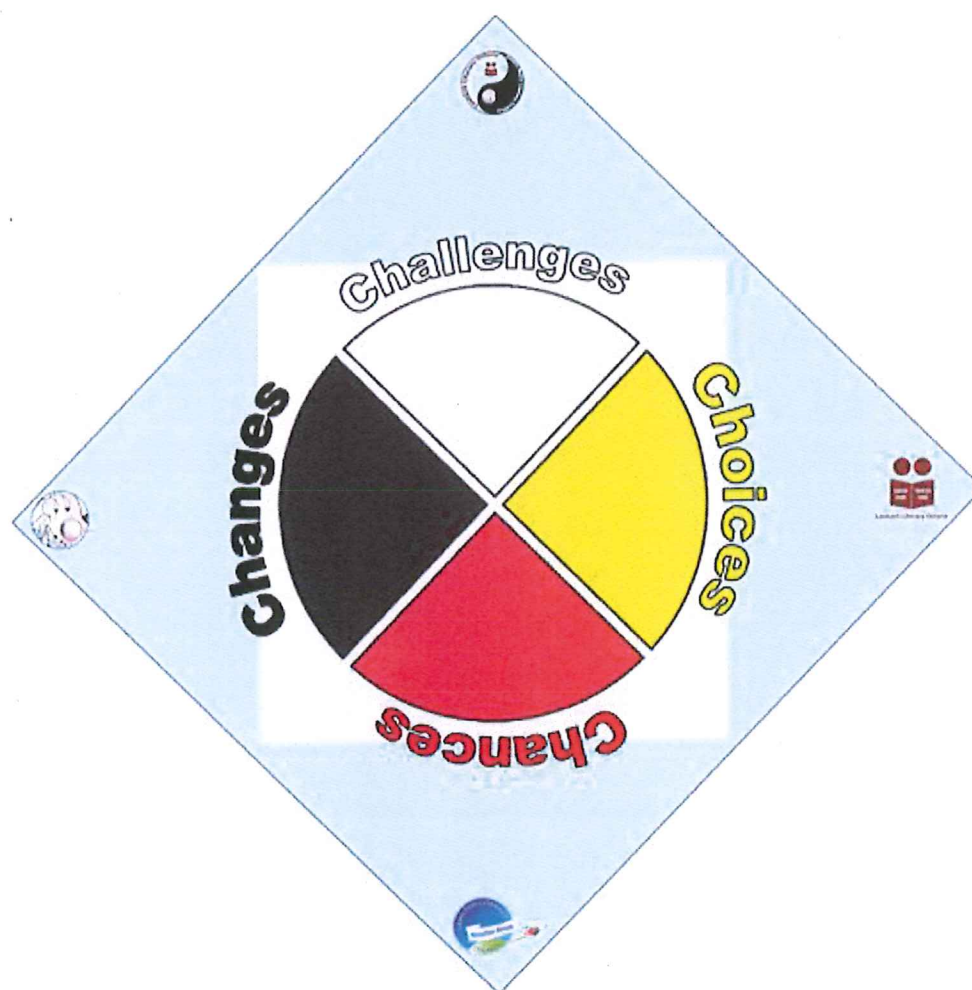


Laubach Literacy Ontario Annual Report 2015-2016

34th Annual General Meeting ~ June 18, 2016



Greetings from the President



Welcome to our 2016 Conference: Changes, Challenges, Choices, Chances; and our 34th Annual General Meeting. I hope everyone is having a fantastic time and that all our workshops exceed your expectations.

I would like to thank the Hamilton Literacy Council for hosting this year and for all the hard work Helen McLeod and her team have done putting this conference together.

It's great to be partnering with the Ontario Native Literacy Coalition for the third year. Michelle Davis and her members provide a unique cultural experience and a different perspective on learning that we could all benefit from. It's always a pleasure sharing resources and experiences, and meeting new people.

This year, the board has been hard at work refining our focus for the future, developing policies to support our members and in streamlining the processes....and the board. We have reduced the number of board members to serve you better by increasing efficiency and decreasing expenses.

Of course, none of this could be done without the inexhaustible support of the LLO team of Lana, Mary Anne, Diana and Robyn. They not only support the board in our endeavours, but provide all the invaluable resources and services that we, as members, have come to rely on. I would like to offer my sincere thanks for everything they do.

