

CELEBRATING

30  
YEARS

THE PAST, PRESENT AND FUTURE

## A MESSAGE FROM THE PRESIDENT



In February, many of us participated in Literacy Awareness Day at Queen's Park where together with students, practitioners and volunteers we had a successful day speaking to Ministers and MPP's. 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. Laubach Literacy Ontario (LLO) was once again encouraged by the strong support we had for this event. I strongly believe the increase in funding that we have seen in the recent provincial budget is a direct result of everyone's hard work advocating for Literacy. All groups are to be commended for their dedication and commitment to the cause.

The LLO Board of Directors has had a very busy year. We have met in person as well as on-line to meet the needs of our organization and its members. We are currently working on revising and updating our policy and procedures as well as our Strategic Plan for LLO which has been led by Helen McLeod. Many thanks to Helen for keeping us on track and helping us to gain a better understanding of our members and ourselves. We will continue to keep you informed as to the progress of our strategic planning for LLO.

We must not forget to recognize our incredible staff at the LLO office. Lana Faessler, Mary Anne Baker and Diana White are to be commended for all their hard work and dedication to our members.

I would like to take a moment and recognize all of LLO's Board Members and thank them for all the hard work and commitment they have shown to LLO and its members over the past year. They are a wonderful group 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, Joanne Prior, Jennifer Ellis, Gary Porter, Rubert Payea, Monika Jankowska-Pacyna, Gay Douglas and Tracey Mollins!

In closing, LLO, along with all our members, has 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 challenging times.

Sue Bannon  
LLO President

## A MESSAGE FROM THE EXECUTIVE DIRECTOR



In this ever-changing literacy field, it is amazing that we find ourselves celebrating 30 years of service to our province and our community members. As with any long standing entity, over the years there have been great times and challenging times. The great times have been handled with optimism, commitment to do more, and hope for a strong future. The challenging times have been handled with creativity, enthusiasm and dedication by both board and staff. It is with everyone's expertise and support that Laubach Literacy Ontario (LLO) continues to work for our members who in turn work for literacy students.

During this fiscal year, we coordinated our 2010 conference "Keys to Success" with no funding, but with lots of support from the volunteers and staff of The Literacy Group of Waterloo Region. We were also able to use some of our bookstore profits to provide conference subsidies for literacy students.

We provided a Trainer Workshop for trainers apprenticing in the Laubach Enhanced Training System (LETS) and will be providing a Supervising Trainer Workshop at this year's conference. An unprecedented number of new apprentice-tutor trainers have signed up this past year, with 11 more literacy practitioners working towards their certification. This brings our total cadre of active trainers to 72.

To support our members in Ontario Adult Literacy Curriculum Framework (OALCF) implementation, we were successful in obtaining special funding to offer additional OALCF training at this year's conference and develop new online training modules.

Our second annual Literacy Awareness Day brought over 60 participants to Queen's Park and thanks to donations of over \$2600 from CUPE National, CUPE Ontario and CUPE locals from across Ontario, orchestrated by Keith Allen, as well as special donations received through Rubert Payea, AlphaPlus' Local 1582, and the North Bay District Labour Council, we did not have to dip too deep into our financial reserves.

Our LLO website is continuously improving thanks to the ongoing guidance from Tudor Costache who helps our staff manage the site content.

The quarterly e-magazine, Expressions, is always full of pertinent information and interesting website links, thanks to the creative Jill-of-all-trades, Robyn Cook-Ritchie.

This past year also witnessed LLO leaping into the world of social media with a little push and a lot of assistance from Monika Jankowska-Pacyna. LLO now has an active Facebook page and a Twitter account. 'Like' and/or follow us to keep current on our latest initiatives.

We look forward to the future and thank everyone for fantastic 30 years!

Lana Faessler  
LLO Executive Director

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## A LETTER FROM PROLITERACY



June 2, 2011

Lana Faessler  
Executive Director  
Laubach Literacy Ontario  
65 Noecker Street  
Waterloo, ON N2J 2R6

Dear Lana,

An often repeated quote says: "Chance can allow you to accomplish a goal every once in a while, but consistent achievement happens only if you love what you are doing." The staff, volunteers, and board of Laubach Literacy Council of Ontario have long inspired others through your actions. Your longstanding commitment to the adult literacy cause is commendable, and congratulations on your 30 years of work in this field. We are so grateful for your tireless efforts over the years and join you in this wonderful celebration.

I am heartened that you stand with ProLiteracy to achieve the mission of guiding adults into the world of literacy and in advancing the cause of adult literacy in your community. We at ProLiteracy are profoundly thankful for your time, support, and commitment. You are part of a much larger and enthusiastic international network of adult literacy donors, volunteers, practitioners, and advocates who are impacting lives around the world.

Thank you again and congratulations on your 30<sup>th</sup> anniversary!

