



2014 – 2015 Annual Report

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LITERACY FOR LIFE FOUNDATION
AGENDA FOR THE YEAR August 1st 2014 to July 31st 2015
GENERAL MEETING
Royal Duke Hotel, Okotoks
October 6th 2015
6:30 pm meet and greet
Meeting to start at 7:00 pm

- **Welcome and Introductions:** Doug Howard – Chair
- **Approval of Agenda:**
- **Approval of Minutes:** October 7th , 2014 AGM minutes
- **Financial Review:** **Ann Boldt**– Treasurer
Financial year end review for August 1st 2014 to July 31st 2015
Prepared by Betty Foran
Accepted for information

Committee Reports:

- 1) Chair Person’s Report – Doug Howard
- 2) Annual Report – Sue Stegmeier Executive, Director
(Recommended that the reports be accepted for information)

New Business:

- 1) Presentation of Budget for August 1st 2015 to July 31st 2016
(Recommended that the budget be accepted for information)
- 2) Election of Board Members – 3 positions available for 2015 (Oct) – 2016 (October) Board Positions

Amber Marechal and Tyler Foley have resigned from their board positions due to moving away and other personal considerations.
Drew Karavos’ position ends October 2015
3 positions vacant

The following people have agreed to let their name stand for the Board of Literacy for Life Foundation:

- a) Carley Robertson –Groshak – two year term
- b) Laurie Hunka – two year term
- c) Deb Janzen – two year term

Adjournment

Executive will stay for a short meeting to assign board positions and to set next meeting date.



Annual General Board Meeting
Meeting Minutes – October 7th 2014 At the Royal Duke in Okotoks

Literacy for Life Foundation

Present: Sue Stegmeier, Doug Howard, Barb Eagles, Angela Jackson, Drew Karavos, Amber Marechal

Regrets: Ann Boldt, Tyler Foley

1.0 Call to Order

1.1 Doug Howard welcomed everyone, called the meeting to order at 7:15 p.m., a quorum was established.

2.0 Agenda

2.1 Amber Marechal moved to approve the Agenda. Angela Jackson seconded the motion. **CARRIED.**

3.0 Past Minutes

3. Drew Karavos moved to approve the AGM Minutes of October 28, 2013 as presented. Angela Jackson seconded the Motion. **CARRIED.**

4.0 Financial Review

4.1 Sue Stegmeier, in place of Ann Boldt, recommended that the Financial Review prepared by Bob McCracken for the year ending July 31, 2014 be accepted for information.

4.2 Angela moved the Financial Review be accepted for information purposes. Drew seconded the motion. **CARRIED.**

5.0 Committee Reports

Annual Reports are attached for ease of reference.

5.1 Chairman's Annual Report - Doug Howard

5.2 Executive Director's Annual Report - Sue Stegmeier



Annual General Board Meeting
Meeting Minutes – October 7th 2014 At the Royal Duke in Okotoks

5.3 Drew recommended that the Chairperson's and Executive Director's Annual Reports be accepted for information. Amber seconded the motion. **CARRIED**

6.0 **New Business**

Presentation of the Budget for August 1, 2014 to July 31, 2015.

6.1 The Budget was accepted as amended for information purposes only. Motion **Carried.**

Election of Board Members

6.2 The following individuals have agreed to let their names stand for a 2 year terms:

- Ann Boldt
- Barbara Eagles
- Tyler Foley
- Doug Howard
- Angela Jackson
- Amber Marechal

6.3 A slate of Directors was put forth and was accepted by acclamation.

6.4 Drew Karavos is currently midterm in his director's position. He has one more year in his term.

6.5 The full Board as of October 7, 2014 is as follows:

- Ann Boldt – term ends October 2016
- Barbara Eagles – term ends October 2016
- Tyler Foley – term ends October 2016
- Doug Howard – term ends October 2016
- Angela Jackson – term ends October 2016
- Amber Marechal – term ends October 2016
- Drew Karavos – Term ends October 2015

7.0 **Adjournment**

7.1 Amber moved to adjourn the Annual General Meeting at 7:45 p.m. Drew seconded. **Carried**

CHAIRMAN'S REPORT

First, I want to thank the members of the Board who have all been very diligent in providing the Literacy for Life Foundation with thoughtful governance over the past year. But, our achievements in helping Literacy for Life Foundation achieve many of its 2014/15 goals would not have been possible without the leadership of our Executive Director and the dedication of the very professional staff and volunteers of LFL.

