

Sample Annual Activities in a Housing Co-op

Month	Annual planning calendar
One (start of fiscal year)	Begin board review and annual report Appoint nominating committee to start preparing board elections at AGM
Two	Appoint elections committee
Three	Approve annual report to be presented to AGM Review and approve draft audited financial statements Prepare board review for new board
Four	Annual General Meeting (AGM) Transition meeting of past and new board Choose board officers and committee liaisons Appoint committees and delegates Set date for board orientation workshop
Five	Board orientation workshop Goal-setting meeting Approve calendar for board and general meetings
Six	Receive proposed goals from each committee Review progress of maintenance annual plan, including capital work plan
Seven	Receive mid-year financial review from finance committee
Eight	Annual performance review of management company and/or staff Review insurance proposal Review proposed maintenance projects for next fiscal year
Nine	Review progress towards achieving goals Receive operating and capital budget recommendations and approve
Ten	General meeting to approve budget
Eleven	
Twelve (fiscal year end)	Review subsidy status Review investments Review cash flow projections

Other items that can be included:

- Receive reports from CHF Canada delegate
- Appoint special ad-hoc committees, e.g. 2020 Vision, policies revision
- Every three years: review update to replacement schedule and capital plan (Replacement Reserve Fund plan) based on capital item inspections

Sample Annual Activities in a Housing Co-op

These activities should be scheduled into your calendar each year.

Governance

- Annual General Meeting
- Filing Notice of Change of Directors to Ministry of Government Services
- Orientation and training for newly elected board of directors
- Board planning meeting
- Other members' meetings

Financial

- Audit preparation
- Operating budget preparation
- Capital budget preparation
- Annual meeting to approve audit and auditor
- Members' meeting to approve the budget
- Housing charge notices to members
- Annual report to government funder
- Review investments

Rent-geared-to-income administration

- Annual income and eligibility review
- Notice of housing charge changes

Other activities

- Staff evaluations
- Maintenance inspections
- Building systems inspections (e.g. roof anchors, elevators)