Amenities and Common Areas Committee – 2016-2017

Report for the AGM, 4 November 2017

Membership:

The following members have contributed to the work of the ACA Committee in 2016-2017:
Wendy Land (chair), Laura Sevenhuysen (co-chair), Francene Adelman, Marcia Barkman, Judie Bewer, Gerard Bzdel, Carolyn Crisp, Leuba Franko, Ellen Henry, Arne MacPherson, Glenn Morison, Kim Routledge-Blondal, Emily Ternette, Harry Haid (DSI)

Activities:

The ACA Committee met on 16 Nov/16, after which working groups met separately to itemize the equipment and furniture needed for specific areas. The Library Committee is making a separate report.

a. Fitness Room Work Group

The work group has developed a proposal for a fitness area in the basement of the Arlington wing. The cost of new equipment is estimated at $15,000. A wish-list of fitness equipment was posted on the co-op website in March, and some items have been offered. The group met in April and May to review possible sources of funding or grants. However, these are dependent on the facility being available to the wider community, rather than co-op members only.

b. Common Areas Work Group

The group met in December 2016 to develop detailed lists of furniture and furnishings needed for the building's ground floor (Common Room, Kitchen, Meeting Room, Office), second floor (Library, Lounge) and third floor (Guest-rooms, Lounge).

These "wish-lists" were posted on the OGHC website in March 2017, and members were alerted to the co-op's needs by email contact and through reminders in the member newsletter. As items were offered, photos and measurements of each were entered into a database by Francene Adelman and Jack Cram.

At the end of May, all items donated to that point were reviewed by the work group. Decisions were made about whether the item should be accepted and where it should be located. Offers continued to be received during the summer months, and a second review session was held at the beginning of October. Residents have been very generous - the work group has largely furnished all the common areas except for square tables in the Meeting Room and round tables in the Common Room.

In addition, the work group has received donations from other sources, or been able to purchase items at very low cost. Rubin Kantorovich donated 60 place settings of white ironware dishes to the co-op. Sandra Hardy purchased 63 banquet chairs, a bolt of fabric to reupholster these, as well as 8 café tables from Habitat Restore. Food Matters Manitoba donated two lockable metal storage cupboards when they moved out of their West Broadway offices.

Submitted by Wendy Land and Laura Sevenhuysen

OGHC Finance Committee Report 2016-2017

Prepared for the AGM 4 November 2017

Membership:

There were changes of membership during the year. The following co-op members all made significant contributions to the work of the Committee:

> Victor Dobchuk, Sandra Hardy, Glenn Morison, Gordon Clark, Don Winstone, Nick Neufeld and George Harris. Our consultants, DSI-Tandem have also been very helpful.

Tasks:

Over the past year, the Governance Committee has played a supportive role in helping the board with its decisions that had financial aspects to consider.

The committee did not meet regularly but primarily worked on tasks in pairs or small groups.

The work included but was not limited to:

1. Research, reports and recommendations on allocation of financial support for Rent Supplement issues.
2. Research, reports and recommendations on loans for share purchases
3. Research, reports and recommendations on review and auditing procedures
4. Oversight of implications of initiatives for group purchasing for Internet, phone and cable
5. Review and recommendations on co-op wide policies that have financial implications
6. Review of financial statements in consort with construction process
7. Aided in transition from a volunteer to a paid book keeper
8. Support and accountability with fund raising initiatives
9. Progress on operating budget for cooperative after occupancy
10. Support in process for individuals applying for Rent Supplement

Future Plans:

The committee's activities will be adjusted once an interim manager is in place. Normally the primary tasks are to work with the treasurer to review financial statements before presentation to the board and membership and to provide input and recommendations into board decisions that have financial considerations.

OGHC Fund Raising Report 2016-2017

Prepared for the AGM 4 November 2017

Membership:

The committee consisted of two coordinators: Shirley Lord and Glenn Morison. Shirley will not be moving into the OGHC and after great service has stepped away from the work. We have several co-op members who participate in fundraising activities and initiatives as they are able.

