



# ANNUAL GENERAL MEETING Notice of Meeting

Laubach Literacy Ontario's
Annual General Meeting
10:00 a.m., Thursday, June 10, 2021
Online via Zoom

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# **President's Report**

Put up your hand if you are happy to see last year in the rearview mirror??? I have both hands up!! But on the bright side, WE MADE IT THROUGH 
There are times when Laubach Literacy Ontario makes me feel like a proud mom. This past year saw changes to LBS in Ontario like we have never seen before. And I include ministry name changes, RALS to the matrix to OALCF. Some of us have seen more changes than we care to talk about. 2020 – 2021 beats them all. But LLO showed strength, endurance, and leadership at a time when it was needed the most.

Put your hand up if you attended more than 10 Zoom meetings this year? How about webinars?? Did you attend one led by Robin Cook Richie?? I did. Robyn showed leadership to the LBS community in preparing learning activities to share with the field when we were transitioning to at-home learning. She developed curriculum that was much needed for our learners. She worked with other support organizations to ensure that the field was supported when we all felt uncertain and possibly lost. She is a wonderful leader to us and to the field  $\bigcirc$ 

Put your hand up if you spent time looking for new resources for learners to help them cope?? I spent a lot of time looking at the LLO bookstore. What a challenging year Diana faced. Delays in shipping books to our office was challenging for her. But if you called, inquiring about your order, you were always met with her calm, reassuring and happy voice. Our bookstore did very well this year and Diana worked hard to keep it going. She also is a wonderful team member with Robyn and Lana. We all could use a "Diana" in our office. I think she would prevent my "squirreling"

Speaking of Lana, put your hand up if you remember our former ED?? I am sure all hands are up. Lana started the new fiscal year as our bookkeeper. Lana decided in December that she has had enough of us – JUST KIDDING Lana officially retired in December. It is time for her to really rest. We are so grateful for EVERYTHING she has done. She was a real asset in the transition with our ED position and in managing the books. And of course, we are grateful for her leadership in all areas through the years. Lana, it is ok to rest!!!

And finally, put up your hand if you were a learner who survived a year of different learning? I have always believed that our learners are heroes but this year...hero doesn't even come close to describing what you have accomplished. If we could, we would hug you. You didn't stop working toward your goal. There were many days we all wanted to give up, but we couldn't because learners were emailing or knocking at our door to get more work. HEROES.

Thank you again to our many members. We are thankful for your support and trust that you were truly served by the wonderful staff of LLO.

Lastly, thank you to our board members: Cathy, Jo, Mary-Ann, Gary, and Pam. I wish we could meet in person, but Zoom will have to do for now.

This is our second year with no conference. It will be difficult to not be together. But brighter days are ahead and hopefully a conference will be a big part of the future. One day, we can sit around a table and compare stories of the pandemic and how we made it through. Soon.....

Vandra McQuarrie President Laubach Literacy Ontario

# Minutes of Laubach Literacy Ontario's Annual General Meeting 2020 Thursday, June 11, 2020, at 10:00 a.m. Online Go-To Webinar

### **Members Present:**

- Barrie Literacy Council (**proxy**)
- Community Literacy of Ontario
- Community Learning Alternatives (proxy)
- Bridges to Success/Grand Erie Learning Alternatives (proxy)
- Hamilton Literacy Council
- YMCA Literacy Services
- Iroquois Falls Adult Learning Centre Inc. (proxy)
- Kenamatewin Native Learning (proxy)
- Literacy Group of Waterloo Region (proxy)
- Nokee Kwe Native Literacy Centre

- Literacy Link South Central (proxy)
- Gateway Centre for Learning
- Literacy Council York-Simcoe
- Literacy Nipissing
- Six Nations Polytechnic
- Orillia & District Literacy Council
- Durham Catholic School Board (proxy)
- Good Learning Anywhere (**proxy**)
- Niagara Regional Literacy Council
- Literacy Council York South (**proxy**)
- Toronto Laubach Literacy Council
- Learning Disabilities Assoc of Windsor-Essex

### **Board Members Present:**

Vandra McQuarrie (President), Cathy Graham (Vice President), Mary-Ann Fuduric (Treasurer), Jo Cryderman (Secretary), Gary Porter (member at large), Jeremy Katz (Student Representative)

### **Staff in Attendance:**

**Robyn Cook-Ritchie** (Executive Director), **Diana White** (Bookstore and Office Manager), **Lana Faessler** (Financial Administrator)

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

Quorum is 14 Organizational Members (25% of 53 current paid-up members). We have 12 members present and have received proxies for 10 additional Organizational Members bringing the total to 22.

A. After satisfying that quorum was met, Vandra McQuarrie – President called the meeting to order at

10:11 a.m. and welcomed everyone to LLO's 39th Annual General Meeting.

