

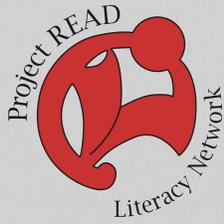
Project READ

Literacy Network

Annual Report 2014 - 2015



We are a dynamic community collaboration promoting the growth of literacy and essential skills in Waterloo-Wellington.



Annual General Meeting 2014 - 2015
Beaverdale Golf Club, Cambridge, ON
Thursday November 5, 2015 - 12:15 pm

MEETING AGENDA

1. Welcome and Call to Order
2. Appointment of Recorder
3. Approval of the Agenda
4. Approval of 2014 AGM Minutes (Page 10)
5. Chair and Senior Staff Report (Page 5)
6. Presentation of Audited Financial Statements (Page 11)
7. Appointment of Auditor for 2015-2016
8. Recognition & Thanks
9. Call for Nominations & Approval of Slate of Nominees
10. Election of Board of Directors
11. Adjournment

**Presentation of the Yvonne Heninger Memorial
Award for Literacy Students will follow the meeting.**

Slate of Nominees for 2015-2016

- Carol Risidore
- Laura Dick
- Jeff Beamer
- Eric Karn
- Aimee Jeffrey
- Sarah Loat
- Sandy Coghlin
- Lorri Sauv 



Thank You to Our Funders, Donors, Sponsors & Partners!

- Ontario Ministry of Training,
Colleges & Universities
- Ontario Seniors Community Grant
Program
- Regional Municipality of Waterloo
- Waterloo Region Record &
Guelph Mercury Newspapers
- Unifor Local 1106
- Rotary Club of Cambridge North
- Rotary Club of Cambridge Sunrise
- Rotary Club of Kitchener
- Kitchener West Optimist Club
- Individual & Private Donors

Thank You to Our Members!

- 2nd Chance
- Action Read Community Literacy Centre
- Anishnabeg Outreach
- Better Beginnings, Better Futures
- Canadian Hearing Society
- Canadian Mental Health Association -
Bridging Employment Supports
- Conestoga College
- English at First
- John Howard Society
- Kitchener Public Library
- K-W Habilitation Services
- Lutherwood
- Northern Lights
- Region of Waterloo
- Region of Waterloo Library
- St. Louis Adult Learning & Continuing
Education Centres
- The Literacy Group of Waterloo Region
- The Working Centre
- Waterloo Public Library
- Wellington Centre for Continuing Ed /
St. Georges (UGDSB)
- Wellington County Learning Centre
- WRDSB - Essential Skills Upgrading
- YMCA Employment Services
- YMCA Language Assessment

**Thank You to Our
Core & Program
Staff for 2014 - 2015:**

Jane Tuer,
Executive Director

Robin Crank,
Program Assistant

Judy Paul, Educational &
Essential Skills Assessor

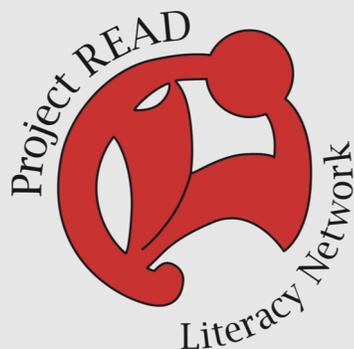
Joanne Davis,
Family Literacy Program
Coordinator & Facilitator

Dorothy Tam,
Get Set Learn Facilitator

Jennifer Hewitt,
Get Set Learn Facilitator

Marion Baron,
Bookkeeper

Lisa McArthur,
Health Lead



**Thank You to Our Board and Committee
Members for 2014 - 2015**

Executive

- Carol Risidore, Chair
- Laura Dick, Vice Chair
- Jeff Beamer, Secretary
Treasurer

Directors at Large

- Aimee Jeffrey
- Eric Karn
- Sarah Loat
- Sandy Coghlin
- Robyn Vander Zee
- Anne Jones

