



# Workshop Guide

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**2025-2026**

# Welcome to our 2025-2026 Workshop Guide!

We've designed these workshops to help you build the knowledge and skills you need to effectively run the non-profits that make our city such a great place to live, work, and play.

As a board member, staff, or volunteer of one of our member organizations, you have free access to all our workshops.

**Register**  
*Today*

1. Check out the learning opportunities we are offering each month.
2. Go to [calgarycommunities.com/ourworkshops](https://calgarycommunities.com/ourworkshops)
3. Register for the courses that appeal to you!

**Have questions or need more information? We're here to help!**

**Federation of Calgary Communities**

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403-244-4111

**Please note:** This schedule is subject to change. Please refer to our workshop calendar for the most up to date workshop details.

*September 2025*

## **Saturday, September 6, 2025**

**9:00 am – 12:00 pm (in-person)**

**Marda Loop Community Association (3130 16 St SW)**

### **Partners in Planning: Built Form Evolution: Case Studies in Marda Loop**

PIP is going on an interactive walking tour and exploring how zoning rules, planning policies, and urban design guidelines share the built environment in Calgary's residential neighbourhoods. Using Marda Loop as a living case study, we will examine a range of built forms – from single-detached homes to townhouses and apartments- and uncover how Land Use Bylaw rules about height, density, setbacks, landscaping, in conjunction with urban design guidelines, contribute to an evolving city.

This session invites you to observe the built environment through a guided walking tour while learning how bylaws, development policies, and urban design tools influence what gets built- and why. Through conversations with The City and Federation planners, and the on-the-ground exploration, you will gain a deeper understanding of how built form decisions impact community identity, and how thoughtful development can support neighbourhood evolution.

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## **Wednesday, September 17, 2025**

**12:30 pm – 3:00 pm (in-person)**

**Southview Community Association (2020 33 St SE)**

### **Admin Meeting: Insurance Coverage & Community Membership**

"Do community individuals need to have a community membership to be covered by the CA's policy" is one of the most frequently asked questions received by Lloyd Sadd Insurance. Please join us on Wednesday September 17, 2025, as we discuss when and how a community membership relates to our insurance program. Our discussion will review both the general liability coverage as well as the optional excess medical coverage available to members. Facilitated by Lloyd Sadd Insurance.

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*October 2025*

## **Thursday, October 2, 2025**

**7:00 pm – 9:00 pm (in-person)**

**Federation of Calgary Communities (#110 720 28 St NE)**

### **Board Basics 101**

Our Board Basics 101 is a foundational workshop that teaches you everything you'll need to know to get started in your new role as a board member! First, you'll learn broad roles and responsibilities and how to identify whether your organization is a charity or non-profit. Then we'll look at how these distinctions

affect operations and compliance. Finally, you'll learn how to plan dynamic board meetings and strategize approaches to address common challenges that boards face.

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## **Saturday, October 4, 2025**

9:00 am – 12:00 pm (in-person)

Marda Loop Community Association (3130 16 St SW)

## **Partners in Planning: Community at the Core: Best Practices in Planning Participation**

Workshop description coming soon.

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## **Wednesday, October 8, 2025**

12:00 pm – 1:00 pm

Online (Zoom)

## **Making the Most of Bylaw Changes**

Looking to make bylaw changes? Wondering how to streamline the work, while also making the most of your experience? Join us for an online Lunch & Learn with Braeside Community Association, sharing tips, tricks, and strategies on how they turned their bylaw review into a meaningful, productive, and positive leadership experience. The BCA has also produced a helpful tipsheet, which we'll share with registrants, and we can discuss any bylaw amendment questions you might have!

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## **Wednesday, October 22, 2025**

12:30 pm – 3:00 pm (in-person)

Capitol Hill Community Association (1531 21 Ave NW)

## **Admin Meeting: Cybersecurity Strategies for Non-Profits**

In today's digital world, cybersecurity isn't just a concern for big corporations—it's becoming a growing priority for non-profits too. With limited resources and increasing online risks, it's more important than ever to understand how to keep your organization safe. What are the risks, what do the technical terms mean, and what simple strategies can you use to help protect your organization? Please join us on Wednesday October 22, 2025, as we welcome industry professional and Community Association board member Greg Miller for a practical, plain-language discussion on keeping your organization secure.

