

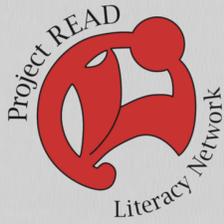


Project READ

Literacy Network

Annual Report 2017 - 2018





Annual General Meeting 2017- 2018
Thursday November 14, 2018 - 3:30 pm

MEETING AGENDA

1. Welcome and Call to Order
2. Approval of the Agenda
3. Approval of 2017 AGM Minutes (Page 9/10)
4. Chair and Senior Staff Report (Page 5)
5. Presentation of Audited Financial Statements
6. Appointment of Auditor for 2018-2019
7. Call for Nominations & Approval of Slate of Nominees
8. Election of Board of Directors
9. Adjournment

Ongoing referrals provided to adults over the phone or email to member agencies and community services

Slate of Nominees for 2018-2019

- Laura Dick
- Sandy Coghlin
- Jeff Beamer
- Jeannette McNamara
- Sarah Loat
- Aimee Jeffrey
- Lorri Sauvé
- Molly Kimpel
- Eric Karn
- Jason Hoyt
- Laura Weeks



Thank You to Our Funders and Sponsors!

- Libro Credit Union
- Lyle S. Hallman Foundation
- Ontario Centre for Workforce Innovation
- Ontario Ministry of Training, Colleges and Universities
- Ontario Trillium Foundation
- Regional Municipality of Waterloo
- The Kitchener and Waterloo Community Foundation
- Unifor Local 1106
- Waterloo Region Record

Project READ's Community Committees!

- Baby Connections
- Children and Youth Planning Table Waterloo Region
- Community Employment and Literacy Committee
- Employment and Income Support Community Advisory Committee
- Guelph-Wellington Employment and Training Committee
- Guelph-Wellington Literacy Service Planning Committee
- Learning Networks of Ontario
- Poverty Taskforce Guelph-Wellington
- Program Advisory Committee - LBS - Conestoga College
- Solutions to Poverty - Waterloo Region
- Waterloo Region Literacy Service Planning Committee
- Western Networks and Workforce Planning Boards



**Thank You to Our
Board and
Committee
Members for 2017 -
2018:**

Executive

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

Directors at Large

- **Aimee Jeffrey**
- **Eric Karn**
- **Sarah Loat**
- **Jeanette McNamara**
- **Lorri Sauvé**
- **Molly Kimpel**
- **Jason Hoyt**
- **Laura Weeks**



**Thank You to Our Core, Program and
Project Staff**

Jane Tuer,
Executive Director

Robin Crank,
Program Assistant

Christine Shantz,
Educational & Essential Skills Assessor,
Get Set Learn Facilitator

Joanne Davis,
Family Literacy Program Manager

Jennifer Hewitt,
Family Literacy Program Coordinator & Facilitator

Dorothy Tam,
Get Set Learn Facilitator

Nadia Muhammad,
Get Set Learn Facilitator

Bonnie Dion,
Get Set Learn Facilitator

Carleen Nicely,
Get Set Learn Facilitator

Janet McPharlin,
Get Set Learn Facilitator

Marian Baron,
Bookkeeper

Lisa McArthur,
Health Lead

Bob Schade,
Administrative Support



Project READ Literacy Network Get Set Crop 2018

Thanks to the committee members for all their hard work:

- Carolyn Regan
- Lorri Sauv 
- Jane Tuer, Robin Crank & Bob Schade



Thanks to our Sponsors for their donations:

Drayton Entertainment

Kindred Credit Union

KW Symphony

Maple Leaf Sports &
Entertainment

Sol  Restaurant

THEMUSEUM

Volkswagen

Water Depot

Creative Memories

Epicure

Norwex

Tupperware

Carolyn Regan

Heather Roberts

Jane Tuer

Joanne Davis

Kerry Anne Rothe

Laura Dick

Laura Marks

Lorri Sauv 

Lynda Wheelhouse

Meghan Forler

Robin Crank

Sandra Schallhorn

Sarah Loat

Shirley Frenette

Wendy Forler

Wendy Willis



Thanks to our Volunteers for their time:

Audrey Hollinger

Leah Kimpel

Marion Baron

Molly Kimpel

Rachel Kimpel

Rita Schade

Ruth Palmer

Sandy Coghlin

Sheena Alliniele



163 Ontario Works participants assessed & placed into Literacy and Basic Skills programs as well as other training and employment services



Chair / Executive Director Report, 2017 - 2018

AGM Report 2018

Chair and Executive Director Report

Project READ Literacy Network has continued to grow and flourish over the past year. The provincial government in 2017 heard our requests and presentations to the budget and increased funding to all literacy programs including a 10% increase to our core funding from the Ministry of Advanced Education and Skills Development (currently Ministry of Training, Colleges and Universities).

