE  
Calgary, AB

**SACHA**  
www.sacha-coop.ca

