



**2009  
2010**

# Laubach Literacy Ontario Annual Report



LAUBACH LITERACY  
Since 19

Prepared by Lana Faessler  
Laubach Literacy Ontario  
2009-2010

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# Agenda

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Laubach Literacy Ontario's  
Annual General Meeting  
Wilfrid Laurier University  
Saturday, June 26, 2010  
5:30 PM

- |     |  |                |
|-----|--|----------------|
| 1   | Welcome and Call to Order                        | Sue Bannon     |
| 2.  | Approval of Agenda                               |                |
| 3.  | Approval of Minutes from June 2009 AGM           |                |
| 4.  | Treasurer's Report                               | Joanne Prior   |
| 4.1 | Approval of Audited Financial Statements         |                |
| 4.2 | Appointment of Auditor for 2010-2011             |                |
| 5.  | Nominations Report                               | Jennifer Ellis |
| 5.1 | Introduction of Board of Directors for 2010-2011 |                |
| 6.  | President's Message                              | Sue Bannon     |
| 7.  | Executive Director's Report                      | Lana Faessler  |
| 8.  | Bookstore Report                                 |                |
| 9.  | Project Reports                                  |                |
| 10. | Committee Reports                                |                |
| 11. | Other Business                                   |                |
| 12. | Announcement of Next Year's Conference           | Sue Bannon     |
| 11. | Adjournment                                      |                |

**Minutes of Laubach Literacy Ontario's  
Annual General Meeting 2009  
Friday, June 12, 2009  
Georgian College, Barrie, Ontario**

**Voting Members Present:**

Barrie Literacy Council  
Quinte Adult Day School  
Literacy Society of South Muskoka  
Literacy Group of Waterloo Region  
North Bay Literacy Council  
Orillia & District Literacy Council  
Port Cares Educational Resource Centre  
Haldimand-Norfolk Literacy  
Literacy Alliance of West Nipissing

Literacy Council of Niagara West  
Adult Literacy Council of Greater Fort Erie  
Hamilton Literacy Council  
Midland Area Reading Council  
Oakville Literacy Council  
Literacy Council of Durham Region  
Northern Connections Adult Learning Ctr  
Niagara Regional Literacy Council

**Board Members Present:**

Helen McLeod, President; Sue Bannon, Vice President; Carol Risidore, Secretary; Connie Morgan, Treasurer; Keith Allen, Student Representative. Members-At-Large: Jane Jackson, Gary Porter, Joanne Prior, Val Sadler

**Staff in Attendance:**

Lana Faessler, Executive Director; Mary Anne Baker, Office Manager; Carolyn Psutka – summer staff

**Project Consultants/Coordinators**

Robyn Cook-Ritchie – Project Coordinator for Integrating Essential Skills into Literacy Tutor Training, Sheila Roberts – web mistress, Hayley Mundy – Independent Evaluator

**Conference Volunteers:**

Barb Stewart, Bev Honchar, Tudor Costache and spouses and friends from Barrie Literacy Council

**Special Guests:**

Arnie Stewart  
Janet Lee Stinson – guest of Arnie Stewart

**1. Welcome and Call to Order**

Helen McLeod, President, welcomed everyone and called the meeting to order at 7:20. She introduced the new Members – Grand Erie Alternatives (Brantford), Learning Disabilities Association of Windsor, Essex (Windsor) and Unemployment Help Centre (Windsor).

**2. Approval of Agenda**

A motion to approve the agenda was made by Barbara Coulson (Sturgeon Falls) and seconded by Jennifer Ellis (Midland). Carried

**3. Approval of Minutes from June 2008 AGM**

A motion to approve the minutes from June 2008 AGM was made by Margaret Maynard (Beamsville), seconded by Chris Andres (St. Catharines). Carried

**4. Treasurer's Report**

Connie Morgan gave the treasurer's report and highlighted the following:

- revenue doubled due to four projects in the year,
- the large donations are received on behalf of ProLiteracy Worldwide and sent to ProLiteracy Family Initiative,
- other donations received from Arnie Stewart, Alison Wasielewski, Helen McLeod and Mary Anne Baker.

#### **4.1 Approval of Audited Financial Statements**

Connie Morgan moved that the audited financial statements be accepted, seconded by Barbara McCahery (Barrie). Carried

#### **4.2 Appointment of Auditor for 2009-2010**

Connie moved that Curtis Villar be appointed as auditors for upcoming year, seconded by Linda Fedderly (North Bay). Carried

#### **5. Nominations Report**

The nominations committee consisted of Val Sadler and Lana Faessler. Val advised that nomination forms were sent to member councils by e-mail and were posted on website.

#### **6. Introduction of Board of Directors for 2009-2010**

Standing for re-election were: Keith Allen, Sue Bannon, Helen McLeod, Gary Porter and Carol Risidore.

Standing for election were Jennifer Ellis and Isabel Mosseler.

Motion to accept the nominees made by Linda Boon (Gravenhurst) and seconded by Wayne Daudelin (Fort Erie). Carried

Other members, Jane Jackson and Joanne Prior are mid-term and stand for remainder of term.

#### **7. Annual Report**

##### **7.1 President's Message**

The President's report was read by Helen McLeod

##### **7.2 Executive Director's report**

Lana Faessler read the Executive Director's report. She recognized Mandy Wilson for all her hard work on the Trillium project – Social Enterprise. She also requested that members send in their numbers for our stats for the government.

##### **7.3 TDAC report**

Connie Morgan read the training and development report advising everyone of the revamping of the training and certification launch this weekend.