Best wishes,

David C. Harvey  
President and CEO

[proliteracy.org](http://proliteracy.org)

1320 Jamesville Avenue Syracuse, NY 13210  
315.422.9121 phone 315.422.6369 fax

# A LETTER FROM LITERACY VOLUNTEERS OF QUEBEC



June 2011

Laubach Literacy Ontario

## **30 years and still going strong!**

Congratulations to members of Laubach Literacy Ontario on your 30<sup>th</sup> anniversary. Your dedication and commitment to literacy over the years has made a significant difference in the lives of those you teach. As an organization, you have led the way in a number of important areas, and have established standards that are respected across the country. Your openness to partnering and sharing your expertise has been appreciated and has contributed to a diverse literacy landscape.

Best wishes for continued success.

Oh behalf of your friends across the border, *Literacy Volunteers of Quebec*, "Félicitations"!

**"Literacy is a fundamental human right."**

Hamburg Declaration on Adult Learning, 1987

www.literacyvolunteersqc.ca  
info@literacyvolunteersqc.ca  
TOLL-FREE: 1 866 381-9512

### A LONG HISTORY

Laubach Literacy Ontario (LLO) was formed in 1981 by a group of community-based literacy councils and with assistance from Laubach Literacy of Canada (LLC). Our first AGM was in 1982, attended by two of our founding members, Connie Morgan, Barrie Literacy Council and Stephanie Brennan, Burlington Literacy Council.



LLO began as an unfunded, unstaffed charitable organization, and was incorporated in 1991. Shortly after, LLO and its member councils began to receive government funding from the Ministry of Citizenship and Culture. A part-time staff person was hired to provide support to existing literacy councils and help set up new councils. Over 25 community-based literacy agencies in operation today were started by LLO volunteer trainers and staff, using its *How to Start and Sustain a Literacy Council* as a guide.



LLO was the first provincial literacy network in Ontario, and was a founding member of the Ontario Literacy Coalition.

In the early 90's, LLO began submitting research and development projects to both the provincial and federal governments. Under Joan Lawton's presidency (1991-94) we produced the results of a large research project called *Tutor Training in Ontario* and hired a training coordinator to help develop upgrading and supplemental training for tutors. In the mid-90's, Diane Coombs became a President and helped develop a cutting-edge research project on how to conduct board business online - right around the time AlphaCom came on the scene.



In the late 90's, one of Bev Clarke's many contributions as President was developing a cross-provincial profit-sharing Read-A-Thon fundraiser with our member agencies. Bev stayed on the board as Past President and then as Provincial Training Officer. During those years, she helped develop a three-year research project called *Factors Affecting Success in Community-Based Literacy Programs*.



## CELEBRATING 30 YEARS: PAST

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Linda Martin was LLO President twice - from 1999-2001, and again in 2003-2006. Several innovative development projects were successfully completed under her leadership, mostly in the areas of training, such as a two-year project that helped create *Trainingpost* - one of the first online tutor-training websites in Ontario. Myles Gallant followed Linda's presidency in 2001, and Helen McLeod followed in 2006. Except for Myles, all of these presidents were also tutor trainers. Myles represented LLO during LLC's restructuring and strategic planning. Helen led LLO through a new 5-year strategic plan process, and through our Ontario Trillium Foundation project that helped our members and our own organization develop social enterprises.



In 2008, after 30 years of providing a national training and certification system for volunteers in over 160 literacy councils across Canada, and being the Canadian distributor of New Readers Press materials (published by Laubach Literacy International—now ProLiteracy Worldwide), LLC closed its doors because of federal funding cutbacks. Member agencies looked to LLO to pick up where LLC left off, which meant creating a provincial training and accreditation system, and becoming a distributor of New Readers Press materials.



To provide members with access to books and resources and offer alternative sources of funding, the Laubach Literacy Bookstore was set up as LLO's social enterprise. It provides member organizations with substantial discounts on the tutoring and training resources and in 2010 helped provide subsidies for students attending the LLO conference.



Our latest president, Sue Bannon, has been focusing on advocacy and funding issues, and led the charge to Queen's Park with our two Literacy Awareness Day events.

Since LLO began, there have been 13 presidents, countless board members, and over 25 research and development projects. Membership has grown by 14% in the past two years, and hopefully, continues to grow in the years to follow.



### 2010-2011 HIGHLIGHTS

#### Conference 2010

The “Keys to Success” Conference was a resounding success considering it was unfunded. We had over 137 participants, including 32 literacy students.

#### Conference 2011

This year’s conference, *Celebrating 30 Years: The Past, Present and Future*, is partially funded by the Ministry because of the training provided around the new Ontario Adult Literacy Curriculum Framework (OALCF). We were able to reduce conference fees by 50% and are offering three OALCF workshops, along with a variety of workshops based on the results of the annual member needs training survey. Our special keynote speaker, Tim Westhead, will be entertaining us with a light-hearted but instructive address called *Survive and Thrive with Humour*.



#### Literacy Awareness Day

We organized two very successful Literacy Awareness Day events in the past two years: November, 2010 and February, 2011. Thirty-five literacy folks (learners and practitioners) representing 12 literacy organizations, met with 11 MPPs in 2010. In 2011, over 60 learners and practitioners met with 20 MPPs, including Minister Milloy.

