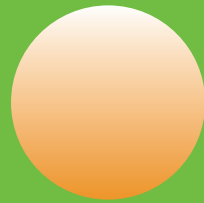
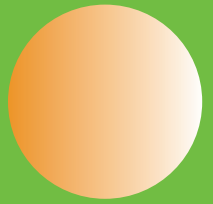


2020-2021



FEDERATION OF  
CALGARY COMMUNITIES



# WORKSHOP GUIDE

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# HOW TO REGISTER

To register for workshops and events please visit [calgarycommunities.com/our-events](https://calgarycommunities.com/our-events)

Once you have completed registration, you will receive an email with a link to join the meeting or webinar.

*Please note:* All of our learning and engagement opportunities will be offered virtually for the 2020-2021 year. There will be **no in-person** events or workshops for the foreseeable future.

\*\*Our Core Courses are free for our members and \$50<sup>+GST</sup> for non-members. These courses are indicated in this guide with a ★ symbol. All other offerings are free to everyone.

## NETWORKING

### MONDAY MATTERS

Monday Matters is completely dedicated to answering our members' questions! With no set agenda, you can get the answers you need! "Drop-in" anytime between 4:00 pm - 6:30 pm and our engagement team will be available on Zoom to help you.

**FIRST MONDAY OF EVERY MONTH FROM SEPTEMBER 2020 - JUNE 2021**

**4:00 PM - 6:30 PM**

### ADMINISTRATORS' MEETING

Hall managers, administrators and staff, join us and your peers for an informal discussion on hall rental best practices and to troubleshoot together common concerns and issues you experience. You'll get to chat with your peers and get insight into new facility management trends!

**WEDNESDAYS, BI-WEEKLY FROM SEPTEMBER 2020 - JUNE 2021**

**2:00 PM - 3:00 PM**

### PRESIDENTS' MEETING

Join your peers at our online Presidents' Meeting. This is your chance to share what is happening in your community, talk about common concerns, and hear from your peers!

**SATURDAY, OCTOBER 16, 2020 – 10:00 AM - 12:00 PM**

**SATURDAY, FEBRUARY 20, 2021 – 10:00 AM - 12:00 PM**

**MORE SCHEDULED AS NEEDED THROUGHOUT THE YEAR**

### SEMI-ANNUAL MEETING FOR CAs WITHOUT BUILDINGS

Join us and your peers for an open discussion on important topics for community associations (CAs) without buildings. All CAs are welcome to attend and share your insights on these topics.

**WEDNESDAY, OCTOBER 14, 2020 – 12:00 PM - 1:30 PM**

**WEDNESDAY, FEBRUARY 17, 2021 – 7:00 PM - 8:30 PM**

ENGAGEMENT

## ENGAGEMENT LEARNING OPPORTUNITIES

### Building Community Natural Supports

What are natural supports? What does it mean to be a naturally supportive community and why is it important? How can you help your community become more naturally supportive and how will you know when you get there? This session will provide an opportunity to discuss with your peers and content experts about the relevance of community natural supports in the current environment.

**TUESDAY, SEPTEMBER 15, 2020 – 12:00 PM - 1:30 PM**

**Presented by: Dr. Suzanne Tough and Nancy Reynolds**

### Board Basics 101 ★

Did you recently join a board and are now wondering what is next? Join us to increase your effectiveness as a new board member. You will develop your knowledge on board roles and responsibilities, identify whether your organization is a charity or non-profit and what this means for your operations and compliance. Learn to plan and implement dynamic board meetings, as well as strategize approaches to address common challenges boards face. We look forward to working with you!

**THURSDAY, OCTOBER 8, 2020 – 7:00 PM - 9:00 PM**

### Volunteer Recruitment ★

Is your organization struggling with finding new volunteers? Join us to discuss recruitment tools, how to craft inspiring recruitment messages and strategize solutions to recruitment challenges. Participants will take away with them a template for an achievable action plan.

**TUESDAY, OCTOBER 27, 2020 – 7:00 PM - 9:00 PM**

### Employment Standards ★

Join us as we learn about the difference between hiring contractors vs. employees, the importance of job descriptions, employment contracts and employment standards changes. In this virtual workshop, you will be introduced to proper employment and hiring practices.

**THURSDAY, NOVEMBER 12, 2020 – 7:00 PM - 9:00 PM**

★ Denotes free for members, \$50<sup>+GST</sup> for non-members.

