



# Afternoon workshops 2–4 p.m. Choose one 2-hour workshop.

## 3. Financial controls

Linda Ferguson, President, Village Canadien Housing Co-op and CHF Canada workshop leader

How do we prevent fraud in housing co-ops? The best way is to have strong internal financial controls. We'll look at key practices, good policies and procedures, and the board's role in safeguarding your co-op.

## 4. Great elections

David Spackman, Manager Co-op Services and Asset Management, CHF Canada

Electing directors for your housing co-op is one of the most important governance decisions members make each year. We'll cover the entire process: before, during and after election night. Say goodbye to boring acclamations and hello to good elections, good directors, and great succession planning for your co-op!

## Online registration

Please visit our website at [www.chfcanada.coop](http://www.chfcanada.coop) and click on "Events" to register online. You can mail your cheque to:

CHF Canada National Office  
225 Metcalfe Street, Suite 311  
Ottawa, ON K2P 1P9

## Cancellation policy

All cancellations must be made at least three days prior to the event, and a \$20 cancellation fee will apply. No refund will be issued for cancellations received fewer than three days prior to the event.

## Scent-free event

This event is scent-free. Please do not use scented products like fragrances and perfumes, colognes, aftershaves, hand creams or hand sanitizers.

## Registration fees

### First participant

Type of Registration	Members	Non-members
Early bird	\$125	n/a
Regular	\$145	\$300

### Additional participants

Type of Registration	Members	Non-members
Early bird	\$75	n/a
Regular	\$95	\$300
Young member (under 30)	Free	n/a

## Discounts

### Early bird registration discount

Register online by Friday, March 30, 2018 and save \$20 on each registration fee.

### Additional participant discount

Once you've registered one member, you'll save \$50 on each additional registration.

### Young member discount

Once you've registered one member, each additional young member (under 30 years) is free.

### Travel rebate for member co-ops

If you live more than 100 kilometres from the Winnipeg area, we'll provide a \$100 travel rebate per co-op.

### Manitoba bursary

Manitoba Housing provides financial support in the form of bursaries to co-ops that wish to attend this event. Bursaries are only available to co-ops with a funding relationship with Manitoba Housing. For more information, please contact Sarah Pashaii, Administrative Assistant, at 1-800-465-2752, ext. 225.

## Questions

### CHF Canada Manitoba Office

Blair Hamilton, Program Manager, Manitoba  
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### CHF Canada National Office

Sarah Pashaii, Administrative Assistant  
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