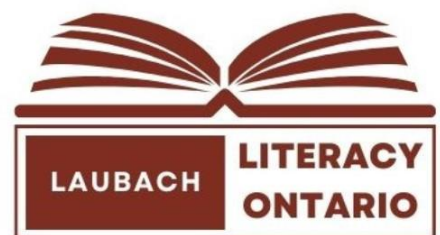
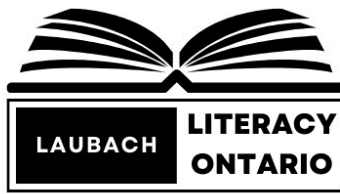


2022-2023 ANNUAL REPORT





ANNUAL GENERAL MEETING
Notice of Meeting

Laubach Literacy Ontario's
Annual General Meeting
10:00 a.m., Wednesday, June 14, 2023
Online via Zoom

Agenda and Table of Contents

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President's Report

WELCOME!!

We are so thankful that you all have been able to join us this year. For some of you, it will be a welcome one-hour break from the new Skills for Success programming and for others this will be a time to catch up with those who understand the challenges you face in your own programs.

Once again, we are hosting our AGM online. I think I have said this for the past 3 years but it is sad that we aren't together for this meeting and our conference but there is always next year. Maybe one year that will come true!!

Laubach Literacy had a VERY busy year, but busyness came because of the confidence that the ministry has in our leadership. LLO was asked by the ministry to develop curriculum resources based on the Skills for Success to be used by programs in their delivery of new programming. Laubach developed 20 resources that fit into SFS. And I must add, they are AWESOME!! Make sure that you take some time to look at what everything developed.

Robyn was also asked to help with getting the new milestones and culminating tasks organized for the repository. I am slowly learning that there is more to being able to use these new tools than just development. Robyn was able to give leadership to helping getting these new resources to the field and hopefully we will be able to use them soon.

With everything going on, Robyn and Diane were able to keep their wits about them and keep the office operating smoothly. The bookstore was used a lot which meant that Diana was hopping 😊 Robyn was successful in accomplishing all deliverables given to the ministry. The literacy field is better because of Robyn and Diana's hard work. Saying thank you both these wonderful women doesn't seem enough. So, if you see them in person, let them know how much they are appreciated.

Jaclyne Edmondson comes to us from Good Learning Anywhere, Sarah Maloney is from the Fort Erie International Academy and Jack Osborne, our student representative is from Literacy Nipissing. All three of these new board members have brought new energy to our board. They all were instrumental in launching a student writing contest in 2023. We as a board were able to meet in-person, for the first time since 2019. I did not realize how much I missed “seeing” everyone until we were able to meet. Jo, Gary and I just sat back and watched the new members shine and then we took all the credit (lol).

Jo Cryderman is leaving our board as of this AGM. Jo continued to serve on the Laubach board even though she was able to retire from working in the field. Jo, our meetings will never be the same without hearing one of your birds singing in the background. Your positive energy and constant affirmations make you such a special part of our group. We are sad to see you go but grateful for everything you gave to our board.

Thank you to all of you for joining us today. We work hard to provide you with valuable tools and resources to make your jobs a bit better. We are forever grateful for your continued support.

Respectfully submitted
Vandra McQuarrie



**Minutes of Laubach Literacy Ontario's
Annual General Meeting 2022
Thursday, June 9, 2022, at 10:00 a.m. (via ZOOM)**



Members Present

- Barrie Literacy Council (proxy)
- Barrie Learning Centre
- Community Literacy of Ontario (proxy)
- Community Learning Alternatives (proxy)
- Niagara West Adult Learning Centre
- Brant Skills Centre (proxy)
- Bridges to Success/Grand Erie Learning Alternatives (proxy)
- Literacy South Halton
- Training & Learning Centre of Renfrew
- North Channel Literacy
- Literacy Society of South Muskoka (proxy)
- Literacy/Numeracy Project Avon Maitland DSB
- Skills Upgrading Programing - Upper Grand DSB (proxy)
- Hamilton Literacy Council
- Iroquois Falls Adult 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
- Six Nations Achievement Centre (proxy)
- Niagara Regional Native Centre
- Good Learning Anywhere
- Northern Connections Adult Learning (proxy)
- YWCA of St. Thomas-Elgin (proxy)
- Learning Disabilities Assoc of Windsor-Essex (LDAWE)

Board Members Present:

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

Regrets:

Taylor McBean (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 15 Organizational Members (25% of 60 current paid-up members). We have 14 members present and have received proxies for 13 additional Organizational Members bringing the total to 27.