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## **Thursday, October 23, 2025**

7:00 pm – 9:00 pm (in-person)

Federation of Calgary Communities (#110 720 28 St NE)

## **Volunteer Recruitment & Retention**

To ensure your volunteer recruitment efforts are not short-lived, it's helpful to incorporate recruitment and retention strategies into your volunteer program. This workshop will discuss helpful strategies for different types of volunteer commitments, the importance of relationship building for team-building, and we'll explore common challenges and solutions for keeping people engaged!

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## **Tuesday, October 28, 2025**

**7:00 pm – 9:00 pm**

**Online (Zoom)**

### **Lloyd Sadd Insurance Renewal**

Lloyd Sadd is the insurance provider of choice for The Federation of Calgary Communities! Lloyd Sadd is a Navacord broker partner, and one of Canada's largest commercial insurance brokers. If you want to learn more or have any questions about the Lloyd Sadd 2025 insurance renewal, join us on **October 28** via **Zoom** from **7 PM** to **9 PM**. Register your seat today to get your questions answered!

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*November 2025*

## **Wednesday, November 5, 2025**

**12:00 pm – 1:00 pm**

**Online (Zoom)**

### **Growing Member & Volunteer Engagement with Communal: Boost Recruitment and Retention with Less Effort**

Building and maintaining a strong membership and volunteer base can be challenging, but it doesn't have to be. Join Wade, Co-Founder of Communal, to explore how Community Associations and non-profits are using digital tools to attract new members, increase volunteer involvement, and reduce administrative overhead.

#### **What You'll Learn:**

- **Transition to Digital Memberships with Ease:** Simple steps to move from spreadsheets or paper-based systems to online platforms.
- **Streamline Member Signups and Renewals:** Offer a smooth, self-serve experience with online signups, automated renewal reminders, and secure digital payments.
- **Boost Engagement with Tailored Member Benefits:** Give members access to member-only offerings and create a discount program with local businesses.
- **Automate Communications and Newsletters:** Save time and stay top-of-mind with built-in tools for sending newsletters, updates, and announcements.
- **Creating Apple/Google Wallet Digital Membership Cards:** Issue digital cards that members can use at events or with partner businesses for discounts.
- **Track Growth and Retention with Better Insights:** Use reports to uncover trends, understand member needs, and make data-informed decisions.
- **Capture Volunteer Interests and Improve Retention:** Collect volunteer preferences to tailor communication, match opportunities more effectively, and increase long-term engagement.

Grow your membership base, build stronger relationships, and spend less time on admin tasks. Reserve your spot today!

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## **Tuesday, November 18, 2025**

**7:00 pm – 9:00 pm (in-person)**

**Southview Community Association (2020 33St SE)**

### **Lloyd Sadd Action Grants Awards Night**

In 2024, EIGHT of our members received a total of **\$8,000** with the Lloyd Sadd (formerly Toole Peet) Action Grants to engage their community! This year, Lloyd Sadd Action Grants are back. Join us on November 18<sup>th</sup> at 7:00 pm for an in-person evening of sharing, networking, and making community connections. Throughout the event, you will have the chance to connect with your peers and explore different ways to engage your community.

#### **There are 3 Easy Steps!**

1. Fill out the Application Form. Applications open September 15<sup>th</sup>.
2. Register any additional guests for our event, so we know you're coming!
3. Join us at the party on November 18<sup>th</sup>!

Everyone is welcome but grant applicants must be in attendance for a chance to win a \$1,000 grant opportunity.

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## **Wednesday, November 19, 2025**

**12:30 pm – 3:00 pm (in-person)**

**FCJ Retreat & Conference Centre (219 - 19th Avenue SW)**

### **Admin Meeting: Workplace Safety Culture: How to Engage Your Team in Health & Safety Practices**

A robust safety culture at work can help your non-profit reduce risk of injuries and save costs, but building a strong safety culture is more than just getting the right paperwork in place. It requires collaboration between managers, staff, and volunteers, with awareness and implementation of safety policies being critical. Join experts from Peninsula Canada for our upcoming workshop to learn the right strategies to strengthen your non-profit's safety culture today!

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## **Wednesday, November 26, 2025**

**7:00 pm – 9:00 pm (in-person)**

**Federation of Calgary Communities (#110 720 28 St NE)**

### **Demystifying Financial Statements**

Learning how to read and understand financial statements is vital for any board member. Our Demystifying Financial Statements workshop will help you understand financial statements. First, we'll explain the elements of an audited financial statement. Then we'll dive into the two most important statements a board should be discussing monthly.

