



2015 – 2016

Annual Report

403.652.5090

#3 1204 – 10th St. SE

High River, Alberta

T1V 2B9

www.litforlife.com

info@litforlife.com

LITERACY FOR LIFE FOUNDATION
AGENDA FOR THE YEAR August 1st 2015 to July 31st 2016

GENERAL MEETING
Royal Duke Hotel, Okotoks
September 26th 2016
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 6th, 2015 AGM minutes

Financial Review: **Ann Boldt**–Treasurer
Financial year end review for August 1st 2015 to July 31st 2016
Prepared by Betty Foran
Accepted for information

Committee Reports:

Chair Person's Report – Doug Howard

Annual Report – Sue Stegmeier Executive, Director

(Recommended that the reports be accepted for information)

New Business:

- 1) Presentation of Budget for August 1st 2016 to July 31st 2017
(Recommended that the budget be accepted for information)
- 2) Election of Board Members – 5 positions available for 2015 (Sept) – 2016 (Oct)
Angela Jackson, Caroline Robertson-Groschak resigned from their board positions due to personal considerations. Their positions were finished September 2016.
Doug Howard's position ends September 26, 2016
Ann Boldt's position ends September 26, 2016
Barb Eagles position ends September 26th 2016
5 positions vacant

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

Kevin Wallace – two-year term
Cathy Burrell – two-year term
Marlene Acimichuk – two-year term
Anna Marie Plante – two-year term
Christine Pretty – two year term

Thank you to past Board Members - Sue

Adjournment

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

Literacy for Life Foundation
Annual General Board Meeting
Meeting Minutes

On October 6, 2015 at the Royal Duke, Okotoks

Present: Doug Howard, Barb Eagles, Laurie Hunka, Deb Janzen, Caroline Robertson-Groshak, Betty Foran, Candace Bergen, Stephanie Laitre

Regrets: Sue Stegmeier, Ann Boldt, Tyler Foley, Angela Jackson

1.0 Call to Order

1.1 Doug Howard welcomed everyone, called the meeting to order at 7:30 p.m., a quorum was established.

2.0 Agenda

2.1 Carly requested her name change to Caroline Robertson-Groschak.

2.2 Deb Janzen moved to approve the Agenda as amended.
Laurie Hunka seconded the motion. **CARRIED.**

3.0 Past Minutes

3.1 Barbara Eagles moved to approve the Minutes of October 7, 2014 as presented.
Laurie Hunka seconded the Motion. **CARRIED.**

4.0 Financial Review

4.1 Betty Foran, in lieu of Ann Boldt, recommended that the Financial Review prepared by Betty Foran for the year ending July 31, 2015 be accepted for information.
information.

4.2 Deb moved the Financial Review be accepted for information purposes.
Caroline 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**

5.3 Three Board Members have been replaced. Drew Karavos was at the end of his term, Amber Marechal moved to Cochrane, and Tyler Foley resigned.

5.4 Deb recommended that the Chairperson's and Executive Director's Annual Reports be accepted for information. Carly seconded the motion. **CARRIED**

6.0 **New Business**

Presentation of the Budget for August 1, 2015 to July 31, 2016.

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:

Laurie Hunka

Deb Janzen

Caroline Robertson-Groshak

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

6.4 The full Board as of October 6, 2015 is as follows:

Ann Boldt - term ends October 2016

Barbara Eagles - term ends October 2016

Doug Howard - term ends October 2016

Laurie Hunka - term ends October 2017

Angela Jackson - term ends October 2016

Deb Janzen - term ends October 2017

Caroline Robertson-Groshak - terms ends October 2017

7.0 **Adjournment**

7.1 Deb moved to adjourn the Annual General Meeting at 8:05 p.m. Laurie seconded.

Chairman's Report 2016

In preparing to write this annual report I realized how quickly my last 4 years as the Board Chair of Literacy for Life Foundation has passed. During that time the organization has faced many challenges but also seen major progress and enjoyed many successes. As your outgoing Chair I am proud to say that Literacy for Life ends its 2015/2016 fiscal year on a strong footing having made significant progress in achieving its strategic platforms and establishing several new ones.