Tasks:

Fundraising has taken two primary forms - applying to foundations and other organizations for grants, and approaching our membership with initiatives such as customization and landscaping cost recovery.

Applying for Grants

These applications have fallen into three categories.

(1) Sponsorship of suite purchase prices

(2) Support for the construction of the chimney swift habitat

(3) Support for specific initiatives related to specific needs such as community and common area furnishing.

The work included but was not limited to:

1. Creating and populating a database of over 125 potential funders
2. Meeting with experts in the field for insights, suggestion and direction
3. Completing and following several applications for funding
4. Seeking out and forging partnerships with like-minded organizations
5. Supporting the efforts for customization cost recovery and landscaping costs
6. Defining the terms and negotiating the details of how grant money will be received, reported on and used.

Snapshot

Volunteers have already raised $225,000 toward the costs of our co-op. These funds have enabled the addition of the second elevator and wheelchair lift, development of basement activity areas, purchase of common kitchen appliances, and landscaping.

Future Plans:

Fundraising has been somewhat scattered and there has never been a formal nomination of a committee with the future needs clear, occupancy would be a good time to clarify the members and mandate of a fund raising committee.

The primary task to achieve the goal of long term affordability of share purchases for the Rent Supplement supported members. The total still needed is $82,000. We continue to make applications with various partners.

Recognition of our supporters to date is also a priority

OGHC Governance Committee Report 2016-2017

Prepared for the AGM 4 November 2017

Membership:

The following 10 co-op members contributed to the work of the Committee during the past year:

> Carl von Baeyer, Denis Bracken, Margaret Burnip, Lynn Clark, Janet Handel, Ellen Henry, Pete Hudson, Suzanne Hudson, Laura Sevenhuysen, Diane Wolfman.

Achievements:

Governance Committee members met 9 times from January to September 2017, as well as discussing revisions to draft documents by email.

The Committee's major achievement this year was to develop the co-op's ***Occupancy Rules,*** a 42-page document which details the rights and obligations of co-op tenants. Before moving in, resident members will sign the co-op's *Occupancy Agreement*, which is an 8-page summary of these Rules.

At the 17 May/17 board meeting, directors asked the Governance Committee to investigate whether OGHC could become a multi-stakeholder housing co-operative, a governance model which would permit non-residents to continue to be involved in the co-op's development. The Committee met with Blair Hamilton of CHF Manitoba in July and, based on this discussion, proposed an alternative governance model. However, at their 16 Aug/17 meeting, the board of directors decided not to proceed with this. As a result, only residents of OGHC will be voting members following completion of the housing complex. The Governance Committee developed a document to explain how this proposal would affect current co-op members.

Development of additional occupancy policies was delayed by lack of information on some procedures and processes. The Governance Committee developed a *Parking Policy* which was approved by the board on 11 Jan/17. However, this policy can't be implemented until the co-op has all its parking spaces available. An *Alterations and Improvements Policy* was developed and approved by the board on 25 Oct/17. The accompanying *Maintenance and Repair Policy* has been developed in draft form but additional information is needed on several issues. However, the *Unit Condition Report Form* was completed since this will be needed for unit inspections shortly after move-in.

Future Plans:

1. At its Sept/17 meeting, Governance Committee members reviewed the numerous occupancy policies still needing completion, some of which will be passed to other committees to develop in draft form.
2. Development of an *online Residents' Handbook* (a plain-language, quick-reference guide to co-op policies) is being spearheaded by the Marketing and Communications Committee. The Governance Committee will contribute by providing content.

OGHC LIBRARY COMMITTEE REPORT AGM 2017

Membership

Since December 2016, there have been 5 meetings of the Library Committee. Members of the committee are Nicola Schaefer, Carolyn Crisp, Alex Merrill, Leuba Franko, Steve Snyder and Francene Adelman (Chairperson). OGHC resident members Effie Cooper, Jean Friesen and Elaine Pinto have expressed an interest in Library Committee work once we have moved into the building.

