

Spring 2024 Education Series

Virtual and In-person





Welcome to our 2024 Spring Education Program!

We are so excited to announce that we will be holding both virtual and in-person workshops this Spring! In this package you will find information on both the virtual workshop series, running from March 7th to May 4th, and the April 27th in-person education event.

To register for any of these events, go to www.chft.coop. If you have any questions about registration, contact **Vaijomiy Anandarajah** at reception@coophousing.com. If you have questions about the workshops, contact **Naomi Cho** at naomi@coophousing.com.

As always, thank you to our sponsors, Alterna Savings and Co-op Cost Cutters.

alterna savings



co-op cost cutters

Calendar at-a-glance

Date	Time	Format	Workshop
Thursday, March 7	7:00pm - 8:30pm	Virtual	Ethical conduct agreement
Thursday, March 21	7:00pm - 8:30pm	Virtual	By-law basics
Saturday, April 6	9:30am - 12:00pm	Virtual	Yikes, I'm the treasurer!
Thursday, April 11	7:00pm - 8:30pm	Virtual	Fraud prevention
Saturday, April 20	9:30am - 12:00pm	Virtual	Tips and tools for being a good employer
Saturday April 27	9:30am - 12:00pm	In-person	Planning community engagement in your housing co-op
Saturday April 27	9:30am - 12:00pm	In-person	Tips and tools for managing conflict in your co-op
Saturday April 27	1:30pm - 4:00pm	In-person	Chairing skills
Saturday April 27	1:30pm - 4:00pm	In-person	How to approach diversity, equity, and inclusion in your housing co-op
Saturday, May 4	9:30am - 4:00pm	Virtual	Board of directors (full-day)



Connect to a world of co-op knowledge

Our virtual workshops will be held on Saturday mornings or Thursday evenings. Each of these sessions will be held over Zoom. The Saturday morning workshops will last 2-1/2 hours. The Thursday evening workshops will last 90 minutes. Participants will need to have access to the internet and a smart phone, tablet or computer.

If your co-op is a member of CHFT, PHCHF or your local federation (or CHF Canada if there is no local federation) registration for the workshops range between \$25 and \$100 per person for the first two people. There is a 50% discount for any additional people who register for the same workshop from your co-op.

To register, go to www.chft.coop. If you have any questions about registration, contact **Vaijomiy Anandarajah** at reception@coophousing.com. If you have questions about the workshops, contact **Naomi Cho** at naomi@coophousing.com.

Virtual Workshop Calendar

Ethical conduct agreement

Facilitator: Celia Chandler

Thursday, March 7 | 7:00pm – 8:30pm

Fee: \$25 each for the first two participants. \$12.50 for each additional participant from the same co-op.

Summary

“Don’t forget to sign the Director’s Ethical Conduct Agreement,” you’re reminded. But have you ever thought about what you’re agreeing to when you sign it and why the agreement is important? Using case studies, we’ll go through the duties of a director, what it means to act as a board, and how to be respectful while still engaging in meaningful discussion at the board table. This workshop is perfect for directors and people who are thinking of running for the board.

By-law basics

Facilitator: Naomi Cho

Thursday, March 21 | 7:00pm – 8:30pm

Fee: \$25 each for the first two participants. \$12.50 for each additional participant from the same co-op.

Summary

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? This workshop will answer those questions, highlight key model by-laws, and provide tips on presenting by-laws to your co-op’s membership.

Virtual Workshops

Spring 2024 Education Series

Scan to register



Yikes, I'm the treasurer!

Facilitator: Emily Ramirez

Saturday, April 6 | 9:30am – 12:00pm

Fee: \$75 each for the first two participants. \$37.50 for each additional participant from the same co-op.

Summary

This workshop is for co-op treasurers, signing officers and other directors who want to learn about their financial responsibilities. Luckily, you don't need to be a financial expert to be a co-op treasurer but you do need to know

- about signing cheques
- how to confirm a bank reconciliation
- what questions to ask about financial statements.

Choose this workshop and we'll discuss these topics and more and help you be the best co-op treasurer ever!

Tips and tools for being a good employer

Facilitators: Mary Ann Hannant and Kiel Ardal

Saturday, April 20 | 9:30am – 12:00pm

Fee: \$75 each for the first two participants. \$37.50 for each additional participant from the same co-op.

