



LAUBACH LITERACY ONTARIO
2021-2022
ANNUAL REPORT



Laubach Literacy Ontario



ANNUAL GENERAL MEETING
Notice of Meeting

Laubach Literacy Ontario's
Annual General Meeting
10:00 a.m., Thursday, June 9, 2022
Online via Zoom

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In Memory of Lana Faessler



This past year, we lost a friend, a mentor, and a literacy champion. Lana Faessler passed away on September 22, 2021 at the home of her grandson and his wife. She was 73 years old.

Lana was the beloved wife of the late Ted Hutton, loving mother of Hayley Mundy and the late Sheri de Valdez. She was also grandma of Chad, Liana, Kristen, Madelyn, Jaxson and Grace and great grandma of Liam, Cooper, Elowen, Holly and Bastien. She loved her family deeply and fiercely and spoke proudly of them all the time.

Prior to retiring in 2019, Lana was at the helm of LLO for 26 years. Even before becoming the Executive Director of LLO, she was a volunteer for many years in the adult literacy field. Lana led the organization through transformations, different funders, and locations but one thing always remained the same – her dedication to and focus on the students. Her passion for literacy was inspiring to everyone she met. She would have been so proud of LLO reaching our 40th Anniversary milestone!

LLO has been located for several years at the Emmanuel at Brighton Daycare Centre. Lana loved being surrounded by all the children at the Centre. LLO will place a reading bench in memory of Lana in the children's play yard at the Centre.

Lana had a place in her heart for everyone she met, and she will be missed dearly. We hope she knows a little piece of all our hearts is with her now.



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 😊 Oh, wait. That was the beginning of last year's report. Don't you just want to scream "I've seen this year before?" I do!!!!!!

Welcome to Laubach Literacy Ontario's year in review, or what we like to call it, "2020 – 2021.2". Many of the things that we have traditionally celebrated are NOT going to be in this report again this year. That makes me sad. We always like to look back on our conference and regale tales of workshops, speeches, awards, and all-around good times. I say this next sentence with a pensive voice - "Maybe next year???" Our staff still are working remotely. Even though they have mastered this new way of working, together is the best way to be.

I want to start this report by acknowledging the passing of our beloved Lana. It was incredibly sad and hard to say goodbye to her. Lana Faessler, our fearless leader for many years, will be missed. When we look back at her life and especially her contributions to LLO, we are so grateful. LLO is in the process of creating a low-level reader about Lana's contributions to literacy. She will be missed but never forgotten.

Another pandemic-themed year does not mean that our staff has not been busy. I am sure you all understand this in your own programs. Our biggest concern over the past year has been ensuring that our staff does not burn out from too much work. In October, the ministry came to Robyn and asked if LLO would be the leading agency in a new OALCF enhancement initiative for the culminating tasks and milestones. New culminating tasks and milestones for the field have been in need for 10 years and this was the time that it would be addressed. Robyn had 5 months to coordinate, create training for the field, prepare the field for writing and then proofread!!!! I do not want to get into all the details of what Robyn had to do, but in the end, it translated to 5 pages of tasks and many, many hours of work!!!! Diana helped by picking up some of the office tasks to assist Robyn while at the same time keeping the bookstore going and completing her other duties. It was a hard 5 months, but I am not surprised that the ministry asked LLO to spearhead this initiative. It was a HUGE deal for the field and the ministry entrusted LLO, Robyn and Diana, to do it well. LLO continues to be one of the leaders of Literacy and Basic Skills in the province.

This year we also were forced to look for 2 new board members. Unfortunately, we are saying goodbye to two amazing board members but fortunately hello to two new board members. We are saying goodbye to Cathy Graham and Mary-Ann Fuduric. Cathy has served on the board for 9 years. She has done her time!! She has served as president and past president. She has a wealth of knowledge about LBS and boards. She will be missed but she really deserves a rest - from us 😊 Mary-Ann has served as our treasurer for the past 3 years. She brings an understanding of finances, which is a skill that only certain people possess 😊 Thank you, Cathy and Mary-Ann for your commitment to LLO. We are also saying a big thank you to our student representative, Taylor MacBean. Taylor has done a wonderful job, especially as it was her first time on a board and doing it during a pandemic!!