She acknowledged the newly certified trainers – Victoria Crouchman and Laurie Lang, and our newest Supervising Trainer Maureen O'Keefe.

##### **7.3 Student Initiative Committee report**

Jane Jackson, support to this committee reported that the committee met face to face in North Bay at Conference 2008 with 60 students in attendance at the annual Student Caucus, and then met three times throughout the year by teleconference.

The students have the opportunity to meet again this year in room K318 at 9:30 Saturday for the Student Caucus and to elect the student representative. (Keith Allen was re-elected).

#### **8. Other Business**

There was no new business to discuss.

#### **9. Announcement of Next Year's Conference**

Yes – we will try to have a conference again next year. Does anyone want to host – perhaps it is a special anniversary for your organization. If so, contact Lana Faessler at Laubach Literacy Ontario.

#### **10. Adjournment**

Helen announced there would be coffee and dessert in Last Class.

A motion to adjourn was made by Jennifer Ellis (Midland) and seconded by Wayne Daudelin. Carried.

## **POST AGM EVENTS**

Saturday morning speaker	-	Garfield Dunlop, MPP in the Alumni Hall
Luncheon speaker	-	Spider Jones
Winner of the 50/50 draw	-	Jane Jackson
Dinner Keynote speaker	-	Gary Porter

- Helen presented farewell gifts to Val Sadler and Connie Morgan.
- Lana and Mary Anne presented gifts to Val and Connie (candles with shells and pearls made by Bev Honchar)
- Helen presented gifts to Lana and Mary Anne – beautiful vases/goblets.
- Janet Leigh Stinson spoke re Fenix Literacy Foundation and her efforts in writing a book about Arnie Stewart.

### **Arnie Stewart Individual Achievement Award**

- Arnie Stewart Awards presented by Gary and Keith.
- Gary presented to the winner - Mike Chamberlain – Literacy Council York Simcoe - Newmarket.
- Keith presented to first runner up – Marg Fogarty – Grand Erie District School Board – Brantford.
- Keith mentioned 2<sup>nd</sup> runner up Barbara Johnson – Open Door Centre (Waterloo Regional DSB) – Waterloo. Barbara's certificate and award were mailed to her for a celebration at her school.
- Photos were taken with everyone. Arnie made a brief speech.

### **Lana Faessler Award**

- Helen presented the Lana Faessler award to Sue Bannon.

### **Karaoke and LLO Idol contest**

Simon (Connie), Randy (Joanne) and Paula (Mary Anne) were in attendance.

The winners were:

- Cliff McGill (student) from Hamilton,
- Bonnie Atkinson (staff) from Hamilton
- Leonard Lavoie (member) Sturgeon Falls.

20 groups/people participated.

## **Treasurer's Report**

### **For the year ending March 31, 2010**

I am pleased to report on the financial affairs of Laubach Literacy Ontario (LLO) for the fiscal year April 1, 2009 - March 31, 2010.

Our total revenue for the year is \$503,088, slightly lower than last year, but higher than in prior years due to ProLiteracy donations and several projects, namely: Social Enterprise Venture (Ontario Trillium Foundation), Employment Ontario Network Development Fund--Conference 2009, and Essential Skills for Literacy Practitioners (MTCU), and Integrating Essential Skills into Tutor Training and Building Literacy and Essential Skills (National Office of Literacy and Learning- Federal Government). Also, we received an increase in core funding from MTCU from \$70,000 to \$90,000.

Our General Fund shows reserves of \$93,752; \$13,370 from this year, and \$80,382 of reserves accumulated over the years. Our accumulated reserves help offset the difference between our core funding and our operating expenses. Our General Fund includes the accumulated reserves, project administration revenue and expenses, Laubach Literacy Bookstore revenue and expenses, donations, membership fees, Conference registration fees and interest on investments. Some of our reserve funds went towards a new photocopier/printer/scanner, and conference subsidies. This year we did not receive funding for the Conference, so LLO has committed over \$6,300 of our reserves to help reduce the cost to participants. This will cover some student subsidies as well as travel subsidies and general workshop expenses.

LLO received charitable contributions for ProLiteracy programs located abroad, in accordance with one of our articles of incorporation "to create and promote literacy programs internationally in conjunction with Laubach Literacy International" (now ProLiteracy Worldwide). This year, LLO received and disbursed over \$70,000 for ProLiteracy's International literacy programs. We also received donations from Diane Coombs and Stephanie Brennan, both of whom are long-time LLO supporters. Diane is a former President of LLO and is from our member organization, the T.R. Leger Reading Program, and Stephanie continues to support the Burlington Literacy Council. Please see our acknowledgement page for a complete list of donors.

LLO is grateful for the ongoing support from MTCU for their core funding and project funding, the National Office of Literacy and Learning (formerly National Literacy Secretariat), and the Ontario Trillium Foundation for project funding.

The following pages are excerpts from the auditor's report. As in the past, the full audited financial statements will be posted on our website at [www.laubach-on.ca](http://www.laubach-on.ca).

*Joanne Prior*  
*Treasurer*  
Laubach Literacy Ontario

**LAUBACH LITERACY ONTARIO**

**AUDITOR'S REPORT AND FINANCIAL  
STATEMENTS**

**FOR THE YEAR ENDED MARCH 31, 2010**

## AUDITORS' REPORT

To the Directors of  
Laubach Literacy Ontario:

We have audited the statement of financial position of Laubach Literacy Ontario as at March 31, 2010, and the statement of revenue and expenditure and fund balance for the year then ended. These financial statements are the responsibility of the organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we have conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many non-profit entities, the organization derives revenue from donations and sundry receipts, the completeness of which is not susceptible of audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to donation revenues, excess of revenue over expenditures, assets and surplus.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the donations referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the organization as at March 31, 2010 and the results of operations and changes in financial position of the organization for the year then ended, in accordance with Canadian generally accepted accounting principles.