We met with Region of Waterloo Employment and Income Managers to discuss the lack of referrals to literacy programs. As of June 2018, we are now the only referral point for literacy programming in their internal system. Referrals since the new process was put into place have tripled to quadrupled each month. We are also now getting referrals to our Get Set Learn program funded through the Region. Previous to this, we only had one referral from a caseworker to family literacy.

In 2017 we began the process of developing an Ontario Center for Workplace Innovation project involving Bridges Our Of Poverty and the Getting Ahead in the Workplace program. In this process you develop the project as a team including community stakeholders, where the Workforce Planning Board of Waterloo-Wellington-Dufferin became our partners through the process. We were successful and completed the projects in August 2018.

Through the Families First - Hallman Project we have developed stronger relationships with Early Literacy Alliance Waterloo Region (ELAWR) members and are providing this committee with backbone supports.

We continued our work on both the Solutions to Poverty - Waterloo Region and the Poverty Task Force Guelph-Wellington. We helped to organize the Regional poverty symposium in June of 2017. Project READ also continued to provide various workshops throughout the province on Bridges Out of Poverty.

We attended the Capacity Canada Board Bootcamp in the fall of 2017. As a result we have been able to make a number of exciting and innovative changes to our organization and Board work through board recruitment processes to generative thinking being part of our board agenda. It's an exciting time to be on the Board of Directors!

Project READ staff , board and friends also took part in the Race to Erase fundraiser in Cambridge in 2017 and have added this fundraiser to our annual fundraising plan.

The family literacy programming has been growing and expanding from just running Get Set Learn programs, thanks to Trillium, Hallman and the Kitchener-Waterloo Community Foundations. It's exciting to see the suite of programs: parent/grandparent workshops on various topics, school and family fun literacy nights, pop-up programs, Get Set Learn running in other regions or by other organizations with our training supports. Family literacy is emerging as the real solution to addressing literacy needs before they become a problem. This program through our manager, Joanne Davis, is involved in a variety of respected regional committees from the Children and Youth Planning Table to Well-being Waterloo Region (where literacy is a pillar) to working with the Smart Cities project which could be the recipient of a \$50 million grant for the Region of Waterloo.

Times are exciting in literacy! It's still a struggle to promote adult literacy programs to funders, but with the growth in interest over family literacy, the opportunities are growing.