Lastly, I would like to say thank you to our members. Through all the challenges we have faced in the past few years, you still show your faith in LLO and the work that is being accomplished. We are so thankful for our supporters.

I will end by repeating my last thoughts from last year. Either I am lazy or sadly, things have not changed. *"This is our ~~second~~ third 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 2021
Thursday, June 10, 2021 at 10:00 a.m.
ZOOM Meeting**

Members Present:

- Barrie Literacy Council (proxy)
- Barrie Learning Centre (proxy)
- Community Literacy of Ontario (proxy)
- Community Learning Alternatives
- Bridges to Success/Grand Erie Learning Alternatives (proxy)
- Literacy Society of South Muskoka (proxy)
- Hamilton Literacy Council
- YMCA Literacy Services
- Kenamatewin Native Learning (proxy)
- Literacy Group of Waterloo Region (proxy)
- Literacy Link South Central (proxy)
- Gateway Centre for Learning
- Literacy Council York-Simcoe
- Literacy Nipissing
- Orillia & District Literacy Council
- Haldimand-Norfolk Literacy
- Good Learning Anywhere
- Niagara Regional Literacy Council
- The MidNorth Network (proxy)
- Literacy Council York South (proxy)
- Tillsonburg & District Multi-Service Centre
- 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)

Regrets:

Pam Diblee (Student Representative)

Staff in Attendance:

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

1. Welcome, Call to Order and Declaration of Quorum

Quorum is 14 Organizational Members (25% of 56 current paid-up members). We have 13 members present and have received proxies for 10 additional Organizational Members bringing the total to 23.

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.

2. Approval of Agenda:

Chair asked for a motion to approve the agenda.

Moved by Cathy Graham, Orillia & District Literacy Council

Seconded by Julie Mallon, Good Learning Anywhere

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 2020 AGM:

Chair asked for a motion to approve the minutes.

Motion to approve minutes of the June 9, 2020 AGM

Moved by Helen McLeod, Hamilton Literacy Ontario

Seconded by Cathy Graham, Orillia & District Literacy Council

All in Favour. No Discussion. Motion carried.

5. Treasurer's Report:

Chair introduces Mary-Ann Fuduric, Treasurer.

Mary-Ann Fuduric summarized the Treasurer's Report.

6.0 Approval of Audited Financial Statements

Chair asks for a motion to approve the Audited Financial Statements for 2020 - 2021.

Moved by Mary-Ann Fuduric, LLO Board Treasurer (LDAO)

Seconded by Jo Cryderman, Literacy Society of South Muskoka

All in Favour. No Discussion. Motion carried.

6.1 Motion for Appointment of Auditor for 2021-2022

Chair asks for a motion to appoint Curtis Villar as LLO's auditors for 2021-2022

Moved by Mary-Ann Fuduric, LLO Board Treasurer

Seconded by Christa Porter, Gateway Centre for Learning

All in Favour, No Discussion. Motion carried.

7.0 Nominations Report

Jo Cryderman read Nominations report –

All board members are in good standing and are in mid-term so there is no election required. No election was necessary as only one nomination for Student Rep was received. Jo Cryderman announced and welcomed the new Student Representative, Taylor MacBean, Orillia & District Literacy Council.

Motion to accept the slate of directors as presented

Moved by Cathy Graham, ODLC

Seconded by Mary-Ann Fuduric, LDAO

All in favour. No Discussion. Motion carried.

7.1 Introduction of Board of Directors for 2021/2022

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 2020-2021 highlights.

9. LLO Social Enterprise

Diana White provided a brief overview of the Bookstore for 2020-2021.

10. Other Business

None

11: Adjournment

Chair asks for a motion to adjourn at 10:37

Moved by Julie Mallon, Good Learning Anywhere

Seconded by Christa Porter, Gateway Centre for Learning

All in favour. No Discussion. Motion Carried.

