

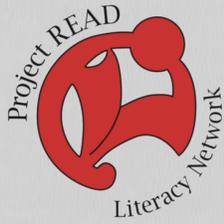


Project READ

Literacy Network

Annual Report 2015 - 2016





Annual General Meeting 2015- 2016
The Family Centre, Kitchener, ON
Thursday November 3, 2016 - 11:30 am

MEETING AGENDA

1. Welcome and Call to Order
2. Appointment of Recorder
3. Approval of the Agenda
4. Approval of 2015 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 2016-2017
8. Recognition & Thanks
9. Call for Nominations & Approval of Slate of Nominees
10. Election of Board of Directors
11. Adjournment

Slate of Nominees for 2016-2017

- Laura Dick
- Jeff Beamer
- Eric Karn
- Aimee Jeffrey
- Sarah Loat
- Sandy Coghlin
- Lorri Sauv 
- Jeannette McNamara
- Murray Stinson



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

- Ontario Ministry of Advanced Education and Skills Development
- Regional Municipality of Waterloo
- Waterloo Region Record
- Unifor Local 1106
- Ontario Trillium Foundation
- Individual & Private Donors

Thank You to Our Members!

- 2nd Chance
- Action Read Community Literacy Centre
- Agilec
- Anishnabeg Outreach
- Better Beginnings, Better Futures
- Canadian Hearing Society
- Canadian Mental Health Association - Bridging Employment Supports
- Conestoga College
- English at First
- Guelph Public Library
- Idea Exchange
- John Howard Society
- Kitchener Public Library
- K-W Habilitation Services
- Lutherwood
- March of Dimes
- 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
Board and
Committee Members
for 2015 - 2016:

Executive

- **Laura Dick,**
Chair
- **Sandy Coghlin,**
Vice-Chair
- **Jeff Beamer,**
Secretary Treasurer

Directors at Large

- **Aimee Jeffrey**
- **Eric Karn**
- **Sarah Loat**
- **Jeanette McNamara**
- **Lorri Sauv **
- **Murray Stinson**
- **Carol Risidore**



Thank You to Our Core & Program Staff

Jane Tuer,
Executive Director

Robin Crank,
Program Assistant

Judy Paul,
Educational & Essential Skills Assessor,
Get Set Learn Facilitator

Joanne Davis,
Family Literacy Program Coordinator & Facilitator

Dorothy Tam,
Get Set Learn Facilitator

Jennifer Hewitt,
Get Set Learn Facilitator

Angela Krueger,
Get Set Learn Facilitator

Christine Shantz,
Get Set Learn Facilitator

Marion Baron,
Bookkeeper

Lisa McArthur,
Health Lead

Bob Schade,
Office volunteer



Project READ Literacy Network Get Set Crop 2016

Thanks to the committee members for all their hard work:

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



“ Thank You and all the volunteers for all the hard work you put into planning, organizing and running Get Set Crop 2016. We had a GREAT time and we've already got the 2017 dates in our calendar! ”

~ participant 2016

Thanks to our sponsors for their donations:

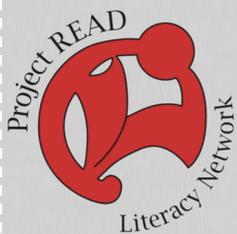
- | | | |
|--------------------------|--|--------------------|
| Azores Bakery | Unifor Local 1106 | Kelly Williams |
| David's Tea | Water Depot Kitchener | Colleen Cunningham |
| Drayton Entertainment | Wings of Paradise Butterfly Conservatory | Heather Roberts |
| House of Angels | YMCA | Anna Bartolomucci |
| Innocente Brewery | Jennifer Tieu | Lynne Elliot |
| Kitchener Hyundai | Sandra & Brian Schallhorn | Chris Mann |
| Len's Mill Store | Jane Tuer | Wendy Shantz |
| M&M Meat Shops | Nicole Carriere | Carolyn Regan |
| Monigram Coffee Roasters | Nancy Kuiper | Hetty Flikweert |
| Mother's Pizza | Leigh Silver | Carolyn Muir |
| Pino's Salon & Spa | Christine Kokiw | Jessica Andrews |
| State & Main | Jamilla Ivits | Shirley Frenette |
| The Museum | Cindy Watral | Kelly Beitz |
| B@THEMUSEUM | Margaret Stares | Anne Rancourt |
| The Rock Spa | Laurie Brown | |
| The Works | | |

