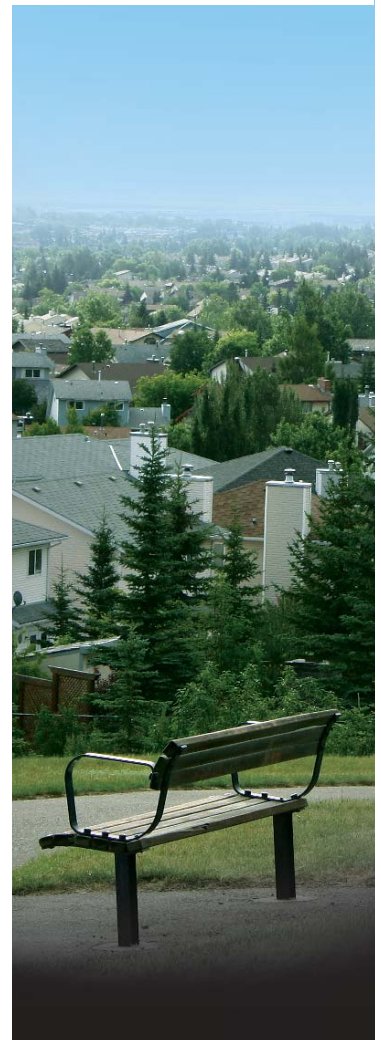


WORKSHOP

2009-2010 *GUIDE*



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Introduction

The Federation of Calgary Communities is proud to offer this workshop guide as an additional resource for our members. As it outlines our workshops, conferences and meetings this guide is meant to serve as a tool for our members to better access our programs and services.

Today volunteers and employees of community associations are faced with more challenges than ever before. The Federation realizes this and is proud to offer high quality workshops, conferences and networking opportunities to support our members.

Our workshops are designed to equip community association volunteers and employees with the know how and skills they need to deal with the complicated world of non profit management, urban planning and non profit financial management. These workshops, meetings and conferences are also an excellent opportunity for community association volunteers and employees to come together and share ideas and solutions.

Workshops are free to all members, however, printed resources that accompany workshops can be purchased or can be printed from the Members Only Section. Non-members will pay \$50.00 for each workshop (other than PIP). Our annual sustainability conference also includes a fee. For further details please see inside guide.

Our mission is to improve neighbourhood life in Calgary by providing services and programs that create, support and sustain vital and representative community associations. We believe that these workshops, meetings and conferences are an excellent way to bring community volunteers and employees together from all over the city in a learning and information sharing environment.



Meetings and Conferences

The Federation of Calgary Communities offers meetings, conferences and other special events throughout the year that bring community volunteers together from all over the city. These are great opportunities to gain knowledge and network with other like minded community association volunteers and staff.

Federation's General Meeting – Fall

Join your peers in a morning of learning, sharing and networking. At the General Meetings, learn about important services and programs that your organization could benefit from. In addition the meeting also offers a facilitated discussion on topics of interest to the attendees. Bring your networking cards as well as your issues to discuss.

Date: Saturday, September 26, 2009

Time: 9:00 a.m. to 2:00 p.m.

Location: To be announced

Federation's Annual General Meeting

Join the members of The Federation of Calgary Communities and elect new members to The Federation's Board. This meeting offers an opportunity to learn about what The Federation has to offer through our current programs and services, as well as some upcoming initiatives. The Annual Community Hero and Community Builder Award will also be presented to two outstanding volunteers. As always the Annual General Meeting is a great place to network with peers.

Date: Thursday, October 29, 2009

Time: 6:45 p.m. to 9:00 p.m.

Location: McDougall Centre, Pekisko Room (455 6th Street SW)

Outside the Four Walls – Community Sustainability Conference

Join us for the 3rd annual Community Association Sustainability Conference – “Outside the Four Walls”. Through a combination of stimulating workshops, discussions, presenters and peer learning opportunities you will have the chance to hear new ideas and share some of your own. Renew, revitalize and refresh as a volunteer. Come share, learn and network!

Date: Saturday, November 7, 2009

Time: 8:00 a.m. to 4:00 p.m.

Location: Riverbend Community Association (19 Rivervalley Drive SE)

Cost: \$25

Federation’s Annual Open House

Come share some holiday cheer at our annual Open House. This is a great opportunity to meet The Federation’s staff and board members while networking with your colleagues!

Date: Thursday, November 26, 2009

Time: 4:00 p.m. to 6:30 p.m.

Location: Federation of Calgary Communities Offices
(301 1609 14th Street SW)

Other: Bring a donation for the food bank as part of the Mayor’s Annual Christmas Food Drive.

