

ANNUAL GENERAL MEETING

Saturday, April 25, 2020

8:30 am to 4:30 pm



**The Glenmore Inn & Convention Centre
1000 Glenmore Trail SE Calgary, AB**

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, 2019

3. Auditor's Report

- Motion to accept the Auditor's Report and 2019 Audited Financial Statements
- Appointment of Auditor for 2020 fiscal year

4. Financial Report

- Motion to receive report

5. SACHA's Executive Director's Report

6. Election for Board of Directors

- Nominations
 - A few words from nominees
 - Selection of Scrutineers
 - Voting
-) Motion to destroy ballots

BREAK

7. Reports

- Board of Directors Report
- Committee Reports
- Bulk Purchasing Report
- Greetings from CHF Canada
- Rooftops Report

8. Other Business

9. Principle 6 – Co-operation Among 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.

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 25th.

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 two positions that need to be filled at the AGM on April 25th 2020. 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)

(Print Name)

(Title)

(Date)

Per: _____
(Signature of duly authorized representative)

(Print Name)

(Title)

(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: Eight members and six delegates representing 6 member co-ops. Simon Allerman (Alberta 75), Ben Arkell (Sunnyhill), Susan Clayton (Whippletree West), Joanne Crouse (Sikome Rise), Mila Cummings (Ramsay Heights), John Preston (Sarcee Meadows), Sarah Reimer (Sunnyhill)
- Regrets: Scott Morgan (Whippletree West)
- SACHA Board: Tony Yee (SACHA), Herta Fidler (SACHA)
- SACHA Staff: Brenda Davies (Executive Director), Bridgit Kong (Co-ordinator at Alberta 75)

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

Susan Clayton, Consultant for SACHA and member of Whippletree West, facilitated the meeting. She welcomed everyone, acknowledged the land and then called the meeting to order at 7:05 pm. She 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 Mila Cummings (Ramsay Heights)/Ben Arkell (Sunnyhill)

“that the proposed agenda be approved.”

3. APPROVAL OF MINUTES OF AGM, APRIL 27TH 2019

M/S/C John Preston (Sarcee Meadows)/Ben Arkell (Sunnyhill)

“that the minutes of the April 27th, 2019 Annual General Meeting be approved.”

4. REPORT FROM THE BOARD OF DIRECTORS

- Tony Yee reported the following:

Overview:

- Very thankful for the co-ops that are with SACHA
- Special thank you to SACHA staff and Board members for all the hard work

M/S/C Ben Arkell (Sunnyhill)/Mila Cummings (Ramsay Heights)

“to receive the Board of Directors report”

- 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

M/S/C John Preston (Sarcee Meadows)/Joanne Crouse (Sikome Rise)

“to receive the Executive Directors report”

5. FINANCIAL RESOLUTIONS

- Della Brown presented the proposed budget the 2020 budget:

Overview:

- Della Brown was called in on Skype and was available to answer questions
- There is no dues increase proposed for the 2020 year
- Della went over the proposed budget line by line
- A question and answer period followed

M/S/C John Preston (Sarcee Meadows)/Ben Arkell (Sunnyhill)

“that the proposed 2020 budget be approved as presented with no dues increase. This represents \$4.50/unit/month and \$365 annually for auxiliary members”

- **Surplus Allocation**

M/S/C Ben Arkell (Sunnyhill)/Joanne Crouse (Sikome Rise)

6. NEW BUSINESS

There is no new business.

ADJOURNMENT

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

M/S/C Ben Arkell (Sunnyhill), John Preston (Sarcee Meadows)

“that the meeting adjourn.”

The meeting adjourned at 8:25 pm.

Respectfully submitted by Andrea Bergen.

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.

CHRIS DAVEY, is a Loss Prevention Consultant with the Cooperators and is an experienced Loss Prevention Supervisor with a demonstrated history of working in the insurance industry. He is skilled in risk assessment, risk mitigation, and property appraisals. As well, he is a certified licensed carpenter, experienced in electrical troubleshooting by means of infrared thermal scanning. His personal interest include Scuba diving, Beekeeping, and Jiu Jitsu.

DON SCHUILENBERG, is the Operations Manager/Safety Officer at Rapid Response Industrial Group, based in Calgary, Alberta. Rapid Response Industrial Group is a hazardous materials emergency response organization.

Don has many years experience in Dangerous Goods Management, Emergency Response Operations, and Emergency Preparedness. He has worked extensively in Community Outreach and Regulatory affairs. Don has 27 years of experience in the field of Emergency Spill Response and served 10 years as a Firefighter.

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.



AFTERNOON WORKSHOPS

RESPECT

Facilitated by Brenda Davies and Erin Viala

'Respect' is something we all want in our communities and in our own personal lives. How do we earn it? How do we give it? How do we engage our members and demonstrate this core value to promote healthy member involvement? In this workshop we will discuss innovative ways to help build community in our housing co-ops by tackling the attitudes, perceptions and myths that may be working against you.

Please join us for this interactive and dynamic workshop to learn more about:

- How to build trust in your community
- Engaging young members
- Strong leadership skills
- Poor leadership skills
- Promoting of a shared vision for the future
- Community resilience
- Tackling the underlying causes of poor community cohesion

BIO-HAZARD AWARENESS AND MANAGEMENT

Facilitated by Don Schuilenberg

What are bio-hazardous materials and how do they impact our everyday lives? This informative workshop will focus the importance of knowing how to protect your membership, staff and responders from air-borne and blood borne pathogens. You will learn what the risks are and how to respond effectively should a crisis arise in your co-op. Fentanyl use and Hoarding present a host of complications for property managers, members, and the wider community. This workshop will provide you with invaluable tools to help co-ops manage a bio-hazard contamination and what important steps need to happen immediately to protect your community.

THE CO-OPERATORS – MANAGING RISK

Facilitated by Chris Davey (The Co-operators)

The Co-operators is committed to working with housing co-ops to prevent many common types of losses, which is why it's important to follow good loss-prevention practices in your co-op. Join us for an interactive workshop as we explore how climate change and increasing storm activity are impacting our communities. We'll discuss your commercial insurance program, show you practical steps you can take to keep your co-op safe and offer helpful tips that could save money in the future.

"Education is the most powerful weapon which you can use to change the world."

- Nelson Mandela



2020 AGM Registration Form

SATURDAY APRIL 25, 2020 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)

RESPECT YES NO

Bio-Hazard Awareness And Management YES NO

The Co-operators: Managing Risk YES NO

REGISTRATION FEE SCHEDULE

MEMBERS	NON-MEMBERS
\$120/Person (Lunch incl.) _____	\$200/Person (Lunch incl.) _____
\$85/Additional Registrant (Lunch incl.) _____	\$175/Additional Person (Lunch incl.) _____
\$60 for Registrants Under 30 (Lunch incl.) _____	\$120 for Registrants Under 30 (Lunch incl.) _____
\$100 for <u>Workshop ONLY</u> (No lunch) _____	\$110 for <u>Workshop ONLY</u> (No lunch) _____
Subtotal: _____ +5% GST: _____	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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