

SACHA Virtual Annual General Meeting

Saturday, May 1, 2021

Business Meeting: 8:30 am - 12 pm
Workshop Webinars: 12:30 - 2:30 pm

Meeting Registration Link:
<https://forms.gle/pfjYA2XRJKpCFfbeA>



PROPOSED AGENDA

8:30 - 9:00 am

JOIN VIRTUAL MEETING

Early sign-in is encouraged, in case of technical difficulties.

9 - 10:30 am

Call to Order, Opening Remarks, Introductions and Establish Quorum

1. Approval of Proposed Agenda

2. Approval of the SGM Minutes - December 3, 2020

3. Auditors Report

- Motion to accept the Auditors Report and 2020 audited Financial Statements
- Appointment of Auditor for 2021 fiscal year

4. Financial Report *(Audited Financial Statements will be provided via email one week prior to the meeting)*

- Motion to receive the Financial Report

5. Executive Director's Report

6. Elections for Board of Directors

1. Nominations
2. A few words from nominees
3. Selection of Scrutineers
4. Voting
5. Motion to destroy ballots

10:30 - 10:40 am

BREAK

10:40 am - 11:00 am

7. Reports

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

11:00 am - 11:30 am

8. Keynote Address: The Impacts of COVID-19 on Women and Gender-Diverse People on the Margins in Canada

- Presented by the Canadian Women's Foundation

11:30 am - 12:00 pm

9. Sector Support: Principal 6 - Co-operation Among Co-operatives

- Presentation by The Co-operators

12 - 12:30 pm

BREAK

12:30 - 2:30 pm

WEBINAR WORKSHOPS

WORKSHOP FACILITATORS

BLAIRE HAMILTON is CHF Canada's Manager for the Prairie Region. During the pandemic he has been part of CHF Canada's internal COVID Response team.

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.

DELLA BROWN has been working for SACHA as a Financial Advisor and bookkeeper for over a decade. Della has worked in finances and business management for over 35 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.

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 a wide variety of matters including employment, debt recovery, terminations, by-law review, corporate governance and construction.

TIM NEUBAUER is an accomplished trainer and has spent over 28 years working in the social profit sector; with a background in community development and psycho-social capacity building. He is currently involved in the ongoing development of training and a provincial network supporting mental health in rural communities across Alberta.



WEBINAR WORKSHOPS

ONE-ON-ONE WITH THE EXPERTS - A CO-OP FIRESIDE CHAT

Guests: Brenda Davies, Della Brown & Erin Viala

Join us for an immersive chat with those in the know! This session is designed for members of the co-op housing community to ask questions and receive information regarding legal and financial situations that may take place in their co-op communities.

OVERCOMING MENTAL HEALTH CHALLENGES IN A GLOBAL PANDEMIC

Facilitated by Tim Neubauer - Canadian Mental Health Association (CMHA)

Albertans are facing widespread mental health challenges during the COVID-19 pandemic. CMHA, Alberta Division is dedicated to supporting Alberta's communities and individuals as we move through this unprecedented time. The webinar focuses on five factors of disaster recovery for individuals and communities exposed to disaster and emergency situations. The webinar also covers how building support systems around individuals, families and communities allows for recovery. The webinar utilizes research-based tools and strategies to inform action, program development and community interventions. By the end of the training, participants will:

- Understand the impacts of disaster and emergency situations on our own mental health and wellness
- Learn ways to support individuals, families and communities, in the short and long term

CONFIDENTIALITY, PRIVACY AND NEW TECHNOLOGY

Facilitated by Blair Hamilton - CHF Canada, Regional Manager Prairies

This workshop will review some of the basic principles in maintaining confidentiality with reference to requirements of privacy legislation in Alberta. These standards will then be discussed in the context of emerging technology, with a specific look at platforms like Zoom.

“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.”