**Navigating a Mini Communications Plan ★**

Join us as we guide you through what a mini communications plan is, why it is used, and the elements in it! Designed for beginners, you'll leave with a "road map" on how to successfully navigate a mini communications plan.

**THURSDAY, FEBRUARY 11, 2021 – 7:00 PM - 9:00 PM**

**Volunteer Retention and Recognition ★**

To ensure your volunteer recruitment efforts are not short lived, it is helpful to incorporate retention and recognition strategies into your volunteer program. This workshop will discuss these strategies for different types of volunteers and explore common challenges and solutions to retention.

**WEDNESDAY, NOVEMBER 25, 2020 – 7:00 PM - 9:00 PM**

**Membership Development for CAs Without Buildings ★**

Are you looking for tips and innovative ideas on how to increase your community association's membership and communicate the value your organization offers the community? Join us and our panel speakers to discuss tested strategies and new solutions to increase your membership.

**THURSDAY, NOVEMBER 26, 2020 – 7:00 PM - 9:00 PM**

**Programming 101 ★**

Wanting to develop new programs that meet the interests of your community and looking for best practices on how to run programs? Join us and our friends at the City of Calgary and Calgary Neighbourhoods to explore and share community programming ideas for organizations with or without facilities.

**WEDNESDAY, DECEMBER 2, 2020 – 10:00 AM - 12:00 PM**

**PRESENTED BY: THE CITY OF CALGARY, CALGARY NEIGHBOURHOODS**

**Lunch-n'-Learn: Digital Newsletters**

Newsletters have long been an effective method of communicating to our members and residents, but how do we create effective digital newsletters? Join us to learn how many communities have transitioned to a digital newsletter format in the face of COVID-19.

**THURSDAY, DECEMBER 3, 2020 – 12:00 PM - 1:00 PM**

**Board Basics 201 ★**

Did you recently take Board Basics 101 and are excited to dig in deeper, or are you an experienced board member wanting to enhance your skills? Join us at Board Basics 201 to discuss policies to mitigate board conflict, develop risk management and succession planning. We look forward to working with you!

**THURSDAY, JANUARY 21, 2021 – 7:00 PM - 9:00 PM**

**Conflict Management ★**

Is your board looking for more effective and proactive ways to manage conflict? Conflict is a natural part of human interaction and can be an opportunity to build better relationships, improve communication and understanding, and lead to innovative ideas to address organizational issues. Join us and Community Mediation Calgary Society to discuss skills and steps you can apply to address conflict in one-on-one situations and as a board.

**TUESDAY, FEBRUARY 2, 2021 – 7:00 PM - 9:00 PM**

**PRESENTED BY: COMMUNITY MEDIATION CALGARY SOCIETY**

**Lunch-n'-Learn: Inclusive Community Building**

Join us, Community Development Learning Initiative (CDLI) and community leaders to discuss how we can have a more inclusive approach to community building activities by applying an anti-oppressive lens.

**THURSDAY, FEBRUARY 4, 2021 – 12:00 PM - 1:00 PM**

**PRESENTED BY: CDLI**

**Membership Development ★**

Struggling with building memberships? Join us to learn how to approach membership as a relationship instead of a transaction. We will discuss how you can shift your membership sales approach to focus on building excitement around being part of the community!

**THURSDAY, FEBRUARY 18, 2021 – 7:00 PM - 9:00 PM**

**Lunch-n'-Learn: Membership Development**

Missed our previous membership development sessions? That's ok! In this session, we will look at a few of the most successful ways in which member organizations recruit members.

**THURSDAY, MARCH 4, 2021 – 12:00 PM - 1:00 PM**

★ Denotes free for members, \$50<sup>+GST</sup> for non-members.

**Community Voice ★**

Do you have community issues you want to bring awareness to? Join us in this workshop to learn about how you can use and share your community voice while reflecting the needs of all your community's residents!

**THURSDAY, APRIL 8, 2021 – 7:00 PM - 9:00 PM**

**Lunch-n'-Learn: Choosing the Right Social Media Platform**

Social media is an exciting way to communicate your message, but which one is right for your organization? Join us for a basic overview of Facebook, Twitter and Instagram, and their benefits and pitfalls.

**THURSDAY, MAY 6, 2020 – 12:00 PM - 1:00 PM**

**Occupational Health and Safety ★**

Occupational Health and Safety (OHS) legislation in Alberta was recently overhauled to bring it up to speed with the rest of Canada, setting new standards that all employers – including those in the nonprofit sector – must comply with.