Chair Executive Director Report, 2015 - 2016

2015/16

2015/16 was a difficult year in literacy with no new funds coming in the field. Core funding had not changed...for 15 years. The Ministry of Training, Colleges and Universities' (currently called Ministry of Advanced Education and Skills Development) Network Development Fund grants had dried up to cover costs for other ministry programs that weren't even in the Literacy and Basic Skills portfolio. The Trillium Foundation was also in the process of re-designing their funding model and not accepting any grant proposals. And to top things off the federal government had stopped funding anything through its Office of Literacy and Essential Skills. It was a bleak time. All provincial literacy coalitions and three main national literacy organizations had to close their doors. LBS programs were struggling to keep their doors open and in some cases managers laid themselves off to help keep classes running! It is an example of dedication as to how all these programs stayed open. Project READ survived...continuously applying for grants and projects. This hard work paid off $\frac{3}{4}$ of the way through the year. We received a Grow Grant for our Get Set Learn program in December and a Seed Grant for developing a mental health guide for practitioners from the Trillium Foundation. The vision of the Board and Staff made survival possible.

The Board and Staff also worked on a new Strategic Plan for Project READ that helped us to redefine our Mission Statement, Vision and Values. Optimism reigned!



2016/2017

We continue to supplement the work we do under the Ministry of Advanced Education and Skills Development through other sources. We were successful in receiving a Libro Prosperity Fund Grant to develop 24 Financial Literacy Task Sets for the LBS Learning Activities Portal. We also have a team from Leadership Waterloo Region developing a communications plan for us and helping us to implement some of the findings.

We provided the Wrap-Around Service Bus Tours in Waterloo and Wellington for literacy, employment services and social service members. This was done with the support of the Waterloo-Wellington-Dufferin Workforce Planning Board. The tour gave practitioners first hand knowledge of other services their clients may need including: debt management, mental health, legal supports and various community programs.

We are developing more and more partnerships to help support our programs and learners (poverty reduction strategy, community wellness, etc.). And continue to strive to have literacy recognized as an important need that must be resourced to create a community without poverty....that is safe....that is educated....that is employed.

Laura Dick, Chair and
Jane Tuer, Executive Director

Mission Statement

Our mission is to provide any adult or family in Waterloo Wellington with access to literacy training

Vision Statement

Our Vision is to improve quality of life through literacy

Values

Dedication

PRLN is committed to the education of adults, families and children

Collaboration

PRLN strives to build relationships to further the improvement of Literacy in Waterloo-Wellington

Innovation

PRLN's strength lies in its creative approach to new research, program and service delivery

Integrity

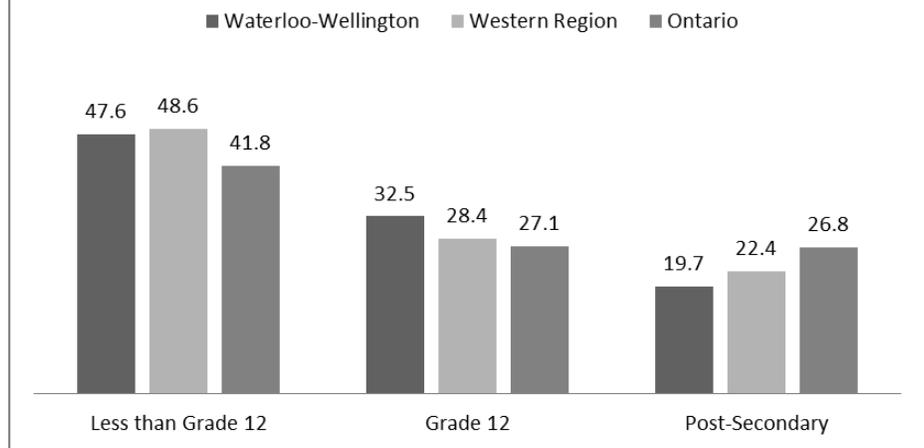
PRLN treats all stakeholders with respect and dignity