Guelph, Ontario  
May 18, 2010

*Curtis-Villar*  
*Professional Corporation*  
CURTIS-VILLAR PROFESSIONAL CORPORATION  
Chartered Accountants  
Authorized to practise public accounting by the Institute of  
Chartered Accountants of Ontario

Curtis-Villar  
PROFESSIONAL CORPORATION

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**LAUBACH LITERACY ONTARIO  
STATEMENT OF FINANCIAL POSITION  
AS AT MARCH 31, 2010**

	2010	2009
<b>ASSETS</b>		
<b>Current</b>		
Cash	\$ 154,445	\$ 82,438
Short-term investments	60,000	10,000
Accounts receivable	54,697	96,031
Prepaid expenses	926	13,231
Inventory	<u>2,496</u>	<u>604</u>
<b>Property, Plant and Equipment (Note 6)</b>	<u>15,427</u>	<u>0</u>
	<b><u>\$287,991</u></b>	<b><u>\$202,304</u></b>
<b>LIABILITIES</b>		
<b>Current</b>		
Current portion of long-term debt	\$ 1,656	\$ 0
Accounts payable and accrued liabilities	11,619	22,347
Deferred revenue (Note 3)	<u>158,927</u>	<u>98,075</u>
	<u>172,202</u>	<u>120,422</u>
<b>Long-Term Debt (Note 7)</b>	<u>5,540</u>	<u>0</u>
	<b><u>\$177,742</u></b>	<b><u>\$120,422</u></b>
<b>FUND BALANCES</b>		
<b>Fund Balances</b>		
Net investment in assets	15,427	0
General fund balance	93,752	80,382
Designated funds (Note 4)	<u>1,070</u>	<u>1,500</u>
	<u>110,249</u>	<u>81,882</u>
	<b><u>\$287,991</u></b>	<b><u>\$202,304</u></b>

APPROVED 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 REVENUE AND EXPENDITURES AND FUND BALANCE**  
**FOR THE YEAR ENDED MARCH 31, 2010**

	Ministry of Training, Colleges & Universities	Ministry of Training, Colleges & Universities	National Office of Literacy and Learning	Trillium	General	Total 2010	Total 2009
<b>Revenue</b>							
Grants	\$ 90,000	\$ 92,791	\$ 103,211	\$ 20,675	\$ 0	\$ 306,677	\$ 375,472
Donations	0	0	0	0	74,805	74,805	66,941
Book sales	0	0	0	0	102,781	102,781	35,107
Other income	0	0	0	0	4,565	4,565	19,804
Conference registration fees	0	0	0	0	10,658	10,658	5,896
Interest	0	0	0	0	652	652	2,585
Memberships	0	0	0	0	2,950	2,950	2,550
Fundraising	0	0	0	0	-	-	150
<b>Total Revenue</b>	<u>90,000</u>	<u>92,791</u>	<u>103,211</u>	<u>20,675</u>	<u>196,411</u>	<u>503,088</u>	<u>508,505</u>
<b>Expenditures</b>							
Subcontractor	860	26,572	53,413	18,799	2,531	102,175	129,679
Salaries and benefits	58,601	7,902	23,017	458	7,574	97,552	103,221
Books	0	0	0	0	70,228	70,228	33,219
Pro Literacy	0	0	0	0	69,726	69,726	62,032
Conference	0	52,974	0	200	10,658	63,832	33,162
Office expenses and computer supplies	9,674	740	2,331	74	15,146	27,965	7,348
Publications and reports	1,700	1,546	9,691	0	133	13,070	5,090
Board meeting expenses	6,171	0	0	0	835	7,006	6,532
Website	0	1,000	5,720	0	0	6,720	6,990
Rent and utilities	4,397	0	900	0	0	5,297	5,271
Professional fees	3,043	0	1,871	0	0	4,914	4,034
Member support	247	0	0	0	4,571	4,818	1,662
Travel	389	185	2,495	550	0	3,619	7,742
Telephone	2,112	19	930	391	147	3,599	4,338
Project administrative costs	0	1,484	0	203	852	2,539	13,288
Courier and postage	800	344	574	0	9	1,727	770
Honorarium	50	0	1,550	0	0	1,600	44,398
Reference materials, focus groups and meetings	210	25	719	0	178	1,132	3,124
Publicity	858	0	0	0	33	891	213
Training	549	0	0	0	230	779	1,865
Professional memberships	339	0	0	0	159	498	769
Professional development	0	0	0	0	31	31	1,048
Insurance	-	0	0	0	0	0	1,544
Donations and gifts	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<u>90,000</u>	<u>92,791</u>	<u>103,211</u>	<u>20,675</u>	<u>183,041</u>	<u>489,718</u>	<u>477,339</u>
<b>Other Income and Expenditures</b>							
Interest earned	2	7	0	0	0	9	29
Interest owing	2	7	0	0	0	9	29
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Surplus for the year</b>	0	0	0	0	13,370	13,370	31,166
<b>Fund balance, beginning of year</b>	0	0	0	0	80,382	80,382	49,216
<b>Fund balance, end of year</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 93,752</u>	<u>\$ 93,752</u>	<u>\$ 80,382</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2010**

**1. Operations and Significant Accounting Policies**

Laubach Literacy Ontario is a not-for-profit volunteer provincial association that supports Laubach affiliated community based literacy agencies in Ontario. The organization is a registered charity under the Federal Income Tax Act.

