



APHAA General Meeting Agenda
Thursday October 19, 2017
8:30 a.m. – 9:00 a.m.
The Banff Centre – Banff, AB

- 1.0 CALL TO ORDER
- 2.0 RECOGNITION OF NEW MEMBERS – Geoff Olson
- 3.0 APPROVAL OF AGENDA
- 4.0 MINUTES OF PREVIOUS MEETINGS
 - 4.1 Annual General Meeting May 3, 2017
- 5.0 REPORTS
 - 5.1 Executive & Committee Reports – Geoff Olson
 - 5.2 Financial Report – Lynn Olenek
 - 5.2.1 Preliminary Year End Financial August 31, 2017
- 6.0 OTHER BUSINESS
- 7.0 ADJOURNMENT

New Members 2017/18

Violet	Anderson	Homeland Housing
Carla	Beck	The Bethany Group
Glen	Blatz	The Bethany Group
Kristen	Chambers	The Evergreens Foundation
Tren	Cole	Westlawn Courts
Vickey	Cook	Wheatland Housing Management Body
Erika	Cusimano	Bishop O'Byrne Housing Association
Aminda	Galappaththi	Calgary Housing Company
Shenaz	Jeraj	Capital Region Housing Corporation
Dianna	Jossa	Cypress View Foundation
Lorraine	Kiel	The Bethany Group
Melodie	Lee	St. Andrew's Housing Ltd.
Annie	Lok	Crowsnest Pass Senior Housing
Steve	Madden	Grande Spirit Foundation
Debra	Zaluski	Mosquito Creek Foundaton



**Alberta Public Housing Administrators' Association
Annual General Meeting Minutes
May 3rd, 2017
Edmonton Marriott River Cree Resort**

1. Call to Order / Welcome / Recognition of New Members

Quorum being present, the meeting was called to order at 9:00 am by Geoff Dewling

New member's names were read off and those in attendance were asked to stand and be welcomed by the membership.

2. Approval of Agenda

The agenda was reviewed.

It was duly moved/seconded to approve the agenda as presented.

Carried

3. Approval of Minutes

The meeting minutes of May 5th, 2016 and October 20th, 2016 were presented.

It was duly moved/seconded to accept the minutes as presented.

Carried

4. Executive / Standing Committee Reports

Geoff Olson drew the membership's attention to the Executive Report previously distributed.

It was duly moved/seconded that the Executive Report be accepted as information. Carried

5. Financial Reports

5.1. Financial Statements for Fiscal Year Ending August 31st, 2016

The statements as reviewed by Dennis Magnussen and Gail Sopkow on behalf of the membership were presented by G. Olson.

It was duly moved/seconded that the Financial Statements for the period ending August 31st, 2016 be approved. Carried

5.2. Financial Statements to March 31st, 2017

These statements were reviewed and accepted as information.

5.3. Budget 2017-2018

A proposed budget for the next fiscal year was presented by G. Olson. It was noted that the Column heading for the budget needed to be corrected to 2017-18.

It was duly moved/seconded that the Budget as presented with the noted edit be approved. Carried

6. Election of Officers

G. Olson indicated that the position of Secretary/Treasurer was up for election this year.

Nominations were called for from the floor for the position of Secretary/Treasurer.

The following nomination was made by Mark Hossein:
Lynn Olenek

There were no other nominations made.

It was moved/seconded that nominations cease. Carried

Lynn Olenek was declared Secretary/Treasurer.

7. Other Business

There were no other items of Business raised.

8. Adjournment

The meeting adjourned at 9:12 am.



Executive Report – October 2017

The APHAA Executive and Standing Committees submit the following report on their focus since the May 2017 AGM.