Literacy Service Planning

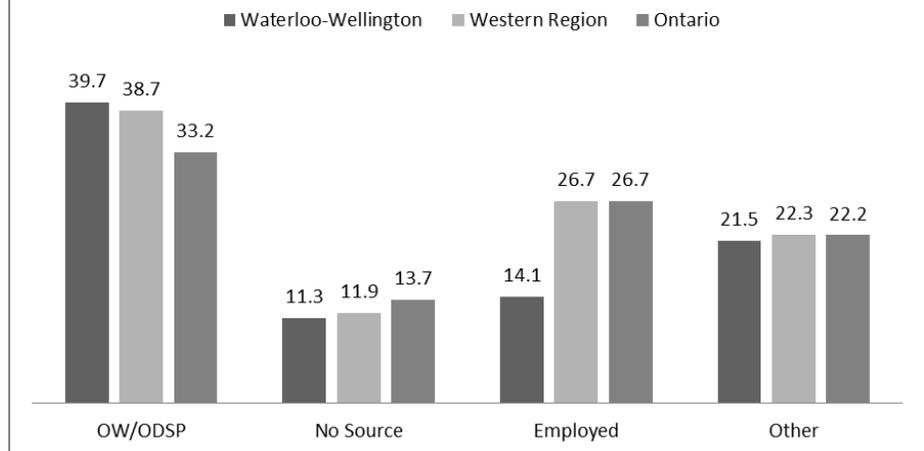
- 1,702 adults (16+) participated in LBS training in Waterloo-Wellington in 2015/16
- 40.7% were male and 59.2% were female
- 50.6% of learners were under the age of 30 with math being a major request for upgrading
- 47.6% of our learners had less than a Grade 12 education, which shows that having a Grade 12 is not indicative of being literate
- We showed a 2.6% increase in referrals out to other programs (e.g. Employment Service Provider) at a total of 26.3% which is 5.3% higher than the provincial average

