



# 2019 Durham Fall Education Event and Century of Co-operation



Saturday, November 9, 2019

Please join us for our Durham Fall Education Event at our new location at the LHEARN Centre. The LHEARN Centre is located in the Lakeridge Health Centre, 1 Hospital Court, Oshawa.

Enjoy a continental breakfast before the workshops start. Then, choose between two 3-hour workshops.

During lunch, we will all come together to honour members who have achieved a Century of Co-operation.

After lunch, there will again be two workshops to choose from.

There will be a CHFT Diversity Scholarship Program information session after the last workshop. This session will be of particular interest to anyone wishing to know if they, or their children, could qualify for the 2020 scholarship.

Save on the registration fee when you register before the early bird deadline of **October 31**. We offer fee discounts for co-ops sending more than one participant and for young people. Please see the last page for details.

For more information about the program, contact Mary Ann Hannant at [maryann@coophousing.com](mailto:maryann@coophousing.com) or 416 465-8688, extension 208.

Registration is available on-line at [www.chft.coop](http://www.chft.coop).

The Century of Co-operation award is sponsored by Iler Campbell.



Our education events are presented in partnership with Alterna and CHF Canada.



*No scents is  
good sense!*

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



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9:30 — 12:30 Morning workshops (choose one 3-hour workshop)

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### **Ia Employment law for co-op boards**

As a director on a co-op board, one of your most important jobs is to oversee the management you've hired to run the day-to-day business of your housing. But most directors aren't human resource professionals. In this workshop, an experienced co-op lawyer will explore what your role is as an employer. Using real world examples of things that went wrong, we'll examine how to stay out of trouble and meet your legal employer obligations.

Workshop leader: Celia Chandler, Iler Campbell

### **Ib Committee functioning**

Committees can be an important part of the co-op structure. This workshop will look at the types of difficulties that committees experience, and explore ways to overcome or prevent them. We will also discuss

- why co-ops have committees,
- board and committee relations,
- recruiting and keeping committee members, and
- how to hold good committee meetings.

Workshop leader: Anjala Kulasegaram, CHFT Co-op Advisor



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12:30 to 1:30 — Lunch and Century of Co-operation



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1:30 — 4:00 Afternoon workshops (choose one 2 1/2 -hour workshop)

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## 2a Leadership renewal and succession planning

Does your co-op have a plan for when established leaders leave the board or long-standing co-op staff retire? How does your co-op recruit new leaders in your co-op community? Encouraging leadership renewal is so important to your co-op's future. We'll talk about solid recruitment practices and strategic succession planning goals that are realistic for your co-op. We'll also discuss where to start so that you can put your plans into practice right away!

Workshop leader: Judy Shaw, co-op consultant

## 2b The whole meeting package

Meetings are a key part of the democratic functioning of a co-op. Good meetings help to build community. Bad meetings can trigger conflicts that get out of control. In this workshop, we will discuss



- how to plan for a good meeting,
- some tips for good chairing, and
- what should go into the meeting minutes.

Our goal is to hold meetings where members will feel that they have all the information they need to make good decisions and that their time is well spent.

Workshop leader: Anjala Kulasegaram, CHFT Co-op advisor

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## 4:00 to 4:30 — CHFT Diversity Scholarship Information Session



Serving co-ops in Durham, Toronto and York Region.

This information session will give interested students, their parents and guardians the opportunity to have their questions answered about the scholarship program and the application process.

## Registration information

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### Online registration

Please visit our website at [www.chft.coop](http://www.chft.coop) to register. Please mail your cheque to

Co-operative Housing Federation of Toronto  
658 Danforth Avenue, Suite 306  
Toronto, Ontario M4J 5B9

### Discounts

Early bird registration discount — register online by Thursday, October 31 and save \$20 on each registration

Additional participant discount — once you've registered one participant, you'll save \$50 on each additional registration

Young member discount — once you've registered one participant, each young member (under 35 years) is free

Travel rebate for member co-ops — if your co-op is more than 100 km from the LHEARN Centre, we'll provide a \$100 travel rebate per co-op

### Registration fees

Registration type	Members of CHFT or a local federation		Non-members
	Early bird (by October 31)	Regular (after October 31)	
First participant	\$120	\$140	\$280
Additional participants	\$70	\$90	Sorry, members only
Young member (under 35 years)	Free	Free	Sorry, members only

**Parking** — pre-pay for parking to receive the discounted rate of \$7 for the day

### Cancellation policy

All cancellations must be made at least seven days before the event.

### Questions?

Contact Mary Ann Hannant, [maryann@coophousing.com](mailto:maryann@coophousing.com) or 416 465-8688, extension 208.

### No scents is good sense!

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