Waterloo Literacy Committee

Conestoga College

Thanh-Thanh Tieu

The Literacy Group of Waterloo Region

Carol Risidore and Chris Prosser

Waterloo Catholic District School Board

Karen Morgan-Bowyer

Waterloo Region District School Board

Linda Brooks



Wellington Literacy Committee

Action Read - Mira Clarke

Conestoga College - Adam Jensen and Thanh-Thanh Tieu

Upper Grand District School Board- Kerry Halliday

Wellington County Learning Centre - Elizabeth Debergh

Project READ Literacy Network Get Set Crop 2015

Thanks to the committee
members for all their hard work:

- Laura Marks
- Lorri Sauv 
- Jane Tuer & Robin Crank



" The event was great! And I'm excited for next year already :) "

~ participant 2015

Thanks to our sponsors for their donations:

- | | | |
|---------------------------------------|---|--------------------------------------|
| Azores Bakery | Conference Centre | Brenda Snider |
| Dr. Jeff Goldsworthy,
Chiropractor | Vijay's | Heather Roberts |
| Drayton Entertainment | Water Depot Kitchener | Sandy Sichewski |
| Evolution | Wings of Paradise Butterfly
Conservatory | Carolyn Muir |
| House of Angels | Sandra & Brian Schallhorn | Hetty Flikweert |
| Innocente Brewery | Mary-Joyce Grift | Kim Munro |
| Kitchener Hyundai | Jen Tieu | Kelly Williams |
| Len's Mill Store | Beth Skinn | Laura Marks |
| M & T Printing Group | Nancy Kuiper | Elaine Rendle |
| Mother's Pizza | Krista Wilson | David R Marks |
| Pino's Salon & Spa | Lynne Elliot | Linda & Ed Lawrence |
| Reids Chocolates | Carolyn Regan | Brent Kuehl |
| Sole Restaurant & Wine Bar | Chris Mann | Jane Tuer |
| Starbucks Gateway | Jamilla Ivits | Amanda Fischer @
Conestoga Karate |
| The Toy Society | Shelley Hengartner | Lorri Sauve |
| The Waterloo Inn & | Shirley Frenette | |

A Report from the Chair and Senior Staff, 2014 - 2015

“No significant learning occurs without a significant relationship.”

-Dr. James Comer

As we reflect on this past year, we can see that it really was a learning year and to do that it required a team that works together.

The Board focused in on creating a Business Continuity and Succession Plan. This required a great deal of information from all staff and very thoughtful deliberations by the directors. They have also been reviewing and revising all policies and procedures for the organization.

We had our long time staff member, Anne Ramsay, leave the organization to become an Employment and Training Consultant with the Ministry of Training, Colleges and Universities. Anne dedicated herself to the literacy field for over 25 years. Her knowledge and passion are missed.

We continued our work on the LBS Task Portal with QUILL Network supporting the development of tasks that relate directly to the OALCF examples.

A3 and the Employment Path was a research and development project we were contracted to do. Karen Morgan-Bowyer took the lead on this and developed an amazing resource for the field on how to extract information from films, broadcasts and presentations.

Our second phase of the Labour Market Project for the western region created a literacy screening tool for Employment Services, OW, ODSP and other agencies. To help develop and promote this tool we provided 4 training sessions to these agencies across Waterloo-Wellington. The training really highlighted how to “sell” literacy to clients who “just want to get a job.”

We also worked on the committee to support ABEA in the development of “Financial Literacy – Workshop Series” funded by Trillium.

The Workforce Planning Board and Project READ jointly held Employment Ontario Expos in Waterloo, Guelph and Cambridge to help all program staff learn about each others programs.

Project READ also moved offices to 124 Sydney Street South, Kitchener. This was made possible by supports from MTCU and the generosity of K-W Habilitation.

We provided Bridges Out Of Poverty workshops in Hamilton and Niagara and Jane became certified in the Getting Ahead program.

Our staff is the hardest working group of dedicated individuals. They work together well as a team and are always there for each other. They always go above and beyond the call of duty.

