

# Laubach Literacy Ontario



CELEBRATING

35  
*years*



2016-2017 Annual Report



**ANNUAL GENERAL MEETING**  
**Notice of Meeting**

Laubach Literacy Ontario's  
Annual General Meeting  
Brescia University College, London, Ontario

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## Greetings from the President



Welcome to our 2017 LLO Conference, and thank you all for taking “**a step in the right direction**” to attend here in beautiful London, Ontario. I hope everyone is enjoying the great selection of workshops and having a wonderful time networking and seeing old friends.

I would like to take this opportunity to thank Literacy Link South Central and Nokee Kwe Native Literacy Centre for hosting the conference this year and for all their hard work putting everything together. We couldn't have done it without their staff and volunteers.

Once again, Michelle Davis and the Ontario Native Literacy Coalition have provided a unique cultural experience with some fantastic entertainment and some informative workshops. It's such a pleasure sharing a different perspective, discovering new resources, and meeting new friends.

The Board of Directors has been busy this year supporting the LLO staff in all their endeavours, writing and implementing policies to benefit the organization and all its members, and advocating for all LBS programs in the province. Lana and I had an opportunity to try out some new technology when I “attended” the MAESD monitoring visit by way of Google Hangouts.

We are losing three of our board members this year. **Mary Ann Fuduric**, as Treasurer, and **Alicea Fleming**, as Secretary, have made valuable contributions to the board over the last few years. **Rubert Payea**, as Student Representative, has kept us in touch with the learners and their needs. We're sorry to see them go and will miss their expertise, but we're looking forward to working with the new board members we elect today.

On behalf of the entire board, I would like to offer my sincere thanks to Lana, Mary Anne, Diana and Robyn from LLO for their tireless support of the Board of Directors, for providing good quality, relevant resources for all of our member agencies, and for advocating for our learners on a variety of levels. It has been a pleasure working with you all.

In closing, I would like to wish you all a safe and happy summer and enjoy the rest of the conference.

*Cathy Graham  
President  
Laubach Literacy Ontario*

**Minutes of Laubach Literacy Ontario's  
Annual General Meeting 2016  
Friday, June 17, 2016 at 4:20 p.m.  
Mohawk College, Hamilton, Ontario**

**Members Present:**

Grand Erie Learning Alternatives	Literacy Link South Central (proxy)
Wellington Centre for Continuing Education	Gateway Centre for Learning (proxy)
Hamilton Literacy Council	Literacy Council York-Simcoe (proxy)
The Literacy Group of Waterloo (Kit)	Northern Connections Adult Learning Ctr. (proxy)
Literacy Nipissing	Barrie Literacy Council (proxy)
Ontario Native Literacy Coalition	Community Literacy of Ontario (proxy)
Saugeen Enjikendaas	Literacy Council of Niagara West (proxy)
Niagara Regional Native Centre Literacy Program	Literacy Society of South Muskoka (proxy)
Learning Disabilities Association of Windsor	Literacy Council York South (proxy)
Essential Skills upgrading Waterloo Region DSB (proxy)	
Windsor Public Library (proxy)	

**Board Members Present:**

**Cathy Graham** (President), **Jo Cryderman** (Member at Large) **Alicea Fleming** (Secretary),  
**Mary-Ann Fuduric** (Treasurer), **Rubert Payea** (Student Representative)

**Regrets:**

**Tracey Mollins** (Vice-President)

**Staff in Attendance:**

**Lana Faessler** – Executive Director, **Diana White** – Office Administrator

**Project Manager**

**Robin Cook-Ritchie**, RCR Consultants

**1. Welcome, Call to Order and Declaration of Quorum**

Quorum is 18 Organizational Members (25% of 70). We had 9 members present, and have received e-mailed ballots and proxies for 11 additional Organizational Members bringing the total to 20.

A. After satisfying that quorum was met, Cathy Graham – President called the meeting to order at 4:20 p.m. and welcomed everyone to LLO's 34<sup>th</sup> Annual General Meeting.

B. Voting Procedure

Cathy explained the following voting procedure. Each organizational member will have one vote, so if you have a voting card, you can make a motion, second a motion and vote on motions. Some of you may have more than one voting card because you have been asked to be a proxy for a member who couldn't attend.

