

Tenant Association Manual

Tenant Service Department

Winnipeg District Office
100 – 185 Smith Street
Winnipeg, Manitoba
R3C 3G4

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Welcome to your Tenant Association

The Tenant Associations in buildings such as yours can play a vital part in tenant life. You can play an important role in helping your Tenant Association to grow and thrive. A Tenant Association is definitely not encouraged to become involved in individual tenant problems, as they occur between each other or with the Manitoba Housing Authority (MHA). This manual has been prepared to assist you in making your association as simple and efficient as possible. Most information has been taken from Robert's Rules of Order – 9th edition (1990).

Note: This manual is meant to be a guide only. It is not expected that every Tenant Association will follow these guidelines exactly. Please feel free to adapt the material to suit the particular needs of your building and tenants.

Purpose of a Tenant Association

The Tenant Association within the Manitoba Housing Authority Complexes are designed to give the tenants independence and a stronger voice in the operation of their buildings. The Tenant Associations fulfill a number of functions such as:

1. Plan and implement recreational activities, i.e. bingo, carpet bowling, whist, cribbage, day trips, weekend trips, etc.
2. Plan and facilitate fund raising activities, i.e. teas, raffles, barbecues, rummage sales, bake sales, etc.
3. Represent the tenants of the building as an organized body to the Manitoba Housing Authority and various other community agencies and services.
4. Direct and monitor the activities of the main lounge.
5. Administrate funds given to the association by the Manitoba Housing Authority which are only given to those buildings with an active association.

Board Ethics

There are ethics that are considered essential for individuals participating as board members:

- ☐ Believe in, support and talk about the Organization
- ☐ Attend and take part in all meetings
- ☐ Be able to get along and work with other Board Members as a team
- ☐ Maintain confidentiality where required
- ☐ Suggest new ideas that will help the Association reach its goals
- ☐ Develop leadership abilities – talk to people and help the Tenant Association make plans to meet members' needs.
- ☐ Learn the importance of being able to communicate to community members and Association Members about the community

Offices of the Executive

The offices listed below and their descriptions are suggestions as different buildings will have different needs.

Past President

- ❑ Shall act as an advisor to the President when called upon.

President

- ❑ Shall be official liaison for other organizations or, if unable to attend, may delegate someone in their place
- ❑ Shall be an ex-officio member of all Executive Committees
- ❑ Shall be official spokesperson for the Tenant Association
- ❑ Shall preside at all meetings, executive and general
- ❑ Shall generally supervise the affairs of the Tenant Association
- ❑ Shall prepare the agenda for meetings
- ❑ Shall receive and deal with, common concerns
- ❑ Shall be a signing officer with the bank

Vice President

- ❑ Shall assist the President and take over the functions of the President in their absence

Treasurer

- ❑ Shall receive all monies and hold same, subject to the order of the Executive
- ❑ Shall pay all bills in the name of the Tenant Association along with another signing officer as ordered by the Executive
- ❑ Shall be a signing officer with the bank
- ❑ Shall record all incomes and expenditures of the Tenant Association and be responsible for preparing reports

Recording Secretary

- ❑ Shall keep a correct record of all the proceedings of all meetings, executive and general
- ❑ Shall be a signing officer with the bank

Corresponding Secretary

- ❑ Shall be responsible for sending out get-well, sympathy, and thank-you cards as required

Activities Chairperson

- ❑ Shall be responsible for arranging for all activities such as darts, pool, shuffleboard, carpet bowling, ping pong, etc.
- ❑ Shall be responsible for ensuring that adequate equipment is available for participation in the above activities.