As anyone who is familiar with the conditions that followed the 2013 flood that had such devastating effects on the Foothills area and especially on High River can attest, we continued to go through challenging times through much of 2014 and 2015. LFL rose to those challenges and has gone well beyond its mission to “improve the lives of community members and their families” through Literacy programming and services. Not only was the organization able to successfully deliver its core Programs but, together with its many partners and donors, help people and other organizations in the area recover from the effects of the flood. Partnering with the Wildrose Community Connection, Foothills Fetal Alcohol Services, the Special Needs Association for Parents and Siblings, the Children’s Wellness Network, Alberta Health Services, Foothills Community Immigrant Services and others helped LFL lead or participate initiatives such as the Community Clothesline Program, the supply and distribution of bicycles to families in need, sharing its office space with a sister organization whose offices were destroyed in the flood, assist in publishing Stories of the High River Flood Stories and the Work A Day Program to name a few. The ability to respond to extraordinary needs such as these by being nimble on its feet and, at the same time deliver its Core Programs and Services is, in many ways, what makes LFL the organization it clearly is, a vibrant and valuable service to our communities.

Financially, LFL had a good year. The income from 2014 Spruce Meadows ‘Leg-Up Horse Auction, the Grate Groan-Up Spelling Bee and associated raffle, a scheduled Casino, revenues from the provision of ‘legal host’ services for the Stories of the Flood book together grants from the Government of Alberta, Municipalities, the United Way, the Red Cross and many others, left the organization solidly in the black at year end. Kudos to our Executive Director for sourcing and successfully applying for the many grants and donations we received.

Need for our core Programs and Services continues to be on the rise partly due to population growth but also because of the continuing effects of the flood. Our core Program and Services were well subscribed in 2014/2015: Building Blocks and our GED and ELL Programs operated at capacity; Dog Tales began accepting schools as delivery partners as that program grows (Dog Tales has become so popular that, even with schools as partners, capacity for growth is now a challenge);Books for Babies served hundreds of families of newborns, Computer Basics ran at full or near full capacity in Okotoks, High River and Turner Valley; and, Rhythm & Rhyme, Movers and Shakers, Toddler Time and Early Readiness remain very popular, especially in High River and Turner Valley. Congratulations to all staff and volunteers who make these programs the successes they are.

Our Signature Fundraiser, the Grate Groan-Up Spelling Bee and Raffle was a tremendous success in 2014 generating revenues in excess of \$25,000. The Board wishes to extend its gratitude to the organizing committee, the many volunteers and of course the Sponsors, Spelling Bee Teams, our fantastic Bees, our MC, Honorary Chair and Officials without whose efforts the Bee could not happen.

From a governance perspective, the Board completed a review of LFL Policies and will approve revisions, as necessary, early in 2015/2016. The provincial government began implementation of its new Policy Framework for the Community Adult Learning Program. 2015/2016 will be a transition year for Community Organizations who receive grant money for this program. The Board has reviewed, updated and adopted a new 3 Year plan. I know I speak for the entire Board in acknowledging, with gratitude, the hard work and strong support from our Founder and Executive Director, Sue Stegmeier.

As we gather for the 2015 AGM and review the past year, it's easy to see why the Literacy for Life Foundation has a growing reputation as an organization that cares for the communities it serves. The Board acknowledges and thanks the staff and volunteers for all their dedication and hard work in making LFL one of the most valuable community service organizations in the Foothills area. The passion for what they do is clearly a trademark of the Literacy for Life Foundation.

Respectfully Submitted

Doug Howard

Literacy for Life continues to strive to meet the learning needs of community member in the MD of Foothills. The Flood of 2013 continues to add challenges and also, surprisingly, opportunities.

Our message has always been that literacy and learning is woven throughout the daily lives of families, individuals and the community. The opportunities presented from the flood continued to provide an environment that allowed the organization to respond creatively and support the social and emotional well being of individuals and families through literacy and learning programs. These opportunities demonstrated the importance of the work Literacy for Life carries out in community and, that what we do, is more than just about BOOKS!

- ❖ Continued to offer Art Therapy for flood impacted individuals
- ❖ Provided opportunities for community members to participate in the Community Clothes Line Project. This project will be presented at an Art Therapy conference in Halifax in October 2015.
- ❖ Instrumental in the publishing of the Stories of the High River Flood Book
- ❖ Funds were made available to renovate the office with new flooring creating a healthier, more pleasing work environment.
- ❖ Community Coloring Stations and Pedal Desks for 7 partner agencies – both projects are connected to literacy and learning and have the added benefit of providing stress relieve to community members.
- ❖ Partnering with 4 other agencies on Work a Day in My Shoes – Supporting individuals with barriers to employment and their families as well as businesses.