Compliance can often feel overwhelming, but IntegralOrg is here to help get you on your way to OHS compliance and a safer workplace. Join us for this virtual workshop, which provides an overview of the recent legislation changes. This is an intro to IntegralOrg's online toolkit, and help with getting your organization on the right track for all your OHS processes and policies. The content of this workshop has been updated to reflect the effects of COVID-19 on the non-profit sector.

**WEDNESDAY, MAY 12, 2020 – 10:00 AM - 12:00 PM**

**PRESENTED BY: INTEGRALORG**

**Grant Writing ★**

Join us to learn about grant writing tips and tools, the importance of budgets, the how-to's of project and program evaluation. You'll get in-depth practical experience in developing a grant writing proposal, an understanding of grant award responsibilities, and the importance of a clear budget.

**THURSDAY, MAY 27, 2021 – 7:00 PM - 9:00 PM**

**Lunch-n'-Learn: Creating Programming and an Identity for CA's without buildings**

Join us and our panel speakers to discuss programming ideas that help build an identity for your organization that is rooted in your community. We will also discuss innovative ways to implement programming that meets your community's needs, even without a building!

**THURSDAY, JUNE 3, 2021 – 12:00 PM - 1:00 PM**

**URBAN PLANNING  
LEARNING OPPORTUNITIES**

**CITIZENS+STUDENTS Project Kickoff Event**

Since 2013, the School of Architecture, Planning and Landscape (SAPL) Master of Planning Program at the University of Calgary and the Federation of Calgary Communities have worked together to support community associations (CAs) in their decision-making process around land use and development issues.

Please join us at this workshop to learn more about your CA's potential involvement in the project. Join the discussion of how Calgary's communities can change and develop while maintaining their character and quality and the steps necessary for CAs to be part of this project.

**WEDNESDAY, SEPTEMBER 16, 2020 – 6:00 PM - 7:30 PM**

**Lunch-n'-Learn: Urban Planning Committee Onboarding**

Have you recently joined your planning committee or are you the planning director/coordinator for your community association? Join our planners as they walk through your potential responsibilities. Learn what resources are available, opportunities to connect with others in the planning field, and who to reach out to for help.

**OCTOBER 1, 2020 – 12:00 PM - 1:00 PM**

**Orientation to the Planning Process ★**

Have you ever tried to understand how planning and development occurs at The City? This workshop starts with the absolute basics to help you understand planning policies and how decisions are made at The City. This workshop will turn the complex and mundane into simple and exciting! Participants will leave feeling like an expert ready to tackle any and all planning and development opportunities and challenges in their community.

**OCTOBER 29, 2020 – 7:00 PM - 9:00 PM**

**OR, MAY 4, 2021 – 7:00 PM - 9:00 PM**

★ Denotes free for members, \$50<sup>+GST</sup> for non-members.



## Planning Committees ★

Whether you are an established community experiencing lots of redevelopment, or a small group dealing with the occasional planning application; there is always opportunity to create or join a community association planning committee! Planning committees are residents' go-to source of information for everything planning and development related. This workshop will teach you the basics of planning committees; how to get them established and work effectively with other members and planning stakeholders.

**NOVEMBER 18, 2020 – 7:00 PM - 9:00 PM**

**WEDNESDAY, JUNE 2, 2021 – 7:00 PM - 9:00 PM**

### Lunch-n'-Learn: What is Zoning

Zoning, also referred to as Land Use Designation, is the rules around the uses and intensity of development on land. Learn about the different types of zones and rules associated with the zones.

**OCTOBER 1, 2020 – 12:00 PM - 1:00 PM**

## PARTNERS IN PLANNING

The Federation is committed to providing planning information and education to communities to facilitate public participation in the planning process. The Partners in Planning Program (PIP) is a free, award-winning certificate program offered by the Federation of Calgary Communities in partnership with The City of Calgary. The program is geared towards helping community association planning volunteers and the public to develop skills for effective participation in the planning process. Participants who complete all program requirements receive a PIP completion certificate, which is signed by the Mayor, the President of the Federation and the General Manager of the City of Calgary Planning & Development.

**If you were unable to complete your PIP Certificate last year due to COVID-19, you can take any courses you missed this year to count towards your certification.**

**Please note: We are working with The City to set dates. We will update as those are finalized.**

### Heritage (Elective Course)

Heritage buildings are valuable assets to cities. Join City planners as they discuss the importance of heritage assets to The City, how to find the inventory list of assets, and how to designate properties. Learn about the new tools and incentives approved by City Council that will be used to protect assets. Discuss what communities can do and how they can advocate for heritage in their neighbourhoods and The City.