#### LLO’s Online Training Post Classroom

New additions were added to *Introduction to ESL*, *Learning Styles* and online tutor-training segments that tutors and new and existing staff are accessing in place of, or in preparation for, our 12-hour face-to-face tutor-training workshop. For tutor trainers, we have recently added the Trainer Workshop, and parts of the Supervising Trainer Workshop. There is also a module on *Integrating Essential Skills into Tutor Training*. There are currently 240 practitioners accessing this Moodle-based classroom.

#### Unity in Diversity - LLO Membership

LLO’s membership continues to grow, and we warmly welcome three new member agencies that joined in the past year - Mississauga First Nation/Enjikendaasang Learning Centre, in Blind River; Nokee Kwe Native Literacy Centre in London; and Superior North Literacy, in Nipigon.

Our membership is becoming increasingly diverse and includes not only community-based agencies, some of them unfunded, but also a prison program, seven school board programs, an employment service, a Learning Disabilities association, a provincial organization, a national organization, and now two native literacy agencies. As a result, we are asking our members to approve a new membership structure this year.

## CELEBRATING 30 YEARS: FUTURE



### PLANNING FOR THE FUTURE

Laubach Literacy Ontario (LLO) has received enhanced funding to help members implement the new Ontario Adult Literacy Curriculum Framework (OALCF), particularly those agencies using volunteer tutors. Robyn Cook-Ritchie is the project coordinator overseeing the development of tools and resources which will be posted online. The Training, Development and Certification Committee will be the advisory committee for this project.

LLO is in the second year of a five year strategic plan for 2011-2016, which is revisited on an annual basis. As in past strategic plans developed with member input, LLO will continue to work towards raising public awareness about literacy, and advocating for our members.

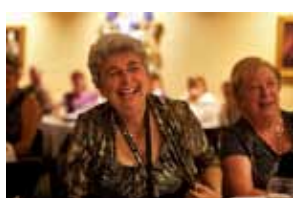
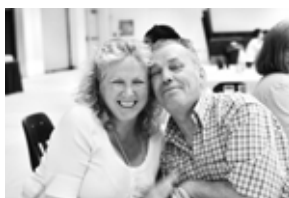
The LLO Board has committed to coordinating a third Literacy Awareness Day event based on feedback from both the literacy field and Members of Parliament. CUPE Ontario has agreed to help support this event next year.

The Laubach Literacy Bookstore is launching a shopping cart that will make it easier for customers to access bookstore information, review available resources and quickly place orders online. LLO members will continue receiving special discounts on their orders and there are plans to increase the selection of resources available for purchase from the bookstore.