Federation’s General Meeting – Spring

Like the Fall General meeting this meeting offers a morning of learning, sharing and networking. At the General Meetings, learn about important services and programs that your organization could benefit from. In addition the meeting also offers a facilitated discussion on timely topics of interest to the attendees. Once again remember to bring your networking cards, as well as your issues to discuss.

Date: Saturday, March 20, 2010

Time: 9:00 a.m. to 2:00 p.m.

Location: To be announced

Urban Planning

Community associations have an important role to play in the planning process. They help to shape and communicate community goals and aspirations, and they provide local knowledge and local initiative on urban planning, transportation and development issues. The Federation supports community association volunteers to be effective participants in the planning process by providing them with education and resources.

Community Heritage Roundtable

Heritage Roundtables are a series of regular discussions around heritage issues. They focus on sharing information and inspiring citizen action. Recent Heritage Roundtable topics have included: Heritage Landscapes and Trees, How to Effectively Tell the Story of Your Community, etc.

The dates and locations for Roundtables are to be announced. Check The Federation website and newsletter for the latest on upcoming roundtables.

Partners in Planning

The Federation is committed to delivering education and information on planning issues to communities and residents in order to facilitate public participation in the planning process. The Partners in Planning Program (PIP) is an award-winning planning skills certificate training program offered by the Federation of Calgary Communities in partnership with The City of Calgary. It is geared towards helping community association planning volunteers and the public develop skills for effective participation in the planning process. Participants who complete all three core courses and one elective receive a PIP completion certificate.

The locations for the following courses are to be announced. More electives may be offered. Check The Federation website for the latest on upcoming courses.

Special Care Facilities (Elective)

Date: October 3, 2009

Learn about The City of Calgary's new Guide to Special Care Facilities. Learn

about the role of special care facilities, the different types of facilities and how they are best located, and how to establish a positive working relationship between service agencies and communities. Participate in drafting a sample “good neighbour agreement”.

Basics of Planning Implementation (Core Course)

Date: November 21, 2009

Learn about the planning process and how to respond to development and land use applications circulated to your community. Work with sample applications.

The Land Use Bylaw (Core Course)

Date: February 6, 2010

Learn how to navigate and understand Calgary’s Land Use Bylaw and how the rules are applied to development applications. An excellent overview of this big document!

Development Appeals (Core Course)

Date: March 13, 2010

Learn about the appeals process and how to make good planning arguments and effective presentations to the Subdivision and Development Appeal Board.

Orientation to Planning Process and Issues (Elective)

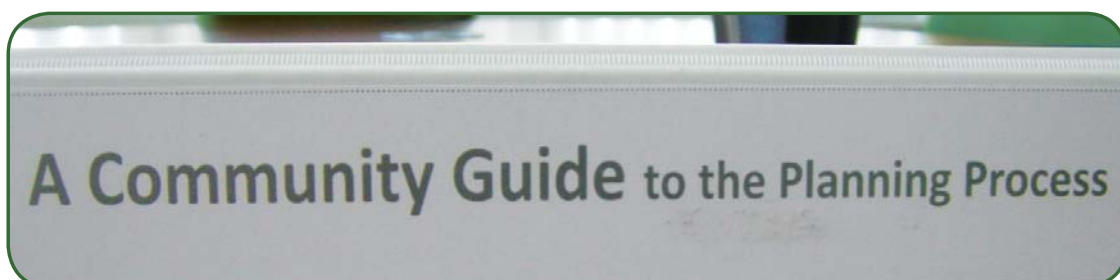
This small-group workshop, offered periodically by Federation planning staff, reviews the 184-page Community Guide to the Planning Process and gives participants an opportunity to discuss planning-related issues with colleagues from other community associations and Federation planners.

Date: Sept. 16, 2009; Jan. 14, 2010; Feb. 11 2010; Apr. 7, 2010; May 18, 2010; June 23, 2010.

Time: 6:30 p.m.-9:00 p.m.

Location: Federation of Calgary Communities Board Room

Presented by: Bob van Wegen



Financial

The Federation is proud to offer its members our financial workshops to equip them with the financial know how and guidance necessary in today's not-for-profit world. The Federation's financial workshops help community volunteers navigate the complicated process of not-for-profit and charity financial management.

To attend the Financial Workshops you will need a copy of the Financial Accountability Handbook. This Handbook can be downloaded for free from the member's only section of our website, or purchased for \$25 plus GST from The Federation office.