2015/2016 saw all of our Programs up and running across the Foothills area. Most were fully subscribed. In addition to our ongoing programs, our staff have been busy planning and preparing for the introduction of new Programs and activities. Some of the Highlights include:

- Natured Kids, a new Program for 2-5 year olds and their parents with launch this Fall. The program uses outdoor/natural settings to introduce essential skills through games, songs and activities.
- With Grant money we've received to support refugees, staff will benefit from a Cultural Parenting Workshop and additional ELL Training. This will prepare LFL to help these new Canadians become active, productive, successful and happy members of our community.
- Literacy for Life's Knowledge and experience with the Building Blocks Program is becoming recognised province-wide. We will be providing Building Blocks training in Grande Prairie in the Fall and be presenting at the upcoming Provincial Literacy and Learning Symposium
- Partnering with the High River Library and Bow Valley College, we will be offering assistance to Foothills Seniors to digitize their life memories that are currently stored in text, photographic, video and other formats. This program is assisted through a federal government New Horizons grant.
- Another exciting initiative is the Little Libraries Program where community volunteers build, decorate and install small boxes containing books, and perhaps board games in High River neighbourhoods. Community members, especially children are encouraged to borrow and return library contents. We will work with other communities to support their initiatives (Okotoks Library) or help expand this program to include other Foothills Communities.

Your Board and Executive Director have also had a productive year in providing strengthened governance, planning and promotion of Literacy for Life with highlights as follows:

1. The Literacy for Life Strategic Plan was reviewed and updated with several adjustments to the organization's overall direction. Most importantly:
 - the need for a continued and enhanced use of technology and Social Media presence and reach to meet our operational requirements and to enhance and strengthen public awareness of the crucial importance that literacy and a command of the essential skills are in a person's life and the role Literacy for Life plays in meeting those needs was confirmed, and;
 - while the organization met its financial needs through various grants and successful fund raising initiatives such as the Grate Groan Up Spelling Bee and it ended the year on a strong financial footing, the need to source additional funding to support the expanding needs of community members due to immigration, population growth and economic conditions and the cost of doing business due to inflationary pressure was identified.
2. The organization's Policy framework was reviewed and the process of updating its management and operational policies was initiated. By year end, the Board had approved the updated and enhance "management" policies. A thorough review and updating of "operational" Policies will be completed in the upcoming year
3. Due to the fact that Literacy for Life's Executive Director in approaching retirement and because of growing need, Business Continuity Planning was formally initiated and will continue into 2016/2017.

Following 3 years of being confronted with and overcoming a number of serious challenges including, the 2013 Flood, resource constraints and staff turnover, I am pleased to report that Literacy for Life is now well positioned to meet growing demand and sustain its reputation as a valuable and progressive community and regional not for profit service organization.

I want to close my final Chairman's Report by saying it has truly been an honour to serve as your Chair and to play a role in the valuable services Literacy for Life offers to all the people of the Foothills area. Your Board strongly believes in the vision and mission of LFL and provides leadership and overall governance for the organization, but the real credit for Literacy for Life's longevity, reputation as a valuable community organization and its many successes must go to our staff and many volunteers. I have been truly humbled to lead the incredibly talented, dedicated and passionate individuals who work for and support Literacy for Life.

Doug Howard
Chair, Literacy for Life Foundation
Board of Directors

Executive Director's Report 2016

“Give a man a fish, and you’ll feed him for a day. Teach a man to fish, and you’ve fed him for a lifetime.” Literacy for Life is more than teaching people to read - it is about helping people find the ability to look after themselves and their family for a lifetime. Our message has always been that literacy and learning is woven throughout the daily lives of families, individuals and the community. 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!*