## **2. Approval of Agenda:**

Chair asked for a motion to approve the agenda. It was moved by Gord Ingoglia, Literacy Council York-Simcoe and seconded by Marie Belliveau, Niagara Regional Native Centre Literacy Program.

No Discussion followed. Motion carried.

## **3. Greetings from the President:**

Cathy Graham welcomed everyone and gave her report.

## **4. Approval of Minutes from June 2015 AGM:**

Chair asked for a motion to approve the minutes.

Motion to approve minutes of the June 21, 2015 AGM was moved by Jo Cryderman, Literacy Society of South Muskoka..

Pedobnoque Shawbedees of Saugeen Enjikendaaswiing Zhaang advised under 'Members Present' on page 1 there was a spelling error in her agency's name, on page 5 – 6.0 there should be a comma and not a period, on page 7 - #10 there should be no quotation mark after her name.

Motion to approve Minutes of June 21, 2015 AGM with changes was seconded by Michelle Davis, Ontario Native Literacy Coalition.

No Discussion: Motion carried.

## **5. Treasurer's Report:**

Chair introduced LLO Board Treasurer, Mary-Ann Fuduric who summarized the Treasurer's report and audited statements.

### **5.1 Approval of Audited Financial Statements**

Chair asked for a motion to approve the Audited Financial Statements for 2015 - 2016. Moved by Gary Porter, Barrie Literacy Council and seconded by Pedobnoque Shawbedees, Saugeen Enjikendaaswiing Zhaang

No Discussion. Motion carried.

### **5.2 Motion for Appointment of Auditor for 2016-2017**

Chair asked for a motion to appoint Curtis Villar as LLO's auditors for 2016-2017. Moved by Gord Ingoglia, Literacy Council York-Simcoe and seconded by Helen McLeod, Hamilton Literacy Council.

No Discussion. Motion carried.

## **6. Nominations Report**

Alicea Fleming, Chair of Nominations Committee, presented the Nominations report. All six Board Members were returned by acclamation as no other candidate came forward.

Chair asked for motion to accept the slate of directors as presented.

Moved by Pedobnoque Shawbedees, Saugeen Enjikendaaswiing Zhhang. Seconded by Carol Risidore, Literacy Council of Waterloo Region.

## **7. Introduction of Board of Directors for 2016-2017**

Lana introduced the 2016-2017 Board of Directors and asked them to stand as their name was called. Lana announced that the new Board of Directors will appoint the officers of the Board, following the AGM.

## **8. Annual Report Highlights**

Lana provided some highlights of 2015-2016.

## **9. Other Business**

Jo Cryderman shared that after attending the Student Annual Meeting she wanted to make sure the idea of a learner section on the website does not get lost.

## **10. Adjournment**

Chair asked for a motion to adjourn. Moved by Carol Risidore, The Literacy Group of Waterloo Region and seconded by Pednoque Shawbedees, Saugeen Enjikendaaswiing Zhaang.

## Treasurer's Report



The Statement of Revenues and Expenditures reveals that LLO ended the 2017 fiscal year with a fund balance of \$27,569.00 in our General Fund (unrestricted).

We show a large (\$23,663) deficit of revenue over expenses again this year. This means that we had to dip into our General Fund by that amount of money.

Our General Fund—accumulated over the years-- include donations, membership fees, investment interest, and other sources of revenue apart from the Ministry of Advanced Education and Skills Development's core funding—particularly our Social Enterprise, the Laubach Literacy Bookstore.

Profits from the bookstore of \$10,277 were used to reduce conference registration fees for students, to help subsidize travel for member agencies to attend the conference, and to cover some of Diana White's hours.

Donations for this year totaled \$867.37. Donations were gratefully received from CUPE, Truist—from the U.S.A., Bob Baker, Nancy Paul Milton, and an LLO board member.

Except for the bookstore, revenue was down significantly due to not having any projects, while in most cases-- except for board meeting costs--expenditures have increased. Board meeting costs were reduced by over 50% due to reducing the number of board members and the number of face-to-face meetings.

The Executive Director, Lana Faessler, and Diana White, Office Administrator reduced their hours to four days a week, to lower the impact on increased expenditures, and to enable us to contract with Robyn Cook Ritchie, our Project Manager to provide the literacy field with great training resources for learners, as well as maintaining the online training classroom for practitioners and learners.