Waterloo-Wellington Literacy Statistics

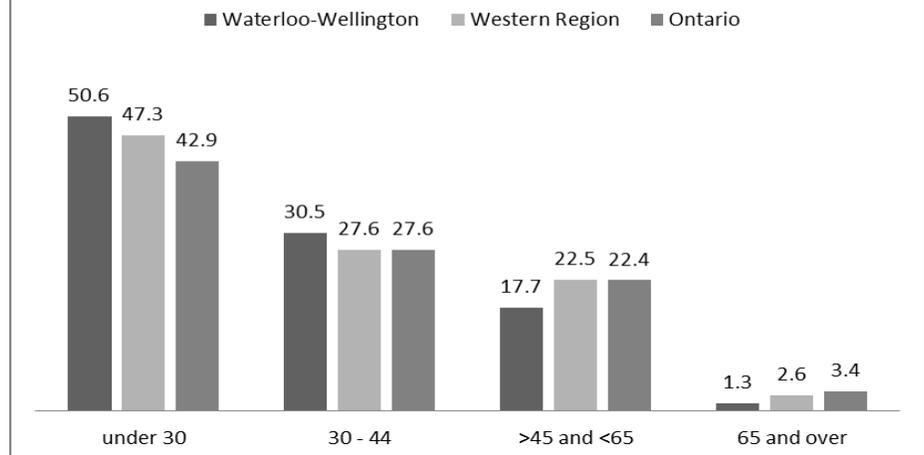
Level of Education of Learners by %



Source of Income by %

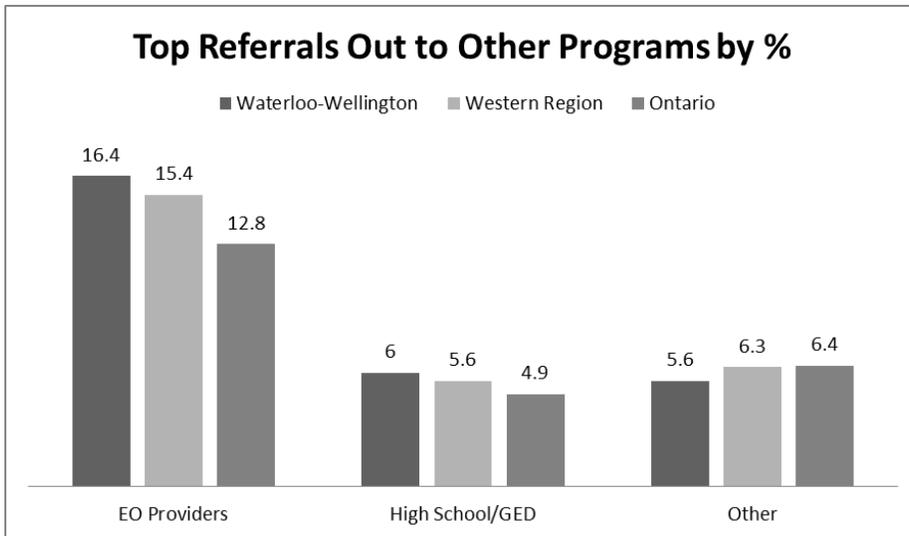


Age of Learners by %

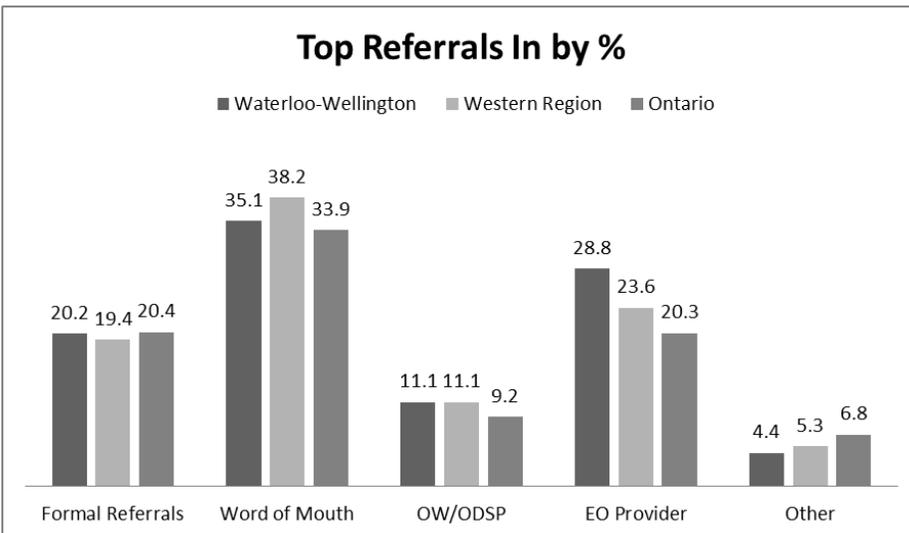


Waterloo-Wellington Literacy Statistics

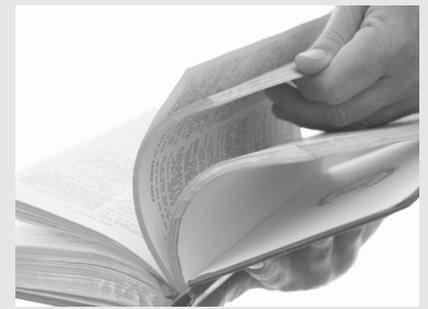
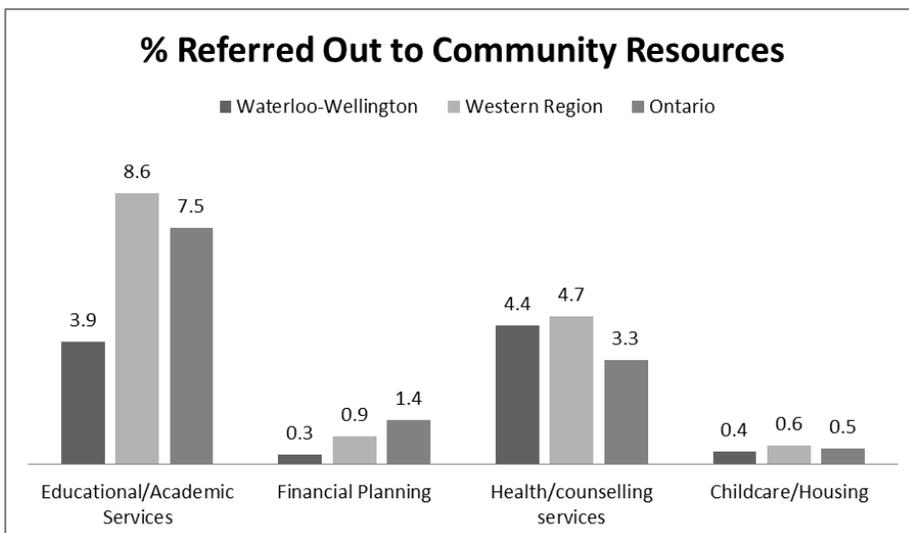
Top Referrals Out to Other Programs by %



Top Referrals In by %



% Referred Out to Community Resources



Assessment & Referrals

- Over 2,000 copies of the booklet, *“The Directory of Programs in Waterloo-Wellington 2016 Edition”*, were developed, printed & distributed by Project READ and sponsored by the Ministry of Training, Colleges and Universities.
- Ongoing referrals provided to adults over the phone or email to member agencies and community services
- 121 Ontario Works participants assessed & placed into Literacy and Basic Skills programs as well as other training and employment services



Family Literacy Initiatives



- Since 2003, **617 parents and 833 preschool age children participated in Get Set Learn at 74 program locations in Waterloo Region.**
- In 2015, **46 parents and 54 preschool children participated in Get Set Learn family literacy program for families living on Ontario Works or ODSP funded by the Region of Waterloo Social Services and delivered at community locations: Lang's, Stanley Park Community Centre, and Mill-Courtland Community Centre.**
- Since 2008, **201 parents and 416 children have participated in Get Set Learn Afterschool (GSLA) at 9 locations (8 elementary schools).**
- Since 2013, **235 grandparents have participated in You and Your Grandchild: Learning Together in a Changing World, a program and workshop series for grandparents and grandchildren. In 2015, 32 grandparents attended our workshop series. These were held in Cambridge in partnership with The Idea Exchange with financial support of the Rotary Club of Cambridge North and the Rotary Club of Cambridge Sunrise.**
- **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.
- Involvement in local, collaborative initiatives: Early Literacy Alliance of Waterloo Region; Positive Parenting Committee; and the Children's Planning Table.
- Participation in the **18th Annual Family Literacy Day Celebration**
- We received a two-year grant for **\$205,900 from the Ontario Trillium Foundation** to expand our Get Set Learn program and create a plan for growth and sustainability into the future.