- ❖ Received funding from, Okotoks FCSS to develop a new curriculum called “Natured Kids” – pilot program will be offered in Okotoks, High River and Turner Valley in the fall of 2016.
- ❖ Received funding to purchase technology to be located in the High River Library to convert senior memories to digital. Youth and senior mentors will be recruited to help teach seniors about equipment as well as general help with technology.
- ❖ Building Blocks In Home Family Literacy Program – Developed have a formal process and procedure with Rainbow Literacy to ensure sustainability for administration and promotion of program and training.
- ❖ Continue to partner with 4 other agencies on Work a Day in My Shoes Project – Supporting individuals with barriers to employment and their families as well as businesses. Each agency now has a web page that connects community with employment strategies and ideas.
- ❖ The Grate Groan Up Spelling Bee was held in October 1st 2015 and was a GRATE success. Thank you to all the volunteers that worked tirelessly to create a premier fundraiser.
- ❖ Board reviewed the strategic plan (2015 – 2018) in June 2016 and reaffirmed we were moving in the right direction.
- ❖ Our established programs were provided across the age continuum within the MID of Foothills: Direct Programming: 191 in adult programming, 525 families in family literacy, 750 families through Books for Babies Bag and 600 through 18 month Books for Babies. Staff and volunteers connected and educated through community events such as “I am Three”, Teddy Bear Picnic, Interagency and Chamber of Commerce meetings. Literacy for Life is an active member of the Foothills Children’s Wellness Network.

- ❖ Continue to develop and improve our methods of communication to educate and inform individuals and community about the importance of literacy and learning and the nine essential skills. This includes social media an integral component of communication in the world today. (Pinterest, Facebook, YouTube, Twitter and newly added Instagram). Work has been done on our communications with the schools and parents connected to the Dog Tales Program.

Thank you to the Doug Howard. Doug has been an integral part of Literacy for Life in his role as Board member and chair. He has contributed his time, expertise and resources and will be missed. Thank you also to the other board members 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, Dog Tales volunteers and their dogs 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
September 2016



Grate Groan Up Spelling Bee 2015



Staff training



Success in learning

Personal donors over \$200.00	Business Sponsors	Grants/government	Foundations and Community Groups	In Kind
Doug Howard	Wales Theatre	Alberta Government Innovation and Advanced Education	Okotoks United Way	North Plus South
	Toronto Dominion Bank	Alberta Government - Human Services	High River United Way	Betty Foran
	Servus Credit Union	New Horizon Federal Grant	Square Butte Ladies Group	High River Library
	Mullen	Alberta Government - Community Initiative Funding	Calgary Foundation	Okotoks Public Library
	Building Ties	Okotoks FCSS	Foothills Salvage and Recycling Foundation	Sheep River Library
	Koski Pools and Spas	Municipal District of Foothills #31 FCSS	Red Cross	Crystal Shores Beach House
	Optimum Wellness	Black Diamond FCSS	High River and District Health Care Foundation	Sun Rise Village
	Kristi M Behon Prof.	Turner Valley FCSS	Fern Leaf Rebekah Lodge 36	Golden West Broadcasting
		High River FCSS	High River Rebekah Lodge	Heartland - Okotoks
			Caluana Social Clothing Lodge	Wellness Centre – Sewing Bee Volunteers
			Foothills Royal Canadian Air Cadet	Dewdney Players, Okotoks
				High River Sobeys
				Okotoks Sobeys
				AG Foods Country Mart, Black Diamond



Sponsors and Donors 2015 -2016



www.liforlife.com
#3 1204 10th St. SE
403.652.5090
info@liforlife.com
High River, Alberta
T1V 2B9

LITERACY FOR LIFE FOUNDATION
FINANCIAL STATEMENTS
JULY 31, 2016

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, 2016 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 14 2016

Literacy for Life Foundation

Balance Sheet As at 07/31/2016

ASSET	
Current Assets	
Holding Account	50.00
Party Cash	54.43
Servus Common Share Account	1.26
Literacy for Life - chequing	43,689.66
Net Savings	7.13
Raffle Account	1,730.00
Funds of Empathy Account	2,148.59
Accounts Receivable	3,226.00
GST Refund	697.37
Total Current Assets	<u>51,604.44</u>
Capital Assets	
Buildings	2,491.00
Equipment	16,698.42
Accumulated Deprec - computer equip	12,860.00
Total Capital Assets	<u>32,049.42</u>
TOTAL ASSET	<u><u>83,653.86</u></u>
LIABILITY	
Current Liabilities	
Accounts Payable	370.67
Total Current Liabilities	<u>370.67</u>
TOTAL LIABILITY	<u>370.67</u>
EQUITY	
Retained Funds	
Retained Funds- prev year	63,409.96
Excess of receivable/disbursements	19,873.23
Total Retained Funds	<u>83,283.19</u>
TOTAL EQUITY	<u>83,283.19</u>
LIABILITIES AND EQUITY	<u><u>83,653.86</u></u>
Generated On: 09/14/2016	