B. Voting Procedure

Robyn Cook-Ritchie explained the online voting procedures:

- First person to 'wave' hand after being asked for motion will make motion
- First person to 'wave' hand after being asked for a seconder will second the motion
- Voting on motions will be done as an electronic poll immediately following each motion
- Those voting that also have proxies must clarify if they are voting against a motion, otherwise all votes they are responsible for will be included when voting on a motion

### 2. Approval of Agenda:

Chair asked for a motion to approve the agenda. Moved by Cathy Graham, Orillia & District Literacy Council Seconded by Helen McLeod, Hamilton Literacy Council All in Favour. No Discussion. Motion carried.

# 3. Greetings from the President:

Vandra McQuarrie welcomed everyone and gave her report.

## 4. Approval of Minutes from June 2019 AGM:

Chair asked for a motion to approve the minutes.

Motion to approve minutes of the June 13, 2019, AGM

Moved by Jo Cryderman, LLO Board Seconded by Helen McLeod, Hamilton Literacy Ontario All in Favour. No Discussion, Motion carried.

### 5. Treasurer's Report:

Chair introduces Mary-Ann Fuduric Treasurer. Mary-Ann summarized the Treasurer's Report

## 6.0 Approval of Audited Financial Statements

Chair asks for a motion to approve the Audited Financial Statements for 2019 -2020.

Moved by Mary-Ann Fuduric, LLO Board Treasurer (LDAO) Seconded by Cathy Graham, ODLC All in Favour, No Discussion. Motion carried.

# 6.1 Motion for Appointment of Auditor for 2020-2021

Chair asks for a motion to appoint Curtis Villar as LLO's auditors for 2020-2021 Moved by Mary-Ann Fuduric, LLO Board Treasurer (LDAO) Seconded by Trish Patrick, LCYS All in Favour. No Discussion. Motion carried.

# 7.0 Nominations Report

Jo Cryderman read Nominations report -

All board members are good standing and are in mid-term so there is no election required.

She announced and welcomed the new Student Representative, Pam Dibblee, Orillia & District Literacy Council, who was voted in using the agreed upon voting system during this pandemic.

Motion to accept the slate of directors as presented Moved by Trish Patrick, LCYS Seconded by Chris Restivo, NRLC All in favour. No Discussion. Motion carried.

### 7.1 Introduction of Board of Directors for 2020/2021

Board of Directors was introduced. Robyn Cook-Ritchie announced that the Board of Directors will meet to appoint the officers of the Board, following the AGM.

# 8. Annual Report Highlights

Robyn Cook-Ritchie gave an overview of 2019-2020 highlights.

### 9. LLO Social Enterprise

Diana White provided a 2019-2020 Social Enterprise report.

### 10. Bylaw Change

Chair asks for a motion to approve the bylaw change so that section 7.22 reads "A director will be elected to hold office for three years, with the exception of the Student Representative who will be elected to hold office for two years"?

Moved by Helen McLeod, HLC

Seconded by: Gary Porter, LLO Board

All in Favour. No Discussion. Motion carried.

# 11. Upcoming Year

Robyn Cook-Ritchie discussed deliverables for the 2020-2021 business year.

## 12. Other Business

None

# 13. Adjournment

Chair asks for a motion to adjourn at 10:43 Moved by Cathy Graham, ODLC Seconded by Christine Restivo (NRLC) All in favour. No Discussion. Motion Carried.

# **Treasurer's Report**

The Statement of Financial position reveals that LLO ended the 2020 fiscal year with a fund balance of **\$92,361**, of which \$53,527.00 is invested, leaving **\$38,834.00** in our General Fund (unrestricted operating surplus). This reflects an increase to last year's General Fund of \$5,700.

### **General Fund:**

- The General Fund accounts for LLO's program delivery and administrative activities.
- This fund reports unrestricted resources and restricted operating grants.
- It is accumulated over the years and includes donations, membership fees, investment interest, and other sources of revenue apart from the Ministry's core funding—particularly our Social Enterprise, the Laubach Literacy Bookstore.

### **Laubach Literacy Bookstore:**

- Profits from the Laubach Literacy Bookstore are used to reduce conference registration fees for students and to offset any losses in the Conference budget.
- See our Social Enterprise report for further details.

#### **Donations:**

Cash donations totalled \$627.00.

### **Staffing:**

 Lana Fassler retired December 30, 2020. Duties completed by Lana were reassigned to Diana and Robyn.