*Mary Ann Fuduric*  
*Treasurer*

**LAUBACH LITERACY ONTARIO**

**AUDITED FINANCIAL STATEMENTS\***

**FOR THE YEAR ENDED MARCH 31, 2017**

\* The full Auditor's report can be obtained by contacting Laubach Literacy Ontario.



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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Laubach Literacy Ontario

We have audited the accompanying financial statements of Laubach Literacy Ontario, which comprise the statements of financial position as at March 31, 2017 and March 31, 2016 and the statements of revenues and expenditures, changes in net assets and cash flows for the years ended March 31, 2017 and March 31, 2016, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Laubach Literacy Ontario as at March 31, 2017 and March 31, 2016 and the results of its operations and its cash flows for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Guelph, Ontario  
June 7, 2017

*Curtis-Villar LLP*  
CURTIS-VILLAR LLP  
Chartered Professional Accountants  
Licensed Public Accountants

**LAUBACH LITERACY ONTARIO**  
**Statement of Financial Position**  
**As at March 31, 2017**

	2017	2016
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 17,430	\$ 46,923
Term deposits <i>(Note 2)</i>	51,756	51,445
Accounts receivable	25,989	12,407
Inventory	1,130	1,130
Prepaid expenses	1,622	5,559
	97,927	117,464
PROPERTY, PLANT AND EQUIPMENT <i>(Note 3)</i>	257	571
	\$ 98,184	\$ 118,035
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities <i>(Note 5)</i>	\$ 18,601	\$ 13,855
Deferred revenue <i>(Note 4)</i>	1,150	1,770
	19,751	15,625
<b>NET ASSETS</b>		
General Fund <i>(Note 1)</i>	78,176	101,839
Capital Asset Fund <i>(Note 1)</i>	257	571
	78,433	102,410
	\$ 98,184	\$ 118,035

**ON BEHALF OF THE BOARD**

*Mary-Ann Fuduric* Director  
*Cathy Graham* Director

See notes to financial statements

**LAUBACH LITERACY ONTARIO**  
**Statement of Revenues and Expenditures**  
**Year Ended March 31, 2017**

	Ministry of Advanced Education and Skills Development <i>(Restricted)</i> 2017		General <i>(Unrestricted)</i> 2017	Total 2017	Total 2016
<b>REVENUES</b>					
Grants	\$ 100,000	\$ 13,242	\$ 113,242	\$ 118,636	
Book sales	-	57,613	57,613	48,884	
Conference registration fees	-	17,547	17,547	17,967	
Memberships	-	3,200	3,200	3,875	
Donations	-	867	867	784	
Other income	-	513	513	519	
Interest	-	376	376	351	
	<u>100,000</u>	<u>93,358</u>	<u>193,358</u>	<u>191,016</u>	
<b>EXPENDITURES</b>					
Salaries and benefits	54,024	46,356	100,380	105,583	
Books	-	47,336	47,336	38,913	
Conference	3,651	19,309	22,960	24,277	
Subcontractor	18,798	-	18,798	17,617	
Rent	5,729	-	5,729	5,729	
Office expenses and computer supplies	2,694	1,661	4,355	4,678	
Professional fees	3,742	-	3,742	3,638	
Board meeting expenses	3,299	-	3,299	4,196	
Telephone	2,984	-	2,984	2,941	
Travel	1,596	-	1,596	251	
Insurance	1,484	-	1,484	1,456	
Printing expense	-	1,293	1,293	2,448	
Website	1,184	-	1,184	1,423	
Reference materials, focus groups and meetings	461	503	964	838	
Courier and postage	304	-	304	985	
Professional memberships	50	169	219	299	
Publicity	-	219	219	-	
Professional development	-	175	175	122	
Training	-	-	-	769	
Project administrative costs	-	-	-	104	
	<u>100,000</u>	<u>117,021</u>	<u>217,021</u>	<u>216,267</u>	
<b>DEFICIENCY OF REVENUES OVER EXPENDITURES</b>	<u>\$ -</u>	<u>\$ (23,663)</u>	<u>\$ (23,663)</u>	<u>\$ (25,251)</u>	

See notes to financial statements

# **NOMINATIONS REPORT**

## **For Laubach Literacy Ontario Board of Directors**

### **Nominations Committee**

The Nominations Committee this year was comprised of two LLO Board members: Jo Cryderman, Chair of the Nominations Committee and Mary Ann Fuduric, Secretary-Treasurer; and Lana Faessler, Executive Director of Laubach Literacy Ontario.