Bingo Chairperson

- ❑ Shall be in charge of setting up and running the bingo and recording all income and expenditure of the bingo

Break-open Chairperson

- ❑ Shall be in charge of selling the break-open tickets and the recording and reporting of all income and expenditure of break-open tickets

Church Chairperson

- ❑ Shall be responsible to establish and maintain contact with the church(s) and to plan and implement regular services as designated by the Tenant Association

Coffee Chairperson

- ❑ Shall be responsible for preparing and serving coffee at all special functions

Drink Machine Chairperson

- ❑ Shall be responsible for the ordering and stocking of the drink machine
- ❑ Shall be responsible for keeping records of all monies involved with the drink machine accounts

Entertainment Chairperson

- ❑ Shall be responsible for planning and arranging entertainment for the Tenants Association, such as live shows, trips and dinners subject to the discussion and approval of the Executive

Fundraising Chairperson

- ❑ Shall be responsible for planning and arranging fundraising programs subject to prior discussion with the Executive, possibly in conjunction with a planning committee.

House Chairperson

- ❑ Shall be responsible for the setting up of any necessary equipment for special events
- ❑ Shall be responsible for the decoration of the lounge for special occasions

Information Chairperson

- ❑ Shall be responsible for planning and arranging informational programs subject to prior discussion with the Executive, possibly in conjunction with a planning committee

Kitchen Chairperson

- ❑ Shall be responsible for the kitchen and catering for the Tenant Association with the help of volunteers, as required. There may be two people in this position or there may be an assistant Kitchen Chairperson as the building may deem appropriate.

Library Chairperson

- ❑ Shall be the contact person to the Public Library
- ❑ Shall arrange for the most appropriate service to be utilized in the building

Newsletter Chairperson

- ❑ Shall be responsible for the collection of fun, interesting and important news items to be put in the building newsletter
- ❑ Shall be responsible for the typing of the news items, or to arrange for this to be typed
- ❑ Shall arrange for the copying and distribution of the letter

Plants Chairperson

- ❑ Shall be responsible for the purchase and maintenance of all the plants in public areas

Sick and Visiting Chairperson

- ❑ Shall be responsible for sending cards to and/or visiting those who are sick or in hospital

Welcome Committee

- ❑ Shall be responsible for the Chairperson welcoming of new tenants in conjunction with a committee according to agreed on format

Establishing an Executive

Buildings which do not have a Tenant Association, or are re-establishing one after a long period of inactivity, or are preparing for their upcoming elections, should follow a number of steps as outlined below:

1. Informally talk to a number of tenants in order to establish interest and determine if a Tenant Association is possible, and identify key individuals who may be suitable to hold Executive positions.

Note: Tenants on the Executive should be tenants in good standing with the Manitoba Housing Authority. They should be people who have shown themselves to be responsible, reliable, enthusiastic, and committed to the position which they will hold.

2. Hold a number of casual gatherings such as a coffee party, to generate interest in forming an organized Tenant Association. This should generate enthusiasm and allow for informal discussion of what a Tenant Association would be able to accomplish at the present time.
3. Present Executive or other concerned persons should meet with key individuals who would be capable of holding executive positions and encourage them to do so. This will result in a list of nominations.
4. Promote the general meeting for the purpose of elections by handing out notices door-to-door and placing posters around the building. Having entertainment, bingo, lunch, coffee, etc. will provide added incentive for tenants to attend the meeting as well as building enthusiasm for a new beginning.
5. Continue to work together, involving as many tenants as possible by getting their thoughts and ideas on things concerning them. Personal contact is not only important, it is essential to making tenants feel like they are a part of things.
6. Access assistance from the staff of the Manitoba Housing Authority, the Tenant Service Coordinator of your building as you feel you need to.

Getting Organized

Each Executive member has their own function to fulfill. It is important that each member understands what is involved in their position in order to do their job to their best ability. Organization is important for the secretary, who is responsible for keeping the records of the entire Tenant Association. It is important as well as useful to keep the following items in an organized manner:

1. A copy of the present Constitution and those from years past
2. A list of the present Executive and the Executive for years past
3. Copies of the minutes of all meetings
4. Copies of past grant applications and responses to them
5. Copies of all correspondence, e.g. requests for donations, petitions, etc.
6. Important phone numbers, e.g. insurance company, auditor, travel services, entertainment, caterers, etc.
7. A copy of the building's most recent insurance policy
8. An annual inventory of insured items
9. Other building specific items
10. Bank account numbers for all Tenant Association accounts, including a listing of what they are for and who the signing authorities are
11. A listing of all organization addresses of incoming mail

Establishing Tenant Interest

The process of establishing tenant interest may vary depending on the building. In some buildings, one would only need to determine tenant interest by posting a notice and a sign-up sheet. The Executive can then plan based on present tenant interest.