# **LAUBACH LITERACY ONTARIO**

# **AUDITED FINANCIAL STATEMENTS\***

# FOR THE YEAR ENDED MARCH 31, 2021

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



### INDEPENDENT AUDITOR'S REPORT

To the Members of Laubach Literacy Ontario

#### Opinion

We have audited the financial statements of Laubach Literacy Ontario (the Organization), which comprise the statements of financial position as at March 31, 2021 and 2020, and the statements of revenue and expenditures, changes in net assets and cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2021 and 2020, and the results of its operations and cash flows for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, 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.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

 Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

(continues)

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Website www.curtisvillar.ca

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Independent Auditor's Report to the Members of Laubach Literacy Ontario (continued)

- Obtain an understanding of internal control relevant to the audit 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
  Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on
  the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast
  significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material
  uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the
  financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on
  the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may
  cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario May 31, 2021 CURTIS-VILLAR LLP
Chartered Professional Accountants
Licensed Public Accountants

### LAUBACH LITERACY ONTARIO

# Statement of Financial Position As at March 31, 2021

		2021	2020
ASSETS			
CURRENT			
Cash	\$	61,175	\$ 34,337
Term deposits (Note 2)		53,527	53,250
Accounts receivable		2,326	12,727
Inventory (Note 1)		1,130	1,130
Prepaid expenses		1,622	1,622
		119,780	103,066
PROPERTY, PLANT AND EQUIPMENT (Note 3)	_	2,080	1,021
	\$	121,860	\$ 104,087
LIABILITIES AND NET ASSETS			
CURRENT			
Accounts payable and accrued liabilities (Note 4)	\$	25,203	\$ 14,205
Deferred revenue (Note 5)		2,069	997
			15,202
NET ASSETS			
General Fund (Note 1)		92,361	86,646
Capital Asset Fund (Note 1)		2,227	2,239
		94,588	88,885
	\$	121,860	\$ 104,087

### ON BEHALF OF THE BOARD

M. Frederic  Observation of the second of th	Director
0638743130C438 DocuBigned by:	
Vandra McCiharrie	Director

# LAUBACH LITERACY ONTARIO Statement of Revenue and Expenditures Year Ended March 31, 2021

	Lab a De	finistry of our, Training and Skills evelopment Restricted) 2021		General prestricted) 2021	Total 2021		Total 2020	
REVENUE								
Grants	\$	130,928	\$	_	\$	130,928	\$	137,552
Book sales	•	150,526	•	34,718	4	34,718	•	36,506
Memberships		-		2.800		2,800		3.025
Donations		-		627		627		529
Interest		-		376		376		597
Conference registration fees		-		370		370		17.000
Other income		-		-		-		371
Other income	_							3/1
	_	130,928		38,521		169,449		195,580
EXPENDITURES								
Salaries and benefits		91,845		-		91,845		92,369
Books		-		32,448		32,448		30,333
Office expenses and computer								
supplies		6,022		358		6,380		3,919
Rent		6,000		-		6,000		6,000
Professional fees		4,565		-		4,565		4,054
Subcontractor		4,000		_		4,000		4,000
Telephone		3,564		_		3,564		2,543
Website		2,697		_		2,697		1,051
Board meeting expenses		1,766		-		1,766		4,301
Insurance		1,602		-		1,602		1,545
Printing expense		1,290		_		1,290		854
Amortization		1,163		_		1,163		1,219
Reference materials, focus groups								
and meetings		279		-		279		_
Professional memberships		219		_		219		219
Courier and postage		184		_		184		371
Travel		32		_		32		815
Conference		-		_		_		19.052
Management fees		-		-		-		2,654
		125,228		32,806		158,034		175,299
EXCESS OF REVENUE OVER EXPENDITURES FROM OPERATIONS		5,700		5,715		11,415		20,281
REPAYMENT OF MLTSD FUNDING (Note 8)		5,700		-		5,700		
EXCESS OF REVENUE OVER EXPENDITURES	\$	-	\$	5,715	\$	5,715	\$	20,281

# 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, Gary Porter, and Robyn Cook-Ritchie, Executive Director of Laubach Literacy Ontario.

### **Nominations Policies and Procedures**

When there are vacancies on the board, LLO reviews the skills of the board of directors, and based on identified gaps in skills, the Nominations Committee recruit's individuals for election to the LLO Board of Directors. As the Student Representative can serve for three one-year terms, LLO sends nomination forms annually for the student representative to each member organization via email.

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. Due to the pandemic, LLO was again unable to hold our Annual Conference. This year only one nomination was received, so there was no need to hold an election prior to LLO's online AGM on June 10, 2021. I would like to welcome Taylor MacBean as our Student representative for 2021-2022.

The LLO Board is comprised of 6 Directors, one of whom is the Student Representative. As there are no vacancies on the LLO board, there will not be an election at LLO's AGM. All board members are in the midst of a three-year term, so an election is not required this year.

### **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 participate in the online vote by raising their hand using the tool provided for each motion. There is one vote per organizational member. Voting members present may vote more than once if they are appointed as a proxy for absent members.

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 posted on the LLO website after the AGM.