### **Nominations Policies and Procedures**

LLO reviews the skills of the board of directors annually. Based on identified gaps in skills, the Nominations Committee recruits individuals for election to the LLO Board of Directors. We also send nomination forms for the board of directors and the student representative to each member organization via email. Nominations were closed on May 16, 2017 (30 days prior to the AGM as per our bylaw).

### **Nominations Procedures**

In accordance with policy guidelines, all literacy students attending the Student Annual Meeting at each year's conference have the right to elect a student representative. Five nominations were received, so there will be an election at the LLO Student AGM on Friday afternoon, June 16<sup>th</sup>, prior to LLO's AGM. The student representative will be announced at LLO's AGM. Once elected, the provincial Student Representative will be bound by all the governing regulations that apply to the LLO Board of Directors as set out in the LLO bylaw.

The LLO Board is comprised of 6 Directors, one of whom is the Student Representative. As there are three vacancies on the LLO board and four people who submitted an application, there will be an election at LLO's AGM. There are two board members who are in the midst of a three year term, so are not up for re-election.

The four nominees are: Jo Cryderman, who would like to serve a second three year term, Gord Ingoglia, Vandra McQuarrie, and Gary Porter. See pages 3-5 for nominee profiles.

### **Voting Procedures**

According to Article 8.1, the Directors shall be elected by a simple majority of votes cast by Voting Members present at the Annual General Meeting or represented by proxy duly appointed.

A representative from each organizational member will receive a voting card when registering for the AGM. There is one vote per organizational member. Voting members present may hold several voting cards, if they are appointed as a proxy for absent members.

Ballots will be distributed to voting members, according to the number of voting cards held. Members can refer to the profiles of the four nominees, and will be given time to fill out their ballot(s) and deposit it into the ballot box. Remember: **choose 3 candidates out of 4 listed.**

Votes will be counted by two independent scrutineers, and candidates with the most votes will be announced by the Chair.

Once voting is completed and votes counted and announced, a motion is made and seconded to accept the slate of directors as presented, and the Chair calls for a vote on the motion. The directors shall be elected by a simple majority of votes cast by LLO members present at the AGM or represented by proxy duly appointed.

### **Officers of the Board**

In accordance with LLO Bylaws, the new Board of Directors will appoint the officers of the Board: President, Vice-President, Treasurer, and Secretary, following the AGM. The officers will be announced at LLO's conference.

#### **Slate of Directors and Terms**

##### **Mid-Term**

June 2016 – June 2019

**Cathy Graham**

**Tracey Mollins**

##### **Completing first 3-year Term:**

June 2014-June 2017

**Jo Cryderman**

*Jo Cryderman  
Chair of Nominations Committee  
LLO Board of Directors*

# Profiles of Candidates for the Term 2017-2018

**Jo Cryderman**  
**Literacy Society of South Muskoka**  
**Gravenhurst, Ontario**



**Nominator: Cathy Graham, Orillia & District Literacy Council**

**Experience or training that addresses the 2017-2018 LLO Board of Directors strategic directions:**

Laubach certification: Master Tutor-Trainer  
Member of LLO's Training, Development and Certification Committee (Operational)

## **Board of Director Experience:**

One of the founding members of Blue Skies Men's Residence Board of Directors (3 years)  
Member at Large of LLO Board (3 years), and support member for the Student Committee.  
Chair of Nominations Committee (1 year).

## **Literacy Experience:**

- Program Manager for Orillia & District Literacy Council – nine years
- Student-Tutor Coordinator for Literacy Society of South Muskoka – eighteen years (current)
- Literacy and Basic Skills (LBS) instructor for Trillium Lakelands District School Board, (TLDSB) Gravenhurst Alternative Education & Training Centre.
- Implemented a pilot project for three months at Fenbrook Correctional Institution working with inmates on PLAR.
- Trained Secondary School students in Huntsville as volunteer tutors for Elementary School students (grades 3-8) for the past decade and currently.
- Received Jubilee Award for literacy contribution

## **Contributions to LLO:**

I feel that I can contribute my time and energy to ensure that adults in Ontario will be able to benefit from the services of LLO for years to come.

I feel that as LBS practitioners we must make sure the Provincial/Federal governments recognize and acknowledge the necessity of our services in every community urban and rural.

## **What I hope to gain:**

I hope to learn more from the people who have served on this Board of Directors so that I am able to contribute my skills as they are needed.

