

Staff Education Event

Wednesday, March 6, 2019

9:30 a.m. to 4:30 p.m.

Oakham House 55 Gould Street, Toronto

CoAction Staff Association and the Co-operative Housing Federation of Toronto are teaming up to offer another energizing day of workshops and networking opportunities for co-op staff.

We will begin with a continental breakfast. Alterna Savings is sponsoring the buffet lunch.

In the morning, choose between a workshop that will help you understand your co-op's finances and a workshop that will discuss the many legal issues co-op staff deal with.

Be sure to visit with our Co-op Cost Cutter partners during the breaks. They will talk to you about the wonderful products and services they supply and they will also have souvenirs for you to take home.

After lunch, choose between a workshop about co-op by-laws and a workshop to help you write a business plan. We will end the day together with a panel discussion on the challenges of working with volunteers.

The cost for this exciting day is \$130 + HST for members of CoAction, CHFT or any other regional federation and \$260 + HST for non-members. We are pleased to offer a discount for participants under age 30. These participants will be charged half price — \$65 + HST. (Sorry, federation and CoAction members only!)

Fill out the attached registration form and return it to Mary Ann Hannant at maryann@coophousing.com or fax it to 416 465-8337.

For more information about the program, contact Mary Ann at maryann@coophousing.com or 416 465-8688, extension 208.

***No scents is
good sense!***

*CoAction and
CHFT have a no
scents policy.
Due to allergies,
asthma and
chemical
sensitivities, we
ask that no
perfume,
cologne, or
scented products
be worn.*

Workshops

1a. Financial management for non-financial managers

9:30 a.m. —12:30 p.m.

This workshop is for you if you are not comfortable with financial management. We will show you the basics of how to read a financial statement and what things to flag for the board of directors. You will get some tips on good arrears management. We'll talk about what bad debts are. And, we'll discuss the importance of strong financial controls.

Workshop facilitator: Judy Shaw

1b. Legal issues facing staff

9:30 a.m.—12:30 p.m.

Ever stop to think about the dizzying array of legal obligations the co-op faces each day? Ever stop to think about all the parties to which the co-op is obligated? Well, in three hours we will try to help you make some sense of this with a particular focus on the human side of property management.

Workshop facilitator: Celia Chandler

2a. By-law basics

1:45 p.m.—3:30 p.m.

Your by-laws form an important part of the legal structure of the co-op. Do you know where to find things in the by-laws? Are your by-laws up to date? Do you know the process to amend by-laws? What is the staff's role in helping the members pass new by-laws or amend existing ones?

Workshop facilitator: Anjala Kulasegaram

2b. Writing business plans

1:45—3:30 p.m.

Co-ops write business plans for lots of reasons. Sometimes your regulator requires it. Sometimes you need to do one to apply for extra funding. Whatever the reason, most of us have very little experience. Come and hear from someone who has helped many co-ops develop effective business plans.

Workshop facilitator: Judith Collins

3. Panel

3:45 p.m.—4:30 p.m.

These are not easy jobs! We will end the day by all coming together and hearing from a panel of very experienced co-op staff on the challenges of working with volunteers.

Registration form

Scan this form and e-mail to maryann@coophousing.com
or fax to 416 465-8337.

Co-op Name: _____

Phone: _____ E-mail: _____

Participants

(Please photocopy for additional participants)

Indicate which workshop you wish to take in each timeslot

Name: _____

Phone: _____ E-mail: _____

_____ 1a Financial management

_____ 1b Legal issues facing staff

_____ 2a By-law basics

_____ 2b Writing business plans

Any special needs? _____

Name: _____

Phone: _____ E-mail: _____

_____ 1a Financial management

_____ 1b Legal issues facing staff

_____ 2a By-law basics

_____ 2b Writing business plans

Any special needs? _____

	Member Price	Non-member Price
Workshop (includes breakfast and lunch)	\$130.00	\$260.00
Members under age 30	\$ 65.00	members only

Please add 13% HST

Mail cheque to the Co-operative Housing Federation of Toronto
658 Danforth Avenue, Suite 306, Toronto, ON M4J 5B9