### Slate of Directors and Terms 2021-2022

### Third year of first 3-year term

June 2019-June 2022 Mary-Ann Fuduric

## Third year of last 3-year term

June 2019-June 2022 Cathy Graham

### Second year of second 3-year term

June 2020 – June 2023 Vandra McQuarrie Gary Porter

### Second year of third 3-year term

June 2020—June 2023 Jo Cryderman

> Jo Cryderman Chair of Nominations Committee LLO Board of Directors

# **Executive Director's Report**

My first full year as Executive Director of LLO has been interesting to say the least! Never would I have imagined that we would spend the entire year in and out of lockdown due to the pandemic. While it hasn't always been easy, it was definitely another year of lifelong learning as we navigated this new reality.

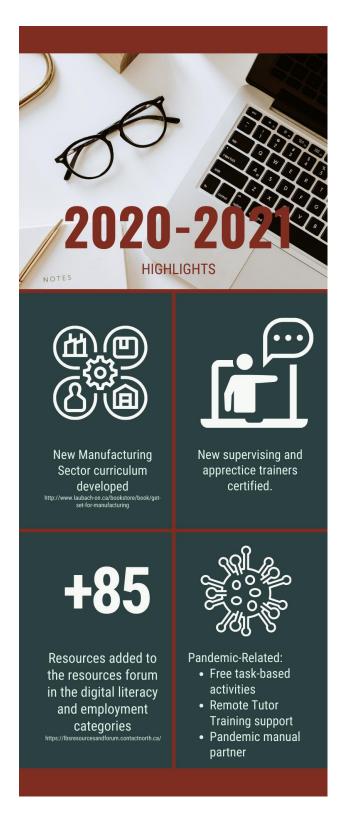
This year has been one of change for the organization. Lana decided to completely retire as of December 31, 2021. Her family means everything to her and as the situation improves, I hope she is able to spend more time with them. I am grateful that she was able to stay on with us for a very smooth transition period and I wish her all the best as she moves on to the next phase!

Diana has taken on some additional responsibilities and has done a fantastic job of keeping everything in order and running smoothly at the office over the last year. Like many of you, most of our work has been virtual, but we able to accomplish our funded deliverables as well as providing additional supports to agencies throughout the year.

Our member agencies have shown incredible resiliency, innovation, and dedication through this past year. I have been amazed by the compassion and support that has been provided to those who matter the most – the learners. I feel like there is some light on the horizon and all the lessons we learned this year will only make our agencies stronger and more adaptable to the needs of learners in the future.

Last year I was hopeful that we would be meeting in person this year-so I will finish with that hope for next year!

Robyn Cook-Ritchie



# **Social Enterprise Report**

**Laubach Literacy Ontario** continues to be a distributor of New Readers Press materials (resources for learners, trainers, and instructors) as well as Orca books (Rapid Reads, a series of adult low-level readers). We also offer free LLO published documents online.

Some members already know that LLO was approached by GrassRoots publishing when they decided to go the 'digital' route. At first contact it seemed like something we couldn't pass up but the more we looked into it, the less ideal it actually was.

- They donated most (if not all) of their Canadian series and readers (which is what we were most excited about being able to offer) to a charitable program in Mozambique which is amazing! But doesn't help the Bookstore.
- The volume of books that they were looking to unload was so much it would likely take years to sell especially considering that most programs loaded up with materials when GrassRoots had their closing out sale.
- Most of their resources are going to continue to be offered on a print as needed basis through Amazon so we would have been under contract to sell for comparable prices. Amazon is able to offer far better shipping rates and even free shipping to their prime customers so we just felt that it would be a losing battle.

Even though sales for the Laubach Bookstore were down about \$1000 from last year, they were still better than expected this past year as we really weren't sure how the pandemic would affect us. We received over \$8,300 more (in orders) than we had budgeted for.

We placed less orders to New Readers Press, stretching out orders to limit incoming product which saved us some money overall with shipping/customs/brokerage fees. This made for some lengthy wait times for some customers, but everyone has been very patient and understanding of the current situation.



For the first time since LLO has had the Bookstore Laubach Way to Reading was not the most ordered resource. Breakthrough to Math was ordered more than any other resource, followed by Challenger and then Laubach Way to Reading. Journey to Success continues to gain popularity and there were more small readers ordered than normal. We're curious to see if this is related to the current situation with the pandemic or if the

trend will continue once things return to (somewhat) normal. We plan to include some questions around preferred resources in an upcoming survey.

Diana White

Laubach Literacy Ontario (LLO) is a volunteer-driven, non-profit charitable organization dedicated to increasing literacy in Ontario, guided by the principle of "Each One Teach One".



LLO has been in existence since 1981 and incorporated since 1992.

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

### **ADDRESS**

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### CONNECT

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