The mission of the organization is to *facilitate, design, and deliver literacy and learning programs and services to improve the lives of community members and their families. We did that!*

- ❖ Our established programs were provided across the MD of Foothills and we connected with over 1500 individuals.
- ❖ Dog Tales Program continued to expand in both school divisions across the MD.
- ❖ Computer Café was implemented in Okotoks.
- ❖ The Grate Groan Up Spelling Bee was held in October 2014 and was a GRATE success. Thank you to Pamela Guthrie Fleming (chair) and the committee, as well as, all the volunteers that worked tirelessly to create a premier fundraiser.
- ❖ Board and staff had a Moving Forward day and a 3 year strategic plan was developed for 2015 to 2018.

- ❖ Participated in Spruce Meadow’s Horses’ Jump to Give a Leg up Initiative. Thank you Doug Howard for purchasing the horse and donating it back to Literacy for Life Foundation. It is now located at the MD/Town of High River Office. Watch for activities centered around this wonderful piece of art created by Nicole Levesque.
- ❖ Developed social media tools to educate and inform on literacy and learning. This includes Pinterest, Facebook, YouTube and Twitter. Worked with Mount Royal Students and created a 1 minute video that tells our story from the perspective of the people we serve. Check out our website at www.litforlife.com to check out this fantastic tools.

Thank you to the Doug Howard and the Board of Literacy for Life. It is a great group of people that bring many talents to the table ensuring quality passionate governance.

Thank you to all volunteers that work with clients, Books for Babies Volunteers and volunteers that help with fund raising, such as casinos and the Grate Groan Up Spelling Bee.

Finally, thank you to all the front line and office staff that and carry out the business of the organization ensuring all community members have the essential skills to live a fully engaged live.

Sue Stegmeier
 Executive Director
 October 2015



Clothesline Community Project



Dog Tales and Beyond



Horses Give a Leg Up
 Initiative –
 Sponsored by
 Spruce Meadows,
 Calgary Sun and
 ConocoPhillips

Personal donors over \$200.00	Business Sponsors	Grants/government	Foundations and Community Groups	In Kind
J. Good	Mullen	Alberta Government Innovation and Advanced Education	Okotoks United Way	Bob McCracken
Scott Sherman	JR Ross	Alberta Government - Human Services	High River United Way	Betty Foran
D. Howard	Décor Diva	Foothills Continuing Education Council	Square Butte Ladies Group	High River Library
Camille Ryan	Highwood Printing	Alberta Government - Community Initiative Funding	Calgary Foundation	Okotoks Public Library
	McLeod Law	Okotoks FCSS	High River Kinsmen	Sheep River Library
	Credit Union	Municipal District of Foothills #31 FCSS	Red Cross	Crystal Shores Beach House
	Monsanto Canada	Black Diamond FCSS	Stories of the High River Flood Committee	Sandstone Lodge
	Spruce Meadows	Turner Valley FCSS	Foothills Lions	Okotoks Western Wheel High River Times Golden West Broadcasting
		High River FCSS		Heartland - Okotoks
				Wellness Centre – Sewing Bee Volunteers
				Dewdney Players, Okotoks



Sponsors and Donors 2014 -2015

**LITERACY FOR LIFE FOUNDATION
FINANCIAL STATEMENTS**

JULY 31, 2015

Financial Statements 07/31/2015

To the Board of Directors of Literacy For Life Foundation

I have prepared the Balance Sheet and the Income Statement of Literacy For Life Foundation for the year end of July 31, 2015 from information provided by management.

Based on my review, nothing has come to my attention that may cause me to believe that these financial statements are not, in all material aspects prepared in accordance with generally accepted accounting principles.

