

## **B07 G03 - Bringing Co-ops into the Digital Era – Summary (slides 4–13)**

### **Doug Sider and Sophie Taylor**

#### **Workshop Focus**

The session tackles the challenges of limited technology in housing co-ops and outlines practical solutions for adopting or upgrading systems, structured around the co-op business framework, technology basics, a well-equipped office, document digitization, and emerging hybrid-work challenges.

#### **Why Co-ops Should Care**

Housing co-ops are multimillion-dollar corporations that manage significant financial assets and sensitive personal information. Strong technology systems are essential to protect the co-op's finances, records, and member data, and to ensure the office can continue operating smoothly during disruptions or emergencies.

#### **The Basics of a Good Office Setup**

- Buy quality hardware/software through specialists such as Document Direction or Grand and Toy, Co-op Cost Cutters Suppliers. A computer, printer/scanner, and solid internet.
- Accounting software, shared file storage, and secure email.
- Clear written rules for how staff do their work.
- A "fill-in binder" with keys, bank info, and passwords so nothing is lost if a staff member leaves. Sample: Co-op Information Binder – [Business Continuity Tools](#)

#### **Going Paperless**

- Scan paper files and save them on a computer or in the cloud.
- This saves space and money, makes audits easier, and protects records from fire or flood.
- Start with the most important documents and work from a chosen year forward. E.g. Articles of Incorporation

#### **Staying Safe Online**

- Back up files every day, and test that the backups work.
- Use cloud services that store data in Canada.
- Obtain cyber insurance to protect against potential threats.
- Change passwords when staff change.
- Don't check email on public Wi-Fi.

### **Working From Home**

More staff now work from home or in a mix of home and office, so co-ops need to rethink how they share files, hold meetings, and maintain security outside the traditional workplace.

### **The Bottom Line**

Manage the co-op as a professional co-operative business. Invest in quality tools (hardware and software), digitize records, and use modern digital banking, management, and marketing platforms. Ensure all data is securely backed up, preferably using Canadian cloud services. Carry appropriate cyber insurance and maintain clear, up-to-date plans for staff transitions and emergencies.

## ***Bringing co-ops into the digital era: tools, practices and innovations***

### **MARKETING Takeaways**

Presenter:

Damon Adachi

Sevenfold Marketing

## **Why Your Co-op Needs a Website**

### **1. Supports Co-operative Values and Principles**

- Provides information and resources to members
- Informs members of educational opportunities
- Builds community and co-op pride
- Advocates for co-ops everywhere
- Promotes accessibility, equity, and good governance

### **2. Streamlines Co-op Administration**

- Extends office hours and resource availability
- Automates repeated tasks
- Makes resources self-serve
- Digitizes processes to save paper and overall costs

### **3. Strengthens Co-ops**

- Adds data protection and succession
- Improves data integrity
- Provides staff with communication control

### **The bottom line...**

Transitioning to digital platforms is no longer optional for housing co-operatives seeking to uphold their principles in the modern age.

By moving from unmoderated social media to professional websites and enterprise tools, co-ops can ensure better member engagement, operational efficiency, and long-term community stability.

Learn more at [coop.sevenfold.ca](https://coop.sevenfold.ca)

