

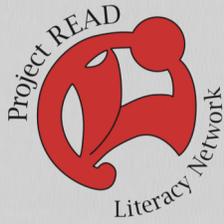


Project READ

Literacy Network

Annual Report 2018 - 2019





Annual General Meeting 2018 - 2019
Wednesday September 11, 2019 - 3:30 pm

MEETING AGENDA

1. Welcome and Call to Order
2. Approval of the Agenda
3. Approval of 2018 AGM Minutes (Page 9)
4. Chair and Senior Staff Report (Page 5 and 6)
5. Presentation of Audited Financial Statements 0
6. Appointment of Auditor for 2019-2020
7. Approval of By-Law Changes
8. Call for Nominations & Approval of Slate of Nominees
9. Election of Board of Directors
10. Adjournment

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

Slate of Nominees for 2019-2020

- Sandy Coghlin
- Eric Karn
- Aimee Jeffrey
- Lorri Sauv 
- Molly Kimpel
- Laura Weeks
- David Critch



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
- Regional Municipality of Waterloo
- The Kitchener and Waterloo Community Foundation
- The Motz Family Endowment
Unifor Local 1106
- Waterloo Region Record
- Zonta Club of Kitchener-Waterloo

Project READ's Community Committees!

- Baby Connections
- Children and Youth Planning Table Waterloo Region
- Community Employment and Literacy Committee
- Early Literacy Alliance of Waterloo Region
- Employment and Income Support Community Advisory Committee
- Family Literacy Day
- Guelph-Wellington Employment and Training Committee
- Guelph-Wellington Literacy Service Planning Committee
- Learning Networks of Ontario
- Let's Read
- Positive Parenting Community Committee
- Poverty Taskforce Guelph-Wellington
- Program Advisory Committee - LBS - Conestoga College
- Solutions to Poverty - Waterloo Region



Thank You to Our Board and Committee Members for 2018 - 2019:

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 **
- **Molly Kimpel**
- **Jason Hoyt**
- **Laura Weeks**
- **David Critch**



Thank You to Our Core, Program and Project Staff

Jane Tuer,
Executive Director

Robin Crank,
Project Manager, FFWR2

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

Joanne Davis,
Family Literacy Program Manager

Jennifer Hewitt,
Family Literacy Program Manager & Facilitator
Certification and Training Program Coordinator

Nadia Muhammad,
Get Set Learn Program Coordinator & Facilitator

Dorothy Tam,
Get Set Learn Facilitator

Janet McPharlin,
Get Set Learn Facilitator

Marian Baron,
Bookkeeper

Bob Schade,
Program Assistant

Mansi Bohra,
Administrative Support



Project READ Literacy Network Fundraising Committee

Thanks to the committee members for all their hard work:

- Sandy Coghlin
- Lorri Sauv 
- Jane Tuer, Robin Crank & Bob Schade



QUARTER AUCTION – November 6, 2018

Vendors Include:

- Tupperware
- Epicure
- Voxx Soxx
- Thirty-One Bags
- Norwex
- Sunset Gourmet
- Sweet Legs
- Vitamin Sea
- Pampered Chef
- Young Living Essential Oils
- Party Lite

Special Thanks to David Moody of Sunset Gourmet for taking on extra duties as our Auctioneer.



Volunteers:

Aimee Jeffrey, Bill Tuer, Bob Schade, Christine Shantz, Dorothy Tam, Jane Tuer, Jennifer Hewitt, Joanne Davis, Lorri Sauv , Mansi Bohra, Marian Baron, Robin Crank, Sandy Coghlin and Molly Kimpel and her two daughters, Leah and Rachel

RACE TO ERASE – October 13, 2018



3 Teams made up of Board, Staff, Friends and Family



Amazing FUN!!





Chair / Executive Director Report, 2018 - 2019

AGM Report 2018/19

President and Executive Director Report

2018/19 was a busy year for Project READ Literacy Network. Financially, we increased our Revenue by almost \$150,000.00 and increased our discretionary funds by almost \$40,000.00. During a time when many organizations struggled, Project READ thrived. The commitment of the Board of Directors and Staff has been extraordinary.

The organization continues to grow its Family Literacy Program through the generous grants of the Lyle S. Hallman Foundation. At the end of 2018, we completed our Families First Grant that looked at how we can grow and increase our capacity for programming through various prototypes and iterations. In 2019, we started a new project that is now taking two of these prototypes and growing them further:

Certification training as a social enterprise

Peer Support Parents – parents who have completed Get Set Learn supporting other parents within and beyond our program

Working with the Region of Waterloo Social Services, we re-vamped the process internally for caseworkers to do referrals to our centralized assessments and Get Set Learn program and gave training on the process. This was instituted in July 2018 and compared to 2017/18 we increased our fee for service in assessments by over \$10,000.00.

We worked with Smart Waterloo on their Smart Cities Proposal and, even though it was not successful, the work is still being carried on by the Children and Youth Planning Table. The hope is that much of the work can still go forward, even if on a minor scale.

Our Strategic Plan is coming to an end and we have achieved almost everything on the plan from 2016-2019. In June 2019 we developed an outline for our new strategic plan going forward.