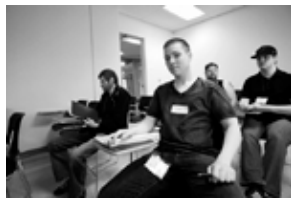


## LLO IN PICTURES



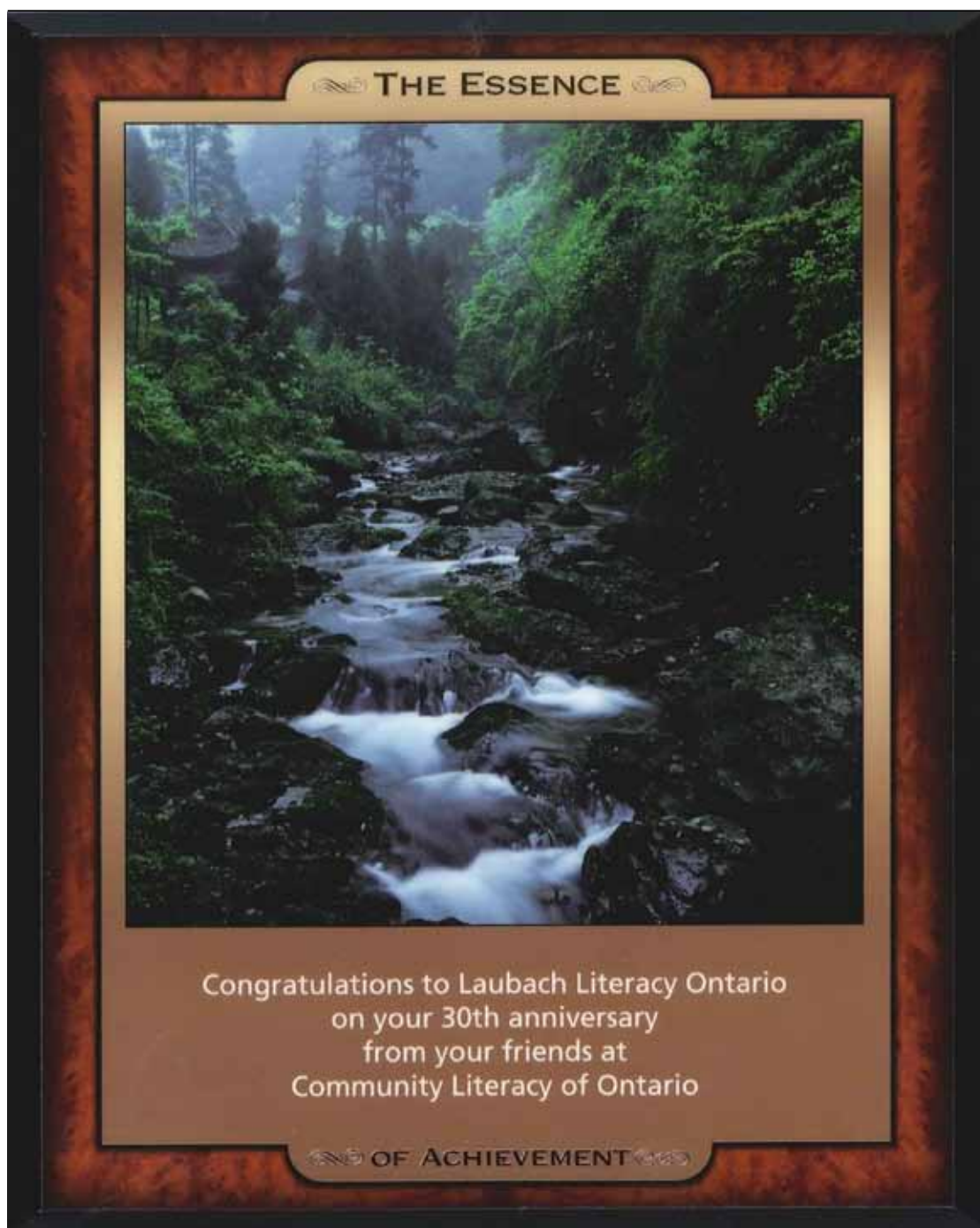
# LLO IN PICTURES

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## A GIFT FROM COMMUNITY LITERACY OF ONTARIO



## PROJECT REPORTS



### ESSENTIAL SKILLS FOR LITERACY PRACTITIONERS

This project commenced in January 2009 and was considered one of the allied projects that supported the Ontario Adult Literacy Curriculum initiative. The project initially focused on reviewing Laubach Literacy Ontario's (LLO's) training and certification system to ensure that tutor and trainer competencies required by all levels in LLO's current certification system were identified. This analysis of the competencies as they relate to the current Employment Ontario environment and the expectations that places on LBS programming will help ensure that tutors and trainers meet expectations in this rapidly changing environment.

LLO's training system, prior to this project, required all trainers to participate in a 12 hour live workshop to complete certification at that level. Through this project all trainer workshop segments were converted to an e-platform to make delivery of this workshop flexible to those who cannot attend a full live workshop. A video was developed to support each segment or module as well. The online training segments for trainers were peer-reviewed by LLO's Training, Development and Certification System (TDAC). These online modules are now available through our online Moodle classroom- Trainingpost (<http://laubach.alphaplus.ca/moodle1/login/index.php>). The online trainer workshop is available to all literacy practitioners across the province, not just those belonging to member agencies. LLO's Training Development and Certification Committee (TDAC) with representatives from across the province supported this project in an advisory capacity. A competency-based trainer plan template for apprentice trainers that recognizes prior learning was also developed and piloted.

The processes and documentation/forms supporting LLO's certification system have been updated to reflect the competency based revisions. The updated certification system has been launched on the LLO website over the past year (<http://www.laubach-on.ca/teach/training/forms>). This included a review, revision and enhancement of the Tutor Handbook and a new recruitment package.

This project officially wrapped up in May 2011 with the submission of the final report and report of the independent evaluator to the Ministry of Training, Colleges and Universities.

Robyn Cook-Ritchie



## PROJECT REPORTS

### **BUILDING LITERACY, ESSENTIAL SKILLS AND LIFE SKILLS THROUGH THEMATIC LEARNING MODULES (BLEST)**

This project, 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.

#### **1. Handbook**

A handbook will be developed that will focus on the use of authentic materials that relate to life skills for learners. The handbook will be available in both hard copy and electronic versions.

The handbook will have three specific thematic modules:

- A. Essential Skills for Everyday Living
- B. Essential Skills for Health
- C. 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.

#### **2. Modules**

The three thematic handbook modules will have a complementary online module (on *Trainingpost* – LLO's online Moodle classroom) to supplement and support the learner in the acquisition of Essential Skills.

In LLO's spring edition of *Expressions* we placed a call for pilot sites. Four programs have responded. We expect to start the piloting process in the early fall of 2011.