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles for such not-for-profit organizations. The significant accounting policies are as follows:

**(a) Revenues and Expenditures**

Ministry of Training, Colleges & Universities funding for core operations and field development projects and National Office of Literacy and Learning projects and interest revenue and expenditures are recorded using accrual basis of accounting. Memberships, donations, fundraising, training, annual conference, and other workshop revenues are recorded when received.

**(b) Property, Plant and Equipment**

Property, plant and equipment are expensed in the year of purchase in order to conform with program budgets and government assistance.

**(c) Donated Materials and Services**

Donated services are difficult to evaluate as the organization depends heavily upon volunteers and therefore are not recorded in the financial statements. Donated materials are recorded when a fair market value can be evaluated.

**(d) Designated Funds**

Designated funds represent monies which have been allocated for a specific use and are not available for the general operation of the association.

**(e) Measurement Uncertainty**

The preparation of the financial statements in conformity with Canadian generally accepted accounting principles requires that the board make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

**LAUBACH LITERACY ONTARIO**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2010**

**2. Corporate Income Taxes**

The organization is a non-profit organization and is therefore exempt from corporate income taxes.

**3. Deferred Revenue**

	2010	2009
Essential Skills for Literacy Practitioner	\$ 46,309	\$ 0
Building Literacy and Essential Skills	99,618	0
Ontario Trillium Foundation	<u>0</u>	<u>20,675</u>
	145,927	20,675
Laubach Literacy Ontario		
Prepaid conference registrations	13,000	1,400
Conference grants	<u>0</u>	<u>76,000</u>
	<u>\$ 158,927</u>	<u>\$ 98,075</u>

**4. Designated Funds**

	Revenue	Expenses	2010 Fund Balance	2009 Fund Balance
Suzy Harris Fund	\$ 0	\$ 430	\$ 570	\$ 1,000
Book Loan Fund	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>
	<u>\$ 0</u>	<u>\$ 430</u>	<u>\$ 1,070</u>	<u>\$ 1,500</u>
Suzy Harris Fund				

This fund was established in memory of Suzy Harris and is to be used for Practitioners training purposes that would be consistent with the mission statement of the Laubach Literacy Ontario.

Book Loan Fund

This fund was set up to temporarily lend new councils \$500 which enables them to purchase books for their library. The money is to be returned when they have the funds.

# **NOMINATIONS REPORT**

**For Laubach Literacy Ontario Board of Directors**

**2010-2011**

## **NOMINATIONS REPORT**

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

### **2010-2011**

#### **Nominations Committee**

The Nominations Committee this year was comprised of Jennifer Ellis of Midland Area Reading Council, Nancy Friday of AlphaPlus and Lana Faessler of Laubach Literacy Ontario.

Nomination Forms were sent to each member Council via email and were also posted on our Website. Councils were encouraged to pass all information to other staff, students and volunteers. An article called “Leaders Wanted” was in LLO’s spring edition of Expressions, our quarterly e-magazine, and circulated widely.

#### **Nominations Bylaw**

As in previous years, nomination applications must be received by the Nominations Chair no later than 45 days before the Annual General Meeting.

The bylaws state: “A Director will be elected to hold office for three years, with the exception of the Student Representative who will hold office for one year. Any Director may offer for re-election for a maximum of three (3) consecutive terms, providing they remain qualified. An Executive position(s) may be held for a maximum of three consecutive years.”

#### **Provincial Student Representative**

In accordance with the Student Caucus Policy guidelines, all students attending the Student Caucus at each year’s conference have the right to elect a student representative. As there was only one nomination received, an election will not be needed.

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.

#### **Nominations Policy**

LLO will review the skills of the board of directors annually. Based on identified gaps in skills, the nominations committee will recruit individuals for election to the LLO Board of Directors.

## **Voting Procedures**

As five board members are in the midst of three-year terms, and two nominations were received, there are two vacancies on our nine-member board. Therefore, an election will not be necessary.

- ☐ A motion is made and seconded to accept the list of nominees as presented.
- ☐ 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.

## **List of Nominees**

Sue Bannon, Carol Risidore, Gary Porter and Jennifer Ellis were elected for three year terms last year. Joanne Prior is in her third year of a three-year term.

### **Standing for election:**

Tracey Mollins, AlphaPlus Centre  
Rubert Payea, Student Representative

In accordance with LLO Bylaws, the new Board of Directors will appoint the officers of the Board: President, Vice-President, Treasurer and Secretary.

## Board Nominee Profiles

<b>Tracey Mollins</b> <b>AlphaPlus</b>
---

### Previous Board Experience

- Metro Toronto Movement for Literacy (MTML) Board member 1999-2004

### Past Literacy Experience

- Literacy Tutor, Practitioner Trainer, LBS instructor at Toronto District School Board and at St. Christopher House Adult Literacy Program; online instructor for LBS learners and practitioners at AlphaPlus.
- Researcher/writer and website develop for MTML, the Ontario Literacy Coalition (OLC), the Movement for Canadian Literacy (MCL), the Ontario Institute for Studies in Education (OISE), Festival of Literacies, the Centre for Literacy of Quebec and RiPAL BC, the Canadian Union of Public Employees (CUPE), the Nova Scotia Federation of Labour (NSFL) and Community Literacy of Ontario (CLO) on a variety of projects over the past ten years. Also publisher of *Literacies*, a journal about adult literacy research-in-practice in Canada for six years.
- Currently working with the Toronto District School Board on a professional development project for practitioners to enhance in-class learning with new media and e-learning.

