

# ANNUAL GENERAL MEETING

**Saturday, April 27, 2019**

**8:30 am to 4:30 pm**



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

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



# PROPOSED AGENDA

8:30 am - 9:00 am

9:00 am

9:30 am

9:35 am

9:45 am

9:55 am

10:05 am

10:30 am

10:45 am

11:10 am

11:30 am

12:00 - 1:30 pm

1:30 - 4:30 pm

4:30 pm

## REGISTRATION AND REFRESHMENTS

Call to Order  
Opening Remarks  
Introductions  
Establish Quorum

1. Approval of Proposed Agenda
2. Approval of Minutes - December 6, 2018
3. Auditor's Report
  - Motion to accept the Auditor's Report and 2018 Audited Financial Statements
  - Appointment of Auditor for 2019 fiscal year
4. Financial Report
  - Motion to receive report
5. SACHA's Executive Director's Report
6. Election for Board of Directors
  - a) Nominations
  - b) A few words from nominees
  - c) Selection of Scrutineers
  - d) Voting
  - e) Motion to destroy ballots

## BREAK

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

## 8. Other Business

9. Supporting Co-op Business - Principal 6:  
Co-operation among Co-operatives - Alberta  
Community & Co-operative Association (ACCA)  
Youth Program

## LUNCH

## WORKSHOPS

## CLOSE OF MEETING

# IMPORTANT EVENT

## 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 the SACHA 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 serve 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 housing 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.

*Please consider who among your members would make a good SACHA Board member and encourage them to run for election on April 27<sup>th</sup>.*

# WOULD I 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 By-laws.
- Can maintain confidentiality.
- Support the co-op philosophy and want to have a positive, hands-on influence on co-op housing in Southern Alberta.
- Are a representative of an auxiliary member organization.

## You are NOT 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.

## Current Availability

**There are three positions that need to be filled at the AGM on April 27<sup>th</sup> 2019. All positions are for two-year terms.** Nominations are to be made in writing and submitted to the Nominating Committee, the Board of Directors, or the SACHA office 14 calendar days before the meeting. Anyone who cannot attend will need to submit written acceptance of nomination and a completed member-in-good standing form before the meeting. If you plan on attending the meeting, please bring a completed member-in-good standing form with you.

## 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 By-laws

### 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



**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 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)*

## Attendance

- **Members, delegates & staff:** ten members and six delegates representing six member co-ops. Linda Bouchard (Springhill Ranch), Isabel Ciok (Sarcee Meadows), Susan Clayton (Whippletree West), Daniele Driusso (Springhill Ranch), Sean Cleverly (Alberta 75), Amanda Roberts (Alberta 75), Shawnee Armstrong (West Heritage Manor), Kim Halvorson (West Heritage Manor), David Broadhead (Sunnyhill), Kim Kappel (Alberta 75)
- **SACHA:** Brenda Davies
- **SACHA STAFF:** Colleen Rollinson (Member Services Assistant), Bridgit Kong (Co-ordinator at Alberta 75), Christie Leslie (Co-ordinator at Canadian Hispanic Village)

## 1. Call to Order, Opening Remarks, Introductions & Identification of Voting Delegates, Verification of Quorum:

Linda Bouchard facilitated the meeting. She welcomed everyone and called the meeting to order at 6:45 pm. She thanked everyone for attending this meeting. She noted the reason for this meeting is to set the budget and dues for upcoming financial year. Susan Clayton acknowledged the land on which the meeting was being held.

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

## 2. Consideration and Approval of Proposed Agenda:

**M/S/C Isabel Ciok (Sarcee Meadows) / Danielle Driusso (Springhill Ranch)**

**“that the proposed agenda be approved as amended.”**

As requested, the Executive Director’s Report was moved to before the financial resolutions.

## 3. Approval of Minutes of AGM, April 21<sup>st</sup> 2018:

**M/S/C Isabel Ciok (Sarcee Meadows) / Daniele Driusso (Springhill Ranch)**

**“that the minutes of the April 21st, 2018 Annual General Meeting be approved.”**

Joanne Crouse (Sikome Rise) joined the meeting.