E.A. Foran

September 30, 2015

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Literacy for Life Foundation

Balance Sheet As at 07/31/2015

ASSET	
Current Assets	
Bank	144616.15
Accounts Receivable	1286.80
GST Refund	560.99
Total Current Assets	<u>146463.94</u>
Capital Assets	
Buildings	2491.00
Equipment	16898.42
Accumulated Deprec - computer equip	12860.00
Total Capital Assets	<u>32049.42</u>
TOTAL ASSET	<u>178513.26</u>
LIABILITY	
Current Liabilities	
Accounts Payable	103.30
Deferred Income	115000.00
Total Current Liabilities	<u>115103.30</u>
TOTAL LIABILITY	<u>115103.30</u>
EQUITY	
Retained Earnings - Previous Years	53212.02
Current Year Earnings	10197.94
Retained Funds	<u>63409.96</u>
LIABILITIES AND EQUITY	<u>178513.26</u>


Chairman


Treasurer

Literacy for Life Foundation

Income Statement 08/01/2014 to 07/31/2015

REVENUE	
Fees and Services Total	1,670.00
FOSS Grants	31,500.00
Innovation & Advanced Education	79,906.00
Other Provincial Grants	124,500.00
Canadian Red Cross	52,400.00
Other Grants	95,328.38
Stories of High River Flood	102,000.00
Other Revenue	15,778.37
Interest	1,369.08
Donations	14,232.89
Donations - Received	4,895.49
Fundraising	18,287.36
Roots of Empathy	10,197.04
TOTAL REVENUE	<u><u>552,064.61</u></u>
Expenses	
Contracts	27,242.09
Wages	259,600.93
Mileage - Staff	15,028.30
Health Spending	3,656.37
Office Supplies	13,973.66
Resources	979.16
Communications	3,769.20
Advertising & Promotion	5,531.08
Training	3,371.87
Appreciation & Recognition	3,598.12
Facility Repairs & Maintenance	9,805.57
Rent	5,175.08
Insurance	2,256.00
Acct/Audit/legal	918.96
Technology	2,436.71
Fundraising	3,115.43
Special Projects	95,954.92
Stories of HR Flood	79,516.22
Roots of Empathy Expenses	5,937.00
TOTAL EXPENSE	<u><u>541,866.67</u></u>
NET INCOME	<u><u>10,197.94</u></u>

Budget 08/01/2015 to
07/31/2016

REVENUE

Sales/Workshops Revenue	
Fee for Service	1,000.00 Workshops
Community Fees	<u>3,500.00</u> ELL and GED classes
Fees and Services Total	4,500.00
Municipal Grant	
FCSS Grants - FL	<u>50,000.00</u>
Group Total - Municipal	50,000.00
Provincial Grants	
Innovation and Advanced Ed	72,453.00
Other Prov	<u>40,000.00</u>
Provincial Grants -Total	112,453.00
Other	
Other Grants	22,064.00
Other Revenue	14,879.00
Interest	1,000.00
Donations	15,000.00
Donations - Receipted	8,000.00
Fundraising	16,000.00
Casino	<u>50,000.00</u>
Sub Total Other Revenue	126,943.00
Prepaid grants 2014 - 2015	95,000.00 Received in previous fiscal yr
TOTAL REVENUE	388,896.00

Budget – Revenue 2015 -2016

Expenses - General Programs and Administration

Contracts	5,000.00
Administration Wages	31,572.00
Wages - Office	15,000.00
Mileage Staff	1,500.00
Office Supplies	1,500.00
Communications	800.00
Adver/Promotion	500.00
Photocopy	500.00
Training staff	1,000.00
Member/conference	500.00
Facility	800.00
Rent	4,000.00
Insurance	800.00
Acct/Audit/legal	1,000.00
Bank Charges	200.00
Payroll Deductions	3,500.00
Health Spending	800.00
Self Directed Learning	300.00
Technology	1,200.00
Fundraising	3,500.00
Recognition / Appreciation	1,000.00
GST Paid on Purchases	1,500.00
Total Expenses	76,472.00

Budget – Expenses 2015 -2016

Program Expenses

Administration Wages	33,144.00	
Program Wages	80,000.00	
Coordinator Wages	44,826.00	
Program Office Support Wages	38,404.00	
Program Staff Mileage - includes Program volunteers	13,000.00	
Coordinator Mileage	2,000.00	
Contracts/Services	35,000.00	ELL, GED, Computer
Office Supplies	3,000.00	
Communications	2,000.00	
Con/Membership	500.00	
Adver/Promotion	2,000.00	
Resources	7,500.00	
Photocopy	1,000.00	
Vol Training	650.00	
Co Training	1,000.00	
Program Staff Training (includes volunteers	1,000.00	
Vol Appreciation	1,000.00	
Rent	8,000.00	
Insurance	1,600.00	
Ship/handling	100.00	
Payroll Deductions	13,500.00	
WCB	1,300.00	
Health Spending	2,900.00	
Self Directed Learning	2,500.00	
Technology	2,000.00	
Project Resources	12,000.00	Books for Babies
Special Projects	2,500.00	
Total Expenses Program	312,424.00	
Total Expenses	\$388,896	

Budget – Expenses 2015 -2016

Vision

“Literacy and learning are integral parts of the community where everyone has the essential skills to live a fully engaged life.”