The Directors of Project READ are amazing. They’re innovative and thorough and we are lucky to have them volunteer their time to our organization.

**Carol Risidore, Chair
and Jane Tuer, Executive Director**

Professional Development Projects & Promotion

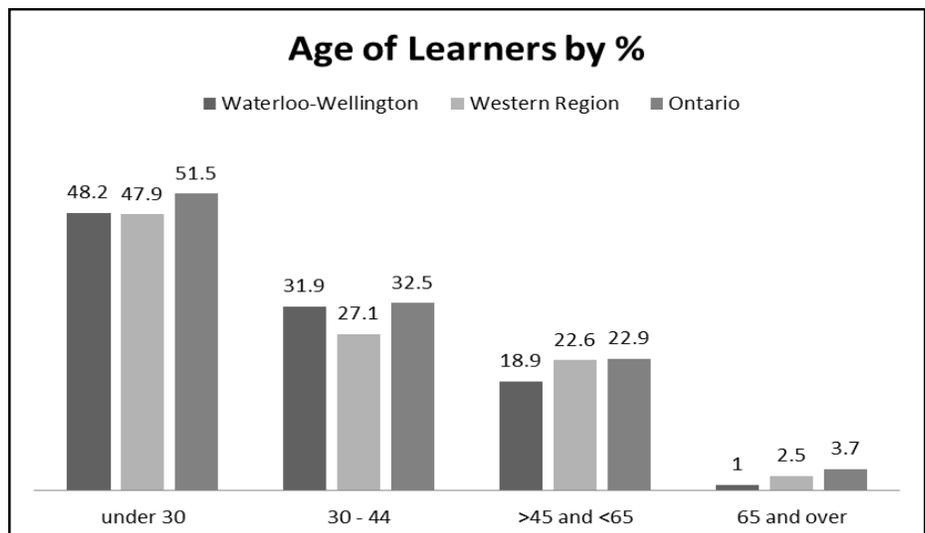
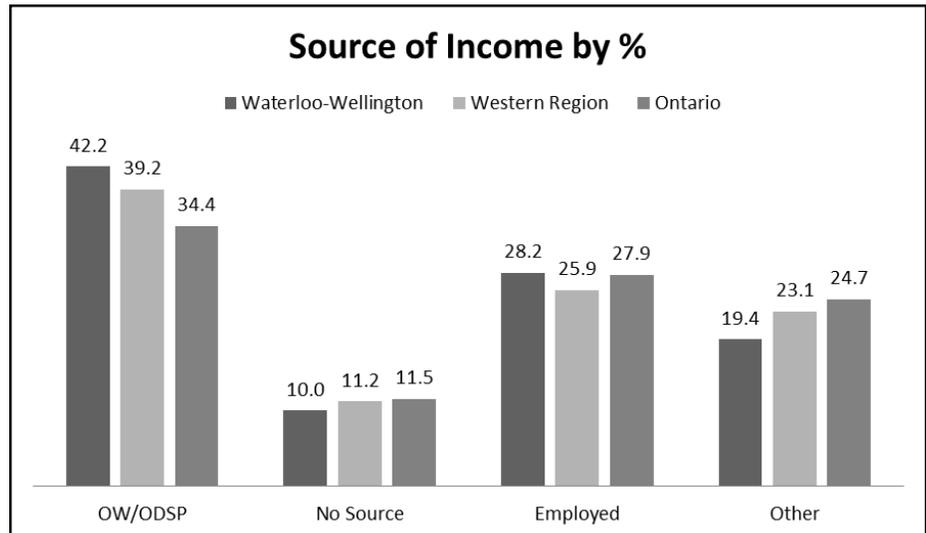
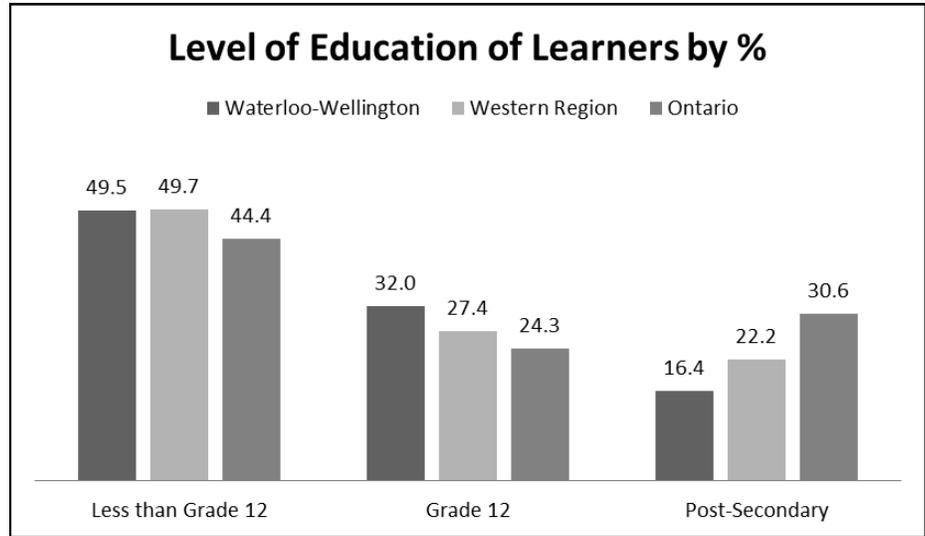
- In partnership with the Workforce Planning Board we held 3 Employment Ontario Expos:
 - Guelph-Wellington
 - Kitchener-Waterloo
 - Cambridge
- Provided 4 training workshops for Employment Service agencies on when and how to refer a client to LBS (2x Waterloo Region, 1x Guelph and 1x Wellington County)
- We provided a workshop on mental health
- We provided a workshop on PIAAC (Programme for the International Assessment of Adult Competencies)
- Held meetings with the Maple Leaf Action Centre
- Provided 4 Labour Market Project results webinars to practitioners
- Worked with western networks to have meetings with Western Region Manager, Mary Joe Friere and two of Premier Wynne's senior policy advisors on the need for funding in LBS
- A3 and the Employment Path - Developed a levelled curriculum on teaching the OALCF Competency A. Find and Use Information - A3. Extract info from films, broadcasts and presentations
- Task-based Activities Portal - developed and reviewed various task sets for the portal based on the "Examples" given for each competency
- Labour Market Partnership - Phase 2 - developed a screening tool and guide for Employment Services and other agencies to help identify literacy needs and how to refer to a literacy program
- Ministry of Citizenship and Immigration - further developed the grandparent workshops and delivered them in partnership with Waterloo Public Library and Waterloo Region Libraries