Building tenant interest is another task entirely. If a building is struggling with a lack of interest, there are various steps that can be taken to increase such interest.

1. Find a few tenants who are genuinely interested in people. Having someone take a personal interest in tenants will make a world of difference. Even if you can only locate one or two people who are able to make others feel welcome, use their abilities in doing just this.
2. Know your tenants. This is not an easy task, but take note or keep a record of those who attend meetings or events. Be aware of peoples' talents and interests. With this kind of information you can then target the right people. When you put notices under the door, put people's names on the notice. Let people know of things that would be of special interest to them and let them know that you called them on purpose.
3. Talk to other tenants. Spread the word, by word of mouth. A personal invitation goes a long way.
4. Be enthusiastic yourself. People are more likely to get interested in something when they see other people getting excited.
5. Enlist the help of others. There are no jobs that are unimportant. When you allow others to take part and feel useful, they begin to have a vested interest in what is going on.
6. See the list of dos and don'ts

How to Run a Meeting

Before a Meeting

1. The Chair should be sure to have an agenda already written out. Anyone wishing to speak at a meeting should let the Chair know at least two days in advance so that they may be given a space on the agenda. Anyone who regularly has issues to raise at meetings should meet with the Chair regularly to let them know what they would like to discuss.

Note: someone should be assigned to set out the chairs so that the meeting area is ready before the meeting is scheduled to start.

2. Make sure that the microphone is hooked up, if necessary.
3. It should be confirmed that both the Chair and the Secretary are able to attend in order that the appropriate person may take over if necessary.
4. The meeting should commence at the time stated unless there is a problem with establishing a necessary quorum. (see section on quorums)

Usual Order of Business

The Chair always calls the meeting to order, the call to order is not part of the agenda.

1. Reading and Approval of Minutes

The Chair says, "The Secretary will read the minutes."

After the minutes are read from the previous meeting the Chair then asks, "Are there any corrections to the minutes?"

Any corrections are handled by unanimous consent.

The Chair then motions that the minutes be approved as read, or as corrected, whichever is applicable.

2. Reports of Officers, Boards, and Standing Committees

Such reports are given aloud at all meetings. At other meetings, the Chair calls only on those committees which have something to report. Such reports, except at the annual meetings, need not necessarily be read aloud in detail. Rather, reports may be summarized and a detailed report submitted.

3. Reports of Special Committees

Any special committees which have been appointed may give their report at this time.

4. Special Orders

Issues which are titled as special orders are those which are considered to be more important than other matters to be discussed. It is considered that other matters can wait. Unfinished special orders are dealt with first, while any new special orders come second.

5. Unfinished Business and General Orders

Unfinished business and general orders refer to business which has been carried over from a previous meeting but which did not have the urgency of the Special Orders.

6. New Business

After all of the above has been dealt with, the Chair then asks, "Is there any new business?" Members can then introduce new questions and are able to take the floor if they so desire.

7. Announcements

The Chair may call upon other officers or members to make any necessary announcements.

8. Program

If there is to be a film, presentation or other program, it usually will come at the end of a meeting as the last item before a meeting is adjourned.