A. After satisfying that quorum was met, Vandra McQuarrie – President called the meeting to order at 10:08 a.m. and welcomed everyone to LLO's 40th 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 Trisha Patrick, Literacy Council York-Simcoe

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 2021 AGM:

Chair asked for a motion to approve the minutes of the June 8, 2021 AGM.

Moved by Mary-Ann Fuduric, LDAWE

Seconded by Christa Porter, Gateway Centre for Learning

All in Favour. No Discussion. Motion carried.

5. Treasurer's Report:

Chair introduced Mary-Ann Fuduric, Treasurer.

Mary-Ann Fuduric summarized the Treasurer's Report.

6.0 Approval of Audited Financial Statements

Chair asked for a motion to approve the Audited Financial Statements for 2021 - 2022.

Moved by Mary-Ann Fuduric, LLO Board Treasurer, LDAWE

Seconded by Jo Cryderman, Literacy Society of South Muskoka

All in Favour. No Discussion. Motion carried.

6.1 Motion for Appointment of Auditor for 2022-2023

Chair asked for a motion to approve Curtis Villar as LLO's auditors for 2022-2023

Moved by Mary-Ann Fuduric, LLO Board Treasurer, LDAWE

Seconded by Susan Rupert, Training & Learning Centre of Renfrew County

All in Favour, No Discussion. Motion carried.

7.0 Nominations Report

Jo Cryderman read Nominations report – Cathy Graham has reached the end of her their 3-year term and Mary-Ann Fuduric is leaving us after completing her first 3-year term, so we are in need of 2 new Board members. We received 2 applications, so no election is necessary. Also, as only one nomination was received for a student representative, there was no need for a student election. Jo Cryderman announced and welcomed the three new Board members:

Sarah Maloney, Jaclyne Edmondson, and new Student Representative, Jack Osborne.

Motion to accept the slate of directors as presented.

Moved by Mary-Ann Fuduric, LLO Board Treasurer, LDAWE
Seconded by Amanda Paufler, North Channel Literacy
All in Favour. No Discussion. Motion carried.

7.1 Introduction of Board of Directors for 2022/2023

The 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 2021-2022 highlights.

9. LLO Social Enterprise

Diana White provided a brief overview of the Bookstore for 2021-2022.

10. Bylaw Change

CHAIR requested a motion to approve the bylaw change so that section 7.2.1.1 reads -

“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.”

Chair asked for a motion to accept bylaw change.

Moved by: Cathay Graham, Orillia & District Literacy Council
Seconded by: Jacky Catterick Niagara West Adult Learning Centre

11. Adjournment

Chair asked for a motion to adjourn at 10:39

Moved by Jaclyne Edmondson, Good Learning Anywhere
Seconded by Susan Rupert, Training & Learning Centre of Renfrew County
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 **\$100,424**, of which \$54,404 is invested, leaving **\$46,020** in our General Fund (unrestricted operating surplus). This reflects an increase to last year's General Fund of \$6,344.

Our General Fund—accumulated over the years-- include donations, membership fees, investment interest, and other sources of revenue apart from the Ministry 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.

We would like to thank the Ministry of Labour, Training, Immigration and Skills Development (MLITSD) for the core funding received in support of our business plan, and the additional funding to support the MLITSD Skills for Success (SFS) Project Funding.

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.

Gary Porter
Treasurer
Laubach Literacy Ontario

LAUBACH LITERACY ONTARIO

AUDITED FINANCIAL STATEMENTS*

FOR THE YEAR ENDED MARCH 31, 2023

*** 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, 2023 and 2022, 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, 2023 and 2022, 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)

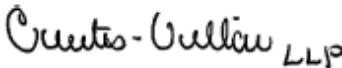
Independent Auditor's Report to the Members of Laubach Literacy Ontario *(continued)*

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
May 30, 2023


CURTIS-VILLAR LLP
Chartered Professional Accountants
Licensed Public Accountants

LAUBACH LITERACY ONTARIO

Statement of Financial Position

As at March 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash	\$ 58,839	\$ 54,548
Term deposits (Note 2)	54,404	53,648
Accounts receivable (Note 3)	16,792	7,139
Inventory (Note 1)	3,573	1,130
Prepaid expenses	3,280	1,622
	136,888	118,087
PROPERTY, PLANT AND EQUIPMENT (Note 4)	3,287	3,434
	\$ 140,175	\$ 121,521
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities (Note 5)	\$ 32,591	\$ 21,792
Deferred revenue (Note 6)	4,942	3,428
	37,533	25,220
NET ASSETS		
General fund (unrestricted) (Note 1)	100,424	94,080
Capital asset fund (internally restricted) (Note 1)	2,218	2,221
	102,642	96,301
	\$ 140,175	\$ 121,521