Literacy Service Planning

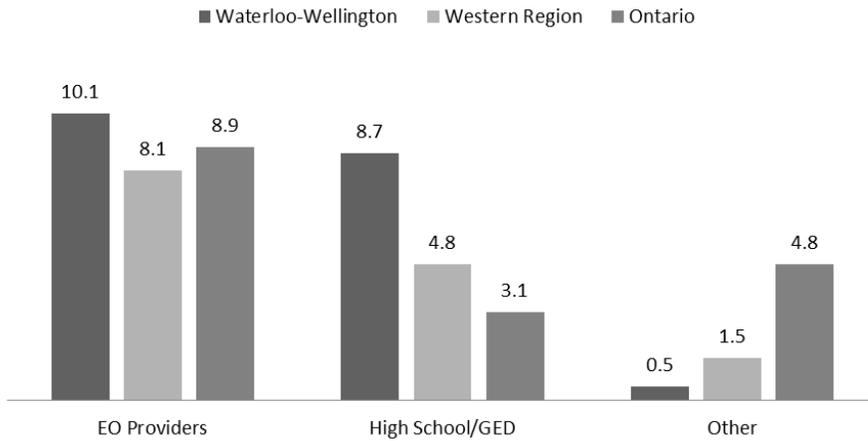
- 1,645 adults (16+) participated in LBS training in Waterloo-Wellington in 2014/15
- 41.2% were male and 58.8% were female
- 48.2% of learners were under the age of 30 with math being a major request for upgrading
- 49.5% of our learners had less than a Grade 12 education, which shows that having a Grade 12 is not indicative of being literate
- We showed a 6.8% increase in referrals out to other programs (e.g. Employment Service Provider) and a 9% increase in referrals to community resources (e.g. health/ counselling services)

