



**APHAA General Meeting Agenda**  
**Thursday October 4<sup>th</sup>, 2018**  
**8:30 a.m. – 9:30 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<sup>rd</sup>, 2018
- 5.0 REPORTS
  - 5.1 Executive & Committee Reports – Geoff Olson
  - 5.2 Provincial Housing Strategy Working Group Reports
  - 5.3 Financial Report – Kent Fletcher
    - 5.3.1 Preliminary Year End Financial August 31, 2018
- 6.0 OTHER BUSINESS
- 7.0 ADJOURNMENT

## New Members 2018/19

	<b>Barbara</b>	<b>Davenport</b>	Bertha Gold Jewish Seniors Residence
*	<b>Shannon</b>	<b>Holtz</b>	Red Deer Housing Authority
*	<b>Mo</b>	<b>Kurani</b>	Capital Region Housing Corporation
*	<b>Peter</b>	<b>Lee</b>	Chinese Elders Mansion
	<b>Julie</b>	<b>Miller</b>	Kneehill Housing Corporation
	<b>Deanna</b>	<b>Stang-Livingston</b>	Lloydminster Region Housing Group

\*Attending Fall Conference



# Alberta Public Housing Administrators' Association Annual General Meeting Minutes May 3<sup>rd</sup>, 2018 Edmonton River Cree Resort

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

Quorum being present, the meeting was called to order at 9:04 am by Geoff Olson

A List of New member's names was displayed 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 3<sup>rd</sup>, 2017 and October 19<sup>th</sup>, 2017 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.

### 4.1. Advocacy Committee Report / Recommendations

Sarah Price made a presentation on the proposed mandate and work of the Advocacy Committee formed by the Executive. The history and recommendations are outlined below.

#### Generative Discussion – Dec 2017

- The role of APHAA with government partners
- APHAA members as subject matter experts in the field of housing for facts, stats, information, opinion and commentary
- What is the value proposition of APHAA as a network of professionals?
  - Impact of operationalizing the work of GOA committees
  - Speaking as one voice
  - Overcoming fears of governance structure
  - Building capacity of operators with their Housing Advisors
  - Differentiation from other provincial bodies
  - Evidence based practices – role of research for APHAA
- Research and evidence as the basis of Advocacy for APHAA

#### Executive Meeting – February 2018

- Approval of Executive on the direction of Advocacy Committee and commitment of \$15K

### Advocacy Committee Meeting – April 2018

- Agreement on research as area of focus for Advocacy Committee
- Agreement on Proposed Mandate:
  - To increase the profile of APHAA and its members in the areas of research and policy
  - To identify areas of research with greatest impact to members.
  - To disseminate research and evidence on topics that impact policy
  - To host discussions on research and policy

Discussion on the proposed mandate and recommendation was invited. The following summary of the discussion was captured.

- This is not the role of APHAA, but that of Associations such as ANPHA, ASCHA and others. Concern on spending 15K without support of members. Do not support this mandate or direction
- Need a way of using data better to tell our story. Need good data to tell story. Supportive of this direction
- Need to move sector to evidence based, build capacity, grounded in good data. Maybe committee name change would be in order.
- Believe in good research. We have good knowledge, needs to be tapped.
- If I need this, I go to ASCHA. Need to turn to capacity building rather than advocacy.
- Some have inhouse programs for data collection. Mandate of APHAA is to help us be better leaders. Need to shift to capacity building. A lot of work has been done by ANPHA because of previous position of APHAA and needs to be recognized. Need to blend our efforts, can this be done?
- Apprehensive that APHAA is the best vehicle to achieve this.
- Language missing in the conversation is “best practises”. What are they & how do they apply. Want to belong to Association that has answers and shares them. With whom do we share needs to be part of the conversation. The sharing of snippets earlier today in the networking session is a good example, need to capture & share
- Not an either / or. We have not done our duty. Need gather data and share.
- Need to find one common issue and share knowledge. Example is social isolation for seniors. We could move the bar on addressing this.
- Some smaller organizations are not members of any of the other Associations and some don't have the confidence relying on their own data/experience. Need to draw from others. APHAA is a safe spot, where they can know they matter and their input is important.
- On capacity building, APHAA is to teach how. I want to protect APHAA's roots
- APHAA is about mentors. Don't want to loose that.

Sarah Price asked the membership to accept her report as information.

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

**It was duly moved/seconded that the mandate and recommendations of the Advocacy Committee be approved. Defeated**

#### **4.2. Honorary Member Nomination**

Geoff Olson indicated that the Executive is recommending that Denis Beesley be awarded Honorary Member status in the Association in recognition of his service to the housing sector and many years of service to APHAA on its committees and Executive. Denis has served as Vice President, President and Past President.