### Experience or Training that will address the LLO Strategic Directions

- Program management, partnership building, grant/proposal writing, finances, e-learning, public relations.

### What contributions do you feel you can make to Laubach Literacy Ontario?

- The work I have been doing over the past 10 years has afforded me some amazing opportunities to research, learn and reflect upon the complexities and simplicities of this work that we do...and love. I hope I can bring some of the things I have learned to LLO. I expect that relationship will be reciprocal but I hope the things I have learned will be a good complement to the expertise at the LLO.

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

Among other things, I am so very interested in the ways that LLO respects and reflects learners in its development and the way learner voices are represented and valued within the organization. It looks effortless but I know it must be hard work and I want to know how you do it. I am also interested in any opportunity I have to connect with other literacy workers and learners from around the province. I like to keep my view of literacy work as broad and deep as possible.

<p style="text-align: center;"><b>Rubert Payea</b> <b>Literacy Council of Niagara West</b></p>
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**Previous Board Experience**

- Literacy Council of Niagara West – four years
- Co-op Board – 10 years

**Past Literacy Experience**

- Literacy student since May, 2004.

**Experience or Training that will address the LLO Strategic Directions**

- Public speaking experience: 12-step meetings, 2003-present (chair)
- Provide e-learning and computer training to tutors, students, 2008-present
- Event experience – Annual community family literacy event for Niagara West
- Workshop Panel member for Niagara Workforce & Planning Board

**What contributions do you feel you can make to Laubach Literacy Ontario?**

Encouraging adult students, give tips on coping, be a model for them. Help other students.

**Brief Biography**

Received Arnie Stewart Award in 2007

Runner-up for Arnie Stewart Award in 2006

Interests and hobbies: computers, repairing, teaching, reading mystery novels.

# President's Message

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Well my first year as president has come and gone! I would like to take a moment and recognize all of LLO's Board Members and thank them for all the hard work and dedication they have shown to LLO and its members over the past year. What an awesome bunch of people and it has been a real pleasure to work with each and every one of them this past year! Thank you to Carol Risidore, Helen McLeod, Joanne Prior, Jennifer Ellis, Gary Porter, Keith Allen and Jane Jackson!

In November 2009 many of us attended Queen's Park with some students, practitioners and volunteers and had a very successful day speaking to Ministers, MPP's, press people and anyone else who would listen to us. Thank you to all of you that took time out of your busy schedules to attend Queen's park and speak on the importance of Literacy and Basic Skills Community Based programs. LLO was encouraged by the strong support we had for this event and have scheduled Monday November 15<sup>th</sup>, 2010 to hold our 2<sup>nd</sup> Annual Literacy Awareness Day event at Queens Park. If anyone is interested in participating in or helping to organize this event, please contact the LLO office. Stay tuned for more details!

We must not forget to recognize our fantastic staff at the LLO office. Lana Faessler and Mary Anne Baker are to be commended for holding things together and must be recognized for all the hard work they do for us each and every day. Thank you Lana and Mary Anne!!!

In closing, LLO, along with all our members, have become quite a team! I encourage you all to continue to raise awareness of literacy issues, and stand together and help one another through these difficult times.

*Sue Bannon*  
President

Do not follow where the path may lead.  
Go instead where there is no path and leave a trail.  
~ **Harold R. McAlindon** ~

# Executive Director Report

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Our focus this past year was on supporting our members--from organizing the Literacy Awareness Day (LAD) event at Queen's Park, through revamping our website, expanding services at the Laubach Literacy Bookstore, providing an updated provincial pamphlet which lists contact information for member agencies, providing online training through our LLO Training Post (Moodle), strengthening the provincial Student Committee, providing a conference, responding to our members' needs assessment surveys, updating the tutor training handbook and making it available to the literacy field through our website, providing multi-media trainer resources to our tutor-trainers, and providing a top-notch quarterly magazine "**Expressions**" to both our members and the literacy field. Our members and our tutor trainers receive this magazine in hard-copy as well, and it has proven to be a popular learning resource for literacy students, as well as an informative and entertaining platform with links to the World Wide Web.

This past year saw the culmination of a two year federal project on "*Integrating Essential Skills into Tutor Training*", and the beginning of a new provincial project that looks at "*Essential Skills for Literacy Practitioners*" (see page 26 for more details). Another federal project that focuses on creating authentic and thematic learning materials for adult learners, called "*Building Literacy, Essential Skills and Life Skills through Thematic Learning Modules Using Authentic Materials*", is also an exciting new venture for us, thanks to the multi-talented **Robyn Cook Ritchie**, our star project coordinator and editor of *Expressions*. We are the envy of many an organization to have such a dynamic and knowledgeable person in our employ, and supporting our mission.

We were fortunate to have former summer student, **Tudor Costache**, re-design the LLO website this year. Staff can now update our website whenever needed to ensure content is relevant and up-to-date. Tudor remains on-call to assist us with technical issues. I would like to sincerely thank Tudor for his patience and perseverance in producing a professional and functional site. I would also like to recognize and thank Tudor for his ongoing volunteer work as official conference photographer.