We tried a new fundraiser in September 2018 called the Reading Rumble. We hope with some re-vamping that this event can be run again in 2020. We also have added Quarter Auctions to our fundraising efforts with success and hope to continue to run them twice per year.

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



The Board worked hard at revising and redeveloping our Organizational Policies and revising our By-Laws based on the upcoming Not-for-Profit Corporations Act. These By-Laws will be voted on at our September 2019 Annual General Meeting.

The Board would like to thank Jane Tuer, our extraordinary Executive Director, whose leadership and vision have enabled Project READ to flourish during this past year. You and your team continue to exceed our expectations and deliver exceptional service to all in the literacy community in Waterloo-Wellington.

The future looks bright for Project READ. Thank you to the Directors, Staff and our Colleagues for all their hard work and dedication to the organization.

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

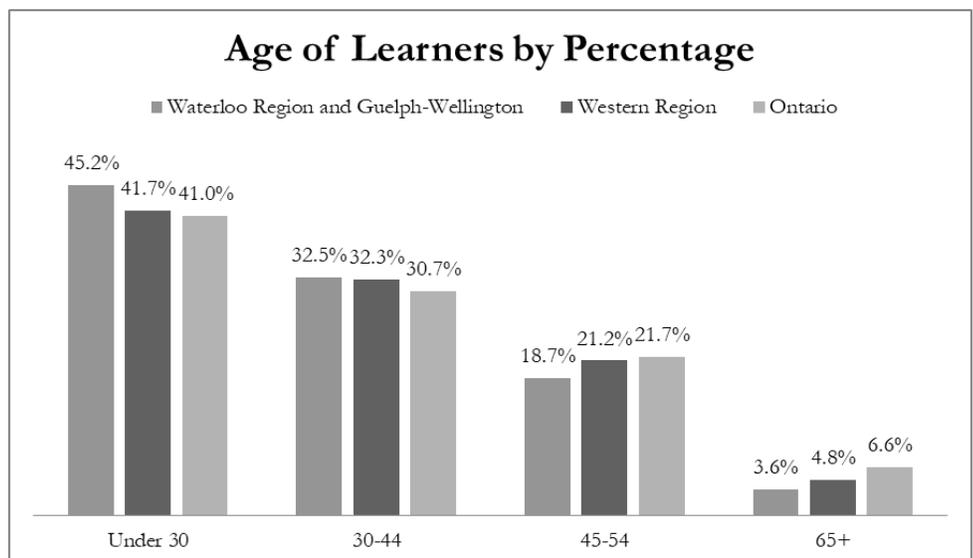
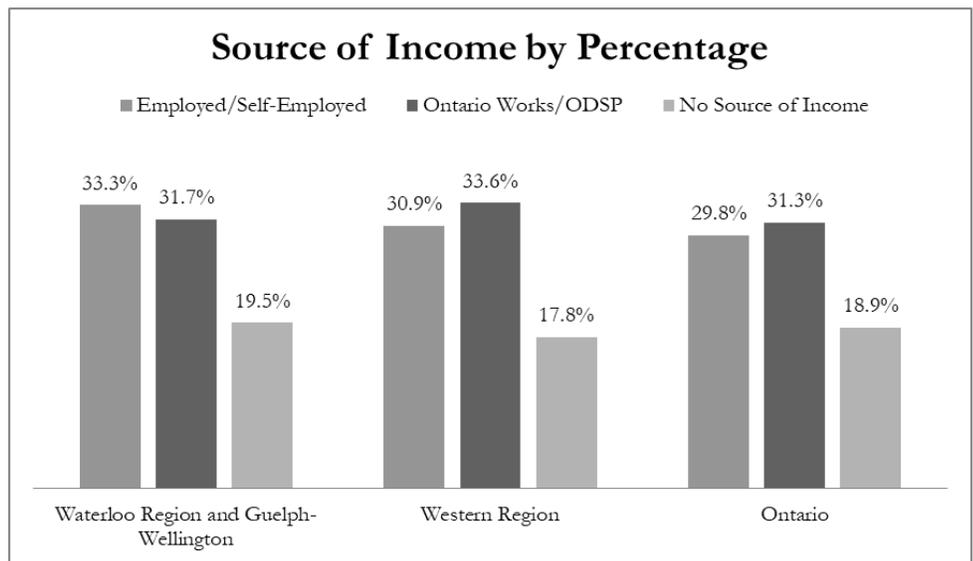
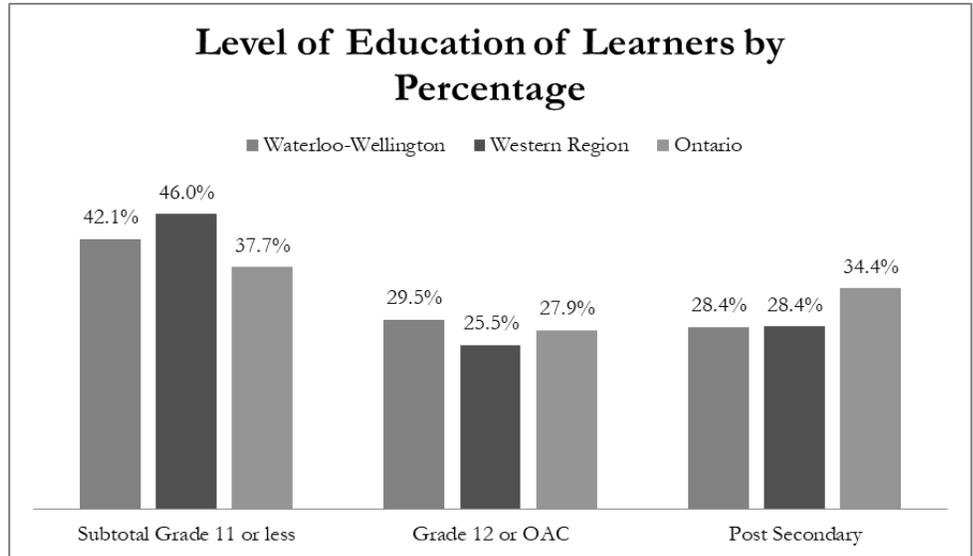
Integrity