Treasurers Workshop for the Non-Accountant

Are you the Treasurer or Bookkeeper but have little accounting experience? This workshop is designed for the non-accountant treasurer and will help you understand your role and responsibilities. Topics will include:

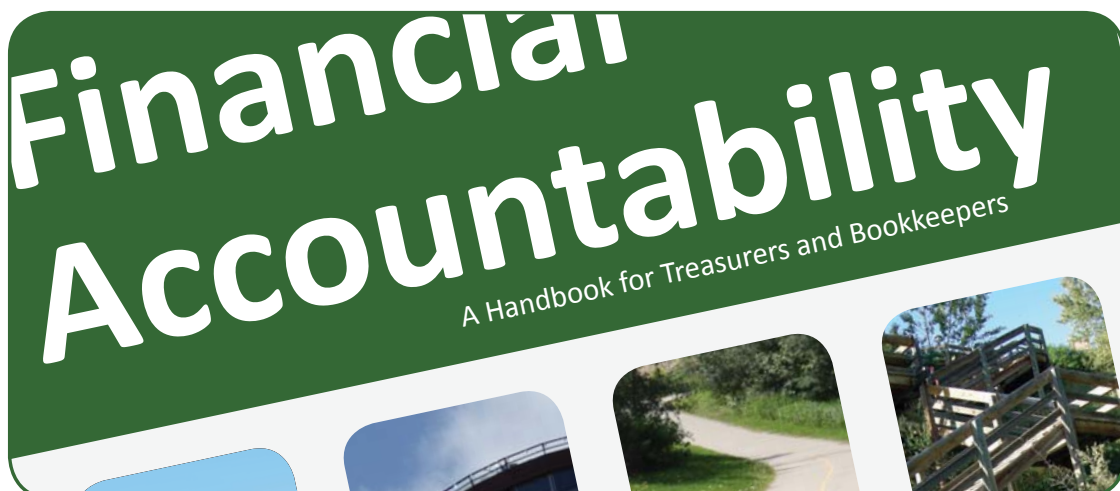
- What are the duties of the treasurer and/or the bookkeeper?
- Setting up your books
- Basic recording
- Monthly reconciliation's
- Getting your books ready for audit
- Special problems encountered by communities with recording

Date: Thursday, October 22, 2009 and Thursday, May 20, 2010

Time: 7:00 p.m. to 9:00 p.m.

Location: Federation of Calgary Communities Board Room

Presented by: Raid Nazzali, CMA Candidate



Treasurers Workshop For the Trained Accountant

This workshop is designed for the Bookkeeper or accountant professional. It assumes as a professional you understand accounting systems and basic recording. This workshop will focus on the duties of the treasurer and/ or bookkeeper in a not-for-profit and will focus on the special problems encountered by communities associations with recording, reporting and getting your books ready for audit. Bring your specific questions as there will be time to discuss specific issues.

Date: Thursday, November 5, 2009 and Thursday, May 27, 2010

Time: 7:00 p.m. to 9:00 p.m.

Location: Federation of Calgary Communities Board Room

Presented by: TBA



Reading Financial Statements for Board Members

Did you know that you are liable if you approve a financial statement without understanding it? Do you feel intimidated by financial information presented at the board meetings? Do you want to know how to read financial statements better? This workshop is designed for Board Members and Administrators, who want to learn how to read, use and learn from information contained on the financial statements. Various types of financial statements will be reviewed and attendees will learn what type of questions to ask to ensure they understand the information presented.

Date: Thursday, November 19, 2009 and Thursday, February 25, 2010

Time: 7:00 p.m. to 9:00 p.m.

Location: Federation of Calgary Communities Board Room

Presented by: Raid Nazzali, CMA Candidate and Leslie Evans, BSc., M.M..

Internal Controls and Financial Policies

Does your board have policies and procedures in place for finances? Do you or a member of your board sign blank cheques? Do you have numbered hall rental form and receipts? This workshop is designed for community association board members who are wondering about financial controls for their organization. It will help board members learn about internal controls and financial policies that should be in place to reduce the risk for theft, fraud and personal liability.

Date: Thursday, January 28, 2010

Time: 7:00 p.m. to 9:00 p.m.

Location: Federation of Calgary Communities Board Room

Presented by: Raid Nazzali, CMA Candidate

GST – Non Profit

GST is a difficult concept to understand in the not-for-profit world. A representative from the Federal GST Department will be in attendance to clarify the GST issues and answer any questions you have regarding your GST requirements or problems. Tax exempt programs and input tax credits will also be discussed. If you think your organization will reach \$50,000 in taxable revenues this year and you are not registered, you will have to register. If your government funding is at least 40% of your total revenue and you are not registered, you can still claim a rebate.

Date: Thursday, March 25, 2010

Time: 7:00 p.m. to 9:00 p.m.

Location: Federation of Calgary Communities Board Room

GST – Charity

Charities are able to claim back 50% of GST paid. They don't have to register unless they have \$250,000 in taxable revenue. A representative from the Federal GST Department will be in attendance to clarify the GST issues and answer any questions you have regarding your GST requirements or problems.