**It was moved/seconded that Denis Beesley be awarded Honorary Membership in APHAA. Carried**

Denis Beesley was invited to respond to the award. He was presented with an award plaque and thank gifts by Geoff Olson.

**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 31<sup>st</sup>, 2017**

The statements as reviewed by Jim Fowler and Gail Sopkow on behalf of the membership were presented by L. Olenek.

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

##### **5.2. Financial Statements to March 31<sup>st</sup>, 2018**

These statements were reviewed and accepted as information.

##### **5.3. Budget 2018-2019**

A proposed budget for the next fiscal year was presented by L. Olenek.

**It was duly moved/seconded that the Budget as presented be approved. Carried**

#### **6. Bylaw Amendments**

Lynn Olenek presented the amendments to the bylaws as recommended by the Executive. There were three main amendments proposed

1. Elimination of "Associate" membership category

**It was duly moved/seconded that the bylaws be amended to eliminate the Associate membership category. Carried**

2. Chair of Standing Committees need not be an Executive Member and that the Executive appoint members to all committees and the chair of all committees.

**It was duly moved/seconded that the bylaws be amended to reflect appointment of all committee members by the Executive and appointment of committee chairs from among the committee members by the Executive. Carried**

3. Redefine Agency

**It was duly moved/seconded that the bylaws be amended to reflect the following definition of "Agency".**

'Agency' means:

- a management body as established under the Alberta Housing Act, or
- other non-profit affordable housing providers *conducting business in Alberta*, or
- other non-profit housing-related organizations as approved by the Executive.

**Carried**

**It was duly moved/seconded by special resolution that the current bylaws of the Association be repealed and replaced with the bylaws as presented today. Carried**

## **7. Election of Officers**

Geoff Olson took a moment to recognize the service of Cameron McDonald on the Executive over the past eight years. Cameron was presented with a thank you gift on behalf of the Association.

Greg Dewling indicated that the positions of President and Vice President were up for election this year.

### **7.1. Election of President**

It was noted that Geoff Olson has been nominated to be re-elected as President

**Additional Nominations were called for from the floor for the position of President three times. Call for nominations to cease was made. There being no further nominations, Geoff Olson was declared re-elected as President.**

### **7.2. Election of Vice President**

It was noted that Mark Hoosein has been nominated as Vice-President

**Additional Nominations were called for from the floor for the position of Vice President three times. Call for nominations to cease was made. There being no further nominations, Mark Hoosein was declared elected as Vice President.**

## **8. Other Business**

### **8.1. Conference Draws**

It was noted that the opportunity had been given to the membership to enter their names in a draw to be an APHAA representative at two conferences in 2018, ONPHA and BCNPHA.

The draw for the winners was made by the APHAA representatives to the BCNPHA conference in 2017, Lynn Olenek and Pam Spracklin-Purdy. The winners were:

ONPHA Conference – Jim Fowler, Roch Labelle  
BCNPHA Conference – Lawrence Brault, Outi Kite

## **9. Adjournment**

The meeting adjourned at 10:20 am.



## ***Executive Report – October 2018***

The APHAA Executive and Standing Committees submit the following report on their focus since the May 2018 AGM.

### **Membership**

- Membership renewals took place in August - September. To date 99 of 120 members have renewed their membership and 7 new members have joined making a total of 106 members currently. In addition, we have 7 Honorary Members of the Association.
- We continue to contact non-member CAO's and invite them to our events and to become members.
- With the recent change in the Association Bylaws, all members now are either Regular Members or Honorary Members.

### **Education**

- We continue to offer the Education Bursary Program. A total of twenty-four (24) bursaries have been awarded to date, totalling just over \$25,700. New funding has been applied for from the Province for continuation of the program over the next twelve months. All members are 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. Delegates were chosen at the May 2018 AGM to attend the BC Non-profit Housing Conference and the Ontario Non-Profit Housing Association Conference.
- Worked with Vantage Point on the presentation of the Leadership Session for the Fall Conference 2018.
- 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/](http://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 continues to be offered in a variety of locations throughout the province for new CAOs. It is intended that this continue to be offered to all new members, depending on availability of administrative support resources.

### **Communication / Public Relations**

- Working groups with representation from APHAA, ASCHA, ANPHA and the Government of Alberta continue to work on the Provincial Housing Strategy. Reports from the working groups will be given at the General Meeting.
- Our website at [www.aphaa.org](http://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](http://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 2018 Conference will be held at The Banff Centre, October 1-4. This event will feature Leadership Seminars facilitated by Vantage Point.
- Our Spring 2019 Conference will be held in May 2018 at a location yet to be determined.
- Our Fall 2019 Conference will be held at the Banff Centre, October 21-25
- 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.