Ontario
Trillium Foundation



Fondation Trillium
de l'Ontario

An agency of the Government of Ontario
Un organisme du gouvernement de l'Ontario

Project READ Literacy Network Waterloo-Wellington
Minutes of the 2015 Annual General Meeting



Thursday November 5th 2015
Beaverdale Golf Club, Cambridge ON

Present:

Aimee Jeffrey, Amani Alfageah, Barb Williacy, Carol Manica, Dina Amorim, Dorothy Tam, Edith Palacios, Elaine Love, Eric Karn, Grace Lennox, Heather Lee, Jane Finoro, Jennifer Hewitt, Joanne Davis, Judy Paul, Julie Sigrist, Karen Morgan-Bowyer, Kathy Pool, Kerry Halliday, Kim Jensen, Leslie George, Linda Brooks, Linda Witt, Liz Wyatt, Lorri Sauve, Maggie Moore, Marisa Rentas, Mary McNally, Mira Clarke, Nicola Scott, Noreen Applebee, Robin Crank, Sandy Coghlin, Sarah Lennox, Sarah Loat, Sheri, Susan Damon, Sylvia Barber, and Wayne Miedema.

1. Laura Dick called the meeting to order - 12:21 pm
2. Motion: To appoint Robin Crank as the recorder Kerry Halliday /
Sandy Coghlin
3. Motion: To approve the agenda Kerry Halliday /
Karen Morgan-Bowyer
4. Motion: To approve the 2014 AGM minutes Kerry Halliday /
Sarah Loat
5. Laura noted the **Chair and Senior Staff Report** on page 5
(time to read and review)
6. Jeff Beamer reviewed the financial statements .
7. Motion: To appoint Ian M. Smith as auditor for 2015-2016 Jeff Beamer /
Karen Morgan-Bowyer
8. Laura called on Jane to give recognition and thanks.
Jane reviewed some success stories of the year.
Thanks was given to Bob Schade (volunteer). Thanks to our
Board . Thanks to Staff & Members.
9. Laura noted the slate of Directors and called for nominations,
3 times from the floor - NO
10. Motion: To elect Board of Directors, Slate of Nominees Dina Amorim /
Mira Clarke
11. Motion: To adjourn the meeting at 12:42 pm Sarah Loat

**PROJECT READ LITERACY NETWORK
(WATERLOO - WELLINGTON)**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2016

PROJECT READ LITERACY NETWORK (WATERLOO - WELLINGTON)
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2016

A S S E T S

	2016	2015
CURRENT		
Cash - unrestricted	\$ 119,097	\$ 111,037
Short-term investments - unrestricted (note 2)	9,621	7,613
Accounts receivable	4,952	29,767
Prepaid expenses	<u>675</u>	<u>663</u>
	134,345	149,080
OTHER ASSETS		
Short-term investments - internally restricted (note 2)	<u>40,000</u>	<u>40,000</u>
	<u><u>\$ 174,345</u></u>	<u><u>\$ 189,080</u></u>

L I A B I L I T I E S

CURRENT		
Accounts payable and accrued liabilities	\$ 8,662	\$ 13,719
Deferred revenue	<u>63,716</u>	<u>40,527</u>
	<u>72,378</u>	<u>54,246</u>
NET ASSETS		
Unrestricted	61,967	94,834
Internally restricted	<u>40,000</u>	<u>40,000</u>
	<u>101,967</u>	<u>134,834</u>
	<u><u>\$ 174,345</u></u>	<u><u>\$ 189,080</u></u>

see accompanying notes

APPROVED BY:

Laura Dick
Andra Coghlin

PROJECT READ LITERACY NETWORK (WATERLOO - WELLINGTON)
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31, 2016

	2016	2015
REVENUE		
Government grants		
Ministry of Training, Colleges and Universities	\$ 95,150	\$ 186,456
Region of Waterloo	92,381	89,300
Sponsorship - Other	37,505	35,575
Fundraising, donations, memberships	20,031	10,933
Miscellaneous	4,762	3,306
Workshops	<u>1,765</u>	<u>2,782</u>
	<u>251,594</u>	<u>328,352</u>
EXPENSES		
Wages and benefits	194,992	198,232
Office and administration	30,478	32,188
Sub-contracts	20,717	100,234
Honoraria	17,250	19,900
Facilities	15,824	12,893
Workshops	2,052	4,062
Project administration	1,182	2,001
Travel	1,132	7,247
Fundraising	<u>834</u>	<u>264</u>
	<u>284,461</u>	<u>377,021</u>
EXCESS (EXPENSES OVER REVENUE) FOR THE YEAR	<u>\$ (32,867)</u>	<u>\$ (48,669)</u>