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*December 2025*

### **Saturday, December 6, 2025**

**9:00 am – 12:00 pm**

**City Hall – Municipal Building**

### **Partners in Planning: “Meet the Projects” Year-End Networking Event**

Workshop description coming soon.

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### **Wednesday, December 10, 2025**

**12:30 pm – 3:00 pm (in-person)**

**Parkhill Community Association (4013 Stanley Rd SW)**

### **Admin Meeting: Gaming Licensing Basics with AGLC**

Join us for a session led by AGLC on Gaming Licensing Basics, where AGLC will provide an overview of the Charitable Gaming Process, including licensing for Gaming Events.

In addition to licensing basics, other topics include the eligibility process and the licensing work required for Pull Tickets, Raffles, Bingo, and Casino events. We'll also discuss AGLC's other live webinars for future learning.

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### **Thursday, December 11, 2025**

**7:00 pm – 9:00 pm (in-person)**

**Federation of Calgary Communities (#110 720 28 St NE)**

### **Board Basics 201**

Building off Board Basics 101, Board Basics 201 is here to help build your skills so you can be the best board member possible. We'll cover policies to mitigate board conflict, risk management, common compliance topics the board should be aware of, meeting management, leadership and succession planning. Level Up your skills as a board member today!

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*2026*

## Money Market: Meet the Funders & Meet the Savers Combined!

For the first time ever, we're combining Meet the Funders with Meet the Savers for a double-value networking event! Looking for funding? Looking for savings opportunities? We've got everyone under one roof!

- **FUNDERS:** Come meet the folks with info and insights on commonly used grants programs, learn about the wide variety of grants for our network, and how your organization can benefit.
- **SAVERS:** Come meet the folks who can save you money, from business savings for community non-profits, to personal savings for folks who support the network.

We'll also have a networking game, door prizes, snacks and refreshments. These events are always popular, stay tuned for the announcement on our Money Market event this coming year!!

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*January 2026*

### Wednesday, January 21, 2026

**12:30 pm – 3:00 pm (in-person)**

**Winston Heights Mountview Community Association (520 27 Ave NE)**

### Admin Meeting: Networking Hub

Exciting things happen when non-profits connect, collaborate, and share their work—and we want you to be part of it! Join us on Wednesday, January 21, 2026, for an engaging afternoon of short presentations from local organizations doing great work in our city. You'll hear from Calgary Climate Hub, Calgary House Concerts, Calgary Community Development Learning Initiative (CDLI), LiveWire, and BUMP about the innovative programs they're running and how your community could get involved. Whether you're looking for inspiration, collaboration opportunities, or just want to meet some passionate people doing great work—this event promises to be energizing and fun!

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### Wednesday, January 28, 2026

**7:00 pm – 9:00 pm (in-person)**

**Federation of Calgary Communities (#110 720 28 St NE)**

### 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, so that you can begin your new journey. Topics will include: roles and responsibilities, basic accounting terms and systems, basic recording, and how to report your financials.

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*February 2026*



## **Wednesday, February 18, 2026**

**12:30 pm – 3:00 pm (in-person)**

**Tuxedo Park Community Association (202 29 Ave NE)**

### **Admin Meeting: Right Bin for the Win with The City of Calgary**

Get motivated to waste less and conserve more... gameshow-style! Test your waste knowledge, learn about composting and recycling and compete for prizes in this fun and interactive presentation. Reducing waste helps our environment thrive -let's step up to the challenge! Come enjoy this engaging and memorable presentation from The City of Calgary covering waste diversion and food waste reduction and bring your knowledge back to your teams!

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## **Saturday, February 21, 2026**

**9:00 am – 12:00 pm (in-person)**

**City Hall – Municipal Building**

### **Partners in Planning: Public Hearing 101**

Tour the council chambers and prepare in comfort to speak at a public hearing. The purpose of this session is to learn to understand the process of a public hearing. How do you to present at council, what are the formalities/etiquette of a public hearing (how to address the mayor, what to wear to be most comfortable, etc.) and what happens after the public hearing.

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## **Tuesday, February 24, 2026**

**7:00 pm – 9:00 pm (in-person)**

**Federation of Calgary Communities (#110 720 28 St NE)**

### **Grow Your Membership**

It's easier to build membership if you approach it as a relationship, not a transaction. Our Membership Development workshop focuses on shifting your approach from a one-way transaction towards a two-way dialogue with future members, the importance of perceived value, the power of face-to-face promotions, and building excitement around being part of the community. Join us for tips and tricks on how to sell and grow your organization's membership!