Elections

The Annual Meeting

Before the Meeting:

1. Prepare a list of nominees in advance (if possible)
2. Bring ballot box, ballots, and pens (in case a vote is required)
3. Bring a flip chart or chalk board, including felt markers or chalk
4. Print on it a list of positions and leave spaces for names
5. Before the meeting, appoint a member of the Tenant Association to read out the nominations as each position comes up
6. Appoint two scrutineers in case there is a vote by ballot
7. If there is no Secretary, appoint someone to take minutes
8. Prepare a sign-up sheet in order to have an accurate count of the people attending
9. Ensure that all who are present and voting are legal tenants

Usual order of Business for an Election Meeting

1. Reading and Approval of the Minutes
2. Annual Reports of Officers, Boards, and Standing Committees
3. Special Orders – the Election of Officers
The Chair for this portion of the meeting is always a staff person from the Manitoba Housing Authority – Tenant Service Coordinator for the building

For example the person Chairing the meeting might say:

- ☐ “I would like to declare elections now open for the positions of....”
Note: Start with the President and work your way through.
- ☐ “We are now calling for nominations for the position of _____. Do I have a nomination for _____?”
- ☐ If someone is nominated, the Chair then asks:
“Do you accept the nomination for the position of _____?”

Note: If the person nominated cannot be present, a written note such as the nomination form can be used to accept should they be elected – as long as the building Constitution permits.

- ❑ If the person accepts, their name may be entered. If the person declines, then their name is not entered.
- ❑ Then ask, “Do I have a second nomination for the position of _____?”
- ❑ Follow the same procedure for remaining positions.
If there are no nominations, ask if there are volunteers from the floor.
- ❑ Then state, “If there are no further nominations, nominations are now declared closed.”

If there is more than one nomination, announce that a vote will take place either by show of hands or through secret ballot. If secret ballot is chosen, scrutineers must hand out, collect, and count the ballots. Scrutineers should be reminded that this is a “secret” ballot and, therefore, only the end result is to be made known.

- ❑ If secret ballot is used, a motion should then be called to destroy the ballots after they have been counted by scrutineers.
- ❑ If there is only one nomination for a position, and the person has accepted, the Chair would ask, “All those in favor of _____ for the position of _____, please raise your hand.”
- ❑ Once a person has been elected, then say, “I would like to introduce you to your new _____, Mr. /Mrs. /Ms. /Miss. _____.”
- ❑ Move along to the next position until all positions are filled.

Immediately After an Election

Make sure to send in a copy of the minutes from your annual meeting to the Manitoba Housing Authority. Included with your minutes, if applicable, should be a completed “Annual Report to the Manitoba Housing Authority”. (see page 27)
Make sure to change the signatures for the signing authorities on the Tenant Association bank accounts. (see page 26)

Each new member of the Executive should meet with either the person previously holding that position or a member of their Tenant Service Coordinator in order to review the responsibilities of that position.

1. Make sure that all books are audited before a new Treasurer takes over.
2. Make sure that all city licenses are in order i.e. bingo, break-open, raffles, etc.
3. Post a list of the new Executive members on the building’s bulletin board.
4. Make sure that all mail is re-directed to the new Executive.
5. Send a letter to the Manitoba Housing Authority requesting your annual grant.

Note: Any changes to any of the above information, i.e. changes in Executive members, bank accounts, city licenses or allocation of grant monies, should be reported immediately to your Tenant Service Coordinator of the Manitoba Housing Authority.

Quorums

A quorum in a group is the number of members entitled to vote who must be present in order for business to be legally transacted.

The number of members constituting a quorum may vary depending on what the group decides. The number required for a quorum must be stated in the Constitution for that building. The quorum should be as large as the number of members that can be reasonably depended on to be present at any meeting. Before the Chair calls a meeting to order, it is their duty to determine that the quorum is present.

Proceeding in the Absence of a Quorum

If the Chair determines that a quorum is not present, the meeting does not need to be terminated immediately. If a quorum cannot be obtained, the Chair calls the meeting to order, announces the absence of a quorum, and may do any one of the following:

- a) Entertain a motion to adjourn
- b) Recess in order to take measures to obtain a quorum
- c) Fix a new time at which to hold a future meeting

In the absence of a quorum, any business transacted is null and void. If a quorum fails to appear, the Tenant Associations requirement to hold a meeting has been fulfilled, even though the meeting must adjourn immediately.

The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent.

Recording of Minutes

Minutes are a record of the discussion of issues and happenings at any given meeting. Minutes should contain a record of what was done at a meeting, not what was said by the members. The minutes should never reflect the Secretary's opinion on anything said or done.