Treasurer's Report

The Statement of Financial position reveals that LLO ended the 2022 fiscal year with a fund balance of **\$94,080**, of which \$53,648 is invested, leaving **\$40,432** in our General Fund (unrestricted operating surplus). This reflects an increase to last year's General Fund of \$1,700.

Our General Fund—accumulated over the years-- include donations, membership fees, investment interest, and other sources of revenue apart from the Ministry of Labour, Training and Skills Development'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 \$1,726.

We would like to thank the Ministry of Labour, Training and Skills Development for the core funding received in support of our business plan, and the additional funding to support the Ontario Adult Literacy Curriculum Framework (OALCF) Enhancement Initiative project.

The following pages are excerpts from the Auditor's report, which were reviewed and accepted by the LLO Board of Directors. Anyone wishing to view the full report can contact staff at the Laubach Literacy Ontario office.

Mary-Ann Fuduric
Treasurer
Laubach Literacy Ontario

LAUBACH LITERACY ONTARIO

AUDITED FINANCIAL STATEMENTS*

FOR THE YEAR ENDED MARCH 31, 2022

*** 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, 2022 and 2021, 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, 2022 and 2021, 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).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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.

(continues)

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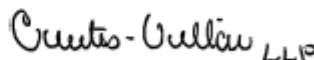
Independent Auditor's Report to the Members of Laubach Literacy Ontario *(continued)*

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.
- 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
June 6, 2022


CURTIS-VILLAR LLP
Chartered Professional Accountants
Licensed Public Accountants


LAUBACH LITERACY ONTARIO

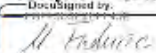
Statement of Financial Position

As at March 31, 2022

	2022	2021
ASSETS		
CURRENT		
Cash	\$ 54,548	\$ 61,175
Term deposits (Note 2)	53,648	53,527
Accounts receivable	7,139	2,326
Inventory (Note 1)	1,130	1,130
Prepaid expenses	1,622	1,622
	<u>118,087</u>	<u>119,780</u>
PROPERTY, PLANT AND EQUIPMENT (Note 3)	<u>3,434</u>	<u>2,080</u>
	<u>\$ 121,521</u>	<u>\$ 121,860</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities (Note 4)	\$ 21,792	\$ 25,203
Deferred revenue (Note 5)	3,428	2,069
	<u>25,220</u>	<u>27,272</u>
NET ASSETS		
General Fund (Note 1)	94,080	92,361
Capital Asset Fund (Note 1)	2,221	2,227
	<u>96,301</u>	<u>94,588</u>
	<u>\$ 121,521</u>	<u>\$ 121,860</u>

ON BEHALF OF THE BOARD


 Vandra McNamee
 Director


 M. Fodor
 Director

LAUBACH LITERACY ONTARIO
Statement of Revenue and Expenditures
Year Ended March 31, 2022

	Ministry of Labour, Training and Skills Development (Restricted) 2022	General (Unrestricted) 2022	Total 2022	Total 2021
REVENUE				
Grants	\$ 215,641	\$ -	\$ 215,641	\$ 130,928
Book sales	-	26,465	26,465	34,718
Memberships	-	2,525	2,525	2,800
Donations	-	1,726	1,726	627
Other income	-	1,500	1,500	-
Interest	-	129	129	376
	215,641	32,345	247,986	169,449
EXPENDITURES				
Salaries and benefits	134,064	7,842	141,906	91,845
Subcontractor	48,983	-	48,983	4,000
Books	-	22,583	22,583	32,448
Office expenses and computer supplies	6,291	201	6,492	6,380
Professional fees	6,275	-	6,275	4,565
Rent	6,000	-	6,000	6,000
Telephone	3,543	-	3,543	3,564
Website	2,638	-	2,638	2,697
Honorarium	2,000	-	2,000	-
Amortization	1,761	-	1,761	1,163
Insurance	1,758	-	1,758	1,602
Reference materials, focus groups and meetings	1,000	-	1,000	279
Courier and postage	601	-	601	184
Board meeting expenses	281	-	281	1,766
Printing expense	227	-	227	1,290
Professional memberships	219	-	219	219
Travel	-	-	-	32
	215,641	30,626	246,267	158,034
EXCESS OF REVENUE OVER EXPENDITURES FROM OPERATIONS	-	1,719	1,719	11,415
REPAYMENT OF MLTSD FUNDING (Note 3)	-	-	-	(5,700)
EXCESS OF REVENUE OVER EXPENDITURES	\$ -	\$ 1,719	\$ 1,719	\$ 5,715