**Gregorio (Gord) Ingoglia**  
**Literacy Council York-Simcoe**  
**Newmarket, Ontario**



**Nominator:** Trisha Patrick, Literacy Council York-Simcoe

**Experience or training that addresses the 2017-2018 LLO Board of Directors strategic directions:**

I have participated in Board governance with LLO conferences and I have experience in many areas working on committees.

**Board of Director Experience:**

I served several terms with Literacy Council York-Simcoe and Laubach Literacy Ontario  
Laubach Literacy of Canada (two terms)  
Ontario Literacy Coalition (one term)

**Literacy Experience:**

I started as a student with Newmarket Literacy Council now Literacy Council York-Simcoe in 1987 which let me to public speaking on literacy and then nominated on the Board of Directors.

**Contributions to LLO:**

I have been a strong advocate for literacy and would like to serve on a board that would give me a more formal opportunity to be a spokesperson and build on the work that LLO has done.

**What I hope to gain:**

To give back to an organization that has given so much to me and to be a voice and face for literacy.

**Vandra McQuarrie  
Literacy Nipissing  
North Bay, Ontario**



**Nominator: Cassandra Smith, Literacy Nipissing**

**Experience or training that addresses the 2017-2018 LLO Board of Directors strategic directions:**

I was fortunate to succeed Jane Jackson as Executive Director of Literacy Nipissing. Jane worked hard at a succession plan. I was the one who benefited the most from her hard work. I have also been training tutors for many years, but not under the LLO system until recently. I have trained tutors but I have also taught under the various programs that the ministry has used over 24 years, so I am familiar with what a tutor needs to teach to a learner.

**Board of Director Experience:**

I have served two terms on my local church board. I was the secretary of the board for one of the terms. We negotiated a transition of staff when one of our senior staff resigned. We had to develop a hiring committee. We also developed the Core Values statements and mission statement for the church.

**Literacy Experience:**

I have worked in literacy for 24 years. I worked as a Program Coordinator and LBS instructor. I have worked in community based programs, school boards and college programs. In 2010 I was part of the OALCF development team and worked on competencies D, E and F. I also created the culminating tasks for the Independence level and the integrated tasks for the apprenticeship goal path.

**Contributions to LLO:**

I feel my experience working in the LBS field would be beneficial to LLO. I have seen many transitions in LBS. I also have experience working with learners and with the implementation of the OALCF. I also have a passion for the rights and voice of the learner to be heard.

**What I hope to gain:**

I would like to be able to have a greater voice for northern programs and for the special circumstances that we face. I would also like to have our agency be at the forefront of new LBS initiatives so that we can continue to give the best service to our learners. It is nice to network also 😊

**Gary Porter**  
**Barrie Literacy Council**  
**Barrie, Ontario**



**Nominator: Judy Desroches, Barrie Literacy Council**

**Experience or training that addresses the 2017-2018 LLO Board of Directors strategic directions:**

- Comfortable with political networking, public relations.
- Experience in Strategic Planning with LLC, LLO and Barrie Literacy Council.
- As a business owner, I have experience in human resources and business management.
- As a prior student representative and chair of the Student Committee, I have been a mentor to new students coming on the board or the Student Committee.
- Became certified Laubach Literacy Tutor in 2015, having completed 17 hour training course:
- Enhances knowledge of tutor training, service delivery and benefits of one to one tutoring in community based agencies.

**Board of Director Experience:**

- Barrie Literacy Council Board member for 7 years, including Chair of the Board
- Laubach Literacy of Canada (LLC) Board member for 4 years
- Laubach Literacy Ontario (LLO) Board member for 6 years, 2 years as Vice-Chair, 3 years as chair.

**Past Literacy Experience**

- Recipient of Canada Post Award 2003
- Student Representative for Barrie Literacy Council, LLC, LLO. First student to chair a board of directors (3 years).
- Guest speaker at Annual General Meetings for North Bay Literacy Council, LLC- Newfoundland, LLO, Barrie Literacy Council. Guest speaker at Barrie Kiwanis, Schools, LLO's Literacy Awareness Day, OLC's Queen's Park Day.

**Contributions to Laubach Literacy Ontario?**

- Good understanding of adult literacy, having come through the system, and getting my GED.
- Leadership skills, team-player.