1. Annual Meeting (for elections)

Minutes must be done formally for the annual meeting. A copy must be sent in to the Tenant Service Coordinator of the Manitoba Housing Authority for your building. This should be typed if at all possible.

2. Executive Meetings

Minutes must be recorded and kept on file to be read at the next executive meeting and to be used for future reference.

3. General Meetings

Minutes must be recorded and kept on file to be read at the next general meeting and to be used for future reference.

Content of the Minutes

The first paragraph of the minutes should contain the following information:

1. The kind of meeting: annual, executive, general
2. The name of the organization
3. The date, time, and place of the meeting
4. The fact that the regular chairperson (president) and secretary were present, or who substituted for them
5. Whether the minutes of the previous meeting were read and approved, as read, or as corrected

The body of the minutes should contain a separate paragraph for each subject matter, giving, in the case for all important motions:

1. The motion
2. The name of the person making the motion
3. The name of the seconder
4. The decision made – including a record of the vote taken if required
5. The specific action decided on – unless a committee has been formed to act independently in which case its action is determined elsewhere

The last paragraph of the minutes should state:

1. The hour of adjournment
2. The date of the next meeting, where applicable

The signature: Minutes should be signed by the Secretary

Sample Minutes

The Regular meeting of the 123 Main Street Tenant Association was held on Thursday, January 16, 2005, at 10:00 a.m., in the Tenants' lounge, the President being in the chair and Secretary being present. The minutes of the last meeting were read and approved as corrected.

Executive present were: _____

Manitoba Housing Staff present were (if applicable): _____

_____ members of the Tenant Association were present
(number)

Note: a list of signatures and suite numbers should be on a separate piece of paper attached to the back of the minutes.

Reports of Officers, Boards, and Standing Committees

The Treasurer reported the receipt of a bill from the A&B Insurance Company in the amount of \$212 for the annual insurance coverage. The question put to the chair "that the bill be paid" was adopted. The report of the Bingo Committee was received and placed on file.

Reports of Special Committees

The special committee that was appointed to investigate and report on donations toward the upcoming spring tea reported through its chairman, Mrs. Smith, that...

Special Orders

Due to concern over the recent occurrence of break-ins, it was motioned "that a committee be appointed to develop a petition for increased security and to have all tenants sign it." The motion was adopted.

Unfinished Business and General Orders

The resolution relating to the use of the building's library by non-members, which was postponed from the last meeting, was then taken up. After some debate, the resolution was adopted as follows: "Resolved that"

New Business

Mr. Gordon moved "that the Tenant Association support the upcoming trip to Grand Forks by paying 50% of the cost for tenants." The motion was put to a vote and was adopted.

Mrs. Stevens asked if the sundeck would be open to the tenants this summer. The Chair stated that the Manitoba Housing Authority would have to be contacted regarding this and appointed Mrs. Dorsy to seek out further information. Instructions were given to report at the next meeting.

Note: for each of the above items, it may be helpful to outline each item in the minutes step by step, as shown in the example below. This formal outline is not necessary, however, as long as all the important information is present.

Example:

1. Bake Sale

Motion:	Mary Jones proposed "that a bake sale be held Monday, March 6, 2005."
Seconded	Bill Smith seconded this motion.
Decision	A vote was made that the bake sale would be held as:
Proposed	26 in favor 0 against 0 abstained Motion Carried
Action	Steve Evans will post a sign-up sheet in order to anticipate the number of participants. Barb Stevens will be downstairs a half hour early to prepare coffee, Bill Smith will accept ticket money at the door starting a half hour early etc.

2. Announcements

The Chair announced that.....

3. Program

The Chair introduced the guest speaker, Mr. James Mitchell, from the Arthritis Society, who spoke on Osteoarthritis.