see accompanying notes

PROJECT READ LITERACY NETWORK (WATERLOO - WELLINGTON)
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2016

	2016	2015
NET ASSETS, beginning of year	\$ 134,834	\$ 183,503
(Excess expenses over revenue) for the year	<u>(32,867)</u>	<u>(48,669)</u>
NET ASSETS, end of year	<u>\$ 101,967</u>	<u>\$ 134,834</u>

see accompanying notes

PROJECT READ LITERACY NETWORK (WATERLOO - WELLINGTON)
STATEMENT OF CASH FLOW
FOR THE YEAR ENDED MARCH 31, 2016

	2016	2015
OPERATING ACTIVITIES		
Excess (expenses over revenue) for the year	\$ (32,867)	\$ (48,669)
Items not affecting cash		
Net change in non-cash working capital components (note 5)	<u>40,927</u>	<u>39,617</u>
INCREASE (DECREASE) IN CASH FOR THE YEAR	8,060	(9,052)
CASH POSITION, BEGINNING OF THE YEAR	<u>111,037</u>	<u>120,089</u>
CASH POSITION, END OF THE YEAR	<u>\$ 119,097</u>	<u>\$ 111,037</u>
REPRESENTED BY:		
Cash - unrestricted	<u>\$ 119,097</u>	<u>\$ 111,037</u>

see accompanying notes

Project READ Literacy Network (Waterloo-Wellington)
 March 31, 2016
 Schedule of Revenues and Expenses by Program

Schedule (1)

	General	Literacy and Basic Skills	Literacy and Basic Skills	Field Support		Get Set Learn 2016	Get Set Learn 2015	Assessments	Trillium GSL	Literacy Network of Ontario	Family Literacy	ESSA	Grandparents Workshops	Yvonne Heninger Award	Total
				2016	2015										
REVENUES															
Government grants															
MTCU		87,000	8,150			16,628	63,141	12,612							95,150
Region of Waterloo															92,381
Sponsorship - Other									29,155	8,350					37,505
Fundraising, donations, membership	14,931												3,600	1,500	20,031
Miscellaneous	2,662							2,100							4,762
Workshops	1,765														1,765
	19,358	87,000	8,150	16,628	63,141	14,712	29,155	14,712	29,155	8,350	0	0	3,600	1,500	251,594
EXPENSES															
Wages and benefits	48,271	71,000	3,749	6,758	40,511	13,437	10,892				240	134			194,992
Office and administration	3,886	7,852	4,401	948	5,563	265	6,980				21		562		30,478
Sub-contracts				2,322			5,250			7,800		2,570	2,775		20,717
Honoraria				4,500	9,000		2,250							1,500	17,250
Facilities	845	7,504		2,100	4,200		1,050				125				15,824
Workshops	2,052														2,052
Project administration	-10,558				3,687	1,010	2,682			1,200	24	3,012	149		2,052
Travel	210	553			180		51						114		1,182
Fundraising	743	91													1,132
	45,449	87,000	8,150	16,628	63,141	14,712	29,155	14,712	29,155	9,000	410	5,716	3,600	1,500	284,461
(DEFICIT)/SURPLUS OF REVENUE	-26,091	0	0	0	0	0	0	0	0	-650	-410	-5,716	0	0	-32,867
OVER EXPENDITURES															
FUND BALANCE, Beginning of year	76,384	0	0	0	0	0	0	0	0	650	9,546	7,350	0	904	94,834
FUND BALANCE, Ending of year	50,293	0	0	0	0	0	0	0	0	0	9,136	1,634	0	904	61,967