Achievements

- The Library Committee came together in December 2016, motivated by the need to deal with their own personal libraries during the moving process. As a result, a Book Sale was planned for Spring 2017, with the dual purpose of culling personal libraries in advance of the move, and also fundraising for the Co-op.

- A very successful sale was held in early June in Nicola Schaefer's yard, raising approximately $1350. towards new library furniture and other needs. Excess books that were not sold were donated to a local charity.

- The Committee has asked resident members to keep aside their "best and favourite" books for donation to the OGHC Library, which is a designated common space on the 2nd floor. Reminders and criteria for accepting donated books will be sent to members as moving dates approach in December 2017 and March 2018.

- Very good condition used shelving was purchased from Black's Antique Books' liquidation sale, for the cost of $200. The shelving requires a small amount of carpentry for the installation process, and volunteer carpenters are being solicited.

- In collaboration with the Common Areas Work Group, several pieces of donated furniture have been selected for use in the Library. A few pieces shall be purchased with funds raised at the book sale.

- Members of the Library Committee supported the idea of acquiring an acoustic piano for the Common Room and took it upon themselves to find a suitable instrument. We have been in contact with piano technicians and tuners who have assessed 2 possible donations, and we are on the verge of making a decision. There is still a call out for the donation of a digital piano.

Future Projects

- The OGHC Library is eligible and applying for a free laptop(s) and printer from *Computers for Schools*. We are investigating whether/how to monitor internet and computer equipment usage in our library. Computer furniture and other necessary equipment will be acquired.

- On the heels of our book sale, we have been researching the possibility of another fundraiser. Committee members are investigating the possibilities for selling well-made book/all-purpose canvas tote bags with graphics distinctive to the Co-op. As well as supporting the purchase of library equipment and furniture, a designated amount of the proceeds from the tote bag project would go towards the upkeep of an acoustic piano for the Common Room. We are continuing to research a source for buying bags in bulk and will be researching graphic design options over the coming months.

- A sub- committee is being formed to develop selection criteria for donated books and begin the process of stacking the shelves. Committee member contact info' for those having questions pertaining to book moving will be sent out to OGHC residents in the near future.

- In the meantime, please pack "good condition" donations in labelled, closed BOXES - not BAGS.
  NO to videos, textbooks, or out-of-date reference books (where information might better be researched on the internet).
  YES to children's books, plus your favourite fiction and non-fiction books, paperback or hardcover.

- The Library Committee recognizes that the move into the Co-op is a life- changing event which is filled with both excitement and anxiety. Instead of fretting anxiously in silence, or bubbling over with repressed joy, we are suggesting you write stories, poems, essays, or songs, or make drawings and other visual expressions about this time of transition.
  We will incorporate your small works into a book to be shared with readings and displays at the Grand Opening of the OGHC Library early next Fall!
  A Call for Submissions will be sent out shortly with detail. Start jotting notes or making sketches NOW while the feelings are raw and immediate!

Report of the OGHC Marketing Committee 2016-2017

Prepared for the AGM 04 November 2017

Committee Membership

In 2016-2017, the Marketing Committee included Victor Dobchuk, Doug Smith, Carlos Sosa and Randa Stewart (Chair), with various helpers who took photos, distributed flyers, etc.

Achievements

Over the past year, the Marketing Committee completed its Terms of Reference and remained focused on promoting the co-op and communicating with local residents.

Promotion

Paid advertising, public service announcements, 'earned' media (interviews, articles), the OGHC website and Facebook were the primary means by which the committee promoted available suites. Once we reached the point that all suites were accounted for in the spring of 2017, we shifted from mass marketing to help with the co-op's fundraising efforts. When a one-bedroom, accessible suite became available, we returned to modest paid advertising and a public relations campaign to spread the word to social service agencies and other organizations serving people with disabilities. Posters were developed and distributed to relevant venues.

Fundraising

The website was a valuable tool to help our fundraising efforts, including the Library Committee's summer sale and the fundraising campaign for our landscaping initiative.

Generic Brochure and Poster

We developed more general materials, with less focus on promoting suites.

