

## Staff Education Event

Wednesday, March 7, 2018

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 an energizing day of workshops and networking opportunities for co-op staff. Workshops will be geared to both administrative and maintenance staff.

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

Maintenance staff will attend a 3-hour preventative maintenance workshop in the morning. Administrative and management staff will attend two shorter workshops on electronic transactions and legal issues.

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, all participants will choose between a workshop to help you prepare for board meetings and a panel discussion about getting through capital projects. We will end the day together with a panel discussion on coping with the work that we all do.

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!)

Thank you to CHF Canada for your generous support through the Staff Development Fund.

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

On-line registration will be available soon at [www.chft.coop](http://www.chft.coop).

*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. Co-ops and e-transactions**

9:30—11:00 a.m.

Electronic banking transactions are becoming more common. Co-ops are collecting housing charges by pre-authorized debit, paying bills by electronic funds transfer and paying for goods and services with credit cards. But what about financial controls? Resource people from Alterna Savings and Prentice Yates & Clark will answer your questions.

### **1b. Fifteen favourite messy human dramas**

11:15—12:30 p.m.

This engaging workshop will lead us through fifteen of the most common legal issues that you will have to deal with. From accessibility issues to hoarding to smoking to kids to the “unco-operative co-oper” and everything in between!

### **2. Preventative maintenance**

9:30—12:30 p.m.

Get the low down on how to develop and implement a preventative maintenance program for your co-op. We'll discuss the role of preventative maintenance, look at some of the issues that can come up and look at one way to document a preventative maintenance plan.

### **3. Preparing for your board meeting**

1:45—3:30 p.m.

This workshop will help you be more organized for the board meeting. You'll find out what to include in the agenda and how to prepare your manager's report. We will talk about increasing productivity at the board meeting. Learn all the tricks, tools and organization you'll need to make sure the package goes out on time and your board meeting is a winner!

### **4. Living through capital projects**

1:45—3:30 p.m.

Thanks to government grants and refinancing, co-ops have been doing lots of capital work. It's great to finally get sorely needed repairs done, but there are plenty of issues that come up during the process. Hear from co-op staff that have gone through it as well as the professionals that help us to navigate. through the process.

### **5. How to survive working in a co-op**

3:45—4:30 p.m.

These are not easy jobs! We will end the day by coming together to hear the experiences of seasoned staff and share our own experiences of coping with working life in a co-op.

## Agenda

- 9:00—9:30 Registration and breakfast
- 9:30—11:00 1a. Co-ops and e-transactions  
2. Preventative maintenance
- 11:00—11:15 Break
- 11:15—12:30 1b. Fifteen favourite messy human dramas  
2. Preventative maintenance (*continued*)
- 12:30—1:45 Lunch
- 1:45—3:30 3. Preparing for your board meeting  
4. Living through capital projects
- 3:30—3:45 Break
- 3:45—4:30 5. How to survive working in a co-op