Being on the LLO board has been an exciting and rewarding experience. I have learned many things in my roles as Director, Treasurer, and now President. I know I have big shoes to fill in following Gary Porter as President, but I will do my best to serve you and ensure that LLO continues to be an excellent source of information and support to all of our members.

*Cathy Graham
President
Laubach Literacy Ontario*

**Minutes of Laubach Literacy Ontario's
Annual General Meeting 2015
Sunday, June 21, 2015 at 9:00
Lakehead University, Orillia, Ontario**

Members Present:

Barrie Literacy Council	Ontario Native Literacy Coalition
Community Literacy of Ontario (proxy)	Gateway Centre for Learning
Literacy Council Niagara West	Lit Council York-Simcoe (proxy)
Grand Erie Learning Alternatives	North Bay Literacy
Lit Group Waterloo Region-Cam (proxy)	Oakville Literacy Council (proxy)
Core Essentials (proxy)	Orillia and District Literacy Council
Lit Soc of South Muskoka (proxy)	Lit Alliance West Nipissing (proxy)
Hamilton Literacy Council	Literacy Council York South (proxy)
Hamilton Regional Indian Centre	Windsor Public Library (proxy)
YMCA Literacy Services (proxy)	Learning Disabilities (proxy)
Lit Group of Waterloo Region –Kit (proxy)	Saugeen Enjikendaas
Niagara Regional Native Centre	

Board Members Present:

Gary Porter (President), **Jo Mutch** (Vice President), **Alicea Fleming** (Secretary),
Annie Aultman (Student Representative), **Cathy Graham** (Treasurer)
Jo Cryderman (Member at Large), **Mary Ann Fuduric** (Member at Large)

Regrets:

Henry Sum (Member at large), **Tracey Mollins** (Member at Large)

Staff in Attendance:

Lana Faessler – Executive Director, **Mary Anne Baker** – Office Manager, **Diana White**
– Office Administrator

Project Consultants:

Robyn Cook-Ritchie, RCR Consultants

1. Welcome, Call to Order and Declaration of Quorum

Quorum is 17 Organizational Members (25% of 68). We have 11 members present, and have received e-mailed ballots and proxies for 12 additional Organization Members bringing the total to 23.

A. After satisfying that quorum was met Gary Porter – President called the meeting to order and welcomed everyone.

B. The AGM Report was emailed to all members organizations in May, so members hopefully had time to read it. Please feel free to ask questions if you have any.

C. Voting Procedure

Gary 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. When you make a motion, or second a motion, please stand up and state your name clearly. When voting please hold up your voting card.

2. Approval of Agenda:

Chair asked for a motion to approve the agenda.

Moved by Jennifer Ellis, Gateway Centre for Learning and seconded by Jo Cryderman, Literacy Society of South Muskoka

No Discussion followed. Motion carried.

3. Greetings from the President:

Gary Porter welcomed everyone and gave his report.

4. Approval of Minutes from June 2014 AGM:

Chair asked for a motion to approve the minutes.

Moved by Helen McLeod, Hamilton Literacy Council. It was seconded by Cathy Graham, Orillia and District Literacy Council.

No Discussion: Motion carried.

5. Treasurer's Report:

Gary Porter advised that the Treasurer's Report and audited statements would be presented by Cathy Graham, Treasurer.

5.1 Approval of Audited Financial Statements

Chair asks for a motion to approve the Audited Financial Statements for 2014-2015. Moved by Jennifer Ellis, Gateway Learning and seconded by Jo Cryderman, Literacy Society of South Muskoka.

No Discussion. Motion carried.

5.2 Motion for Appointment of Auditor for 2015-2016

Chair asks for a motion to appoint Curtis Villar as LLO's auditors for 2015-2016.

Moved by Marie Belliveau, Niagara Regional Native Centre and seconded by Judy DesRoches, Barrie Literacy Council.

No Discussion. Motion carried.

6.0 Proposed Bylaw Amendments

Jo Cryderman presented the proposed amendments to the bylaws.

2.1 Mission Statement

Currently reads – Laubach Literacy Ontario supports its member agencies in the achievement of higher levels of literacy throughout the province.

Recommended Amendment:

2.1 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.

Chair asks for a motion to accept the proposed bylaw amendment.

Moved by Helen McLeod, Hamilton Literacy Council and seconded by Pedobnoque Shawbedees. Saugeen Enjikendaaswiing Zhaang.

No Discussion. Motion carried.