 Chair	 Treasurer
---	---

Balance Sheet As of 07/31/2016

Literacy for Life Foundation

Income Statement 08/01/2015 to 07/31/2016

REVENUE	
Fees and Services Total	5,607.45
FCSS Grants	98,180.00
Innovation & Advanced Ed	103,650.00
Other Pov	25,000.00
Federal Grants	24,872.00
Other Grants	76,250.00
Other Revenue	55,942.33
Interest	979.41
Donations	10,985.13
Donations - Receipted	5,909.40
Fundraising	5,077.80
Raffle	4,299.46
Donations in Kind	7,915.25
Roots of Empathy	225.00
TOTAL REVENUE	<u>424,893.23</u>
Expenses	
Contracts - A&GP	52,126.35
Wages	246,303.61
Mileage	14,984.71
Office Supplies	4,801.25
Communications	3,816.71
Advert/Promotion	5,561.98
Resources	2,809.00
Photocopy	2,719.06
Training	2,038.07
Member/conference	2,010.50
Facility	2,829.01
Rent	10,507.15
Insurance	2,297.00
Acct/Audit/legal	1,111.60
Bank Charges	23.58
Payroll Deductions	15,547.77
WCB	1,022.92
Health Spending	5,827.79
Technology	2,766.62
Fundraising	8,353.66
Recognition / Appreciation	2,628.66
GST Paid on Purchases - A&GP	1,112.40
Project Resources	9,906.55
Special Projects	1,586.72
Roots of Empathy Expenses	2,327.33
TOTAL EXPENSE	<u>405,020.00</u>
NET INCOME	<u><u>19,873.23</u></u>

Revenue – Expenses 2016 -2017

Literacy for Life Expenses - General Programs and Administration

Contracts	5,000.00
Administration Wages	33,651.00
Wages - Office	15,300.00
Mileage Staff	1,500.00
Office Supplies	1,500.00
Communications	1,500.00
Adver/Promotion	500.00
Photocopy	1,500.00
Training staff	1,000.00
Member/conference	1,500.00
Facility	3,000.00
Rent	800.00
Insurance	1,000.00
Acct/Audit/legal	200.00
Bank Charges	3,500.00
Payroll Deductions	300.00
WCB	800.00
Health Spending	300.00
Self Directed Learning	300.00
Technology	1,200.00
Fundraising	3,500.00
Recognition / Appreciation	1,500.00
GST Paid on Purchases	1,000.00
Total Expenses - General/Admin	<u>81,551.00</u>

Budget– Expenses 2016 -2017

Literacy for Life Program Expenses

Program Office Support Wages	39,172.00
Administration Wages	33,651.00
Program Wages	80,000.00
Coordinator Wages	45,722.00
Program Staff Volunteer Mileage	13,000.00
Coordinator Mileage	1,200.00
Contracts/Services	30,000.00
Office Supplies	2,500.00
Communications	2,500.00
Con/Membership	2,500.00
Adver/Promotion	500.00
Resources	2,000.00
Photocopy	3,000.00
Vol Training	1,200.00
Co Training	0.00
Program Staff Training (includes volunteers	1,000.00
Vol Appreciation	1,500.00
Rent	800.00
Insurance	8,000.00
Ship/handling	1,600.00
Payroll Deductions	150.00
W/CB	13,500.00
Health Spending	1,200.00
Self Directed Learning	2,900.00
Technology	2,500.00
Project Resources	2,000.00
Special Projects	10,000.00
Total Expenses - Program	<u>3,000.00</u>
Total Expenses - General Plus Program	<u>302,595.00</u>
	\$384,143

Budget— Expenses 2016 -2017

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 – 2015 – 2016

Doug Howard	Chair
Caroline Robertson-Groschak	Vice Chair
Ann Boldt	Treasurer
Angela Jackson	Director
Barb Eagles	Secretary
Laurie Hunka	Director
Deb Janzen	Director



Executive Director

Sue Stegmeier
403.652.5090
#3 1204 – 10th St. SE
High River, Alberta
T1V 2B9

www.litforlife.com

info@litforlife.com