Waterloo-Wellington Literacy Statistics

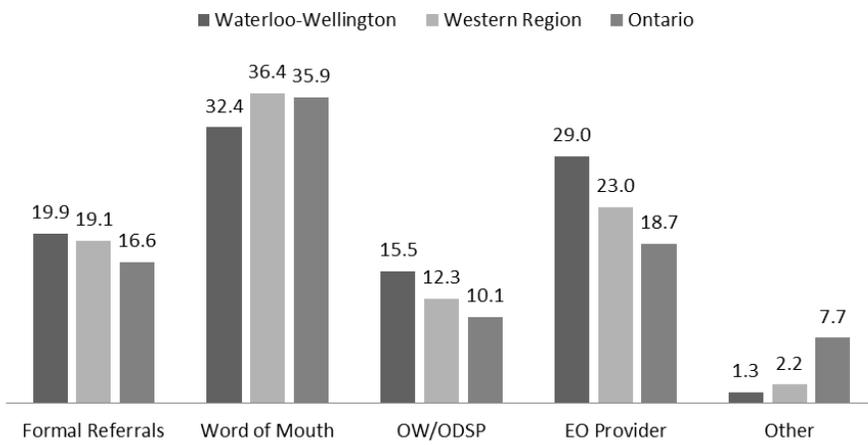


Waterloo-Wellington Literacy Statistics

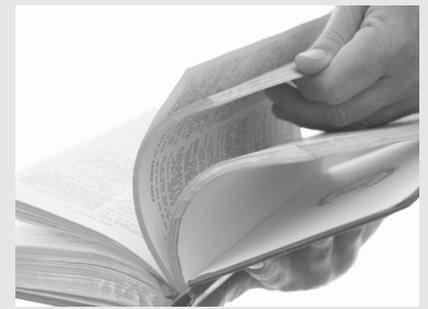
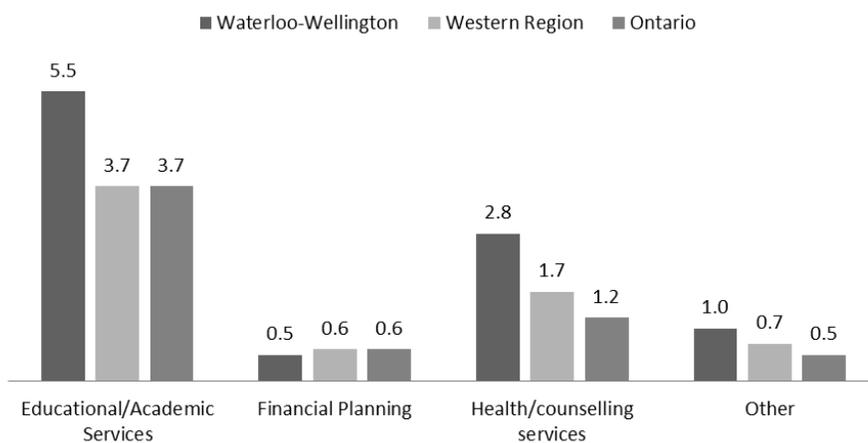
Top Referrals Out to Other Programs by %



Top Referrals In by %



% Referred Out to Community Resources



Assessment & Referrals

- Over 63,000 copies of the booklet, *“The Directory of Programs in Waterloo-Wellington 2015 Edition”*, were printed & distributed by Waterloo Region Record & Guelph Mercury newspapers to homes & agencies
- Ongoing referrals provided to adults over the phone or email to member agencies and community services
- 138 Ontario Works participants assessed & placed into Literacy and Basic Skills programs as well as other training and employment services