PRLN treats all stakeholders with respect and dignity

Literacy Service Planning

- 2023 adults (16+) participated in LBS training in Waterloo-Wellington in 2018-19
- 45.2% of learners were under the age of 30 with computer training being a major request for upgrading
- 42.1% of our learners had less than a Grade 12 education, which shows that having a Grade 12 diploma is not indicative of being literate
- Referrals out to other programs (e.g. Employment Service Provider) were at a total of 36.3% which is 9.7% higher than the Provincial average and 6.2% higher than the Western Region
- Referrals out to Community Resources have decreased 2.1% over last year

Waterloo-Wellington Literacy Statistics





Family Literacy Initiatives 2018-19



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 Community Services**.

- Since 2003, **817 parents and 1094 preschool age children participated in Get Set Learn at 100 program locations** in Waterloo Region, with the help of valued community partners.
- In 2018, 56 families with 85 children participated in **Get Set Learn at 9 sites**. This program was made possible with the support of our community partners Stanley Park Community Association, Highland Stirling Community Group, Victoria Hills Neighbourhood Association, Kinbridge Community 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).
- In 2018, **Project READ** received funding from **Kitchener Waterloo Community Foundation** and **The Motz Family Endowment** to build on our very successful Get Set Learn program, to develop and deliver the **Get Set Learn for Newcomer English Language Learners (ELL)** program. Ten newcomer families participated in the program.
- Through funding from the **Lyle S. Hallman Foundation** and in partnership with **The Literacy Group** and **Kinbridge Community Association**, the **Get Set Learn Plus Customer Service** program was developed and field tested to allow parents with young children to access both a family literacy and skill training program.

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 **Lyle S. Hallman Foundation** grant to explore and generate a sustainable scale up model for family literacy across Waterloo Region, we

- tested prototypes for new family literacy initiatives, including a peer worker program and a training program to support other agencies to incorporate family literacy in their practices and/or to offer Get Set Learn

Building from our previous **Ontario Trillium Foundation** grant initiatives, we

- offered two fee-for-service Family Literacy Nights at elementary schools in Waterloo Region
- offered two parent meet-ups, "Let's Talk about Screen Time," at schools in the Region where a significant percentage of students are deemed at risk, as part of the **Healthy Kids Community Challenge - Power off and Play Initiative**, funded by the Region of Waterloo

PRLN also received funding from the **Zonta Club of Kitchener-Waterloo** to fund four low-income families to participate in Get Set Learn.

PRLN received funding from the **Lyle S. Hallman Foundation** for the next phase of our project: Families First Implementation Project WR, to scale the impact of family literacy in our region. This two-year project includes developing and implementing a Get Set Learn Family Literacy Peer Worker Program and a Get Set Learn Family Literacy Training and Certification Program.

Project READ Literacy Network Waterloo-Wellington
Minutes of the 2018 Annual General Meeting

Thursday November 14th, 2018

124 Sidney Street South, Kitchener ON



Members Present:

Laura Dick, Eric Karn (via phone), Aimee Jeffrey, Lorri Sauv , Molly Kimpel and Laura Weeks

Staff Present:

Jane Tuer and Bob Schade

Regrets:

Jeff Beamer, Jason Hoyt and Sandy Coghlin

1.	Laura Dick called the meeting to order at 4:03 pm	
2.	Motion: To approve the agenda	Lorri Sauv�/Molly Kimpel - carried
3.	Motion: To approve the 2017 AGM minutes	Aimee Jeffery / Lorri Sauv� - carried
4.	The Chair and Senior Staff Report was noted with discussion of highlights	
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 2018-2019 fiscal year	Molly Kimpel/Eric Karn - carried
7.	Call for nominations for the Board of Directors, 3 times for the floor - no additional nominations made	
8.	Motion: To elect Board of Directors from the Slate of Nominees	Lorri Sauv�/Laura Weeks - carried
9.	Motion: To adjourn the meeting at 4:09 pm	Laura Weeks - carried