Robyn Cook-Ritchie

# FUNDRAISING LETTER

CELEBRATING  
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**Michael power**  
**St. Joseph**  
**Catholic High**  
**School**

105 Eringate Drive  
Etobicoke, Ontario  
M9C 3Z7

(416) 393-5529 x. 84135

c/o Ms Gee's Theology Class

April 4, 2011  
Laubach Literacy Ontario  
8A-65 Noecker St.  
Waterloo, Ontario

N2J 2R6

To whom it may concern,

Our names are William Barreca and Josh D'Aguiar and we are students at Michael Power/ St. Joseph high school. This semester, as part of our grade 12 ethics class, we were required to choose an ethics based charity to fundraise for. We received the issue of Canadian illiteracy and were pleased to select your charity to fundraise for. The reason being is that we feel the Laubach Literacy charity is an extremely effective organization in helping those who have not been blessed with the privilege of reading and writing. The fact that you have hundreds of volunteer tutors only lends to your credibility and shows that you are truly committed to helping to solve illiteracy. Additionally, when we read that your volunteers contribute the equivalent of \$3 million to the Canadian economy, we knew that our donation would be assisting the most amount of people possible.

For our fundraiser, we chose to sell Sunny Delights to our fellow students and teachers. We are proud to say that the sale went extremely well and we were able to raise \$71.50 for Laubach Literacy. Please find enclosed a cheque in this amount.

We hope that this money can be of some help and can allow you to better assist your students. Finally, we would like to congratulate you as a result of the great services you provide in a very pressing Canadian issue.

Sincerely yours,

William Barreca

Josh D'Aguiar

c/o Ms. Gee's theology class



## TDAC REPORT

### TRAINING, CERTIFICATION AND DEVELOPMENT COMMITTEE (TDAC) REPORT

An apprenticing trainer workshop was held at the Grand Hotel in Toronto during the weekend of November 13-14, 2010 with TDAC members Connie Morgan and Marilyn Davies facilitating. Nancy Williams of Oakville Literacy Council, Janice Neve and Piera Palmieri of Literacy Council of Niagara West (Beamsville), Di Searle, Literacy Council York South (Thornhill), Anne Ritzmann of Midland Area Reading Council and Leigh Wallace of Barrie Literacy Council, completed the apprenticing trainer workshop. Portions of the Apprenticing Trainer Workshop were video-taped for the Essential Skills for Literacy Practitioners Project.

Congratulations to Nancy Williams and Robyn Cook-Ritchie who became Laubach Certified Trainers in 2009/2010.

The whole package outlining the new certification process is posted on the Trainer Wiki at <http://llo-trainers.pbworks.com> and on our website at [www.laubach-on.ca/teach/members/trainingsystem](http://www.laubach-on.ca/teach/members/trainingsystem).

TDAC members' Connie Morgan, Marilyn Davies and Helen McLeod attended a Learning Disability Conference in Montreal on behalf of LLO. The Conference provided us with the opportunity to strengthen the link with Literacy Volunteers of Quebec.

The TDAC committee was asked to review the on-line trainer workshop segments created by Robyn-Cooke Ritchie for the Essential Skills for Literacy Practitioner's Project. As a result of this project, future apprentice-trainers will be able to take part of the 12-hour Trainer Workshop online. This workshop is one of the requirements for certification as a Laubach Trainer. Thanks to Robyn for her hard work on this project.

A Supervising Trainer Workshop, facilitated by Connie Morgan and Marilyn Davies, is taking place at the LLO Conference 2011. Stephanie Hobbs, TDAC member, has created online modules for this six hour workshop using *Trainingpost*, our Moodle online classroom platform, which will shorten the face-to-face portion by 50%. The Supervising Trainer Proficiencies as well as accompanying forms and suggestions to achieve proficiency are now completed and are posted on the Trainer Wiki.

I would like to welcome a new TDAC Member, Karen Morgan-Bowyer of The Literacy Group of Waterloo Region. I would also like to thank all TDAC members for their hard work.

Joanne Prior  
Co-Chair TDAC

# STUDENT COMMITTEE REPORT



## STUDENT COMMITTEE REPORT

The LLO Student Committee was chaired this year by Rubert Payea (Student Representative), Literacy Council Niagara-West.

Members are:

Mike Chamberlain - Literacy Council York-South

Jack Osborne - North Bay Literacy Council

Mike Miron - Barrie Literacy Council.

Volunteer Board support was provided by Jennifer Ellis, Midland Area Reading Council.

The Student Committee held four meetings this year. A face-to-face meeting was held in June at the conference after the Student Annual Meeting. Another face-to-face meeting was held in February. Two telephone conference calls were held, one in April and one in May. Some of the Student Committee members also participated in Literacy Awareness Day on Monday, February 28th, 2011. All of the members that attended LAD wrote stories about their experiences that day and these stories were published in the spring edition of the LLO E-Magazine, Expressions.

The Student Committee reviewed and updated the Terms of Reference for the committee this year. Two of the main duties of this committee are to select the winner of the Arnie Stewart Award and to plan and organize the Student Annual Meeting at each conference. It is at this meeting that the student voices are heard, and a student representative is selected.

All provincial students are encouraged to attend the Student Annual Meeting this year ... we have a surprise draw just for you!





## SEC REPORT

### **SOCIAL ENTERPRISE COMMITTEE (SEC) REPORT**

The Social Enterprise Committee's (SEC) role is to support and assist with the Laubach Literacy Bookstore business and other entrepreneurial activities.

This year, we were able to launch bookstore's electronic newsletters and are creating a shopping cart directly on LLO's website - all to better connect with and serve our clients.