LLO's membership continues to grow, and we warmly welcome four new member agencies who joined in the past year--- **Literacy London** (London), **Algoma District School Board** (Sault Ste Marie), **AlphaPlus** (Toronto), and **Frontier College**. LLO's membership is becoming increasingly diverse and includes not only community-based agencies, some of them unfunded, but also a prison program, several school boards, an employment agency, a Learning Disabilities agency, a provincial organization (AlphaPlus) and a national organization (Frontier College). We recently created a category of "preferred customer" to our Bookstore to enable us to provide substantial discounts and resource support to literacy organizations in Ontario, and Laubach organizations in other provinces.

The Laubach Bookstore is becoming a successful social enterprise, while at the same time benefitting literacy programs, tutors and learners, thanks in part to the hard work and creativity of our Office Manager and Bookstore Manager, **Mary Anne Baker**. How she manages to do it all in 3 days a week constantly amazes me, and as many of you know, she does it with style and humour.

LLO is fortunate to be led by such people as **Sue Bannon**, who was instrumental in pulling LAD together and **Helen McLeod**, who, as past president, led us for many years through our old strategic plan, and has now helped set the stage for LLO's future through our new vision and plan. Helen will be sorely missed, but fondly remembered. Thankfully she is staying on the Training, Development and Certification Committee, a committee vital to LLO's training mandate.

Two other board members are, sadly, leaving us—both of them from the North Bay Literacy Council. **Jane Jackson's** level-headedness and years of literacy experience served LLO and I well. She continues to train tutors, leads a dynamic team of trainers and apprentice-trainers, and manages the daily affairs of her literacy agency. **Keith Allen**, who ably served as the provincial student representative, was a strong voice for students at the LAD event, when he met with Minister Malloy.

LLO's Board of Directors is made up of people like Jane—who work full-time in the literacy field and still have the time and interest to volunteer for a provincial organization—**Carol Risidore** of the Literacy Group of Waterloo Region which is hosting this year's conference, **Joanne Prior** of the Barrie Career Centre, who was the conference coordinator last year when Barrie Literacy Council hosted last year's conference, and **Jennifer Ellis**, who somehow found the time to take AlphaPlus' Advanced Moodle Course and provide LLO's Training Post with an ESL module. **Gary Porter**, a former student representative who became President of his local Council (Barrie), now serves on the board as a member-at-large, continues to provide support to the student committee. He looks forward to mentoring our new student representative, **Rubert Payea**. As we say goodbye to some board members, we open our arms to both Rubert and **Tracey Mullins** of AlphaPlus, and look forward to an exciting new year with both new and seasoned board members.

I would sincerely like to thank those volunteers who worked behind the scenes on our committees this past year: For training, we had **Marilyn Davies, Jennifer Ellis, Stephanie Hobbs, Connie Morgan, Maureen O'Keefe, Carol Risidore**, and last, but not least, **Sheila Roberts**. For students, we had **Keith Allen, Mark Chamberlain Gary Porter, Rubert Payea**, and **Jack Osborne** on the student committee. The new OPP committee (Operational Policies and Procedures), chaired by **Carol Risidore** and the **Nominating Committee** chaired by Jennifer Ellis broke new ground this past year.

I especially want to thank **Carol Risidore and the Literacy Group of Waterloo Region** for taking on coordination of this year's conference in a year that saw no funding opportunity to finance a three-day conference. It takes a LOT of volunteers and a LOT of staff time to coordinate a conference of this size without extra staff. It also costs participants four times as much to attend, and yet we have over 120 people registered and are looking forward to another amazing conference pulled out of thin air. Thanks to Carol, LLO was fortunate to obtain an "Employment Matters" administrative assistant through Ontario Works, and **Diana White** has been an enormous help with the conference and anything else thrown at her.

I would like to acknowledge the Federal Government's Office of Literacy and Essential Skills for supporting our research and development work through project funding, and the Ministry of Training, Colleges and Universities for their continued financial support for most of our core funding. I am grateful for the guidance of our consultant, **Peter Solomon**, but look forward to working with our new consultant, **Sande Minke**, who is well known for her expertise and experience in the literacy field.

On a special note, I wanted to acknowledge **Harold Alden**, LLO's first Ministry consultant back in the heyday of program reform and Core Quality Standards—back when we had CoSy, and then AlphaCom, and so many other exciting challenges. He led the literacy field towards a greater accountability and hence, positioned us in a more positive light. He deserves a rewarding retirement, and I know everyone joins me in wishing him good luck and a great life.

*Lana Faessler*  
Executive Director

# Strategic Plan

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On September 6<sup>th</sup>, 2008, The LLO Board of Directors and staff began a review of our strategic plan. Together we developed a vision of what LLO might look like five years into the future. We envisioned an LLO with expanded services, a larger more diverse and connected membership, increased student involvement, a higher profile in both the public and political arenas and a revamped training system.

The Board then met to determine the strategies needed for that vision to take shape. At our last Board meeting we selected the key pieces of the vision that we wanted to target over the next two years. The Board has taken the first tentative steps on this journey toward our vision, but before going further we want to touch base with our membership to make sure that the priorities we decided upon align with the needs and priorities of our membership. At this year's conference we will be sharing our thoughts, our plans and our strategies with our members in hopes that our members will help us refine those plans and crystallize the vision.

*Helen McLeod*  
Past President

# Laubach Literacy Bookstore

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The bookstore, LLO's social enterprise, has done extremely well this year. Sales grew to \$102,000 as compared to \$36,000 the previous year. This is partially due to the additional 4th quarter funding from the Ministry. This allowed members to stock up on the required books. The exchange rate has also been in our favour for the past few months.