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

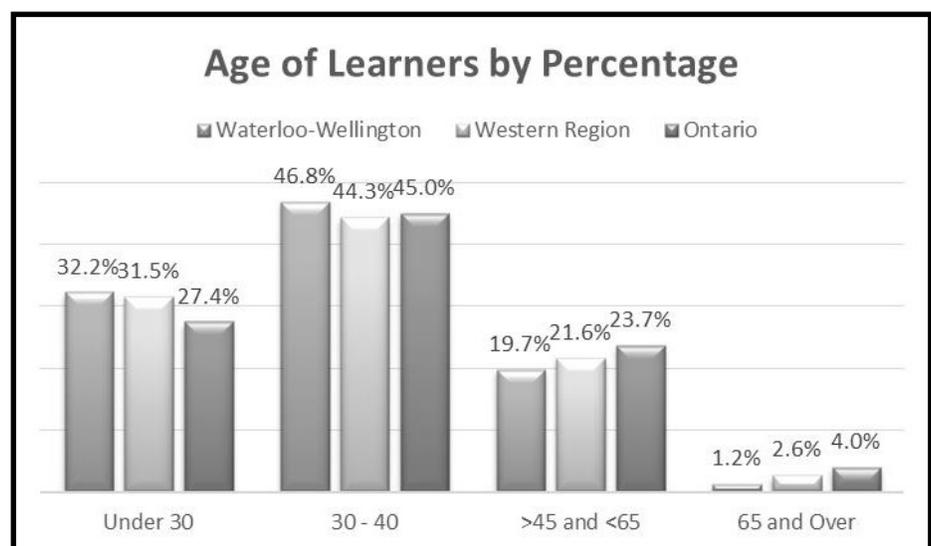
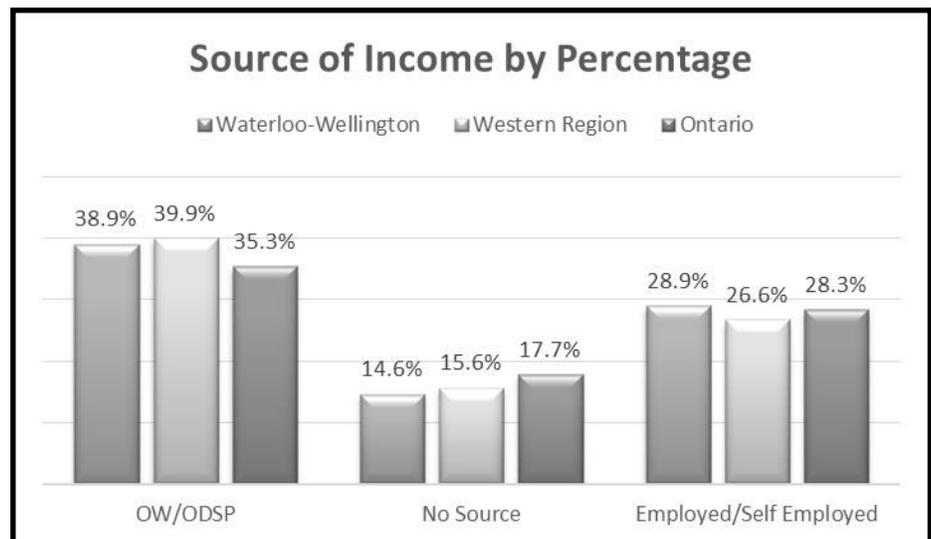
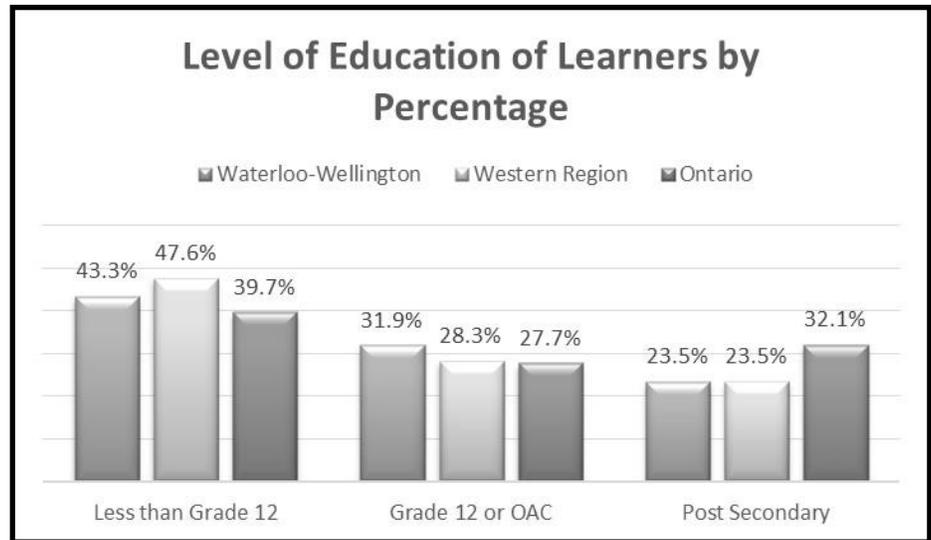
Integrity

PRLN treats all stakeholders with respect and dignity

Literacy Service Planning

- 1841 adults (16+) participated in LBS training in Waterloo-Wellington in 2017/18
- 32.2% of learners were under the age of 30 with computer training being a major request for upgrading
- 43.3% of our learners had less than a Grade 12 education, which shows that having a Grade 12 is not indicative of being literate
- Referrals out to other programs (e.g. Employment Service Provider) were at a total of 28.5% which is 9.1% higher than the Provincial average and 9.6% higher than the Western Region
- Referrals out to Community Resources have increased 4% over last year

Waterloo-Wellington Literacy Statistics





Family Literacy Initiatives



Project READ Literacy Network delivers **Get Set Learn**, a family literacy program for families receiving Ontario Works or ODSP, funded by the **Region of Waterloo Social Services**.

- Since 2003, **761 parents and 1009 preschool age children participated in Get Set Learn at 91 program locations** in Waterloo Region, with the help of valued community partners.
- In 2017, **Project READ** received funding from a **KW Community Foundation** grant to build on our very successful Get Set Learn program, to deliver the **Get Set Learn** program to a group of families who are newcomers to Canada.
- In 2017, 12 families participated in **Get Set Learn for Newcomers to Canada**. This program was made possible with the help of valued community partners, Victoria Hills Neighbourhood Association and the City of Kitchener.
- Since 2008, **201 parents and 416 children have participated in Get Set Learn Afterschool (GSLA)** at 9 locations (8 elementary schools).