Family Literacy Initiatives



- Since 2003, **571 parents and 779 preschool age children participated in Get Set Learn at 68 program locations** in Waterloo Region.
- In 2014, **46 parents and 53 preschool children participated in Get Set Learn** family literacy program for families living on Ontario Works funded by the Region of Waterloo Social Services and delivered at community locations: Cambridge Self-Help Food Bank, Stanley Park Community Centre, and Mill-Courtland Community Centre.
- **Impacts on families:** Increased knowledge and skills about emergent literacy and home literacy activities; higher frequency of reading, writing and math activities at home; increased confidence & more positive attitudes towards learning and school; increased awareness of Essential Skills and how skills are used at work, home and in the community.
- Since 2008, **201 parents and 416 children have participated in Get Set Learn Afterschool (GSLA)** at 9 locations (8 elementary schools).
- In 2014 we delivered GSLA at Queen Elizabeth Public School in Kitchener.
- **92 grandparents** attended our family literacy workshop series for grandparents, *You and Your Grandchild: Learning Together in a Changing World*. These workshops were delivered in the City of Waterloo and rural areas with funding from the Ontario Seniors Community Grant Program, Ministry of Citizenship and Immigration.
- Involvement in local, collaborative initiatives: Alliance for Children and Youth; Early Literacy Alliance of Waterloo Region; Positive Parenting Committee; and the Children's Planning Table.
- Participation in the **17th Annual Family Literacy Day Celebration** at Conestoga Mall on January 25, 2015 .
- **Family literacy volunteers contributed 180 hours** to our programs and events during 2014-15.
- We are hoping to **expand our Get Set Learn program in 2016-2017** through a Grow Grant from the Ontario Trillium Foundation.

Project READ Literacy Network Waterloo-Wellington
Minutes of the 2014 Annual General Meeting

Thursday October 23rd 2014
Beaverdale Golf Club, Cambridge ON



Present:

Aimee Jeffrey, Dina A, Dorothy Tam, Edward Lee, Elaine Love, Eric Karn, Gabriel Smith, Geoff Smith, Grace Lennox, Heather Lee, Jane Tuer, Jeff Beamer, Joanne Davis, Joanne Morant, John Maclaughlin, Judy Paul, Julie Sigrist, Karen Morgan-Bowyer, Kathryn Pool, Kerry Halliday, Kim Jensen, Kristina Campbell, Laura Dick, Leslie George, Linda Witt, Liz Wyatt, Lorri Sauv , Maggie Moore, Marian Baron, Mary McNally, Mary Robison, Nicola Scott, Noreen Applebee, Robin Crank, Robyn VanderZee, Sandip Basi, Sandy Coghlin, Sarah Loat, Sheri Keane, Susan Damon, Thanh-Thanh Tieu, Wayne Miedema

1. Laura Dick called the meeting to order at 12:20 pm
2. Motion: To appoint Robin Crank as the recorder Kerry Halliday /
Karen Morgan-Bowyer
3. Motion: To approve the agenda Linda Witt / Lorri Sauv 
4. Motion: To approve the 2013 AGM minutes Joanne Morant /
Robyn VanderZee
5. Laura noted the **Chair and Senior Staff Report** on page 5
(time to read and review)
6. Laura asked Jeff Beamer to review financial statements.

Jeff called attention to the letter from auditor, having been signed off. He also reviewed assets & liabilities, then reviewed the revenue, expenses, and net assets.
7. Jeff motioned to appoint Ian M. Smith as auditor for 2014-2015 Linda Witt
8. Laura called on Jane to give recognition and thanks.

Jane reviewed some great stats, highlighting that we have increased our referrals between agencies. Thanks to Staff. Thanks to our Board – token of appreciation was presented to each member.
9. Call for nominations, 3 times from the floor – NO
10. Motion: To elect Board of Directors, Slate of Nominees Linda Witt / Heather Lee
11. Motion: To adjourn the meeting at 12:40 pm Kerry Halliday