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 a two-year term, LLO sends nomination forms every two years 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 9, 2022. I would like to welcome Jack Osborne as our Student representative for 2022-2024.

The LLO Board is comprised of 6 Directors, one of whom is the Student Representative. This year we have two vacancies on our board. We received two nominations to fill those vacancies. The remaining board members are returning. There will not be an election at LLO's AGM.

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 2022-2023

Third year of second 3-year term

June 2020 – June 2023

Vandra McQuarrie

Gary Porter

Third year of third 3-year term

June 2020—June 2023

Jo Cryderman

First year of first 3-year term

June 2022—June 2025

Jaclyne Edmondson

Sarah Maloney

First year of 2-year term

June 2022—June 2024

Jack Osborne

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

Executive Director's Report

This year has been one with both challenges and successes. Entering a second year of a pandemic meant that we all continued to adapt and change constantly. Literacy agencies across the province continued to show resiliency and creativity as they supported learners in all different ways.

We continued to work primarily virtually but we have maintained our “brick and mortar” office as our “Bookstore Headquarters”.

We tried to focus our development work on resources to support flexible delivery by agencies moving forward. We digitized several of popular materials and made them available for download in the bookstore. We also started an exciting new project this year—publishing our own in-house readers! In 2021-2022 we published two readers in our “Everyday Hero” series and one reader in our “Apprenticeship” series. Moving forward we will continue to add readers and activity books to accompany the readers.

In the 3rd quarter the Ministry approached us and asked us to coordinate the OALCF Enhancement Initiative. Although it was a monumental task with very tight timelines, we felt the work was important and took on the challenge. As a provincial collective, we were able to develop 33 new culminating tasks and 30 new milestones in four months!

For the last two years I have been hopeful that we would be able to meet in person. I remain hopeful that this will become a reality next year!