The bookstore also helped subsidize student participation at the 2010 conference and offered additional discounts, deals and promotions to further support and benefit our members.

#### **Newsletters**

The Laubach Literacy Bookstore newsletter is designed to update subscribers on the latest deals, resources and materials. Sent out on a monthly basis to the bookstore's mailing list, it currently reaches almost 100 subscribers. Links to the newsletters and their archive are always shared on LLO's website, Facebook and Twitter pages.



## SEC REPORT



### Shopping cart

The shopping cart will make it easier for our clients to access bookstore information, review resources available for purchase and quickly place orders for the materials they are interested in. It will make the ordering process more transparent, help calculate book and shipping costs right on the spot, and simplify the order processing for our team.



### Sales

We reached \$47,360 in sales this year which was a steep decrease from last year's over \$100,000 mark. We believe that the uncertainty about receiving additional funding and expected changes brought about by the new Ontario Adult Literacy Curriculum Framework contributed to the reduction in book orders this year. Also, last year, many organizations used their additional 4th quarter funding to purchase more resources. This special funding wasn't provided this year. Still, with favourable exchange rates, we were able to record a profit of \$13,783.

### Support

The social enterprise activities undertaken by the bookstore are designed to help support the organization and the membership. At the 2010 conference, we were able to use \$6,300 of the bookstore profits to help subsidize students attending the event. We also offered an additional 15% discount in February and March to support and help expand our members' resource collections.

This bookstore wouldn't be viable without its customers and supporters and we thank everyone for their business and ongoing support.

We are currently working on a new business plan that would help us expand the bookstore services and product selection, and undertake other entrepreneurial projects. We are always open to suggestion and ideas from our users on how we can improve our initiatives.

We invite our members and customers to visit the Bookstore section of LLO's website to learn more about our new and exciting initiatives, order resources online or subscribe to our newsletter.

Monika Jankowska-Pacyna  
The Social Enterprise Committee Chair



## FUNDING

### CORE SERVICES

Our core services are made possible with the support of the Ontario Government through the Ministry of Training, Colleges and Universities. Core services for which we receive funding are as follows:

1. Support TCU-funded delivery agencies to deliver coordinated, quality LBS services responsive to emerging needs (identified by the community and government) within an integrated employment and training system.
2. Provide support for Ministry led initiatives using a model of continuous improvement.
3. Develop and provide accessible, quality resources that support TCU-funded agencies to deliver a quality LBS Program.
4. Support professional development of TCU-funded agencies to effectively deliver the LBS Program.
5. Support the production and integration of research and development results and products that are linked to and support the LBS Program.

### PROJECT FUNDING

Essential Skills for Literacy Practitioners project was funded by the Ministry of Training, Colleges and Universities, with a completion date of March 31, 2011.

Building Literacy and Essential Skills project is funded by Human Resources and Skills Development Canada (Office of Literacy and Essential Skills).



## DONATIONS



### **GENEROUS DONATIONS OF \$1000 OR MORE**

Estate of Gerald Robineau, North Bay

### **GENEROUS DONATIONS OF \$500 OR MORE**

CUPE National Ottawa

CUPE Ontario Division

North Bay and District Labour Council

### **GENEROUS DONATIONS OF \$200 OR MORE**

CUPE Local 1999 Oshawa

Mary Anne Baker

NLP Possibilities with DHE

### **GENEROUS DONATIONS OF \$100 OR MORE**

Adult Basic Education Association

Bob Baker

CUPE Sudbury

Ken Baker

Tom Van Leeuwen

### **GENEROUS DONATIONS OF \$50 OR MORE**

Canada Helps - Sara Lee Irwin

Connie Morgan

CUPE Local 1287 Thorold

CUPE Local 1582 Toronto (AlphaPlus)

CUPE Local 1764 and 122

CUPE 3192

CUPE Local 3631 Blind River

CUPE Local 3913 Guelph

CUPE Local 3943 Grimsby

CUPE Local 4186 London

Elizabeth Payea-Butler

Jason Mahon

Mary Wiggin

Shaw Gallery Picture Framing Plus

### **GENEROUS DONATIONS OF \$25 OR MORE**

CUPE Local 12 Chatham

CUPE Local 53 Whitby

CUPE Local 1404 Dundas



## TREASURER'S REPORT

### TREASURER'S REPORT

I am pleased to report on the audited financial statements for year ending March 31, 2011.

The following comments are intended to share the results and variances.

Current assets are \$232,717, down from 2010 y/e by \$52,000. This is due to a reduction of \$20,000 less in cash and \$32,000 less in accounts receivable as bookstore sales were down for the year). There was also no funding for new projects this year.

Current liabilities are \$127, 922 which have been reduced by \$46,000 from prior year due to project completions that covered a 2 year period.

The fund balance for the year 2010-11 is \$87,458, down marginally at \$6,294. This is due to a decision made by the Board of Directors to subsidize students at our conference last year (part of the social enterprise mandate).