- Malcolm X



REGISTRATION INFORMATION

TO REGISTER FOR THE BUSINESS MEETING ONLY

Time: 8:30 am - 12:00 pm (meeting starts at 9 am sharp)

1. Visit: <https://forms.gle/pfjYA2XRJKpCFfba>
2. Complete the first section of the online registration form
3. Receive Zoom link for the event via email in mid-April

TO REGISTER FOR THE BUSINESS MEETING AND A WORKSHOP

Time: 12:30 - 2:30 pm

1. Visit: <https://forms.gle/pfjYA2XRJKpCFfba>
2. Complete first section of the registration form
3. Select one workshop in the second part of the registration form
4. Print completed registration form and mail along with cheque to SACHA's office at:
5. #110, 2526 Battleford Avenue SW Calgary, AB, T3E 7J4
6. Receive Zoom link for the event via email in mid-April

PLEASE NOTE

- **The registration deadline is April 24, 2021**
- Ensure to sign into the meeting early in case you experience technical difficulties
- A separate registration form is required for each person attending
- You can also find a link to the Registration Form on the [UPCOMING EVENTS](#) page of our website

WORKSHOP INFORMATION

The business meeting will be followed by three concurrent workshop webinar sessions, attendees can choose one of three to attend.

1. **One-On-One With The Experts - A Co-op Fireside Chat**
2. **Overcoming Mental Health Challenges In A Global Pandemic**
3. **Confidentiality, Privacy and New Technology**

WORKSHOP FEES

Members: \$75 + GST per attendee

Non-Members: \$100 + GST per attendee

Workshop fees are not refundable unless the workshop has to be cancelled due to insufficient registrations. If the person registered cannot attend their workshop, they or their co-op should find someone else to attend in their place.

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.



MINUTES OF THE SGM December 3, 2020

ATTENDANCE

- **Members, delegates & staff:** Six members and five delegates representing 5 member co-ops. Simon Allerman (Alberta 75), Richard Harrison (Sunnyhill), Scott Morgan (Whippletree West), Megan Justason (Sarcee Meadows), Kelly Edwards (Sarcee Meadows), Carrie-Jayne Driusso (Springhill Ranch)
- **SACHA Board:** Joanne Crouse, Herta Fidler, Linda Bouchard
- **SACHA Staff:** Brenda Davies, Della Brown, Susan Clayton, Andrea Bergen, Sarah Woren

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

Susan Clayton, Consultant for SACHA and member of Whippletree West, facilitated the meeting. She acknowledged the land, welcomed everyone and called the meeting to order at 7:00pm. 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: Established as there were more than the minimum required three members in attendance.

2. AGENDA APPROVAL

M/S/C Scott Morgan (Whippletree West)/ Carrie-Jayne Driusso (Springhill Ranch)

“that the proposed agenda be approved.”

3. APPROVAL OF MINUTES OF AGM, SEPTEMBER 19, 2020

M/S/C Scott Morgan (Whippletree West)/Richard Harrison (Sunnyhill)

“that the minutes of the September 19, 2020 Annual General Meeting be approved.”

4. REPORT FROM THE BOARD OF DIRECTORS

- Joanne Crouse 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
- SACHA has remained opened and has been adapting due to COVID-19 and began using virtual platforms to hold meetings
- Scott Morgan has accepted an appointment on the SACHA Board of Directors

M/S/C Scott Morgan (Whippletree West)/ Megan Justason (Sarcee Meadows)

“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

5. FINANCIAL RESOLUTIONS

- Della Brown presented the proposed budget the 2021 budget:

Overview:

- Della Brown was called in on Skype and was available to answer questions
- There is no dues increase proposed for the 2021 year
- Della went over the proposed budget line by line
- A question and answer period followed

M/S/C Scott Morgan (Whippletree West)/Carrie-Jayne Driusso (Springhill Ranch)

“that the proposed 2021 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 Megan Justason (Sarcee Meadows)/Richard Harrison (Sunnyhill)

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

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 Scott Morgan (Whippletree West)/Megan Justason (Sarcee Meadows)

“that the meeting adjourn.”

The meeting adjourned at 8:00 pm.

Respectfully submitted by Andrea Bergen.

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.

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 four positions up for election at the AGM on May 1, 2021. Those who's terms are ending at this AGM are still eligible to stand for re-election and all are running. Three of the positions are for two-year terms and one position is the completion of the last half of a one-year term. 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)

**Southern Alberta Co-operative
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