4.1 Number of Directors and Qualification

Currently reads – The affairs of the Corporation shall be managed by a board of nine (9) directors, each of whom at the time of election or within 10 days thereafter and throughout the term of office shall be a member of the Corporation.

Recommended Amendment:

4.1 Number of Directors and Qualification:

The affairs of the Corporation shall be managed by a board of (6) directors, each of whom at the time of election or within 10 days thereafter and throughout the term of office shall be a member of the Corporation.

Rationale: Due to no project funding, and no Core funding increase, the Board and staff looked at ways to reduce overhead. We are recommending a smaller board, and fewer face-to-face meetings. As well, LLO's Board of Directors is now a governance board. One of the six directors will be a student representative elected at the Annual Student General Meeting.

Discussion: Helen McLeod, Hamilton Literacy Council suggested there should be a Trainer on the board at all times. We currently have one but maybe we need to change the bylaws to indicate this.

Helen also questioned the even number of board members. It was explained that the Chair does not have the right to vote except when there is a tie vote, in which case the chair shall break the tie by voting according to his or her own judgement of the issue.

Chair asked for a motion to accept. Moved by Helen McLeod, Hamilton Literacy and seconded by Michelle Davis, Ontario Native Literacy Coalition.

No further discussion. Motion carried.

7. Nominations Report

Alicea Fleming, Chair of the Nominations Committee summarized the nominations report.

Chair asks for a motion to accept the slate. Moved by Pedobnoque Shawbedees, Saugeen Enjikendaaswiing Zhaang.

No Discussion. Motion carried.

8. Annual Report Highlights

Lana provided some highlights of 2014-2015.

9. Other Business

No new business

10. Adjournment

Chair asked for a motion to adjourn at 9:35. Moved by Jennifer Ellis, Gateway Learning and seconded by Pedobnoque “Shawbedees, Saugeen Enjikendaaswiing Zhaang.

Motion carried.

Treasurer's Report



The Statement of Revenues and Expenditures reveals that LLO ended the 2016 year with a fund balance of 101,839 in our General Fund (unrestricted).

We show a \$25,251.00 deficit of revenue over expenses this year. This means that we had to dip into our accumulated surplus 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 Training, Colleges and Universities core funding—particularly our Social Enterprise, the Laubach Literacy Bookstore.

Profits from the bookstore of \$9,971.00 were used to reduce conference registration fees for students, and to help subsidize travel for member agencies to attend the conference. Our book sales for this year were up (\$48,884) thanks to a large order from New Brunswick Public Library. Unfortunately the exchange was working against us and we had to increase our prices by a small amount, although member agencies still enjoy a 30% discount on purchases.

Donations for this year totaled \$784.00, about half of what we received last year. Donations were received from PricewaterhouseCoopers Canada Foundation in recognition of Henry Sum, a previous board member. One of our board members, who prefers to remain anonymous, donates monthly through Canada Helps. Murray Bechtel also made a generous donation towards the student conference registrations. Once again, we received a donation from CUPE Local 1512, towards supporting literacy students to attend the conference. Various other donations were also received.

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.

We would like to thank MTCU for the core funding received to support our business plan, and the additional funding for two in-year projects.

Mary Ann Fuduric
Treasurer

LAUBACH LITERACY ONTARIO

AUDITED FINANCIAL STATEMENTS*

FOR THE YEAR ENDED MARCH 31, 2016

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



INDEPENDENT AUDITOR'S REPORT

To the Members of Laubach Literacy Ontario

We have audited the accompanying financial statements of Laubach Literacy Ontario, which comprise the statement of financial position as at March 31, 2016 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, 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 audit. We conducted our audit 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 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, 2016 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Guelph, Ontario
May 26, 2016

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

LAUBACH LITERACY ONTARIO
Statement of Financial Position
March 31, 2016

	2016	2015
ASSETS		
CURRENT		
Cash	\$ 46,923	\$ 55,851
Term deposits <i>(Note 2)</i>	51,445	51,174
Accounts receivable	12,407	35,037
Inventory	1,130	1,130
Prepaid expenses	5,559	1,622
	<u>117,464</u>	<u>144,814</u>
PROPERTY, PLANT AND EQUIPMENT <i>(Note 3)</i>	<u>571</u>	<u>1,269</u>
	<u>\$ 118,035</u>	<u>\$ 146,083</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities <i>(Note 5)</i>	\$ 13,855	\$ 15,374
Deferred revenue <i>(Note 4)</i>	1,770	2,350
	<u>15,625</u>	<u>17,724</u>
NET ASSETS		
General Fund	101,839	127,090
Capital Asset Fund	571	1,269
	<u>102,410</u>	<u>128,359</u>
	<u>\$ 118,035</u>	<u>\$ 146,083</u>