Summary

The board and staff have to work as a team in order for a co-op to be successful. One way to make sure that happens is for everyone to be clear on the difference between governance and management. This workshop will highlight that difference while also discussing staff evaluations, training, the role of the Staff Liaison Officer and contracts. We will also hear from a lawyer about legal issues such as Employment Standard Act requirements, human rights accommodations and more. This workshop will benefit members from co-ops that hire their own staff, as well as co-ops that employ property management companies.

Fraud prevention

Facilitators: Tom Clement and Fahima Karim

Thursday, April 11 | 7:00pm – 8:30pm

Fee: \$25 each for the first two participants. \$12.50 for each additional participant from the same co-op.

Summary

This workshop will discuss different types of fraud that can occur in housing co-ops, and offer tips on how to protect your co-op from financial loss. Your co-op can develop internal financial controls to safeguard the co-op's money.

In this workshop, we will discuss:

- Potential risky areas in co-ops for fraud to occur
- How co-ops can develop systems that prevent the opportunity for fraud

Board of directors

Facilitator: Mary Ann Hannant

Saturday, May 4 | 9:30am – 4:00pm

Fee: \$100 each for the first two participants. \$50 for each additional participant from the same co-op.

Summary

The board of directors workshop will be offered in two parts – ***What makes a good board?*** and ***What makes a good director?*** Your registration includes both sessions. We will take a one-hour break for lunch in the middle of the day.

In the morning, we will discuss governance and management, board accountability, the board's legal obligations and the importance of good meetings.

In the afternoon, we will discuss principled leadership, director accountability and the role of individual directors.

In-person event



Let's get together again!

Please join us for a day of learning and exchanging ideas with co-op members from across our membership area.

Saturday, April 27, 2024 | 9:30am to 4:00pm
Oakham House, 55 Gould Street
Toronto, ON M5B 1E9

If your co-op is a member of CHFT, PHCHF or your local federation (or CHF Canada if there is no local federation) registration for the Education Event is \$130 per person for the first two people registering. There is a 50% discount for any additional people who register from your co-op.

Your registration covers a choice of four workshops as well as pastries and coffee or tea in the morning, two breaks and a hot lunch.

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 to in-person events.

We have very limited space for this event and we expect it to sell out.

To register, go to www.chft.coop. If you have any questions about registration, contact **Vaijomiy Anandarajah** at reception@coophousing.com. If you have questions about the workshops, contact **Naomi Cho** at naomi@coophousing.com.

Morning Sessions (choose one)

Planning community engagement in your housing co-op

Workshop Leader: Heather Keam

9:30am – 12:00pm

Summary

This workshop is about looking at community engagement principles and practices. We will learn how to authentically engage your members to work together to make your co-ops the best places to live. We will dive into topics such as power, participation, asset mapping, and planning your engagement. Come prepared to talk, share and play as we work through practical tools.

Tips and tools for managing conflict in your co-op

Workshop Leader: Shawn Conway

9:30am – 12:00pm

Summary

Co-op conflict can range from mild disagreement to outright hostility and aggression. This introductory workshop will provide participants with some approaches to dealing with difficult conversations and conflict that falls short of physical aggression. Participants will have an opportunity to consider their own approaches and how they may or may not contribute to conflict. We will also learn some tips and tools for dealing with conflict. Participants are encouraged to bring their own examples that, time permitting, we can consider together.

In-person event

Spring 2024 Education Series

Scan to register



Afternoon Sessions (choose one)

Chairing skills

Workshop Leader: Mary Ann Hannant

1:30pm – 4:00pm

Summary

Chairing is a special skill that involves more than following rules of order. It requires training and practice in building consensus, ensuring that all the opinions get heard, knowing when and how to push for a decision and when to seek more information. The chair also needs members to do their part by staying on topic, listening carefully and treating others with respect. This workshop will review:

- the role of the chair
- some chairing techniques
- simplified rules of order.

How to approach diversity, equity, and inclusion in your housing co-op

Workshop Leader: Mai Lui

1:30pm – 4:00pm

Summary

This workshop will take an insightful look into issues of anti-oppression, diversity, equity, and inclusion. We will discuss how to make improvements in our co-ops, looking at practical examples. Here are some questions we will reflect on in the workshop:

- What does DEI (diversity, equity, and inclusion) really mean?
- What does your co-op look like, with a diversity lens, compared with the neighbourhood, city, or region where you are? What changes need to happen, if any?
- What does your board look like, in general, compared with the wider neighborhood, city, or region where you are? What changes need to happen, if any?

Register today for this limited opportunity event!



Serving co-ops in Peel and Halton Regions, and Dufferin County.



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

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 to in-person events.