Membership

- Membership renewals took place in September. To date 104 of 120 members renewed their membership in 2017-18 and 15 new members have joined making a total of 119 members currently.
- We continue to contact non-member CAO's and invite them to our events and to become members.
- The Executive supports the elimination of the "Associate" member classification and will present bylaw changes to accomplish such at the AGM in 2018. The draft bylaws will be discussed at the Fall Conference Networking session

Education

- We continue to offer the Education Bursary Program. A total of seventeen (22) bursaries have been awarded to date, totalling just over \$20,000. New funding has been applied for from the Province for continuation of the program over the next twelve months. All members are now eligible for receipt of bursaries.
An extension of the bursary program has been introduced for one or two members of APHAA to be sent to approved conferences. The first of these is the BC Non-profit Housing Conference in November. A draw was held of interested APHAA Members and two will be sent representing APHAA.
- Worked with the Lougheed Leadership Group on the presentation of the Leadership Session for the Fall Conference 2017. The focus of this seminar was on "Conversations with the Future: Paying attention to the cues".
- Our partnership CIH Canada and their other Western Canada Initiative Partners continues, providing an industry specific path to professional accreditation for Public/Social Housing Administrators.
- The Risk Management Portal continues to be available to our members, where you will find the iCloud tools to assess your Risk Management readiness and then develop a Risk Management Plan. The 12 audio seminars presented by the Nonprofit Risk Management Center have been recorded and are available through the same Portal.
www.nonprofitrisk.org/aphaa/
- We intend to pursue a detailed education strategy focused on delivery of our Core Competency Education Modules and providing better professional education opportunities to our members. This will be dependent on available administration support to develop and implement the strategy.
- The CAO Orientation Module in Lethbridge on April 5th, 2017 was again offered in Peace River on September 11th. The module is customized to the new APHAA Member, involves one or two mentors and APHAA Admin Support meeting one on one with the new APHAA Member(s). It is intended that this be offered to all new members, depending on administrative support resources.

Communication / Public Relations

- New working groups with representation from APHAA, ASCHA, ANPHA and the Government of Alberta have been struck to work on the Provincial Housing Strategy.
- Our website at www.aphaa.org continues to be a source of information to our members and the industry as a whole.
- Our online Discussion Forum provides a tool for ongoing networking and information sharing. Information posted there is retained and is searchable.
- We encourage you to follow us on Twitter - @Aphaainfo and on Facebook www.facebook.com/aphaa.org . Please “friend” us.
- A Social Media campaign has been developed and launched. More Administrative Resources are needed to make this a success.
- We continue to provide networking sessions at our Spring and Fall Conferences

Conferences

- Our Fall 2017 Conference will be held at The Banff Centre, October 16-19. This event will feature a continuation of the Leadership Seminars facilitated by the Lougheed Leadership Group. Registration will begin shortly. Registration for this conference is down to 95 from 118 last year.
- Our Spring 2018 Conference will be held May 2 & 3, 2018 at the Edmonton Marriott River Cree
- Our Fall 2018 Conference will be held at the Banff Centre, October 1-4, 2018
- Membership surveys will follow each event and we encourage you to provide your feedback on these events and recommendations on what you would like to see at future events.

The Executive engaged the services of a consultant to explore a transition strategy from the Administrative Services currently provided by Kent Fletcher, Arrow Consulting Services Inc. Discussion on this report and the Executive’s recommendations will take place at the Networking Session of the Fall Conference and at the General Meeting October 19th.

I hope that you will take the time to thank each of the Members who have given of their time to serve on the Executive, Standing Committees and Working Committees. A list of those currently serving is attached.

The Executive proposing a bylaw change regarding the appointment of Committee Chairs. This amendment would open the Chair positions to any Member of the Association. The Bylaw Committee will prepare this amendment and report at the Fall Conference. Bylaw amendments would then be presented at the AGM in May 2018.

Elections will be held at the Spring AGM for the positions of President and Vice President and expressions of interest for Members at Large on Executive will be invited.