ON BEHALF OF THE BOARD

Director

Director

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

LAUBACH LITERACY ONTARIO
Statement of Revenues and Expenditures
For the Year Ended March 31, 2016

	Ministry of Training, Colleges & Universities (Restricted) 2016	General (Unrestricted) 2016	Total 2016	Total 2015
REVENUE				
Grants	\$ 110,000	\$ 8,636	\$ 118,636	\$ 183,000
Book sales	-	48,884	48,884	32,984
Conference registration fees	-	17,967	17,967	15,673
Memberships	-	3,875	3,875	4,050
Donations	-	784	784	1,435
Other income	-	519	519	424
Interest	-	351	351	761
Administrative	-	-	-	18,697
	110,000	81,016	191,016	257,024
EXPENDITURES				
Salaries and benefits	60,927	44,656	105,583	104,064
Books	-	38,913	38,913	27,299
Conference	7,118	17,159	24,277	25,751
Subcontractor	17,617	-	17,617	47,864
Rent	5,729	-	5,729	5,604
Office expenses and computer supplies	3,777	901	4,678	3,097
Board meeting expenses	3,028	1,168	4,196	9,042
Professional fees	3,638	-	3,638	4,262
Telephone	2,919	22	2,941	2,854
Printing expense	-	2,448	2,448	7,829
Insurance	1,456	-	1,456	1,653
Website	1,423	-	1,423	2,607
Courier and postage	826	159	985	443
Reference materials, focus groups and meetings	747	91	838	754
Training	469	300	769	348
Professional memberships	100	199	299	274
Travel	226	25	251	1,865
Professional development	-	122	122	156
Project administrative costs	-	104	104	8,800
Publications and reports	-	-	-	1,283
Publicity	-	-	-	1,840
Honorarium	-	-	-	2,001
	110,000	106,267	216,267	259,690
DEFICIENCY OF REVENUE OVER EXPENDITURES	\$ -	\$ (25,251)	\$ (25,251)	\$ (2,666)

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

NOMINATIONS REPORT

For Laubach Literacy Ontario Board of Directors

2016-2017

NOMINATIONS REPORT

For Laubach Literacy Ontario Board of Directors

2016-2017



Nominations Committee

The Nominations Committee this year was comprised of two LLO Board members: Alicea Fleming, Chair of the Nominations Committee and Mary Ann Fuduric, 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.

Nomination forms for the board of directors and the student representative were sent to each member organization via email. Nominations were closed on May 17, 2016 (30 days prior to the AGM as per our bylaw).

Nominations Procedures

In accordance with policy guidelines, all students attending the Student Annual Meeting at each year's conference have the right to elect a student representative. As there was only one nomination received, an election for student representative will not be needed. The student representative is Rubert Payea, who served as LLO's student representative from June 2011-June 2012.

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.

As there were no board nominations received, and there are five existing board members who are standing for the five vacant positions on the Board, an election will not be needed.

Slate of Directors and Terms

Mid-Term

June 2014 – June 2017

Jo Cryderman
Mary-Ann Fuduric

Mid-Term

June 2015 – June 2018

Alicea Fleming

Beginning second 3-year Term:

June 2016 – June 2019

Cathy Graham

Beginning final 3-year Term:

June 2016 – June 2019

Tracey Mollins

Beginning second 1-year Term:

June 2016 – June 2017

Rubert Payea



Board member profiles are available here:

<http://www.laubach-on.ca/getinvolved/aboutus/org/board>

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.