This year we also created a new customer category called "Preferred Customers", for those literacy organizations which are not members. An annual fee of \$75 gives the customer a 20% discount on our materials. This customer category continues to grow because of the popularity of the New Readers Press materials, particularly the Laubach Way to Reading Series, the Laubach Way to English series, Challenger, Voyager, Endeavor and Breakthrough to Math books. This year, within months of adding this category, four literacy organizations joined creating revenue of \$300.

We are also receiving orders from out of province – College of North Atlantic for various locations in NL and some western provinces as well. These orders are at full price.

Since the mandate of a social enterprise is to give back to the members we are using some of the profit to help subsidize the conference this year, as no funding was received from the government.

We also purchased a new copier/printer this year, using some of the profit. This will allow us to print some inventory that is being discontinued by New Readers Press but still useful to our members. Also it will help cut down on printing costs for the conference as it is being done in house.

Thank you to our members, and our new preferred customers, for the business—which allows us to support our mission of increasing literacy in Ontario.

A special thanks to our wonderful treasure at PostNet - Craig Feehan. He is very kind to us. He picks up book shipments at our office and takes them to his business for shipping. Some of the boxes are too heavy for us to handle and he is very helpful. We couldn't do it without his assistance.

*Mary Anne Baker*  
Bookstore and Office Manager

# Resources

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LLO's greatest resources are the tutor trainers--and the training system that supports them--and the excellent and highly-popular New Readers Press Curriculum. LLO is a distributor of NRP resources, and the provincial certification body for trainers.

Tutor Trainers for 2009-2010:

Each year, some trainers retire, but there are always new apprentice-trainers signing up! We have our own succession plan when it comes to ensuring a new crop of enthusiastic trainers, and this includes a comprehensive mentorship system—Each One Teach One in action. At each level of apprenticeship, a trainer is guided and supported by their “supervisor”, who has been in their shoes. While tutors are the heart of any organization, trainers are the backbone!

<b>Total Number of active trainers, including apprentice trainers:</b>	<b>53</b>
Number of apprentice-trainers:	26
Number of certified trainers:	47
Number of certified trainers who are also apprenticing as supervising trainers:	12
Number of certified trainers who are also certified supervising trainers:	15

## Member Resources Survey

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Members were surveyed about resources they use in the implementation of their programs. The most-used New Readers Press reading and writing resources were the **Challenger** series followed closely by the **Voyager** series at 80%, the **Patterns in Spelling** series at 73.3% and the **Laubach Way to Reading** series at 66.7%. For math, the most-used resource by far was the **Breakthrough to Math** series, with 73.3% of members indicating that they use it. The second most popular series, **Math Sense**, was used by 40% of members.

For ESL services, the most used resources were the **Laubach Way to English** series and the **Oxford Picture Dictionary**, each used by one-third of members. **Filling Out Forms** was the most used resource for self-management and self-direction, with 60% of members indicating that they use it.

For more information on some of these resources, see our Expressions e-magazine Fall Edition: <http://www.laubach-on.ca/sites/default/files/emagdec09.pdf>

# Conference 2009

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Laubach Literacy Ontario's 2009 Conference, Sharing Pearls of Wisdom was held at Georgian College in Barrie from June 11 – 14, 2009. 238 practitioners, staff, and students – the highest number yet to attend an LLO conference – attended the conferences. The 2009 conference certainly lived up to its name, giving participants the opportunity to gain pearls of wisdom from presenters, and share their own knowledge with others.

LLO and the Barrie Literacy Council partnered with the Simcoe/Muskoka Literacy Network to offer four days of high-quality workshops, networking opportunities and entertainment. 27 workshops covered a wide range of topics from Workforce Literacy to successful Employment Ontario transitions to academic upgrading/GED to general interest. Garfield Dunlop, MPP for Simcoe North, Spider Jones, the highly popular radio talk host/motivation speaker and Gary Porter, Chair of the Barrie Literacy Council and LLO Board member, all inspired us with their pearls of wisdom.

## Highlights

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### **Arnie Stewart Individual Achievement Award**

Winner - Mike Chamberlain – Literacy Council York Simcoe - Newmarket.

Runner-ups: Marg Fogarty – Grand Erie District School Board – Brantford, and Barbara Johnson – Open Door Centre (Waterloo Regional DSB) – Waterloo.

### **Lana Faessler Award**

Helen McLeod, President, presented the Lana Faessler award to Sue Bannon, Executive Director of Midland Area Reading Council.

### **Karaoke and LLO Idol contest winners**

- Cliff McGill (student) from Hamilton Literacy Council
- Bonnie Atkinson (staff) from Hamilton Literacy Council
- Leonard Lavoie (member) Literacy Alliance of West Nipissing, Sturgeon Falls

20 groups/people participated.

*Joanne Prior*

2009 Conference Committee Chair

# Project Updater

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## Project: **Integrating Essential Skills into Tutor Training**

“Integrating Essential Skills in Literacy Tutor Training” was a two year research project focused on incorporating Essential Skills into training for volunteer tutors across Canada. The primary focus of the research is to increase the use and understanding of Essential Skills in community-based literacy programs, and help volunteer literacy tutors learn how to integrate them into their lesson plans. This includes access to literacy tutors for training in Essential Skills and the development of tools to support the integration of Essential Skills into programming.

The project had two main deliverables. "Integrating Essential Skills into Lesson Planning" is an introductory online course designed for literacy tutors, practitioners, trainers and tutor trainees. Participants complete a variety of activities in eight sections to learn more about four of the nine Essential Skills: Reading Text, Document Use, Writing and Numeracy. An activity on how to integrate Essential Skills into lesson planning is also included. The LLO Training Post is found at: <http://laubach.alphaplus.ca/login/index.php> The second deliverable utilized authentic materials collected from employment partners to develop sample activities. All LLO members received a hard copy of the resource. The activity booklet and the final report are can also be accessed on the LLO website.