**SATURDAY, OCTOBER 3, 2020 – 9:00 AM - 12:00 PM**

## Understanding Planning & Design (Core Course)

Discover how policies that guide development in Calgary are created and applied. In this course learn more about these foundational documents such as the Municipal Development Plan (MDP), Developed Areas Guidebook (DAG) and local area plans. Discover how these policies and others are applied to applications as they move through the approvals process.

**DATE TBD – 9:00 AM - 12:00 PM**

### Planning Implementation (Core Course)

Recognize the components that influence decisions in the planning process. This course offers an opportunity to better understand and navigate the Land Use Bylaw along with a discussion of other key factors that influence the built form such as design, density and use.

**DATE TBD – 9:00 AM - 12:00 PM**

### Community & Citizen Involvement (Core Course)

Development is a complex process that involves a variety of stakeholders. This course will provide the tools and knowledge needed to actively participate in the planning approvals process. Topics include; the role of formal decision-making bodies (i.e., Council and Calgary Planning Commission), how and when to provide feedback on an application and making the most of engagement opportunities.

**DATE TBD – 9:00 AM - 12:00 PM**

### Development Appeals at SDAB (Elective Course)

Attain an overview of the Subdivision and Development Appeal Board (SDAB) and gain an understanding of why this quasi-judicial process exists, the role of the board and what is required from you during an appeal. Discuss what makes up good planning arguments and effective presentations and participate in a simulated hearing to help implement the skills taught.

**DATE TBD – 9:00 AM - 12:00 PM**

### Elective Course TBD

More information to come.

**DATE TBD – 9:00 AM - 12:00 PM**

### Elective Course TBD

More information to come.

**DATE TBD – 9:00 AM - 12:00 PM**

★ Denotes free for members, \$50<sup>+GST</sup> for non-members.

# FINANCIAL LEARNING OPPORTUNITIES

## I'm the New Treasurer: Now What? ★

Are you the treasurer and/or bookkeeper for your organization, but have little accounting experience? This workshop is designed to help get you started! You will learn more about your role, responsibilities, basic accounting terms, recording entries and reporting to the board.

**TUESDAY, OCTOBER 6, 2020 – 7:00 PM - 9:00 PM**

**TUESDAY, DECEMBER 1, 2020 – 1:00 PM - 3:00 PM**

**TUESDAY, JANUARY 28, 2021 – 7:00 PM - 9:00 PM**

**TUESDAY, MARCH 16, 2021 – 10:00 AM - 12:00 PM**

## Demystifying Financial Statements ★

Do you ever sit at board meetings hoping the treasurer's report is short and sweet? Do you have trouble understanding what it all means? Well this workshop is for you! We will demystify the elements of audited financial statements while diving into the two most important statements a board should be discussing monthly.

**TUESDAY, OCTOBER 20, 2020 – 7:00 PM - 9:00 PM**

**THURSDAY, JANUARY 14, 2021 – 1:00 PM - 3:00 PM**

**THURSDAY, MARCH 25, 2021 – 7:00 PM - 9:00 PM**

**THURSDAY, MAY 20, 2021 – 10:00 AM - 12:00 PM**

## Lunch-n'-Learn: Preparing for an Audit

Getting all your documents ready for an audit is a daunting process. Join us to learn about how audits work, the required documents (and why they are needed), and how you can cut your audit costs.

**THURSDAY, NOVEMBER 5, 2020 – 12:00 PM - 1:00 PM**

## Grant Accounting: Accounting for Restricted Cash ★

You are an accountant, or have lots of accounting experience, and are competent in your understanding of debits and credits. If all you need is to hone your non-profit accounting skills by understanding how to handle grants and other restricted funds, then this workshop is for you. Join us as we explore key elements of properly recording your restricted cash.

**THURSDAY, NOVEMBER 19, 2020 – 7:00 PM - 9:00 PM**

**WEDNESDAY, APRIL 14, 2021 – 1:00 PM - 3:00 PM**

## Internal Controls from Three Perspectives ★

Ever wonder if your organization uses its assets efficiently, if all the funds are accounted for, or if you are vulnerable to theft or fraud? This workshop, from a financial institution, insurance and auditor perspective, is designed for board members who are wanting to safeguard their organization and maximize the use of their resources. Each presenter will offer stories and practical controls that should be put in place to ensure your organization thrives!