A transition strategy from the Administrative Services currently provided by Kent Fletcher, Arrow Consulting Services Inc. continues to be developed. Further discussion on this will be part of the networking session on Oct 3<sup>rd</sup>.

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.

The bylaw changes approved at the May 2018 AGM have been filed with Corporate Registry.

Elections will be held at the Spring AGM for the position of Secretary/Treasurer and expressions of interest for Members at Large on Executive will be invited.

**Geoff Olson**  
**APHAA President**

## Provincial Housing Strategy – Seniors Lodge Program Working Group

Report Presented: Dawna Coslovi

It has been a year since the release of Alberta's first Provincial Affordable Housing Strategy. Sheri Heller and I have had the pleasure of being appointed onto the Seniors Lodge Program Working Group Committee as the APHAA representatives.

### What we have worked on over the past year:

Development of Terms of Reference for the Committee.

Review of the former Lodge Review Report completed in 2015.

Determined a work plan and resulting actions to respond to the recommendations from the Auditor General's report:

- Improve the measures it uses to assess the effectiveness of the Seniors Lodge Program, and obtain sufficient information periodically to set the minimum disposable income of seniors used as a basis for rent charges, and
- Improve its processes for identifying the increasing care needs of lodge residents and consider this information in its plans for the Seniors Lodge Program.

Determine measurement requirements to address OAG recommendations

Create a Seniors Lodge Program Logic Model

Create a Purpose statement for the Seniors Lodge Program

Line 150 Issues

- How to determine true income.
- What is the purpose of Disposable Income

Disposable Income – developing a process to collect sufficient information to set minimum disposable income levels.

Developing a Wellbeing survey to determine Program effectiveness

Determine how the Lodge Program can be sustainable in the immediate future and long-term future.

Thank you for opportunity to represent APHAA on this committee. There is still a lot of work that we need to accomplish, but this is positive support from GoA for the work of this Committee and for the Seniors Lodge Program.



**PRELIMINARY BALANCE SHEET AS OF AUGUST 31ST, 2018**

**ASSETS**

Bank	184,493.58
Term Investments	160,725.98
Cash / Un-deposited Funds	425.00
Accounts Receivable	9,085.00
Prepaid Expenses	12,376.75

**TOTAL ASSETS**

367,106.31

**LIABILITIES**

Bursaries Payable	1,181.25
Accounts Payable	0.00
Prepaid Fees	74,715.00
Restricted Grants	0.00

**EQUITY**

Education Reserve	20,737.72	291,210.06
As at September 1, 2017	205,869.42	
Surplus/Deficit(-) YTD	64,602.92	

**TOTAL LIABILITIES & EQUITY**

367,106.31

**PRELIMINARY INCOME & EXPENSE STATEMENT**

**September 1st, 2017 - August 31st., 2018**

	Actual	Budget	%
<b>REVENUE</b>			
Bank Interest / Dividends	27,342.14	600.00	4557.02%
Draw From Reserves	0.00	41,680.00	0.00%
Spring Meeting Fee	31,695.00	25,600.00	123.81%
Grants	75,000.00	75,000.00	100.00%
Fall Meeting & Workshop Fee	44,240.00	42,750.00	103.49%
Membership Fee	50,032.50	47,175.00	106.06%
<b>TOTAL REVENUE</b>	<u>228,309.64</u>	<u>232,805.00</u>	<u>98.07%</u>
<b>EXPENSES</b>			
Executive Committee	5,554.37	8,000.00	69.43%
Other Committees	1,329.76	2,500.00	53.19%
GoA Committees	0.00	5,000.00	0.00%
Bursary Program	13,299.63	20,000.00	66.50%
CIH Initiative	0.00	5,000.00	0.00%
Promotions/Advertising	0.00	1,000.00	0.00%
Office Support Services	27,675.99	78,000.00	35.48%
Spring Meeting Expenses	22,072.68	18,025.00	122.46%
Education Seminars	1,390.92	2,000.00	69.55%
Risk Management and Insurance Program	0.00	1,580.00	0.00%
Website Development / Maintenance	3,579.06	3,100.00	115.45%
Fall Meeting & Workshop Expenses	84,000.36	83,700.00	100.36%
Insurance	775.39	800.00	96.92%
Association Memberships	1,188.21	700.00	169.74%
Credit Card Fees	2,752.15	3,100.00	88.78%
Bank Charges	88.20	300.00	29.40%
<b>TOTAL EXPENSES</b>	<u>\$ 163,706.72</u>	<u>\$ 232,805.00</u>	<u>70.32%</u>
<b>OPERATING SURPLUS / DEFICIT (-)</b>	<u>64,602.92</u>	<u>0.00</u>	<u>0.00</u>