Alicea Fleming
Secretary and Chair of Nominations Committee

Highlights of 2015-2016

Successful completion of 16 core Business Plan deliverables, funded by MTCU, which included:

- ✚ Another successful annual conference, with 24 workshops and events. Over 125 attendees including LBS staff, volunteers, EO staff, support org. staff, presenters and learners. Proceeds from our social enterprise, Laubach Literacy Bookstore, provided travel subsidies to member agencies, and reduced fees for literacy students. View highlights, photos and workshop evaluations, here: <http://www.laubach-on.ca/teach/news/conference2015>
- ✚ Two blended trainer workshops for apprentice tutor-trainers.
- ✚ Maintenance of LETS (Laubach Enhanced Training System), the Trainingpost Moodle platform, and our interactive website.
- ✚ A webinar, in partnership with Literacy Link South Central, on Working Effectively with Lower-Level Learners
- ✚ Collaborating with Western Regional Networks to deliver a webinar on “Championing LBS Best Practices in the West”. Results were shared with member agencies across Ontario.
- ✚ Supporting and informing members through increased communications, needs surveys, bi-monthly LLO Express, and bi-annual Expressions e-magazine.

Projects:

Two in-year short-term projects (six weeks) were completed by March 31st, 2016:

- ✚ Investigate potential for cost-shared, province-wide public service announcements (PSAs) to attract potential learners. Invite support organizations to participate in the creation of a province-wide campaign plan, including feasibility of cost-sharing/resource-sharing, or submitting a project proposal to ministry, Trillium or other source.

- ✚ Create an intro to ESL-literacy tutoring online Moodle module. Repurpose excellent ProLiteracy ESL training materials for clients that meet the LBS eligibility criteria (benchmark 6) but have additional barriers/needs.

LLO's SOCIAL ENTERPRISE



Laubach Literacy Ontario is a proud distributor of New Readers Press materials, including a variety of resources for tutors, trainers, teachers and adult literacy students.

We also offer free downloads of many publications and resources researched and written by LLO for volunteer tutors and literacy instructors. This year we had over 1,600 visits to our LLO Publications page—a 29% increase from last year.

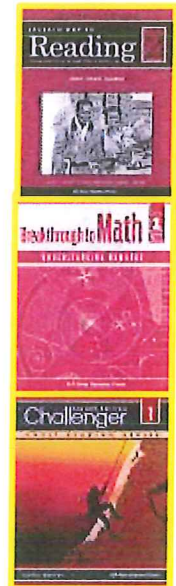
All proceeds from the [Laubach Literacy Bookstore](#) -- LLO's social enterprise -- are dedicated to supporting our member agencies and their adult literacy students, through subsidies to our Conference and substantial member discounts on New Readers Press materials.

As noted in the Treasurer's report, the bookstore had a pretty good year last year due to a large order submitted by the New Brunswick Public Library Service.

Due to the poor exchange U.S./Canada exchange rate we raised the prices in the bookstore by 10% in January of this year so we should see an improvement in profits this year.

The most ordered resource was Laubach Way to Reading, followed by Breakthrough to Math and Challenger. There was a 44% increase in the number of LWR views on our website over last year.

Offering customers the ability to pay by credit card has increased the non-member orders we receive. PayPal is more popular among non-members who used PayPal 57% of the time as opposed to members who only used PayPal 14% of the time.



Conference 2015: Lighting the Path to the Future

Laubach Literacy Ontario and Ontario Native Literacy Coalition partnered last year to provide an exciting, successful conference that was held at Lakehead University Orillia Campus from June 19-21, 2015.

This year there were 23 interesting and informative workshops that included a great selection for everyone.

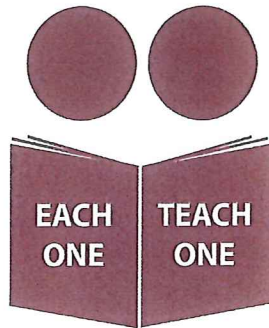
There was also a sharing circle which gave Anglophone and Native LBS agencies an informal opportunity to share ideas, concerns, successes and challenges. And back by popular demand - a scavenger hunt for learners! All of this along with some great food and comfortable accommodations made for a busy but fun weekend.

Thank you to Ontario Native Literacy Coalition for making this such a special conference to remember. We couldn't have done it without you.

We'd also like to thank co-hosts Orillia and District Literacy Council and The Literacy Society of South Muskoka for all of their help. Your help made our lives a lot easier and was very much appreciated.

Conference 2016: Changes, Challenges, Choices, Changes

Laubach Literacy Ontario and Ontario Native Literacy Coalition partnered again this year to provide an exciting conference that is being held at Mohawk College in Hamilton. With over 28 workshop and event choices, we are hoping for a great turnout. The Hamilton Literacy Council is hosting, and with their excellent staff and strong and creative student committee we anticipate everything running smoothly!



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 71 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 Training, Colleges and Universities

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