



# COCHF – CHF CANADA Education Conference

*Here's an event you won't want to miss! A full day of workshops focused on issues for co-ops in your own region. Whether you're on the board or a committee, or just a member wanting more information, this is a terrific way to connect with other co-op members from across the region and learn new skills. Healthy co-ops have both good governance and effective management. We'll be talking about how to achieve both of these at the Education Conference.*



**Saturday, October 28, 2006**

**Holiday Inn Cambridge  
200 Holiday Inn Drive  
Cambridge , ON  
Exit 282 Hwy 401**



# Workshops

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## MORNING WORKSHOPS 9:00 A.M. – 12:00 P.M.

### 1 Governing and managing – whose job is it?

*Keith Moyer*

Directors are elected to ensure that their co-op is well managed AND well governed. Good management is not possible without good governance. This workshop will explain the difference between governance (decision making) and management (doing). We will clarify whose job it is to do what – is it the Board, other volunteers, or paid staff? In this workshop you will find out how to divide up the work to get the desired result – a well managed co-op.

### 2 Getting and keeping good members

*CHFT workshop leader*

What makes a good co-op member? Is a good member one that feels they are part of the co-op community? Contributes their time or talent to the co-op? Respects the by-laws and rules? Is a good neighbour? This workshop will look at practices a co-op can use to develop a positive sense of community that is shared by most of its members and how it can integrate new members into their community as soon as possible - the goal being to have good members that will want to stay in their co-op.

### 3 Energy management takes energy!

*Bill Dufton*

Lately, so many utility companies, agencies, and levels of government are talking about energy shortages and greenhouse gas emissions. What can your co-op do to take advantage of all the work, focus, and resources that seem to be going into this important area? The SHSC and CMHC will talk about incentives and strategies to help lower costs and energy consumption for your co-op and your residents without breaking the bank. We'll also talk about some tips to help you save energy starting today.

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## LUNCH BREAK 12:00 P.M. – 1:30 P.M.

Following a buffet lunch, you will have an opportunity to meet other co-op members in your area and learn more about some other COCHF and CHF Canada activities and services.

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## AFTERNOON WORKSHOPS 1:30 P.M. – 4:30 P.M.

### 4 Successful employment practices

*Denyse Guy*

For co-ops that employ staff directly, many of the most important responsibilities of the Board are those that relate to the co-op as an employer. This workshop will look at practices that encourage and maintain a positive staff-board relationship. These include how to develop a realistic job description, what should be included in a staff contract, how to conduct and use a staff evaluation, and how the board directs staff.

### 5 Getting more from your members' meetings

*Linda Nagel*

Besides conducting business, members' meetings are an opportunity for building community. In this workshop, participants will practice the inclusion of community building as part of members' meetings. This will include processes and activities that foster community spirit, enable members to share ownership of the decisions being made, allow members to get to know one another better, and educate members in an enjoyable way. You may find that you will have meetings that members will want to attend!

### 6 Dealing with Arrears

*Scott Piatkowski*

Excessive and uncollected arrears are very time-consuming for the board and staff - as well, they can place the co-op in financial difficulty. This workshop will look at why many co-ops are able to keep arrears consistently low where the norm is members paying in full and on time. While high arrears is one of the most serious problems a co-op can have, it is also one of the easiest to solve – this workshop will show you how to keep arrears low as well as how to go from high to low arrears.

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## WORKSHOP LEADERS

**DENYSE GUY** has worked in the field of community development and private consulting with co-operatives, mutual insurance companies, and non-profit organizations across Canada and overseas. Currently, she is the Executive Director for the Ontario Co-operative Association.

**KEITH MOYER** is a Communications and Co-op Services Officer with CHF Canada's Ontario Region. Before joining the Ontario Region staff he was a long-term co-op co-ordinator in the Waterloo region.

**LINDA NAGEL** is an instructor for COCHF who has a passionate interest in community development in housing co-ops. She co-wrote "Creating Healthy Communities", sold in the Co-op Housing Bookstore. Linda has lived at Beaver Creek Housing Co-op in Waterloo since 1984.

**SCOTT PIATKOWSKI** is the Community Co-ordinator at Beechwood Co-operative Homes in Waterloo and a workshop leader with COCHF. He's been involved in the co-op housing movement under several management models since 1989.

**BILL DUFTON** is the Energy Program Project Manager at the Social Housing Services Corporation. SHSC is a non-profit corporation created by provincial legislation in 2002. SHSC is led by social housing representatives who are committed to offering programs and services such as bulk purchasing, insurance and investment services that support affordable housing in Ontario.

# Registration

## General information

Complete the registration form and return it with your cheque made payable to COCHF:

Central Ontario Co-operative Housing Federation (COCHF)  
29 King Street East Suite 2  
Kitchener, ON  
N2G 2K4

Or you can fax your registration form to (519) 579-2195 and mail your cheque.

## Discounts

### **Vouchers**

Save money! COCHF pre-paid workshop vouchers can be used for the education conference. Please contact COCHF to find out if your co-op has unused vouchers.

### **Bursary**

A small fund is available if needed for co-ops to send additional members. Please contact COCHF for details.



# Registration

Please provide general contact information for your co-op below and complete the section on the right for each individual participant. Questions? Contact Mark Paul, COCHF, at 519- 579-2424, info@cochf.coop or Rebecca Richardson, CHF Canada, at 1-800-465-2752 ext. 236, rrichardson@chfc.ca.

Co-op name

Contact person

Street address

City/town

Postal code

Phone number

E-mail (optional)

## Calculation of fees

Member	Participants x Fee	Total
Full-day rate	_____ x 100	
Half-day rate	_____ x 60	
<b>Using pre-paid vouchers</b>		
Full-day rate	____ x \$20 + 2 vouchers each	
Half-day rate	____ x \$20 + 1 voucher each	
<b>Non-member*</b>		
Full-day rate	_____ x 125	
Half-day rate	_____ x 75	
<b>Total enclosed</b>		<b>\$</b>

\*co-ops in Stratford, St Marys and Woodstock

## Participant 1

First name

Last name

Special needs: If you have special needs, diet or otherwise, please let us know and we'll do our best to accommodate you.

Time	Workshop	Choice	
		1	2
Morning	1 Governing and managing		
	2 Getting and keeping good members		
	3 Energy management takes energy		
Afternoon	4 Successful Employment Practices		
	5 Getting more from your members' meetings		
	6 Dealing with Arrears		

## Participant 2

First name

Last name

Special needs: If you have special needs, diet or otherwise, please let us know and we'll do our best to accommodate you.

Time	Workshop	Choice	
		1	2
Morning	1 Governing and managing		
	2 Getting and keeping good members		
	3 Energy management takes energy		
Afternoon	4 Successful Employment Practices		
	5 Getting more from your members' meetings		
	6 Dealing with Arrears		