Robyn Cook-Ritchie
Executive Director
Laubach Literacy Ontario

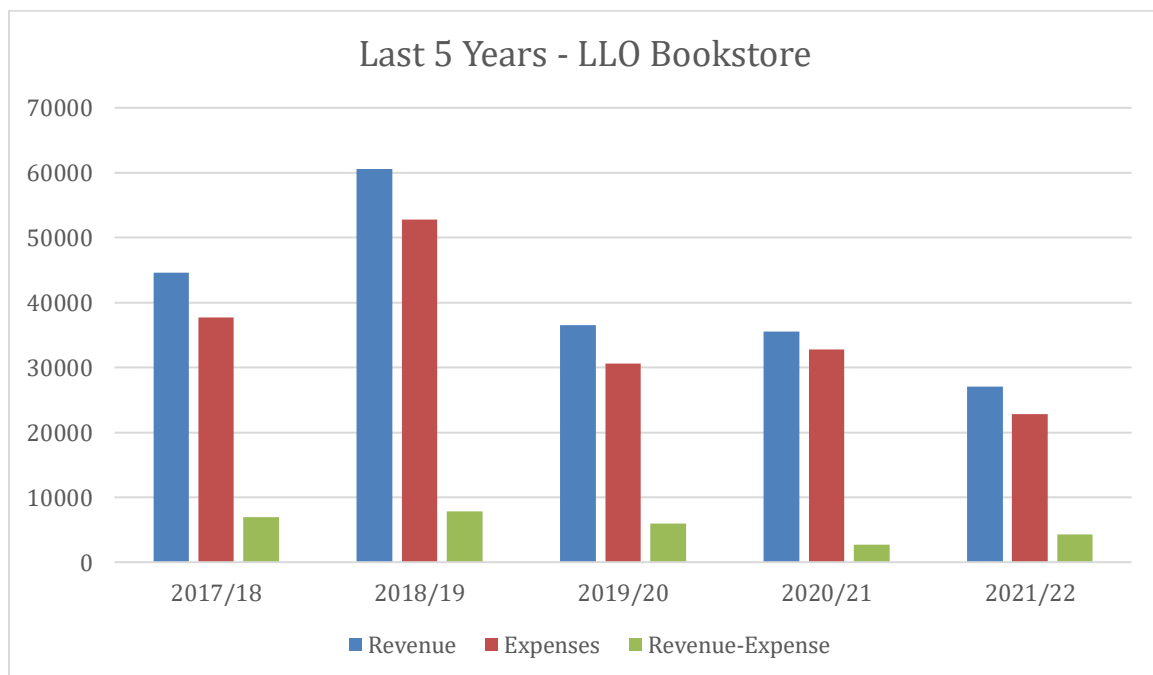


Social Enterprise Report 2021/2022

This past year has been another challenging one...with the continued restrictions around COVID and some challenges in my personal life I am relieved this one is behind us!

COVID continued to make a difference in the resources being ordered. *Breakthrough To Math* was our number 1 seller, followed by *Journey to Success* and *Challenger*. There was more interest in some old favourites – *LifePrints* and *English No Problem* regained popularity in 2022. As COVID restrictions were eased and programs opened back up with in-class learning, the demand for *Laubach Way to Reading* resources has slowly increased.

This was the weakest year yet sales wise. Part of the reason is likely that there were a few weeks that there were issues ordering from the Bookstore online after a security update on our Site. Surprisingly we ended up with a little more money in the Bookstore than we normally do (even after we factor in some expenses that didn't go through until April). This is because there were more orders from non-members than members (and they do not receive any discount off their books).



We're looking forward to the coming year now that things seem to be getting back to normal.

Thanks so much for your continued support! We couldn't do it without you!

Diana White
Bookstore and Office Manager
Laubach Literacy Ontario

Bylaw Change

The following notice was made to members on May 5, 2022.



Notice of Proposed Laubach Literacy Ontario Bylaw Amendment Annual General Meeting Date: June 9, 2022

Meeting will take place online.

Amending Bylaw 7.2.1.1 Nomination Application for the Provincial Student Representative

Current Bylaw	7.2.1.1 Nomination Application for the Provincial Student Representative: The Provincial Student Representative will be nominated and elected at the time of the LLO Conference and AGM. All students attending the Annual Student Meeting will have the right to elect the student of their choice.
Proposed Change	7.2.1.1 Nomination Application for the Provincial Student Representative: The Provincial Student Representative will be nominated and elected at the time of the LLO Conference and or AGM. All students attending the Annual Student Meeting will have the right to elect the student of their choice. The student group from each organizational member, that has paid its annual membership fee, shall have one vote for the elected position of Provincial Student Representative.
New Bylaw	7.2.1.1 Nomination Application for the Provincial Student Representative: The Provincial Student Representative will be nominated and elected at the time of the LLO Conference or AGM. The student group from each organizational member, that has paid its annual membership fee, shall have one vote for the elected position of Provincial Student Representative.