ON BEHALF OF THE BOARD

DocuSigned by:

Greg Porter

Director

DocuSigned by:

Vandana McQuinn

Director

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LAUBACH LITERACY ONTARIO
Statement of Revenue and Expenditures
For the Year Ended March 31, 2023

	Ministry of Labour, Immigration, Training and Skills Development (Restricted) 2023	General (Unrestricted) 2023	Total 2023	Total 2022
REVENUE				
Grants	\$ 396,236	\$ -	\$ 396,236	\$ 215,641
Book sales	-	36,542	36,542	26,465
Memberships	-	2,650	2,650	2,525
Interest	-	760	760	129
Donations	-	101	101	1,726
Other income	-	-	-	1,500
	396,236	40,053	436,289	247,986
EXPENDITURES				
Subcontractor	164,314	-	164,314	48,983
Salaries and benefits	161,904	-	161,904	141,906
Books	-	33,393	33,393	22,583
Honorarium	31,800	-	31,800	2,000
Board meeting expenses	7,410	-	7,410	281
Rent	6,000	-	6,000	6,000
Professional fees	5,152	-	5,152	6,275
Office expenses and computer supplies	4,027	316	4,343	6,492
Telephone	4,061	-	4,061	3,543
Amortization (Note 4)	1,963	-	1,963	1,761
Insurance	1,780	-	1,780	1,758
Travel	1,186	-	1,186	-
Website	1,140	-	1,140	2,638
Professional memberships	344	-	344	219
Reference materials, focus groups and meetings	260	-	260	1,000
Courier and postage	206	-	206	601
Printing expense	109	-	109	227
	391,656	33,709	425,365	246,267
EXCESS OF REVENUE OVER EXPENDITURES FROM OPERATIONS	4,580	6,344	10,924	1,719
REPAYMENT OF MINISTRY FUNDING (Note 9)	(4,580)	-	(4,580)	-
EXCESS OF REVENUE OVER EXPENDITURES	\$ -	\$ 6,344	\$ 6,344	\$ 1,719

Nominations Report For Laubach Literacy Ontario Board of Directors

Hello everyone and thank you for joining us.

The L.L.O. Board is comprised of 6 Directors. I have enjoyed being on the Board, but my term is completed. Therefore, we have one vacancy on our board this year.

As the Chairperson I hoped to recruit a new member to take my place. Unfortunately, I did not receive any responses so this morning I am putting forward a request to anyone attending who might know of someone who would like to join the Board.

If you are a member of one of the Councils in our Province and wish to help in our battle against illiteracy, we need you!

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. This year represents the second year of a two-year term for our Student Representative.

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.

Current Slate of Directors and Terms 2023-2024

First year of third 3-year term

June 2024 – June 2026

Vandra McQuarrie

Gary Porter

Second year of first 3-year term

June 2022—June 2025

Jaclyne Edmondson

Sarah Maloney

Second 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

2022-2023 Highlights

Resources Forum

50 new Resources added:

- 25 new Underrepresented Groups resources
- 20 new Blended Learning resources
- 5 new Admin and Marketing resources

<https://lbsresourcesandforum.contactnorth.ca/>



Milestones and Culminating Tasks

Original 60 milestones and original 18 culminating tasks were reviewed and updated. Guides and Indexes were also updated. They will be posted in the repository in Q2 of 2023-2024.

Member Support

- Express e-newsletter 6 times per year
- Bookstore
- Professional Development calendar on Resources forum site
- Webinars (LLO driven and PopUP PD)
- Training Post Moodle Site



Skills for Success (SFS) Curriculum Resources

20+ new resources developed to support workplace literacy, apprenticeship, underrepresented groups, and digital technology.