Date: Thursday, April 8, 2010

Time: 7:00 p.m. to 9:00 p.m.

Location: Federation of Calgary Communities Board Room

Member Services

The Member Services program was developed to ensure that our members receive the support they need to be successful in today's complicated, competitive not-for-profit world. Through our member services we are proud to offer our members: one on one support, networking events for peer learning and sharing, tools and templates for effective not-for-profit management, reduced insurance for members, one on one support and workshops and training.

Administrators Workshops

These workshops are geared toward administrators of community facilities and offer both a chance to learn and review information valuable to the varied and complex job of running a community association as well as offering a time to network with individuals doing similar jobs. Topics will include:

- Facility Care & Maintenance – Lifecycle plans, Contracting, Scheduling, Permits
- Community Policing, Fire Standards and Bylaws
- Grants, what's available and how to write the applications
- Working with Boards to increase productivity
- Employment Standards
- Finances for non financial managers – budgeting, variances, amortization and other strange words, stopping theft and fraud before it starts – internal controls and responsibilities.
- Self care, boundaries, ethics, and all those things that separate your job from your life
- Rentals (\$ and scheduling) Programming (how, how much, who for), Leases (when , for who)
- Diversity? Inclusiveness – what does it mean for your community activities and programming
- Privacy – are you ready for the new regulations for nonprofits

Dates: 3rd Wednesday of every month (except July, August & December)

Time: 10:00 a.m. to 12:00 p.m. followed by networking and lunch

Location: Each month differs – see website



Board Workshops

These workshops are geared toward board members of community associations with and without facilities offering both a chance to learn and review information valuable to the varied and complex job of running a community association. This workshop also offers a time to network with individuals that have similar responsibilities. Topics will include:

- Facility Care & Maintenance – Lifecycle plans, Contracting, Scheduling, Permits
- Community Policing, Fire Standards and Bylaws
- Grants, what's available and how to write the applications
- Working with Boards to increase productivity
- Employment Standards
- Finances for non financial managers – budgeting, variances, amortization and other strange words, stopping theft and fraud before it starts – internal controls and responsibilities.
- Self care, boundaries, ethics, and all those things that separate your job from your life
- Rentals (\$ and scheduling) Programming (how, how much, who for), Leases (when, for who)
- Diversity/Inclusiveness – what does it mean for your community activities and programming
- Privacy – are you ready for the new regulations for nonprofits

Dates: Nov. 4, 2009 then 2nd Wednesday of every other month (ending in May)

Time: 7:00 p.m. to 9:00 p.m.

Location: Each month differs – see website closer to date

Governance – Who is Responsible?

Board Members make decisions for the direction of the organization. One might say they are the “guiding minds” of an organization. They hold the authority and responsibility for the direction, activities and operations and are obligated to use the power vested in them on behalf of the not-for-profit. They must exercise power with competence and diligence demonstrating that they “manage the affairs” of the organization. This workshop will explore the responsibility a Board Member has as a volunteer and the liability that they take on. It will also touch on roles and responsibilities when staff is involved.

Date: Wednesday, October 7, 2009 and Tuesday, February 9, 2010

Time: 7:00 p.m. to 9:00 p.m.

Location: Federation of Calgary Communities Board Room

Presented by: Leslie Evans, BSc., M.M.



Building Maintenance

Are you responsible for an older building with lots of quirks and potential pitfalls or do you have a newer building that you would like to see well taken care of. Come and learn from individuals who take care of similar city buildings and learn about maintenance scheduling, life cycle replacements, contracting services and how grants can be your friends. We are the legal stewards of our community buildings and properties; come to learn, ask questions and receive templates and tips to make your jobs easier.

Date: Wednesday, October 21, 2009 and Tuesday, April 13, 2010

Time: 7:00 p.m. to 9:00 p.m.

Place: Hillhurst-Sunnyside Community Hall

1320 5 Ave NW Calgary, AB

Presented by: To be announced, and the City of Calgary

Board President Orientation

****Note the May 4th date has been changed to June 1st****

Are you a new President or someone who would like to check and determine if there are areas you would like to improve upon in your term as President. Are you aware of all those little things you are expected to know such as submission dates, planning, finances, and responsibilities, both inside the board and the building or association. This workshop will give you tips on how to run great meetings, keep ahead of the game when it comes to programming and planning, how to strengthen position roles and responsibilities, understand bylaws and Licence of Occupation. Take away a selection of checklists, templates and other tools and tips. Plan for a term to remember!

Date: Tuesday, November 3, 2009 and Tuesday, June 1, 2010

Time: 7:00 p.m. to 9:00 p.m.

Place: Federation of Calgary Communities Board Room

Presented by: Federation Staff



“Community associations create a place to belong, a sense of well being and a place for neighbours to connect with one another.”