**What do you hope to gain from this opportunity?**

To help LLO in supporting its member agencies so we can help adult learners reach their goals.

## Highlights of 2016-2017

Successful completion of 13 core Business Plan deliverables, funded by the Ministry of Adult Education and Skills Development (MAESD), which included:

### **CONFERENCE 2016**

✚ Another successful annual conference, with 27 workshops and events. Partial funding for the conference from the Ministry allows us to provide a very low-cost conference. Over 125 attendees including LBS staff, volunteers, EO staff, support organization staff, presenters and learners. We were pleased to partner with the Ontario Native Literacy Coalition again, and thank the Hamilton Literacy Council for hosting the conference at Mohawk College in Hamilton. View highlights, photos and workshop evaluations, here: <http://laubach-on.ca/conference2016>

### **TRAINING MODULES**

✚ Two excellent targeted training modules were developed by Robyn Cook-Ritchie: Writing in the Workplace, and Learning to Learn. Modules include PowerPoints, learner task-based activities, suggested milestones and a learner plan template. They are available for free download here: <http://laubach-on.ca/bookstore/llo-publications?page=2>

### **PROVINCIAL SUPPORT ORGANIZATIONS FOR LITERACY**

✚ LLO is the lead organization for the new Provincial Support Organizations for Literacy. 12 provincial organizations (sectors, streams and support organizations) met three times, and developed two News Bulletins. Along with the Literacy Networks of Ontario, we provided the Ministry with a letter advocating for more funding for LBS organizations.

### **LAUBACH ENHANCED TRAINING SYSTEM**

✚ Maintenance/updating of LETS (Laubach Enhanced Training System)

- Corrine Bird, an apprentice-trainer successfully completed her training plan, and her certification package was approved by two members of LLO's Training, Development and Certification Committee.
- An example of a best practice tutor training workshop schedule, along with the evaluation summary, was posted on our website, and highlighted in our LLO Express.

### **TRAINING POST**

✚ The Training Post Moodle platform--our interactive online training, is maintained by Robyn Cook Ritchie.

- Three agencies requested the personalized online portion of the tutor training blended training segments.
- Three online tutor courses were added for a member agency.
- Twenty-one new users accessed Training Post.
- Moved content to new host site (no longer AlphaPlus), and notified users to re-register at <http://laubach-on.ca/teach/members/onlineclassroom>

## COMMUNITY LITERACY ONLINE FORUM

- ✚ Partnering with CLO to contribute to the new online Community Literacy Forum.

## COMMUNICATIONS AND SOCIAL MEDIA

- ✚ Supporting and informing members through increased communications, needs surveys, bi-monthly LLO Express, and bi-annual Expressions e-magazine.
- ✚ Maintaining and Updating our website at [www.laubach-on.ca](http://www.laubach-on.ca)
- ✚ Facebook and Twitter.

## LLO BOARD OF DIRECTORS

I would like to take this opportunity to thank our hard-working board members. With a reduced board of six people, some have taken on extra duties.

Mary Ann Fuduric, our Treasurer, took on the added role of Secretary when Alicea Fleming resigned. We are sad to see her go, but congratulate her on her new position as Executive Director of the Learning Disabilities Association of Windsor-Essex.

Jo Cryderman took on dual roles as well: Nominations Chair and a member of Training, Development and Certification Committee (TDAC).

Tracey Mollins, LLO's Vice-President, is also Chair of the Policy Committee, and has helped lead us towards a governance model for board and staff.

Rubert Payea has been a great student representative, and chairs LLO's Student Committee.

Last, but hardly least, is our board leader, Cathy Graham, who keeps us all in line. It's been a pleasure working for such a committed Board of Directors.

## LLO STAFF



Mary Anne Baker Lana Faessler Robyn Cook-Ritchie Diana White



## LLO's SOCIAL ENTERPRISE

**Laubach Literacy Ontario** continues to be a distributor of New Readers Press materials which includes resources for learners, tutors, trainers and instructors. We also offer free LLO published documents online.

Proceeds from the Laubach Literacy Bookstore – our social enterprise – are dedicated to supporting our member agencies and their adult literacy students. We use these funds to subsidize the students attending the conference and also to offer the organizational member discount of 30% of bookstore purchases. The balance of our profits goes towards Diana White's salary. She is our Bookstore manager, as well as our office administrator, and excels at customer service and member support.