<https://www.laubach-on.ca/Teach/Publications/SFSResources>

SFS Community of Practice (CoP)

- Acted as co-lead for the provincial support organization community of practice
- Attended all individual CoP meetings
- Developed and maintained the SFS CoP website <https://sites.google.com/laubach-on.ca/lbs-sfs-cop/home>
- Lead the liaison process with MLITSD



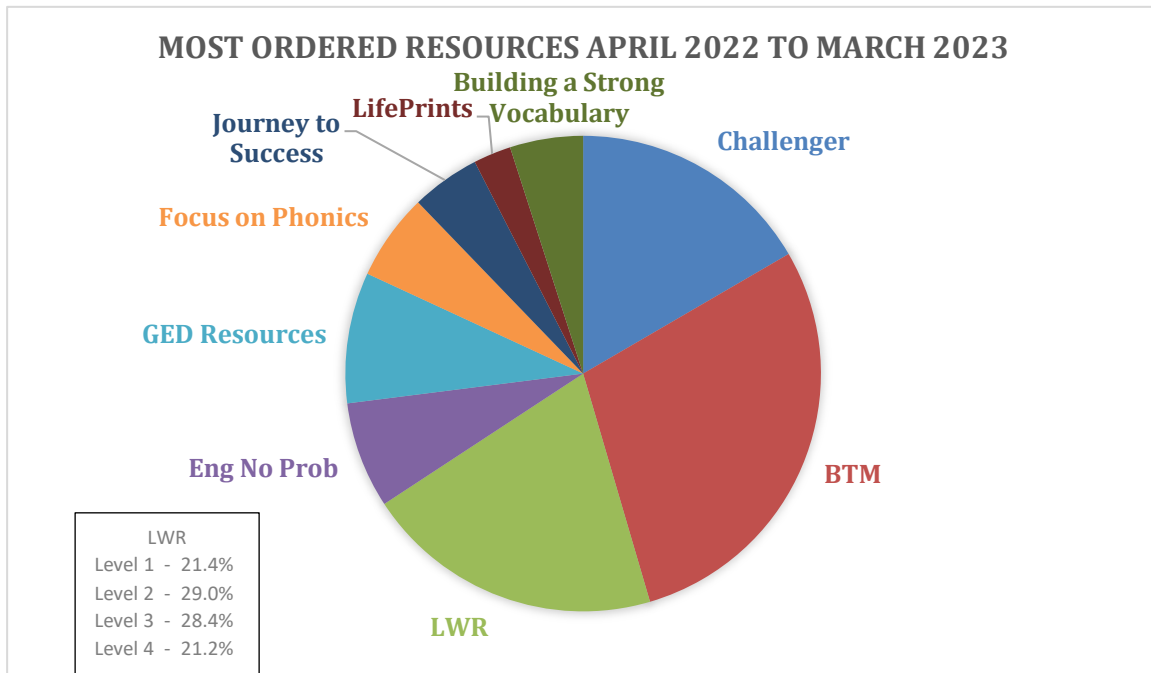
Low Level Readers

A new reader and activity book developed and added to the online site.

New activity books were added for existing readers.

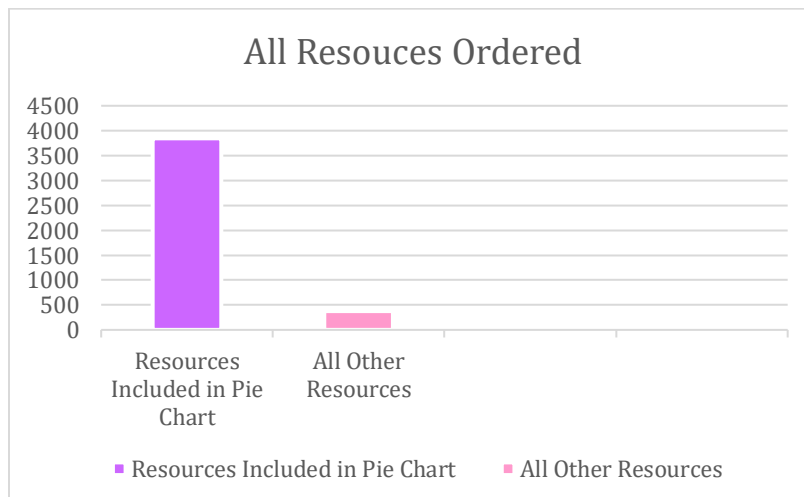
Robyn Cook-Ritchie
Executive Director
Laubach Literacy Ontario

Social Enterprise Report 2022/2023



- Included are any resources with 100 or more booklets ordered through the year.
- Sets have been broken down to individual booklets for numbers.
- GED section is the total of all GED/ScoreBoost related materials.

A total of 3,846 are included in above pie chart which is over 91% of the total ordered (4,223).



Total sales were over \$33,500 - \$9,400 more than last year and over 10,000 more than what was budgeted.

Diana White
 Bookstore and Office Manager
 Laubach Literacy Ontario

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.

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Canada



Ontario



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