4. The next meeting to be held Thursday, April 10, 2005 at 10:00 a.m.

5. The meeting adjourned at 11:30 a.m.

Sample Constitution

123 Main Street Tenant Association

- Article 1. Name
The group will be known as the 123 Main Street Tenant Association
- Article 2. Purpose
The purposes of the Tenant Association shall be as follows:
1. To develop program opportunities for the involvement of all the tenants
 2. To ensure that there are adequate facilities and equipment for these programs
 3. To help assess and deal with the concerns the tenants may have about living at 123 Main Street with the intention of maintaining a “happy home”
 4. To give the tenants a voice in the administration of 123 Main Street, which is their home
 5. To allocate use of public areas in the building according to availability of that space
 6. To work together with other tenant groups
- Article 3. Membership
All tenants of 123 Main Street are automatically members of the 123 Main Street Tenant Association
- Article 4. The Executive
The Executive shall consist of:
1. a President
 2. a Vice President
 3. a Secretary
 4. a Treasurer
 5. Other Executive positions deemed appropriate for a given year

The Executive shall draw up the agenda for all meetings and shall act upon matters of the Tenant Association that require immediate action or attention. They are permitted to spend any sum under \$50 necessary to fulfill these functions. Any expenditure over \$50 requires the consent of a general meeting.

All decisions of the Executive shall be subject to review by the general membership at general meetings.

Article 5. Duties of Officers

President

- ❑ Shall be official liaison for other organizations or, if unable to attend, may delegate someone in their place
- ❑ Shall be an ex-officio member of all Executive Committees
- ❑ Shall be official spokesperson for the Tenant Association
- ❑ Shall preside at all meetings, executive and general
- ❑ Shall generally supervise the affairs of the Tenant Association
- ❑ Shall prepare the agenda for meetings
- ❑ Shall receive and deal with, common concerns
- ❑ Shall be a signing officer with the bank

Vice President

- ❑ Shall assist the President and take over the functions of the President in their absence

Treasurer

- ❑ Shall receive all monies and hold same, subject to the order of the Executive
- ❑ Shall pay all bills in the name of the Tenant Association along with another signing office as ordered by the Executive
- ❑ Shall be a signing officer with the bank
- ❑ Shall record all incomes and expenditures of the Tenant Association and be responsible for preparing reports

Article 6. Election of Offices

Election of officers to be held the second Tuesday of January annually. Those elected shall take office immediately. Vacancies shall be filled by nominations and elections held during a general meeting within a three-month period of the receipt of the resignation.

Article 7. General Meetings

There shall be a general membership meeting at least three times a year and otherwise at the discretion of the Executive, or on the petition of a quorum. Public notice of three days will be necessary prior to the holding of a general meeting.

Executive meetings will be called once each month or when necessary.

Article 8. Quorums

The quorum at a general meetings shall consist of 20 members. The quorum at an executive meeting shall consist of one half of the members of the Executive.

- Article 9. Amendments to the Constitution
Amendments to the constitution may be passed at any general meeting, if carried by a majority.
- Article 10. Agenda of the Annual Meetings
The agenda of the annual meeting shall include:
a) an annual report
b) a financial report
c) the introduction of the new Executive
Public notice must be given one week prior to the holding of the annual meeting and must be posted on the bulletin board.
- Article 11. Signing Authorities
Cheques issued by the Tenant Association must be signed by two of the three designated signing members of the Executive.
Whenever possible, one of the two signatures should be that of the Treasurer.
- Article 12. Financial Audits
The Tenant Association's financial records must be audited at the end of every year and whenever there is a change of Treasurer.

Definite Do's and Don'ts

DO

- ❑ Thank people who volunteer both executive and non-executive. You could even have a special appreciation night for all volunteers.
- ❑ Assume your position on the executive to be one of service. Persons on the executive are there to serve the needs of others and should not be using their position to fulfill their own agendas.
- ❑ Have an agenda prepared and follow it at your meetings. People like to know that their time and effort by coming to the meetings is respected and worth their while.
- ❑ Have realistic expectations when planning for your Tenant Association. Having unrealistic expectations only leads to disappointment.
- ❑ Listen to one another. Many people have good and creative ideas and can offer constructive criticism.
- ❑ Build up one another. Speaking poorly of others only brings the same in return.
- ❑ Be generous within reason. Have refreshments at each meeting. You may also wish to spruce up your meetings by having speakers or entertainment at each meeting. Make your meetings enjoyable.
- ❑ Have meetings regularly and predictably, but only as often as your building has significant matters to discuss. Think about your building and be realistic. People get frustrated otherwise and attendance will decrease.