Website and Facebook Pages

The Website and Facebook pages were maintained and improved. Regular construction photos were posted to the web; the number of testimonials was expanded; and funder and 'friends' pages were developed.

Member e-News

The committee has produced a monthly e-newsletter that is sent via email and posted in the member-only section of the website.

e-Brochures

Occasionally a single-issue, time-sensitive e-brochure has also been produced and distributed.

Meeting Support

The committee supported member meetings by managing PowerPoint presentations and projection.

Communication with Neighbours

Committee members monitor the OGHC website, Facebook and email for beefs and bouquets and co-ordinate responses as needed.

The committee promoted Peg City Car Co-op to the local neighbourhood as well as on the website.

We regularly posted construction information on the website, including advising neighbours when the construction team would be expected to be working on the weekend.

We created and distributed a flyer advising neighbours of the expected date of completion of Phase One, and news about the next steps involved in Phase Two.

We also created and distributed a flyer beyond our immediate neighbours in an attempt to find parking spots for members needing them for the duration of Phase Two.

Residents' Handbook
In the fall, the committee began work on a Residents' Handbook.

Future Plans
Looking ahead, the Marketing Committee will:

- continue the work on the ever-evolving Residents' Handbook
- help with the implementation of the Occupancy Project Plan
- contribute to a welcoming experience for new residents
- revise the website to reflect changes to the governance model (post-AGM)
- develop a media plan around the move-in / completion of construction
- develop a media plan around Phase Two ground breaking
- continue to seek opportunities to get our story out
- contribute to fundraising efforts
- prepare and review member communication
- continue member and community relations efforts

Report of the OGHC Membership Committee 2016-2017

Prepared for the AGM November 4, 2017

Committee Membership: Shelly Blanco (Co-Chair), Evelyn Braun (Co-Chair), Cathy Murray, Richard Burke, Lynn Clark, Barbara Barnett, Ben Baader

Present Membership: 381

Responsibilities and Achievements

1. Maintained the Membership List, the Waiting List, and the Allocation List according to OGHC policy.

2. Processed all new memberships and all withdrawals. This included welcoming new members.

3. Allocated units in compliance with OGHC policy when they became available.

4. Responded to membership queries on a variety of things. Most frequently asked were questions pertaining to a member's place on the waiting list and how the waiting list functions and question about the differences between Market and Affordable Housing.

5. Responded to public queries about the OGHC. Most frequently asked was how it works, if there were units available, how to get on the waiting list, what the costs are.

6. Registered attendance at OGHC meetings and provided list of attendees to the Secretary.

7. Updated the Waiting List. We contacted all members for updated information about their needs and estimated date of availability. Members who did not respond are not listed on the active Waiting List, but remain members with their existing member number and are able to add themselves to the Wait List at any time. Updating will take place annually to ensure members' changing needs are reflected in the active waiting list.

8. Merged and updated the membership database file (which had previously involved 2 files) into one more user-friendly and comprehensive file.

9. Provided input to the Board on request. (i.e. statistical information on how many adults & children will be residing, how many are on the waiting list for what kinds of units, designing of new forms, etc.)

10. Other more general membership issues were discussed and sometimes passed on to the Board for their information and consideration.

Old Grace Housing Cooperative

Annual Meeting

4 November 2017

Volunteer Coordinator's Report

There have been few requests for volunteers in 2017. After some members said that they would like to meet their new neighbours in a less formal setting than a meeting, two members planned a pot luck dinner prior to the members' meeting on 2 May. Great food, and a good response. This was followed by two very successful community picnics in Vimy Ridge Park. Thank you to those who volunteered to plan these events.

A major project is underway to clean and recover 60 banquet chairs for our common area. the cleaning and stripping of old upholstery is now complete. The next major task is sewing the new chair seats and backs.

Once we have moved in to 200 Arlington, it will be easier for me to know in which areas you would like to share your time and your skills, as well as your time and energy limitations. The need for volunteers will also become clearer. I'm looking forward to seeing what 2018 will bring.

Barbara Barnett

Volunteer Coordinator