This project wrapped up in March 2010.

"Intergrating Essential Skills into Literacy Tutor Training" was funded by Human Resources and Skills Development Canada.

## Project: **Essential Skills for Literacy Practitioners**

This project is focused on identifying Essential Skills for Practitioner Training and Certification.

Tutor and tutor-trainer competencies required by all levels in LLO's current certification system will be identified. An analysis of the competencies as they relate to the current Employment Ontario environment and the expectations that places on LBS programming would ensure that tutors and trainers meet expectations in this rapidly changing environment.

Current tutor-trainer workshop segments will be converted to an e-platform to make delivery of this workshop flexible to those who cannot attend a full live workshop. The online trainer workshop will be made available to all literacy practitioners across the province.

LLO is the only LBS organization with a tutor and trainer certification system in place. Updating this system to encompass Essential Skills will provide greater transparency in the larger Employment Ontario system. The deliverables from this project will be useful to not only LLO's apprentice trainers and certified trainers, but all literacy practitioners. All programs utilizing volunteer tutors will benefit from being able to review the system even if they are not part of the certification process.

The updated certification system will be launched on the LLO website.

**Project: Building Literacy, Essential Skills and Life Skills through Thematic Learning Modules Using Authentic Materials**

This 18 month project, which commenced in February, 2010 is funded through the **OFFICE OF LITERACY AND ESSENTIAL SKILLS** will culminate in the development of a learner handbook that is supported by online training modules. The handbook will have three specific thematic modules:

1. Essential Skills for Everyday Living
2. Essential Skills for Health
3. Essential Skills for Social Participation

Each module will include authentic materials and accompanying lesson plans. Emphasis will be placed on including materials that help learners cope with the increasingly challenging economic times. The integration of how learners are acquiring Essential Skills as they work through the handbook will be a central focus of each lesson plan. Learners will become familiar with the nine Essential Skills and how they can be transferred from everyday to the workplace.

The three thematic handbook modules will have a complementary online module to supplement and support the learner in the acquisition of Essential Skills.

*Robyn Cook-Ritchie*  
LLO Project Coordinator

# Student Committee Report

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A new LLO Student Committee replaced the Student Initiative Committee which was formed out of LLO's five year strategic plan 2004-2009. Our new strategic plan includes a strong student leadership development component so this new committee is made up of some of the past Arnie Stewart Individual Achievement Award winners, and LLO's student representative. All of them are proven leaders with great ideas on how to develop other students to become leaders both locally and provincially. Arnie Stewart is an advisor to the committee. Members are:

Gary Porter (chair), Keith Allen, student rep., Mike Chamberlain, Literacy Council York-South, Jack Osborne, North Bay Literacy Council and Rubert Payea, Literacy Council Niagara-West.

Volunteer support to this committee was Jane Jackson, Sue Bannon and Lana Faessler.

A new terms of reference was created, which includes striving for regional representation and having a co-chair to assist the new student representative. Gary Porter is taking on this role as he believes strongly in the value of a provincial student voice. As a mentor to student representatives, Gary follows the Laubach motto of "Each One Teach One" with a passion.

Two of the main duties of this committee are to select the winner of the Arnie Stewart Award and to plan and organize the Annual Student Meeting at each conference (the student caucus). It is at this meeting that student voices are heard, and a student representative is selected.

As the new provincial student representative, Rubert Payea will use his strong computer and online communication skills to keep in touch with literacy students across the province.

# Training, Certification and Development Committee Report

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The TDAC Committee is pleased to report that the new certification process, based on competencies, is now in effect. The whole package outlining the new certification process is posted on the Trainer Wiki at <http://llo-trainers.pbworks.com>.

**Laurie Laing** from South Simcoe was the first person to be certified using our new standards. In addition, one other trainer —**Kelly Johnson** of the North Bay Literacy Council—was certified using the old standards.

Congratulations to Laurie and Kelly, and also to **Maureen O’Keefe** who was certified as a Supervising Trainer.

Laubach-certified Trainers were presented with magnetic name badges in recognition of their enormous volunteer contribution to increasing literacy by training tutors.

One of our major projects this past year was revising the LLO Tutor Handbook. It has become a filing cabinet of possible handouts from which trainers can choose and is quite comprehensive, but we are always open to additions from other trainers. Thanks to Maureen O’Keefe and Jennifer Ellis for all of their hard work on this project. The LLO Tutor Handbook is currently posted on-line.

Some members of the committee have been working on developing on-line segments for trainers. These include English as a Second Language and Learning Disabilities. Some scenarios have also been posted to help Supervising Trainers work through the new certification system. As well, “Integrating Essential Skills into Tutor Training” is now posted on the Training Post and is especially helpful for new tutors.

We are currently working on Supervising Trainer competencies, as well as accompanying forms and suggestions to achieve competence. These should be available in the near future.

I would like to thank all the members of the TDAC Committee for their work during the past year—it is definitely a working committee and we can be proud of what we have accomplished to date. I would especially like to thank Sheila Roberts, Maureen O’Keefe and Carol Risidore, three original members of the “Brownbaggers”, for their many contributions over the years. They have resigned from the committee and will be sorely missed. Jennifer Ellis also resigned from this committee due to an increased workload at her literacy council.

*Connie Morgan*  
TDAC Co-chair

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# 2009 2010

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