**TUESDAY, DECEMBER 8, 2020 – 7:00 PM - 9:00 PM**

**PRESENTED BY: TOOLE PEET INSURANCE AND SERVUS CREDIT UNION**

## Internal Controls ★

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

**MONDAY, FEBRUARY 8, 2021 – 7:00 PM - 9:00 PM**

## GST for Non-Profits ★

GST is a difficult concept to understand in the non-profit world. A GST expert from the Canada Revenue Agency will walk us through the ins and outs. They will help us understand the rules, why some of your programs are tax exempt, how input tax credits work and when and how to access rebates for "public service bodies."

**TUESDAY, APRIL 20, 2021 – 7:00 PM - 9:00 PM**

**PRESENTED BY: THE CANADA REVENUE AGENCY**

## GST for Charities ★

Did you know that charities can claim back 50% of GST paid? They also don't have to register for GST until they have \$250,000 in taxable revenue. Join us and a representative from the Canada Revenue Agency to help clarify your GST questions. This virtual workshop is for registered charities (organizations that issue "charitable tax receipts").

**WEDNESDAY, APRIL 28, 2021 – 7:00 PM - 9:00 PM**

**PRESENTED BY: THE CANADA REVENUE AGENCY**

★ Denotes free for members, \$50<sup>+GST</sup> for non-members.

# TABLE TALK TUESDAY

**What is Table Talk Tuesday?** As part of our commitment to make your job easier, we are hosting Table Talk Tuesday online sessions to help you learn about best practices, tips and resources - all during your lunch break! Learn something new in just 15 minutes, with another 15 minutes dedicated to a question and answer period! This year, all of our departments - financial, engagement, and urban planning - are hosting Table Talk Tuesdays!

Table Talk Tuesday runs the second and last Tuesday of every month!

## Table Talk - ENMAX Energizing Spaces

The ENMAX Energizing Spaces Fund is back! Join us for an information session where you will learn more about the fund, requirements for applying and details about the three applications: appliances, lighting and install day!

**TUESDAY, SEPTEMBER 22, 2020 – 12:00 PM - 12:30 PM**

## Table Talk - Closing Entries

At year end you will need to close your accounts. We will walk you through what accounts need closing as well as an example of how to do it.

**TUESDAY, OCTOBER 13, 2020 – 12:00 PM - 12:30 PM**

## Table Talk - Writing Key Messages

Key messages are the important messages you want to share with your audience. Join us to learn how to write effective key messages.

**TUESDAY, OCTOBER 27, 2020 – 12:00 PM - 12:30 PM**

## Table Talk - Planning and Development Resource Library

Did you know The City of Calgary has an online library for all the planning and development policies? This workshop will show you how to access the library and what is available in the library.

**TUESDAY, NOVEMBER 10, 2020 – 12:00 PM - 12:30 PM**

## Table Talk - Taxes

Whether you are a non-profit or a charity, you need to file taxes. We will walk you through the various tax forms and the penalties for not filing.

**TUESDAY, NOVEMBER 24, 2020 – 12:00 PM - 12:30 PM**

## Table Talk - Presenting at City Council or Committees

Join us as we go through the procedure for speaking at Committee or Council meetings from an urban planning perspective.

**TUESDAY, DECEMBER 8, 2020 – 12:00 PM - 12:30 PM**

## Table Talk - Team Building for Boards

Boards with a teamwork approach are not only more effective, but are resilient and have more fun! Join us to learn practical ways you can incorporate team building into your board governance work.

**TUESDAY, JANUARY 12, 2021 – 12:00 PM - 12:30 PM**

## Table Talk - Planning Hierarchy: From Province to City

Planning policies are tiered, and policies in lower-level plans can only be created if they are allowed by the province. Join us to learn where the City of Calgary's planning authority comes from.

**TUESDAY, JANUARY 26, 2021 – 12:00 PM - 12:30 PM**

## Table Talk - Membership Drive

Does your organization need to attract new members? Let's talk about holding a membership drive!

**TUESDAY, FEBRUARY 9, 2021 – 12:00 PM - 12:30 PM**

## Table Talk - Bank Reconciliations

Learn about bank reconciliations, why doing them is important and the common items to be reconciled.

**TUESDAY, FEBRUARY 23, 2021 – 12:00 PM - 12:30 PM**

TABLE TALKS

TABLE TALKS



### Table Talk - Electronic Funds Transfer: Mitigating Risk

We will explore how to move your cheque writing virtually without sacrificing your need for two signatures or opening your organization up to theft or fraud.