## 4. Report from the Board of Directors:

- Linda Bouchard reported the following:

### **Overview:**

- SACHA has had another busy and successful year. There were some challenges but thanks to committed board, staff and consultants, we made it through.
- Education has remained our main focus.
- A new Office Co-ordinator and Admin. Assistant have been added to SACHA’s team.
- Linda Bouchard thanked everyone for their dedication and hard work exemplified by SACHA successful year.

**M/S/C Amanda Roberts(Alberta 75) / Joanne Crouse (Sikome Rise)**

**“that Report from the Board of Directors be received”**

- Brenda Davies reported the following:

**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.

## **5. Financial Resolutions:**

- **Proposed 2019 SACHA Member Dues for member co-operatives**

**M/S/C Isabel Ciok (Sarcee Meadows)/Joanne Crouse (Sikome Rise)**

**“that the proposed 2019 SACHA Member Dues increase be approved as presented.”**

- **Proposed 2019 SACHA membership dues for auxiliary members**

**M/S/C Joanne Crouse (Sikome Rise)/Isabel Ciok (Sarcee Meadows)**

**“that the proposed 2019 membership dues for auxiliary members be approved as presented.”**

- **“that the proposed Budget for 2019 be approved”**

**M/S/C Amanda Roberts (Alberta 75) / Isabel Ciok (Sarcee Meadows)**

- **“that the Board of Directors be authorized to allocate any surplus from the 2018 financial year to the operational reserve”**

**M/S/C Isabel Ciok (Sarcee Meadows) / Amanda Roberts (Alberta 75)**

## **6. New Business:**

Executive Director’s Report - This had been moved to #4

## **Adjournment**

Linda Bouchard thanked everyone for attending and wished everyone a Merry Christmas. There being no further business the following motion was made:

**M/S/C Amanda Roberts (Alberta 75) / Joanne Crouse (Sikome Rise)**

**“that the meeting adjourn.”**

The meeting adjourned at 8:20 pm.

Respectfully Submitted by: Colleen Rollinson



# WORKSHOP FACILITATORS

**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 other not-for-profit organizations. Brenda has worked extensively in the area of affordable housing, property management and personal finance. She is an advocate for affordable housing initiatives.

**ELENA SALIKHOV** is a Consultant in Affordable Housing, for CMHC. Elena is dedicated to understanding community needs and works with partners to offer solutions to housing challenges. Her goal is to help clients build new affordable units and keep existing units viable and affordable. She joined Canada Mortgage and Housing Corporation in 2001, and has occupied a variety of positions with increasing level of responsibility in Market Analysis and Insurance sectors. Elena holds a Bachelor of Arts in Economics from University of Calgary.

**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 various litigation matters including employment and debt recovery.

**MARGOT SCHULMAN**, B.A., D.I.D., B.I.D., has been an entrepreneur, interior designer, and sociologist (Gerontology) for more than 20 years. Her full-service interior design firm, Schulman Design, transforms commercial and residential spaces and spearheads change for those with mobility or cognitive challenges. She offers innovative design solutions that celebrate aging and independence. Margot is passionate about caring for people and is committed to shifting cultural paradigms through advocacy, accessibility design, education, and strategic partnerships.

Margot draws from her experience with her brother, David, who was in a cycling accident at age 13 that resulted in a severe closed head injury. She advocated for him while he lived in seniors' facilities for 20 years. To gain a deeper understanding of what aging well looks like and to encourage intergenerational relationships, she lives in a seniors' community with her children. Margot presents at international conferences, such as Environments for Aging, and her firm is co-leading Calgary's Aging in Place Home Modification Conference on April 11. Schulman Design team members are also Virtual Dementia Tour® (VDT®) facilitators.