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*March 2026*

## **Wednesday, March 11, 2026**

**7:00 pm – 9:00 pm (in-person)**

**Federation of Calgary Communities (#110 720 28 St NE)**

### **Build Your Grant Writing Skills**

Ready to master the art of grant writing? Whether you're a beginner or looking to sharpen your skills,

this workshop is designed to make grant writing practical and worth your effort! Learn everything from crafting your proposal to the importance of budgets, and how project plans and program evaluations can set you up for success. By the end, you'll feel confident, equipped, and ready to turn your project ideas into reality with the funding you need!

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## Thursday, March 12, 2026

12:00 pm – 1:00 pm

Online (Zoom)

### Facility Rentals Made Easy with Communal: Fill Your Calendar, Not Your Inbox

Managing rentals can be overwhelming, but it doesn't have to be. Join Wade, Co-Founder of Communal, to explore how other communities are leveraging technology to streamline the management, halls, pickleball/tennis courts, and other facilities, saving time, reducing hassle, and driving increased bookings and revenue.

#### What You'll Learn:

- **Transition to Technology with Ease:** Practical steps to move from manual processes to digital tools, no matter where you're starting. Assess your needs, prioritize changes, and choose the right solutions for sustainable growth.
- **Simplify Facility Calendars:** Cut down on phone calls and emails by instantly showing availability with online calendars.
- **Minimize Back-and-Forth Communication:** Use custom questions during the request process to gather all necessary details upfront.
- **Streamline Rental Processes:** Bring rental agreements, invoices, and damage deposits online for a smooth, professional experience.
- **Pickleball/Tennis Court Management:** Create Tennis and Pickleball membership programs with online bookings and gate code automation to boost efficiency and revenue.

Save time, reduce hassle, and maximize revenue. Reserve your spot today!

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## Wednesday, March 18, 2026

12:30 pm – 3:00 pm (in-person)

North Haven Community Association (5003 N Haven Drive)

### Admin Meeting: Food Security

Access to nutritious, quality food is a growing priority in communities across Calgary—and many local organizations are stepping up in meaningful ways. Join us on Wednesday March 18, 2026, as we welcome Community Kitchen Program of Calgary, Fresh Routes, and Grow Calgary for a session focused on food security and community-driven initiatives. You'll hear about volunteer-run urban farms that grow food for donation, the stewardship of community fridges, mobile markets and food box programs bringing affordable produce to neighbourhoods, and more. Come learn about the opportunities and challenges these groups face—and how your organization can get involved.

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## **Saturday, March 21, 2026**

**9:00 am – 12:00 pm (in-person)**

**Location TBA**

### **Partners in Planning:**

#### **Shaping Calgary Together: Community & Citizen Involvement**

Being involved in your community can be more than BBQs and ice rinks. We are looking to equip Calgarians like yourself to actively participate in Calgary's growth to two million residents. Learn how and when to provide valuable feedback on local or city-wide planning changes. Maximize time spent in your community engagement opportunities, helping shape Calgary's future effectively while still making it to practice. These courses are aligned with the vision of Calgary2M: a city embodying sustainability, diversity, accessibility, equity, livability, and innovation. Join us in shaping a prosperous future where every Calgarian thrives, and our city stands as a model of progress and inclusivity.

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*April 2026*

## **Wednesday, April 15, 2026**

**12:30 pm – 3:00 pm (in-person)**

**Banff Trail Community Association (2115 20 Ave NW)**

### **Admin Meeting: Engaging Youth Volunteers - Inspiring the Next Generation of Changemakers**

Young people bring energy, fresh ideas, and a deep desire to make a difference – but engaging them meaningfully requires intention and creativity. Led by Youth Central, this workshop explores why youth volunteerism is vital for building vibrant, inclusive communities and offers actionable strategies for effectively involving young volunteers. Attendees will leave with a deeper understanding of what motivates young people and how to create volunteer experiences that are impactful for both the individual and the organization. We'll also be joined by the City of Calgary who are presenting on exciting youth programs and services. Sign up today!

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## **Saturday, April 18, 2026**

**9:00 am – 12:00 pm (in-person)**

**Location TBA**

### **Partners in Planning:**

#### **Crafting Calgary: Planning Implementation Unveiled**

City of Calgary planning department facilitates change in Calgary's communities. Decode the balancing act planners make to reflect planning policies and Land Use Bylaw that underpin every decision. Gain insights into the planning review for diverse applications like land use amendments, outline plans, and

development permits. Learn about the processes and consideration for planning applications and gain insights into diverse application reviews.