Our profit for 2016-2017 remains at \$10,000 even though the sales increased by \$9,000. Our expenses were also higher by approximately the same amount. All of our book purchases are in US dollars and the exchange rate is a major factor in the lack of increased profit. The exchange rate has been as high as 1.4000 and continues to rise.



We did acquire a new associate member this year, New Brunswick Public Library Service, enabling them to make purchases at a 20% discount. We also received a very large order in March from Georgian Literacy to supply Adult Learning Centres in Owen Sound.

PayPal continues to be a big asset and enables us to sell to non-members without the risk of bad debt.

Our most popular New Readers Press materials continue to be Laubach Way to Reading, Challenger and Breakthrough to Math.

## A STEP IN THE RIGHT DIRECTION

### LLO's 2016-2017 Business Plan Deliverables

1. Provide low-cost, province-wide, high quality PD and networking opportunities during June conference in London, with ONLC as partner. Three day event piggy-backed onto ONLC's and LLO's AGMs. Local community based/native LBS agencies and the regional network, LLSC, will be involved as support organizations. Workshops of interest to both streams will be offered.
2. Provide LLO Express (Mail Chimp) six times per year to over 145 subscribers.
3. Promote new and most-used resources that support OALCF, social marketing tips, timely updates from TCU/literacy field. Increase # of subscribers through social media and through our social enterprise, the LLO Bookstore.
4. Survey members to determine PD priorities for conference and other needs. Share findings in Expressions. Needs not addressed via conference will be assessed and other methods (i.e. articles for self-study) will be used if possible.
5. Publish and distribute First edition of Expressions electronically and in hard copy. Include information about resources and research, results of member needs survey and the conference call for presenters.
6. Publish and distribute second edition of Expressions electronically and in hard copy. Include information about resources and research, conference report with links to LLO website for workshop evaluations and materials from conference; promote resources and projects from LLO and other support organizations, and EO updates and information.
7. Migrate all content on Training Post Moodle platform (LLO's online classroom) from AlphaPlus server to Contact North's server. Monitor usage, troubleshoot, respond to user queries, respond to version updates, check all links for connectivity on a bi-monthly basis, and improve available modules based on user feedback, update information as needed. Support current member agencies in the delivery of blended tutor workshop delivery to improve efficiency. Set up any new member agencies.

8. Online discussion board created for Executive Directors to communicate with both PSOL and Learning Networks of Ontario (using Basecamp -the leading web-based project management and collaboration tool). Goal is to enhance coordination and share information. In the context of PMF, Provincial Support Organizations will meet 3 times/year to collaborate and share best practices. At least 2 FAQ newsletters per year distributed to all service providers.
9. Deliver an agency mentorship program for programs in need of support to improve program performance. An organizational capacity tool will be developed to help agencies self-assess their needs and create a mentorship plan. Mentorship will be achieved via an online or face-to-face meetings, awareness information distribution, ongoing email/phone support.
10. Maintain and promote Laubach's Enhanced Training System (LETS) for tutor-trainers, including volunteers. Promote as a succession tool. Training, Development Advisory & Certification Committee (TDAC) meeting to review applications, maintain standards. Contact all trainers requesting copies of their most recent/successful workshop schedules and workshop evaluations for analysis and sharing of best practices.
11. Online discussion board created for Practitioners. LLO will partner with CLO to facilitate and promote the online discussion board for Ontario's LBS practitioners to support a provincial community of practice focusing on key LBS topics such as the service delivery functions, data management, OALCF, resources, organizational capacity development, instructional strategies and supports. LLO will develop content for 6-8 new posts monthly between April – March and assist with responding to participant queries/posts on an ongoing basis.

CELEBRATING  
**35**  
years



## Laubach Literacy Ontario

**Laubach Literacy Ontario provides training, resources and services  
to meet the changing needs of our members and adult students  
to create a stronger, more literate Ontario.**

Laubach Literacy Ontario is...

- ✚ A volunteer association dedicated to increasing literacy in Ontario
- ✚ A provincial network of 70 Laubach-affiliated organizations
- ✚ A supporter of the “Each One Teach One” philosophy
- ✚ A provider of professional development and training for both tutors and trainers
- ✚ Affiliated with Pro-Literacy Worldwide
- ✚ A distributor of New Readers Press material
- ✚ An Employment Ontario service funded by the Government of Ontario, through the Ministry of Adult Education and Skills Development.

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