Families who participate in Get Set Learn show:

- higher frequency of reading, writing and math activities at home
- increased confidence & more positive attitudes towards learning and school
- increased awareness of how Essential Skills are used at work, home and in the community

In year 2 of our two-year grant from the **Ontario Trillium Foundation** to deliver programming to a wider demographic and to identify new strategies for sustainability, we:

- delivered 1 Get Set Learn program for families not receiving social assistance, to test the potential of fee-for-service program offerings
- delivered 8 parent meet-ups at public libraries across Kitchener, Waterloo, and Cambridge
- delivered 1 family literacy night in a school with a student population deemed high risk. This very successful initiative will act as a template for future fee-for-service offerings
- began to collect and analyze 6-month follow-up data for our Get Set Learn program outcomes

In year 1 of our two-year **Lyle S. Hallman Foundation** grant to explore and generate a sustainable scale up model for family literacy across Waterloo Region, we:

- developed trackable child outcomes and a child program guide for our Get Set Learn program
- engaged in a design thinking process to identify new strategies for scaling the impact of family literacy in Waterloo Region, with support from Capacity Canada
- chose prototypes or idea areas for new family literacy initiatives
- began testing of prototypes, including mobilizing a system for increased awareness of literacy and family literacy in our Region

Project READ remains involved in local, collaborative initiatives: Early Literacy Alliance of Waterloo Region; Let's Read; Family Literacy Day; Positive Parenting Community Committee; and the Children's Planning Table.

Project READ Literacy Network Waterloo-Wellington
 Minutes of the 2017 Annual General Meeting
 Thursday November 30th, 2017



Members Present:

Laura Dick (WPL), Karen Morgan-Bowyer (St. Louis), Lorri Sauv  (BBBF), Chris Prosser (TLG), Mira Clarke (Action Read), Jake Hutter (Conestoga College), Jeannette McNamara (Board), Sandy Coghlin (Board), Jeff Beamer (Board) and Aimee Jeffrey (Board)

Staff Present:

Jane Tuer, Robin Crank, Joanne Davis, Jennifer Hewitt, Marian Baron , Bob Schade, Christine Shantz

1.	Laura Dick called the meeting to order at 1:11 pm	
2.	Motion: To approve the agenda	Sandy Coghlin / Jeannette McNamara - carried
3.	Motion: To approve the 2016 AGM minutes	Sandy Coghlin / Lorri Sauv� - carried
4.	The Chair and Senior Staff Report was noted	
5.	Presentation of Audited 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.	
6.	Motion: to appoint Ian M . Smith as auditor for 2017-2018 fiscal year	Jeff Beamer / Chris Prosser - carried
7.	Motion: to change Article III: Membership of Project READ's bylaws	Sandy Coghlin / Lorri Sauv� - carried
	<u>ARTICLE III: MEMBERSHIP</u>	
	3.01 CATEGORIES OF MEMBERSHIP	
	There is one category of membership:	
	a. Directors of the Board	

Project READ Literacy Network Waterloo-Wellington
 Minutes of the 2017 Annual General Meeting
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7. (cont'd)	<p>3.02 RIGHTS AND PRIVILEGES OF MEMBERSHIP</p> <p>Members will have the following rights and privileges:</p> <ul style="list-style-type: none"> • Members have the right to attend all general meetings. • All members will be informed in writing (using either electronic mail or regular mail) of all general meetings and will receive in writing (using either electronic mail or regular mail) a copy of the minutes from that meeting. <p>All members have the right to the use of a proxy vote.</p>	Sandy Coghlin / Lorri Sauvé - carried
	<p>3.03 TERMINATION OF MEMBERSHIP</p> <p>Membership will be terminated for the following reasons:</p> <ul style="list-style-type: none"> • Not supporting the purpose of the organization or the Board of Directors • Retirement from the board of directors • Removal from the board of directors 	
8.	<p>Laura called on Jane to give recognition and thanks.</p> <p>Jane thanked the Board, Laura Dick, the Agencies and Staff.</p>	
9.	<p>Call for nominations, 3 times from the floor - NONE</p>	
10.	<p>Motion: To elect Board of Directors from the Slate of Nominees</p>	Karen Morgan Bowyer / Jake Hutter - carried
11.	<p>Motion: To adjourn the meeting at 1:29 pm</p>	Sandy Coghlin / Jeannette McNamara - carried