



Academic Calendar

Course Description Spring 2017

HeartMath

When: Monday, May 15, 2017

1:00pm - 4:30pm

Cost: FREE

Where: Redpoll Centre

[Register Here](#)

HeartMath is a 3.5hr workshop that focuses on stress management and building emotional resilience. This workshop introduces HeartMath's system of breathing techniques and a heart rate variability tool that can help participants manage life's challenges and stressors. The neat thing about HeartMath is the technology that accompanies the tools. The technology provides live, in-the-moment feedback that demonstrates how stress impacts our bodies. The workshop outlines how to effectively manage stress in the moment with the intention of preventing the consequences of chronic stress.

The HeartMath workshop will:

- Provide practical tools for managing stress.
- Cover how emotions impact heart rate variability, including brain, body and emotional health.
- Provide applications of the HeartMath tools in perception and communication.
- Discuss how HeartMath Tools can be used to enhance emotional resilience.

Facilitator – Lauren MacKeigan

Lauren is an Alberta Health Services Mental Health Promotion Facilitator with the Community Wellness Team. In her role, she focuses on capacity building through psychosocial learning opportunities. As a Certified HeartMath Trainer, Lauren has provided HeartMath to various community groups and organizations. Lauren's roots are in the Social Profit sector and she is thrilled at the opportunity to bring HeartMath back to the sector.

Who should attend?

All staff working in the social profit sector.





HeartMath

When: Thursday, May 18, 2017

6:00pm - 9:30pm

Cost: FREE

Where: FuseSocial

[Register Here](#)

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Imagine Canada – Accreditation Workshop Series 5 Part Series

Accreditation benefits an organization by helping them become aware of and achieve best practices in their governance, financial protocols, ethics of fundraising, staff management and volunteerism. By having a good structure in place (which is required for achieving accreditation), an organization improves their ability to focus on their operations, deal with difficult situations in a proactive manner rather than a reactive manner, and proves their credibility to their wider community of stakeholders. Agencies are not required to attend the full series, although for organizations taking on Imagine Canada accreditation this may prove useful.

When: Wednesday, May 24, 2017

9:00 AM to 12:00 PM

Cost: FREE

Where: FuseSocial

[Register Here](#)

Part 1: Board Governance

Board oversight is critical to any social profit organization. That's why one third of the Imagine Canada standards are related to board governance. In this session, we go over all 24 board governance standards, explain the reasoning behind them, and answer your questions on how to ensure your organization is at best practice.

When: Wednesday, June 7, 2017

1:00 PM to 3:00 PM

Cost: FREE

Where: FuseSocial

[Register Here](#)

Part 2: Financial Accountability & Transparency

How do you ensure that your organization is accountable for every dollar in and out of the organization? *This session we are joined by Chris Myers of ATB and Staci Millard of Clevett Accounting who will help answer your questions about financial accountability.*

When: Wednesday, June 21, 2017

9:00 AM to 11:00 AM

Cost: FREE

Where: FuseSocial

[Register Here](#)

Part 3: Fundraising

What do the people who donate to your organization have a right to expect from you? How can you pay fundraisers? What needs to be on an official income tax receipt? Who can give those receipts out? In this session, we cover Imagine Canada standards on fundraising.

When: Wednesday, July 5, 2017

9:00 AM to 11:00 AM

Cost: FREE

Where: FuseSocial

[Register Here](#)

Part 4: Staff Management

Whether you have two staff or twenty staff, managing their work in a professional manner is important. This session will cover standards on HR policies and other documentation; recruitment, orientation and training; and performance management and staff development. Meet with the Master of Efficiency from FuseSocial, Michelle Lange, who will help answer your questions regarding human resources.



When: Wednesday, July 19, 2017

9:00 AM to 11:00 AM

Cost: FREE

Where: FuseSocial

[Register Here](#)

Part 5: Volunteer Involvement

Three cheers for volunteers! How do you acknowledge and recognize your volunteers? How do you ensure their needs are being met? What internal and external strategies can you incorporate into your recruitment of volunteers? Who is responsible for volunteer involvement in your organization? Sheri Donovan, Champion of Change at FuseSocial, will help us navigate volunteer involvement.

Facilitator – Babs Weber

Babs holds degrees in both archaeology (University of Calgary) and museum studies (University of Leicester). In the course of her adventures, she has done fieldwork in Jordan and Nicaragua; lived in an apartment converted from a hayloft once used by Land Army Girls on the estate where the richest Anglo Saxon burial ground was located; helped hundreds of children explore the Lethbridge river valley; taught senior citizens how to use iPads to explore historic photographs; and volunteered with many organizations like the Crowsnest Pass Adult Education Society, Girl Guides of Canada, Crowsnest Regional Library, FCSS and the Lethbridge Food Bank.

At FuseSocial, Babs works with governance structures, policy creation and operational support for agencies. If an agency needs help with creating a business plan, policies, brushing up their board members on how to be effective governors, or working on accreditation then Babs is the Rosalind Russell to your Cary Grant: in other words, she's your girl Friday.

Who should attend?

This workshop will benefit Executive Directors and Operational Managers who are looking to have their organization accredited by Imagine Canada.

Cash Management and Banking

When: Tuesday, June 13, 2017

1:00pm to 4:00pm

Cost: \$25.00

Where: Redpoll Centre

[Register Here](#)

This workshop is aimed to provide clarity and direction for executive directors and board members of non-profit organization relating to cash management and banking. We will be touching on the topics of managing cash to ensure smooth operation of the organization and also how to make the most of any excess cash held. Without proper cash management, the organization may be missing out on opportunities to expand their community reach. We will also be discussing proper delegation of banking authorities and how it safeguards the organization.

Facilitator- Staci Millard



Staci Millard is a Chartered Professional Accountant who operates an office locally in Fort McMurray. She has been working in public practice helping businesses and non-profit organizations for over ten years. Staci and her staff assist businesses of all shapes and sizes- from \$10 in sales to \$10 million. Most recently she has been assisting with the *Ask an Expert Program* through the Back to Business Resource Centre to help existing businesses get back on their feet and help new businesses ensure they are set up properly. She has also been working actively with the social profit sector to increase financial literacy and accuracy of financial reporting. The most successful organization are those with the proper information and a knowledgeable team to support them.

Facilitator – Chris Myers

Chris Myers is a Relationship Manager at ATB Financial. Originally from Gainesville, Florida. Chris has a BSc and MBA from Georgia Southern University and has been in banking for the past 2 years in Calgary within the Corporate Finance division of ATB Financial. He recently moved up to Fort McMurray in January to become a business relationship manager and assist a range of businesses from non-profits to multi-million dollar enterprises. His passion for banking is assisting businesses achieve success through allocating capital resources and cash flow management.

Who should attend?

This workshop will benefit those responsible for the financial requirements of the organization whether they be staff, volunteers and board members.