Geoff Olson
APHAA President

APHAA Committee Membership

Executive Committee

Position	Name	Date Elected / Appointed
President	Geoff Olson	May 2016
Vice President	Cam McDonald	May 2016
Past President	Greg Dewling	May 2016
Secretary-Treasurer	Lynn Olenek	May 2017
Member at Large	Lawrence Braul	May 2013
Member at Large	Shelley Sweet	Aug 2015
Member at Large	Sarah Price	May 2016
Member at Large	Tim Janzen	May 2017
Member at Large	Lindsay Pratt	Sept 2017

Membership Selection Committee

Position	Name	Date Appointed
Chair	Lawrence Braul	May 2017
Member	Lauren Ingalls	June 2010
Member	Connie Surgeon	Sept 2011
Member	Marlene Krokosh	May 2012

Conference Planning Committee

Position	Name	Date Appointed
Chair	Lynn Olenek	May 2016
Member	Susan Sarrasin	Nov 2010
Member	Lori St. Arnault	June 2011
Member	Randeen Burr	May 2012
Member	Outi Kite	May 2017

Communications / Public Relations Committee

Position	Name	Date Appointed
Chair	Geoff Olson	May 2016
Member	Jeannette Leafloor	May 2013
Member	Lawrence Brault	June 2010
Member	Sarah Price	May 2016

Education Committee

Position	Name	Date Appointed
Chair	Cam McDonald	Dec 2008/C Jun 2014
Member	Shelley Sweet	Oct 2010
Member	Marlys Jordan	May 2013
Member	Tim Janzen	Nov 2016
Member	Mark Hossein	Nov 2016
Member	Gail Haynes	May 2017



BALANCE SHEET AS OF AUGUST 31ST, 2017

DRAFT

ASSETS

Bank	124,343.37	
Term Investments	160,725.98	
Cash / Un-deposited Funds	8,650.00	
Accounts Receivable	0.00	
Prepaid Expenses	14,127.39	
TOTAL ASSETS		307,846.74

LIABILITIES

Bursaries Payable	1,785.00
Accounts Payable	12,474.60
Prepaid Fees	67,900.00
Restricted Grants	0.00

EQUITY

Education Reserve	19,817.72	225,687.14
As at September 1, 2016	134,945.51	
Surplus/Deficit(-) YTD	70,923.91	

TOTAL LIABILITIES & EQUITY

307,846.74

INCOME & EXPENSE STATEMENT
September 1st, 2016 - August 31st, 2017

	Actual	Budget	%
REVENUE			
Bank Interest / Dividends	668.64	399.00	167.58%
Dividends	23,330.47	1.00	2333047.00%
Spring Meeting Fee	31,465.00	25,600.00	122.91%
Grants	90,139.93	75,000.00	120.19%
Education Seminars	0.00	3,200.00	0.00%
Fall Meeting & Workshop Fee	46,450.00	42,750.00	108.65%
Membership Fee	47,597.00	47,175.00	100.89%
TOTAL REVENUE	239,651.04	194,125.00	123.45%
EXPENSES			
Executive Committee	21,204.55	8,000.00	265.06%
Other Committees	2,019.92	2,500.00	80.80%
GoA Committees	0.00	5,000.00	0.00%
Bursary Program	5,461.31	30,000.00	18.20%
CIH Initiative	3,000.00	5,000.00	60.00%
Promotions/Advertising	0.00	3,000.00	0.00%
Office Support Services	26,027.60	30,900.00	84.23%
Spring Meeting Expenses	19,703.45	17,500.00	112.59%
Education Seminars	0.00	1,000.00	0.00%
Risk Management and Insurance Program	1,568.83	1,580.00	99.29%
Website Development / Maintenance	3,516.20	3,270.00	107.53%
Fall Meeting & Workshop Expenses	81,322.64	73,000.00	111.40%
Insurance	752.63	1,236.00	60.89%
Association Memberships	1,094.75	700.00	156.39%
Credit Card Fees	2,957.35	3,100.00	95.40%
Bank Charges	97.90	420.00	23.31%
TOTAL EXPENSES	\$ 168,727.13	\$ 186,206.00	90.61%
OPERATING SURPLUS / DEFICIT (-)	70,923.91	7,919.00	0.00

I have reviewed these statements and in my opinion they fairly represent the financial position of the Alberta Public Housing Administrators' Association as of August 31, 2017

Gail Sopkow - APHAA Member

Dennis Magnusson - APHAA Member