**MYRA PRAXIDIO** is the Assistant to Housing at the Kerby Centre.

**PATRICIA TESSIER** is the Director, Member Services at CHF Canada. Patricia Tessier joined CHF Canada as its new Director, Member Services in July 2018. In this role, Patricia oversees CHF Canada's co-operative services, asset and financial services, and education and events. Previously, Patricia served as the Vice-President of Organizational Effectiveness at Ottawa Community Housing. She has been actively involved with the housing sector, including as a member of the Local Housing Corporation CEO forum, City Housing Management Work Group, ministerial delegation and pan Canadian partnerships. Patricia brings over 20 years of experience in management consulting, public relations, constituency work, and recreation management. She has been an avid community volunteer from a young age and has been involved with vulnerable populations both in Canada and abroad for many years. She is known for her energetic, collaborative and respectful demeanor. She is fluent in English and French, and enjoys volleyball, music, and spending time with her three sons.

**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.

**VANEETA KAPUR** is the Manager of Information Resources at Kerby Centre.

# AFTERNOON WORKSHOPS

## AGING IN PLACE PANEL - Back by popular demand

**Panel participants Erin Viala (HMC Lawyers), Margot Schulman (Schulman Design), Vaneeta Kapur and Myra Praxidio (Kerby Centre) - Moderated by Brenda Davies (SACHA)**

Aging in Place is defined as “the ability to live in one’s own home and community safely, independently, and comfortably, regardless of age, income or ability level.” One of the leading issues facing our housing co-ops is that many of our members are aging and we are called to help facilitate the necessary resources to accommodate them. Please join us for this interactive discussion and find ways that will help guide your housing co-ops navigate around this most pertinent issue.

## THE ART OF MINUTES AND RECORD KEEPING

**Facilitated by Susan Clayton (SACHA)**

Good records, which include minutes, support the co-op’s present and future, keeping in mind the regulatory, legal, environmental, and operational requirements. Records are the sum of your co-op’s past actions and achievements. Records are the structure, policies, procedures, and processes necessary to manage all the information which minimize risk and support a co-op’s success as an enterprise and a community.

What goes into meeting minutes? What are ‘good records’? What is the life cycle of records – what to keep and what to destroy? Join us as we explore the art of minutes and record keeping.

## VISION FRAMEWORK

**Facilitated by Patricia Tessier (CHF Canada) and Elena Salikhov (CMHC)**

Imagine if...

We could build enough co-operative housing to satisfy demand while protecting what we have now.  
We could open our co-ops to everyone willing to accept the responsibilities and benefits of membership.  
We could bolster our co-operative identity to build more sustainable and inclusive homes and communities.

Our Vision: Co-operative housing for all.

In this session, you will receive clarity that will help our members understand what is available to them and how to navigate the application process.

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

**- Marian Wright Edelman**



# 2019 AGM Registration Form

SATURDAY APRIL 27, 2019 8:30 am to 4:30 pm

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Co-op: \_\_\_\_\_

Email Address: \_\_\_\_\_

Amount Paid: (See fees below): \_\_\_\_\_ +5% GST \_\_\_\_\_ = \_\_\_\_\_

## ATTENDEE

I Will Stay for Lunch: YES NO

Dietary Restrictions or Allergies: \_\_\_\_\_

I will be Attending a Workshop: YES NO

The Designated Voting Delegate for my Co-op is: \_\_\_\_\_

Which Workshop will you be Attending? (Please choose one from the list below)

Aging in Place Panel YES NO

The Art of Minutes & Record Keeping YES NO

Vission Framework YES NO

## REGISTRATION FEE SCHEDULE

### MEMBERS

\$100/ Person (Lunch incl.) \_\_\_\_\_

\$70/ Additional Registrant (Lunch incl.) \_\_\_\_\_

\$50 for Registrants Under 30 (Lunch incl.) \_\_\_\_\_

\$75 for Workshop ONLY (No lunch) \_\_\_\_\_

Subtotal: \_\_\_\_\_ +5% GST: \_\_\_\_\_

### NON-MEMBERS

\$150/ Person (Lunch incl.) \_\_\_\_\_

\$145/ Person (Lunch incl.) \_\_\_\_\_

\$60 for Registrants Under 30 (Lunch incl.) \_\_\_\_\_

\$95 for Workshop ONLY (No lunch) \_\_\_\_\_

Total Conference Fee: \_\_\_\_\_

Please complete one form for each person attending. You can download a PDF version of this registration form on our website on the UPCOMING **EVENTS** page.

**Southern Alberta Co-operative  
Housing Association**

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