We also held our Literacy Awareness Day in February but thanks to donations of \$2600 from CUPE, orchestrated by Keith Allen, our loss was minimal.

Overall, LLO is in a good position for the upcoming year.

Carol Risidore  
Treasurer

# AUDITOR'S REPORT

CELEBRATING  
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## INDEPENDENT AUDITOR'S REPORT

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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, 2011, 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 generally accepted accounting principles, 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, 2011, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

*Curtis Villar*  
*Professional Corporation*

**CURTIS-VILLAR PROFESSIONAL CORPORATION**  
**CHARTERED ACCOUNTANTS**

Authorized to practise public accounting by  
The Institute of Chartered Accountants of Ontario

Guelph, Ontario  
May 4, 2011

**Curtis-Villar**  
**PROFESSIONAL CORPORATION**

30 Norwich Street East, Guelph, Ontario N1H 2G6 Telephone (519) 763-2268 Fax (519) 763-4273 Email [scurtis@curtisvillar.ca](mailto:scurtis@curtisvillar.ca)

## AUDITOR'S REPORT

**LAUBACH LITERACY ONTARIO**  
**Statement of Financial Position**  
**March 31, 2011**

	2011	2010
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 134,164	\$ 154,445
Term deposits	60,603	60,000
Accounts receivable	22,186	54,697
Inventory	2,496	2,496
Prepaid expenses	926	926
	<u>220,375</u>	<u>272,564</u>
<b>PROPERTY, PLANT AND EQUIPMENT (Note 3)</b>	<u>12,342</u>	<u>15,427</u>
	<u>\$ 232,717</u>	<u>\$ 287,991</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 14,767	\$ 11,619
Current portion of long term debt (Note 7)	1,656	1,615
Deferred income (Note 4)	<u>111,499</u>	<u>158,927</u>
	<u>127,922</u>	<u>172,161</u>
<b>LONG TERM DEBT (Note 7)</b>	<u>3,925</u>	<u>5,581</u>
	<u>131,847</u>	<u>177,742</u>
<b>NET ASSETS</b>		
General fund	87,458	93,752
Capital asset fund	12,342	15,427
Designated fund (Note 5)	<u>1,070</u>	<u>1,070</u>
	<u>100,870</u>	<u>110,249</u>
	<u>\$ 232,717</u>	<u>\$ 287,991</u>

# AUDITOR'S REPORT

CELEBRATING  
**30**  
YEARS  
THE PAST, PRESENT AND FUTURE

## LAUBACH LITERACY ONTARIO STATEMENT OF REVENUE AND EXPENDITURES AND RESTRICTED FUND BALANCE FOR THE YEAR ENDED MARCH 31, 2011

	Ministry of Training, Colleges & Universities (restricted)	Ministry of Training, Colleges & Universities (restricted)	National Office of Literacy and Learning (restricted)	General (unrestricted)	Total 2011	Total 2010
Grants	\$ 90,000	\$ 46,309	\$ 40,727	\$ 0	\$ 177,036	\$ 306,677
Donations	0	0	0	3,293	3,293	74,805
Book sales	0	0	0	47,135	47,135	102,781
Other income	0	0	0	1,547	1,547	4,565
Conference registration fees	0	0	0	15,513	15,513	10,658
Interest	0	0	0	678	678	652
Memberships	0	0	0	3,275	3,275	2,950
<b>Total Revenue</b>	<b>90,000</b>	<b>46,309</b>	<b>40,727</b>	<b>71,441</b>	<b>248,477</b>	<b>503,088</b>
<b>Expenditures</b>						
Salaries and benefits	61,510	5,816	17,417	0	84,743	97,552
Subcontractor	1,799	24,901	18,775	9,384	54,859	102,175
Books	0	0	0	32,771	32,771	70,228
Conference	0	0	0	25,507	25,507	63,832
Board meeting expenses	8,594	0	0	3,985	12,579	7,006
Training	970	6,983	0	73	8,026	779
Digital video productions	0	6,970	0	0	6,970	0
Rent and utilities	4,500	0	996	0	5,496	5,297
Office expenses and computer supplies	1,766	37	756	1,399	3,958	27,965
Professional fees	3,690	0	0	0	3,690	4,914
Member support	0	0	0	3,655	3,655	4,818
Website	1,000	1,000	1,119	0	3,119	6,720
Telephone	1,558	0	1,207	0	2,765	3,599
Insurance	1,400	0	252	0	1,652	0
Travel	547	578	0	407	1,532	3,619
Courier and postage	925	24	0	31	980	1,727
Professional development	542	0	205	0	747	31
Publicity	562	0	0	0	562	891
Publications and reports	487	0	0	0	487	13,070
Pro Literacy	0	0	0	388	388	69,726
Professional memberships	150	0	0	0	150	498
Reference materials, focus groups and meetings	0	0	0	135	135	1,132
Project administrative costs	0	0	0	0	0	2,539
Honorarium	0	0	0	0	0	1,600
<b>Total Expenditures</b>	<b>90,000</b>	<b>46,309</b>	<b>40,727</b>	<b>77,735</b>	<b>254,771</b>	<b>489,718</b>
<b>Other Income and Expenditures</b>						
Interest earned	2	2	10	0	14	9
Interest owing	2	2	10	0	14	9
	0	0	0	0	0	0
<b>Surplus for the year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(6,294)</b>	<b>(6,294)</b>	<b>13,370</b>
<b>Fund balance, beginning of year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>93,752</b>	<b>93,752</b>	<b>80,382</b>
<b>Fund balance, end of year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 87,458</b>	<b>\$ 87,458</b>	<b>\$ 93,752</b>