**TUESDAY, MARCH 9, 2021 – 12:00 PM - 12:30 PM**

### Table Talk - Volunteer Recognition

National Volunteer Week is coming up! Let's talk about some ideas to recognize our amazing volunteers.

**TUESDAY, MARCH 23, 2021 – 12:00 PM - 12:30 PM**

### Table Talk - Building Effective External Collaborations

Learn how to build better relationships with external partners and sustain meaningful collaborations that contribute to the success of your organization with these simple steps and tips.

**TUESDAY, APRIL 13, 2021 – 12:00 PM - 12:30 PM ★**

### Table Talk - Calgary Metropolitan Region Board (CMRB)

Calgary is one of the regional partners of CMRB. Discover what CMRB does and the impact the board has on The City.

**TUESDAY, APRIL 27, 2021 – 12:00 PM - 12:30 PM**

### Table Talk - SWOT Analysis

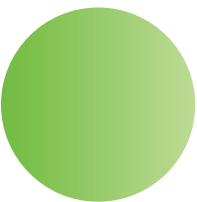
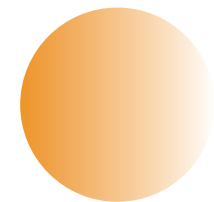
Learn how to create a SWOT Analysis and why it can help guide your communications and event planning.

**TUESDAY, MAY 11, 2021 – 12:00 PM - 12:30 PM**

### Table Talk - Accrual Accounting

Many of our members use Cash Accounting, however, it is recommended to use Accrual Accounting as it more accurately reflects your true financial position. In fact, using the accrual method can protect you from financial misrepresentation. Join us to learn the simple concept of Accrual Accounting.

**TUESDAY, MAY 25, 2021 – 12:00 PM - 12:30 PM**



# WORKSHOPS AND EVENTS

## FEDERATION ENGAGEMENT URBAN PLANNING FINANCIAL TABLE TALK

- WEDNESDAY, SEPTEMBER 9, 2020 ADMINISTRATORS' MEETING
- MONDAY, SEPTEMBER 14, 2020 MONDAY MATTERS
- TUESDAY, SEPTEMBER 15, 2020 BUILDING COMMUNITY NATURAL SUPPORTS
- WEDNESDAY, SEPTEMBER 16, 2020 CITIZENS+STUDENTS PROJECT KICKOFF EVENT
- TUESDAY, SEPTEMBER 22, 2020 TABLE TALK - ENMAX ENERGIZING SPACES
- WEDNESDAY, SEPTEMBER 23, 2020 ADMINISTRATORS' MEETING
- THURSDAY, OCTOBER 1, 2020 LUNCH-N'-LEARN: URBAN PLANNING COMMITTEE ONBOARDING
- SATURDAY, OCTOBER 3, 2020 PIP: HERITAGE (ELECTIVE COURSE)
- MONDAY, OCTOBER 5, 2020 MONDAY MATTERS
- TUESDAY, OCTOBER 6, 2020 I'M THE NEW TREASURER: ★ NOW WHAT?
- WEDNESDAY, OCTOBER 7, 2020 ADMINISTRATORS' MEETING
- THURSDAY, OCTOBER 8, 2020 BOARD BASICS 101 ★
- TUESDAY, OCTOBER 13, 2020 TABLE TALK - CLOSING ENTRIES
- WEDNESDAY, OCTOBER 14, 2020 SEMI-ANNUAL MEETING FOR CAs WITHOUT BUILDINGS
- TUESDAY, OCTOBER 20, 2020 DEMYSTIFYING FINANCIAL ★ STATEMENTS
- WEDNESDAY, OCTOBER 21, 2020 ADMINISTRATORS' MEETING

To register for online workshops and events visit [calgarycommunities.com/our-events](https://calgarycommunities.com/our-events)