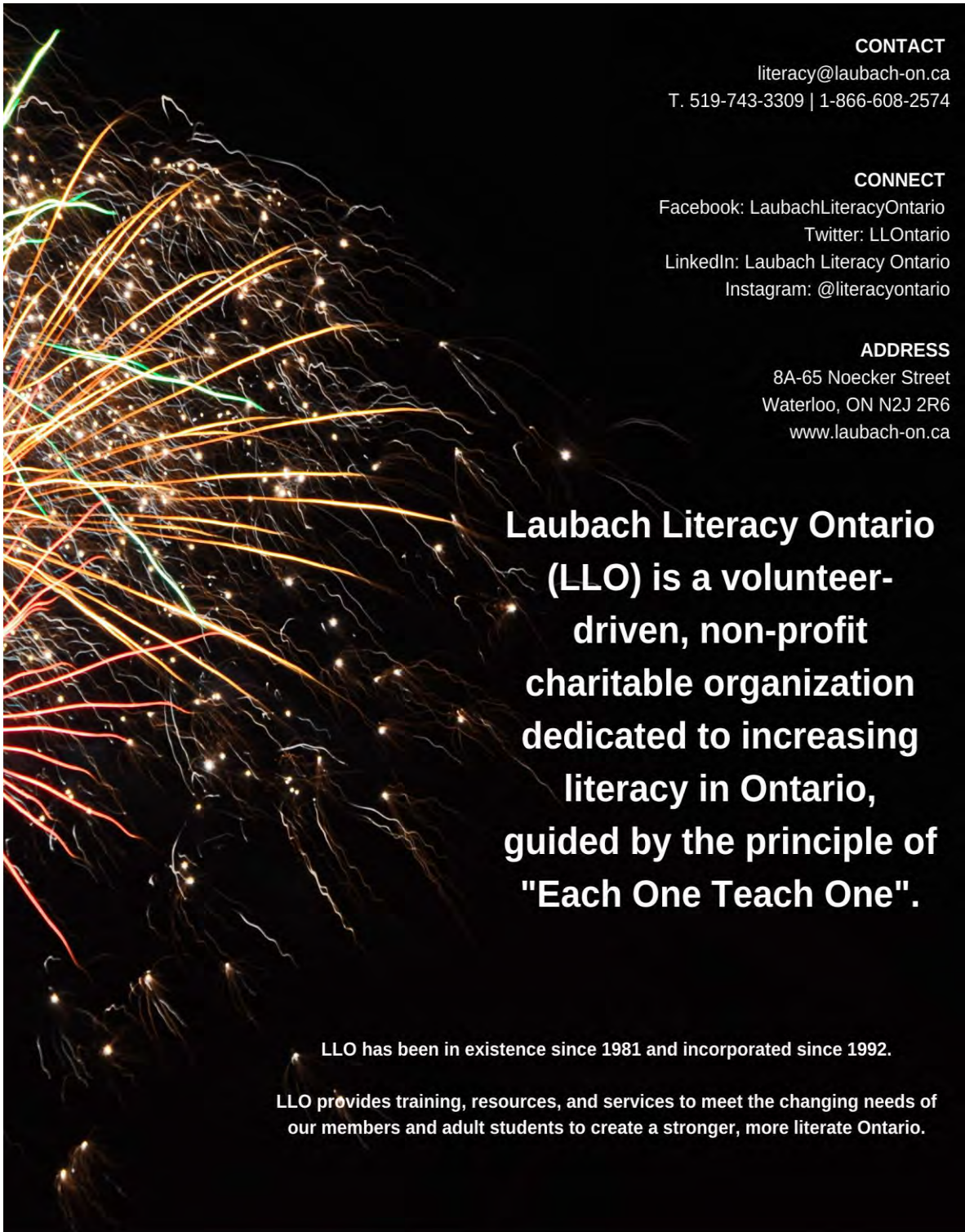
Rationale:

The Student Representative is a very important position on the Laubach Literacy Ontario (LLO) board. Due to COVID-19 we have not had a conference for the past two fiscal years. The change from "and" to "or" clarifies that the election can happen at either the Conference or the AGM. The other proposed change gives each paid-up organizational member a vote for the student representative. Therefore, all members, not just those in attendance at the annual conference and/or AGM will have a say in who the student representative is.

If you have questions or comments about this motion that will be put forth at the LLO AGM on June 9, 2021, please contact us prior to the AGM and we will forward your message to the Chair of the LLO Board of Directors.

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By email: literacy@laubach-on.ca



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**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.



This Employment Ontario service is funded in part by the Government of Canada and the Government of Ontario and through the Canada Ontario Job Fund Agreement.