## BOARD MEMBERS AND STAFF

### BOARD STRUCTURE

#### Governance and Leadership

LLO's board of directors, which includes staff and volunteers of LBS delivery agencies, two adult literacy students, and a regional network staff person, meet quarterly as is required by corporate law and bylaws. The board is engaged and representative, with defined governance practices. The board effectively oversees the policies, programs, and organizational operations including review of achievement of strategic goals, financial status, and executive director performance.

#### Working Board

Each Board member is chair or member of a committee.

Committees include:

- Executive
- Human Resources
- Lana Faessler Outstanding Service Award
- Nominations
- Operational Policies & Procedures
- Social Enterprise
- Student
- Training, Development and Certification

### BOARD MEMBERS

Sue Bannon - President  
Gary Porter - Vice-President  
Carol Risidore - Treasurer  
Joanne Prior - Secretary  
Rubert Payea - Student Representative  
Gay Douglas  
Jennifer Ellis  
Monika Jankowska-Pacyna  
Tracey M. Mollins

### STAFF

Lana Faessler - Executive Director  
Mary Anne Baker - Office Manager  
Diana White - Administrative Assistant

### CONSULTANTS

Helen McLead  
Robyn Cook-Ritchie  
Tudor Costache



*February 2011 board meeting (from top left): Gary Porter, Rubert Payea, Monika Jankowska-Pacyna, Helen McLeod (Strategic Planning Consultant), Carol Risidore, Diana White, Lana Faessler, Mary Anne Baker, Jennifer Ellis and Sue Bannon.*

## ORGANIZATIONAL MEMBERS



### LLO MEMBERS

Adult Learning Line  
Algoma District School Board  
AlphaPlus Centre  
Atikokan Literacy Incorporated  
Barrie Literacy Council  
Brant Skills Centre  
Dryden Literacy Association  
Durham Catholic School Board  
Essential Skills Upgrading  
Frontier College  
Georgian Literacy  
Grand Erie Learning Alternatives  
Haldimand-Norfolk Literacy  
Hamilton Literacy Council  
Iroquois Falls Adult Learning Centre Inc  
Learning Centre for Georgina  
Learning Disabilities Assoc of Windsor-Essex  
Literacy Alliance of West Nipissing  
Literacy Council of Durham Region  
Literacy Council of Niagara West  
Literacy Council of South Simcoe  
Literacy Council York South  
Literacy Council York-Simcoe  
Literacy London Inc.  
Literacy Plus  
Literacy Society of South Muskoka  
Literacy/Numeracy Project Avon Maitland DSB  
Midland Area Reading Council  
Mississauga First Nation/Enjikendaasang Learning  
Niagara Regional Literacy Council  
Nokee Kwe Native Literacy Centre  
North Bay Literacy Council  
Northern Connections Adult Learning Centres  
Oakville Literacy Council  
Orillia & District Literacy Council  
PORT CARES Educational resource Centre  
Quinte Adult Day School  
Red Lake District Adult Learning Centre  
Schreiber-Terrace Bay Adult Learning Association  
Simcoe County District School Board  
South Essex Community Council  
Superior North Literacy  
T.R. Leger Leeds-Grenville Literacy Council

T.R. Leger Reading Program  
The Adult Literacy Council of Greater Fort Erie  
The Literacy Council of Burlington  
The Literacy Group of Waterloo Region-Cambridge  
The Literacy Group of Waterloo Region-Kitchener  
Tillsonburg & District Multi-Service Centre  
Timmins Learning Centre  
Toronto Laubach Literacy Council  
Tri-County Literacy Council  
Unemployed Help Centre  
Valley Adult Learning Association  
Warkworth Literacy Council/ Bob Fasching  
Windsor Public Library  
YMCA Literacy Services

**Laubach Literacy Ontario (LLO) supports its member agencies in the achievement of higher levels of literacy throughout the province.**

**LLO is a provincial network of member agencies and its role is to:**

- Promote networking among members including information sharing and referrals,
- Coordinate field projects and research
- Offer professional development and training
- Maintain provincial government relations and advocate for literacy service and funding
- Work with other non-member agencies to advance literacy in Ontario
- Inform and educate the public concerning literacy needs in Ontario.

**We believe in:**

- Enhancing the quality of life of Ontarians through literacy
- Achieving our goals through cooperation and partnership
- Maintaining high standard of service to students and community.

Laubach Literacy Ontario  
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Laubach Literacy Ontario is proud to be a part of:

**EMPLOYMENT  
ONTARIO**