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# WORKSHOPS AND EVENTS

FEDERATION  
ENGAGEMENT  
URBAN PLANNING  
FINANCIAL  
TABLE TALK

TUESDAY, OCTOBER 22, 2020	AGM
TUESDAY, OCTOBER 27, 2020	TABLE TALK - WRITING KEY MESSAGES
TUESDAY, OCTOBER 27, 2020	VOLUNTEER RECRUITMENT ★
THURSDAY, OCTOBER 29, 2020	ORIENTATION TO THE PLANNING PROCESS ★
MONDAY, NOVEMBER 2, 2020	MONDAY MATTERS
WEDNESDAY, NOVEMBER 4, 2020	ADMINISTRATORS' MEETING
TUESDAY, NOVEMBER 5, 2020	LUNCH-N'-LEARN: PREPARING FOR AN AUDIT
TUESDAY, NOVEMBER 10, 2020	TABLE TALK - PLANNING AND DEVELOPMENT RESOURCE LIBRARY
THURSDAY, NOVEMBER 12, 2020	EMPLOYMENT STANDARDS ★
WEDNESDAY, NOVEMBER 18, 2020	ADMINISTRATORS' MEETING
WEDNESDAY, NOVEMBER 18, 2020	PLANNING COMMITTEES ★
THURSDAY, NOVEMBER 19, 2020	GRANT ACCOUNTING: ACCOUNTING FOR RESTRICTED CASH ★
TUESDAY, NOVEMBER 24, 2020	TABLE TALK - TAXES
WEDNESDAY, NOVEMBER 25, 2020	VOLUNTEER RECOGNITION ★
THURSDAY, NOVEMBER 26, 2020	MEMBERSHIP DEVELOPMENT FOR CAs WITHOUT BUILDINGS ★

To register for online workshops and events visit [calgarycommunities.com/our-events](https://calgarycommunities.com/our-events)

# WORKSHOPS AND EVENTS

FEDERATION  
ENGAGEMENT  
URBAN PLANNING  
FINANCIAL  
TABLE TALK

TUESDAY, DECEMBER 1, 2020	I'M THE NEW TREASURER: NOW WHAT? ★
WEDNESDAY, DECEMBER 2, 2020	PROGRAMMING 101 ★
WEDNESDAY, DECEMBER 2, 2020	ADMINISTRATORS' MEETING
THURSDAY, DECEMBER 3, 2020	LUNCH-N'-LEARN: DIGITAL NEWSLETTERS
MONDAY, DECEMBER 7, 2020	MONDAY MATTERS
TUESDAY, DECEMBER 8, 2020	TABLE TALK: PRESENTING AT COUNCIL OR COMMITTEE
TUESDAY, DECEMBER 8, 2020	INTERNAL CONTROLS FROM THREE PERSPECTIVES ★
MONDAY, JANUARY 4, 2021	MONDAY MATTERS
TUESDAY, JANUARY 12, 2021	TABLE TALK - TEAM BUILDING FOR BOARDS
	ADMINISTRATORS' MEETING
THURSDAY, JANUARY 14, 2021	DEMYSTIFYING FINANCIAL STATEMENTS ★
THURSDAY, JANUARY 21, 2021	BOARD BASICS 201 ★
TUESDAY, JANUARY 26, 2021	TABLE TALK - PLANNING HIERARCHY
WEDNESDAY, JANUARY 27, 2021	ADMINISTRATORS' MEETING
THURSDAY, JANUARY 28, 2021	I'M THE NEW TREASURER: NOW WHAT? ★
MONDAY, FEBRUARY 1, 2021	MONDAY MATTERS
TUESDAY, FEBRUARY 2, 2021	CONFLICT MANAGEMENT ★

To register for online workshops and events visit [calgarycommunities.com/our-events](https://calgarycommunities.com/our-events)

★ Denotes free for members, \$50<sup>+GST</sup> for non-members.

# WORKSHOPS AND EVENTS

FEDERATION  
ENGAGEMENT  
URBAN PLANNING  
FINANCIAL  
TABLE TALK

THURSDAY, FEBRUARY 4, 2021	LUNCH-N'-LEARN: INCLUSIVE COMMUNITY BUILDING
MONDAY, FEBRUARY 8, 2021	INTERNAL CONTROLS ★
TUESDAY, FEBRUARY 9, 2021	TABLE TALK - MEMBERSHIP DEVELOPMENT
WEDNESDAY, FEBRUARY 10, 2021	ADMINISTRATORS' MEETING
THURSDAY, FEBRUARY 11, 2021	NAVIGATING A MINI COMMUNICATIONS PLAN ★
WEDNESDAY, FEBRUARY 17 2021	SEMI-ANNUAL MEETING FOR CA'S WITHOUT BUILDINGS
THURSDAY, FEBRUARY 18, 2021	MEMBERSHIP DEVELOPMENT ★
TUESDAY, FEBRUARY 23, 2021	TABLE TALK - BANK RECONCILIATIONS
WEDNESDAY, FEBRUARY 24, 2021	ADMINISTRATORS' MEETING
MONDAY, MARCH 1, 2021	MONDAY MATTERS
THURSDAY, MARCH 4, 2021	LUNCH-N'-LEARN: MEMBERSHIP DEVELOPMENT
TUESDAY, MARCH 9, 2021	TABLE TALK - ELECTRONIC FUND TRANSFER
WEDNESDAY, MARCH 10, 2021	ADMINISTRATORS' MEETING
TUESDAY, MARCH 16, 2021	I'M THE NEW TREASURER: NOW WHAT? ★
TUESDAY, MARCH 23, 2021	TABLE TALK - VOLUNTEER RECOGNITION