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## **Tuesday, April 21, 2026**

**7:00 pm – 9:00 pm (in-person)**

**Federation of Calgary Communities (#110 720 28 St NE)**

### **Succession Planning for Boards**

Community boards tell us that one of their most common challenges is the need to recruit new board members, helping with board building, skill building, and of course, succession planning for volunteer turnover. This workshop will provide a mix of practical and strategic tips, tricks, and practices to make board recruitment and succession planning more doable for your team!

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*May 2026*

## **Wednesday, May 6, 2026**

**7:00 pm – 9:00 pm (in-person)**

**Federation of Calgary Communities (#110 720 28 St NE)**

### **Grant Accounting**

Non-profits and charities manage different types of funds, one of which are the funds received from grants. It is important to understand the grant reward responsibilities from an accounting perspective to ensure that you are meeting the accounting standards, allowing you to accurately report grant funds to Revenue Canada, Service Alberta, and your grant funders who often require updates and reports on the funds that they provided to your organization. By learning and following proper accounting standards for grants, you can save your organization time and money!

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## **Monday, May 11, 2026**

**7:00 pm – 9:00 pm (in-person)**

**Federation of Calgary Communities (#110 720 28 St NE)**

### **Conflict Management 101**

We all experience degrees of conflict in our personal, professional, and volunteer roles. When managed effectively, conflict can even be productive! Join Community Mediation Calgary Society for a workshop focused on strategies for managing conflict. We will guide you on how to approach a conflict-related conversation, examine different types of conflict habits, teach you to be a better listener, discover strategies for staying curious, how to approach conflict with empathy and lastly, we'll review options for external supports to help you manage conflict.

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## **Wednesday, May 20, 2026**

**12:30 pm – 3:00 pm (in-person)**

**Canyon Meadows Community Association (844 Cantabrian Dr SW)**

### **Admin Meeting: IRC Event Insurance**

An integral element of renting a facility is ensuring that the renters have their own coverage. Within the options available, IRC (Instant Risk Coverage) provides a facility program that can be custom branded and tailored to your specific needs. Please join us on Wednesday May 20, 2026 as we go through and demonstrate this renters' insurance option. We will also be joined by a representative from IRC. Facilitated by Lloyd Sadd Insurance.

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## **Saturday, May 30, 2026**

**9:00 am – 12:00 pm (in-person)**

**Location TBA**

### **Partners in Planning:**

#### **Navigating Calgary's Blueprint: Understanding Planning**

Ever wonder how planning a city works? Who gives The City of Calgary authority to facilitate change in communities? Explore Calgary's planning framework, from long range city and regional plans to community plans. This course introduces the legislative framework that guides planning and includes discussion on the hierarchy of land use plans, including a high-level overview of the Municipal Development Plan, Local Area Plans, and the Land Use Bylaw. Understand how these policies converge to guide The City's decisions and prepare for its growth to two million residents.

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*June 2026*

## **Tuesday, June 9, 2026**

**7:00 pm – 9:00 pm (in-person)**

**Federation of Calgary Communities (#110 720 28 St NE)**

### **Building Inclusive Communities**

Many community spaces draw people in – like a gravitational pull – where people who go there choose to be part of it, whether it's a dog park, coffee shop, or community centre! Join us for a fun and active session on tips, tricks, and ideas that other community leaders have used to make their spaces welcoming and inclusive, with all the buzz of a vibrant and thriving community. We'll share practical tips shared *BY* community leaders *FOR* community leaders, and we have a bunch of free toolkits for door prizes and takeaways!

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## **Wednesday, June 17, 2026**

**12:30 pm – 3:00 pm (in-person)**

**Braeside Community Association (11024 Braeside Dr SW)**

### **Admin Meeting: Peer Showcases - Building Community & Culture**

Join us for a workshop of peer showcases, led by groups who are working to build their culture and engage their communities in new and impactful ways!

- Hillhurst-Sunnyside Community Association partnered with Habitus Collective to help build an organizational anti-racism training program. It was a dedicated and meaningful experience, and they want to share their story! Facilitated by Habitus Collective and the HSCA.
- Braeside Community Association engaged their community through an extensive, multi-stage community survey process. The BCA then gathered, synthesized, and reported back on community feedback, which has now become the BCA's "pillars" of community values to inform their future work. Sign up today!