DO NOT

- ❑ Allow tenants to “name call”, swear or fight during a meeting. Always stay in control of your meeting, only allow one person at a time to speak.

Sample Minutes

The _____ meeting of the _____ Tenant Association was held on _____, _____, at _____, with _____ being in the chair. The minutes of the last meeting were read and _____.

Executives present were:

MHA Staff present were:

_____ members of the Tenant Association present (Attach list)

Reports of Officers, Boards, and Standing Committees

Reports of Special Committees

Special Orders

Unfinished Business and General Orders

New Business

Announcements

Program

Next meeting is to be held _____, _____ at _____.

The meeting adjourned at _____.

Executive Nomination / Position Acceptance

I, _____, of _____,
(name) (address)

agree to let my name stand for the position of _____ on the
(position)

Tenant Association of _____ and will accept this
(building address)

position should I be elected.

Sincerely,

(signature)

(date)

Sample Letter for Requesting Donations

Your Name
Your Address
Your City, Province
Your Postal Code

Date: January 1, 2005

Their Name
Their Address
Their City, Province
Their Postal Code

Dear _____,

On behalf of the _____ Tenant Association, I am writing to you to request the donation of an item which could be raffled off or given as a door prize at our upcoming _____ event.

As you may know, the Tenant Association in seniors' buildings such as ours raise funds in a variety of ways in order to subsidize the cost of various throughout the year which we have for our tenants.

Your contribution through a donated item would assist us in our endeavors to accomplish our goals.

We thank you for your consideration of this request and look forward to hearing from you soon.

Sincerely,

(your name and position)

Sample Letter for Changing Bank Signatures

Your Name
Your Address
Your City, Province
Your Postal Code

Date: January 1, 2005

Their Name
Their Address
Their City, Province
Their Postal Code

Dear _____;

This letter is to confirm that the signing authorities on account number _____ of the _____ Tenant Association hereby relinquish their authority with regards to the above-mentioned account, as indicated below.

The new executive, _____, _____, and _____, will be in to sign the appropriate documents in the next short while.

Thank you for your attention to this matter.

(signing authority #1)

(signing authority #2)

(signing authority #3)

Annual Report to Manitoba Housing Authority

1. Date of Annual Meeting Held for Elections _____

2. Executive – please indicate suite numbers and telephone numbers

<u>Executive Position</u>	<u>Name</u>	<u>Suite Number</u>	<u>Telephone Number</u>

3. Bank Accounts

<u>Bank & Branch signing Authority #1 Current Balance</u>	<u>Account Number Signing Authority #2</u>	<u>Purpose</u>
1.	#	\$
2.	#	\$
3.	#	\$
4.	#	\$

4. Inventory

Please attach a copy of the Tenant Association's inventory, noting any additions or deletions since last year.

5. Insurance

Please attach confirmation of the date your insurance was last renewed.

6. Licenses

<u>Type</u>	<u>License Number</u>	<u>Renewal Date</u>	<u>Person Responsible</u>
Bingo			
Break-open			
Raffle			
Etc.			

7. Minutes

Please attach a copy of the minutes from your last meeting.

To the Nomination Committee

If you wish to hold office, please complete and return this form to the present executive of the _____ Tenant Association.

I, _____, (print your name)
of _____ agree to have my name
(your address)

reviewed with the *Child Abuse Registry* and the *Police Records Check* in conjunction with being nominated a holding office as a board member or as a volunteer parent at the _____ Tenant Association.

(signature)

(date)

Police Records Check: _____

Badge Number: _____

Completed by: _____

Date: _____