Mission

Literacy for Life (LFL) is a registered charitable organization in the M.D. of Foothills that facilitates, designs, and delivers literacy and learning programs and services to improve the lives of community members and their families.

Values

INTEGRITY - We employ the highest ethical standards, demonstrating honesty and fairness in every action we take.

COMMUNITY – The acceptance of our organization by our community is vital for our success.

COLLABORATION – We promote and develop effective partnerships to maximize our resources and potential to achieve the best results for those we serve by working together, sharing ideas and recognizing the contribution of others, all the while leveraging our collective knowledge.

EXCELLENCE – Our staff and volunteers are committed in heart and mind, consistently demonstrating professional behaviours exemplifying objectivity, impartiality, creativity, and innovation in the pursuit of literacy and learning in every context.

CARING – We care about those we serve, our fellow staff and volunteers, and their families.

TRUST & PERSONAL RESPONSIBILITY – We hold ourselves and each other to the highest standards and are accountable for our actions and decisions.

COMMUNICATIONS – We communicate in a constructive, open and supportive manner, listening carefully to those with whom we serve and work.

Guiding Principles

AUTONOMY - A person’s literacy impacts his or her social, emotional and physical health, and ability to make choices in life. Literacy and learning choices should lead to self-reliance and independence.

ACCESSIBLE - Literacy and learning programs and resources should be available locally to all families and individuals who need them.

LEARNER CENTERED – Our programs and resources should be learner centred and create opportunities for people to discover and reach their potential in everyday living. Our role is to provide opportunity as the learner knows their needs and desires best.

RESPECT – Our interactions with the people we serve and work with should include acknowledgement and the utmost respect for personal differences.

INCLUSIVE – Our programs and services should be available to everyone, regardless of his or her background, beliefs, and lifestyles.

PLAY – Play is a critical element in learning and should be integrated, whenever possible, with our programs and services and the message we share with individuals, families and the community.

AFFORDABLE - Basic literacy and learning programs should be affordable for all who need them.

PERSONAL RESPONSIBILITY – Individuals and families should, whenever possible, take personal responsibility to meet their literacy and social needs.

LITERACY DEFINED - Literacy is more than reading and writing. It should include all aspects of communication and human interaction including listening, reading, document use, numeracy, speaking and writing, computer use, playing and working with others, and critical thinking and reflection.



www.litforlife.com

2015 – 2018 Literacy for Life Strategic Plan

3 Year Goals (2015 to 2018)

Our programs continue to reflect and meet the needs of the community.

We have the human and financial resources to support the delivery of high quality programs.

Community members recognize LFL as a vibrant and valuable service to the community.

LFL thrives in the community through strong leadership.

Objectives/Strategies for accomplishing the goals of the organization: (2015 - 2018)

1. Programs will adhere to vision and mission of organization.
2. The organization will stay informed of demographic changes in the communities it serves and use this knowledge to ensure the needs of the learner are met.
3. The organization will base evaluation on logic models to ensure quality best practice methods, consistency in programs and the programs meet learner/family needs.
4. The needs of the community will be identified through community dialogue with community agencies and community members.
5. Strong partnerships will be built, enhanced and maintained with local community agencies.
6. Literacy programs and resources will be integrated into day to day living of community members and they will have an awareness of the importance of the nine essential skills.
7. Strong connections and networks at the regional, provincial and federal level of government will be built, enhanced and maintained.
8. Connections and networks with literacy and learning groups within the province and federally will be built, enhanced and maintained .
9. A philanthropic culture will be built within the organization.
10. Build, enhance and maintain a strong fund development process and team to build financial resources. (Refer to Fund Development Plan)
11. The people within the organization will have the skills to be leaders in supporting families and individuals in the building of literacy and foundational learning skills.
12. Processes for internal and external communication will be user friendly, easily understood, efficient, and current technology will be implemented as needed.

Objectives and Strategies for 2015 -2018

Board Members – 2014 – 20145

(Left bottom)

Amber Marechal

Director

Ann Boldt

Treasurer

Angela Jackson

Director

Barb Eagles

Secretary

(Left Top)

Tyler Foley

Director

Doug Howard

Chairperson

Drew Karavos

Vice Chair



Executive Director

Sue Stegmeier

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