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# WORKSHOPS AND EVENTS

FEDERATION  
ENGAGEMENT  
URBAN PLANNING  
FINANCIAL  
TABLE TALK

WEDNESDAY, MARCH 24, 2021	ADMINISTRATORS' MEETING
THURSDAY, MARCH 25, 2021	DEMYSTIFYING FINANCIAL STATEMENTS ★
THURSDAY, APRIL 1, 2021	LUNCH-N'-LEARN: WHAT IS ZONING?
MONDAY, APRIL 5, 2021	MONDAY MATTERS
WEDNESDAY APRIL 7, 2021	ADMINISTRATORS' MEETING
THURSDAY, APRIL 8, 2021	COMMUNITY VOICE ★
TUESDAY, APRIL 13, 2021	TABLE TALK - BUILDING EFFECTIVE & MEANINGFUL COLLABORATIONS
WEDNESDAY, APRIL 14, 2021	GRANT ACCOUNTING ★
TUESDAY, APRIL 20, 2021	GST FOR NON-PROFITS ★
WEDNESDAY, APRIL 21, 20	ADMINISTRATORS' MEETING
TUESDAY, APRIL 27, 2021	TABLE TALK - CMRB
WEDNESDAY, APRIL 28, 2021	GST FOR CHARITIES ★
MONDAY, MAY 3, 2021	MONDAY MATTERS
TUESDAY, MAY 4, 2021	ORIENTATION TO THE PLANNING PROCESS ★
THURSDAY, MAY 6, 2021	LUNCH-N'-LEARN: SOCIAL MEDIA PLATFORMS
TUESDAY, MAY 11, 2021	TABLE TALK - SWOT ANALYSIS

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# WORKSHOPS AND EVENTS

FEDERATION  
ENGAGEMENT  
URBAN PLANNING  
FINANCIAL  
TABLE TALK

WEDNESDAY MAY 12, 2021	OCCUPATIONAL HEALTH & SAFETY ★
WEDNESDAY, MAY 19, 2021	ADMINISTRATORS' MEETING
THURSDAY, MAY 20, 2021	DEMYSTIFYING FINANCIAL STATEMENTS ★
TUESDAY, MAY 25, 2021	TABLE TALK - ACCRUAL
THURSDAY, MAY 27, 2021	GRANT WRITING ★
WEDNESDAY, JUNE 2, 2021	ADMINISTRATORS' MEETING
WEDNESDAY, JUNE 2, 2021	PLANNING COMMITTEES ★
THURSDAY, JUNE 3, 2021	LUNCH-N'-LEARN: CREATING PROGRAMMING & AN IDENTITY
MONDAY, JUNE 7, 2021	MONDAY MATTERS
WEDNESDAY, JUNE 16, 2021	ADMINISTRATORS' MEETING
WEDNESDAY, JUNE 30, 2021	ADMINISTRATORS' MEETING

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# MISSED AN OPPORTUNITY?

Life is busy, we get it. That is why we record all of our Table Talk Tuesday and Lunch-n'-Learn online sessions and upload them to our YouTube channel!

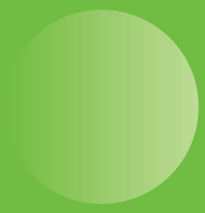
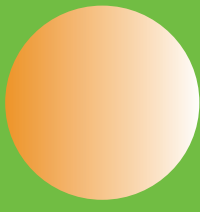
Visit our YouTube channel: *Federation of Calgary Communities*

## Prefer to learn on your own time?

We will be launching our first-ever online learning courses later this year! Our online courses will offer you the opportunity to learn at your own pace, while still hearing from our content experts! These courses will feature a variety of topics, including 'How to Read Financial Statements,' 'Board Basics,' and so much more. You will even receive a certificate when you finish!

Keep an eye out later this year for our launch!

BE PART OF IT



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