



# 2016 – 2017

# Annual Report

403.652.5090

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High River, Alberta

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LITERACY FOR LIFE FOUNDATION  
AGENDA FOR THE YEAR August 1<sup>st</sup> 2016 to July 31<sup>st</sup> 2017

GENERAL MEETING  
Royal Duke Hotel, Okotoks  
October 16<sup>th</sup> 2017  
6:30 pm meet and greet  
Meeting to start at 7:00 pm

**Welcome and Introductions:** Cathy Burrell – Chair

**Approval of Agenda:**

**Approval of Minutes:** September 26<sup>th</sup> 2016 AGM minutes

**Financial Review:** Anna Marie Plante – Treasurer  
Financial year end review for August 1<sup>st</sup> 2016 to July 31<sup>st</sup> 2017  
Prepared by Betty Foran  
Accepted for information

**Committee Reports:**

Chair Person’s Report – Cathy Burrell

Annual Report – Sue Stegmeier Executive, Director

*(Recommended that the reports be accepted for information)*

**New Business:**

- 1) Presentation of Budget for August 1<sup>st</sup> 2017 to July 31<sup>st</sup> 2018  
*(Recommended that the budget be accepted for information)*
- 2) Election of Board Members – 2 positions available for 2017 (Oct) – 2018 (Oct)

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

Marilyn Wilson – two-year term  
Sharon Bernard – 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  
Minutes  
September 26, 2016, at the Duke Hotel, Okotoks**

**1.0 Call to Order**

1.1 Doug Howard called the meeting to order at 7:00 pm.

**2.0 Agenda**

2.1 Laurie Hunka moved to approve the Agenda.  
Ann Boldt seconded the motion. **CARRIED.**

**3.0 Past Minutes**

3.1 Ann Boldt moved to approve the Past Minutes.  
Laurie Hunka seconded the motion. **CARRIED.**

**4.0 Treasurer's Report**

4.1 Ann Boldt presented the Financial Review for the year ending July 31, 2016,  
and recommended it be accepted for information. Laurie Hunka seconded the  
motion. **CARRIED**

**5.0 Committee Reports**

5.1 Doug Howard provided a written Chairman's Report for the Annual General  
Meeting materials package, and summarized his comments during the meeting.  
5.2 Sue Stegmeier provided a written Executive Annual General Meeting materials  
package, and provided brief comments during the meeting.  
Ann Boldt moved to accept the reports for information provided.  
Laurie Hunka seconded the motion. **CARRIED**

## **6.0 New Business**

6.1 Presentation of the Budget for August 1, 2016 to July 31, 2017  
Sue Stegmeier requested questions regarding the budget and responded to same.

Sue commented that the budget was separated into two segments: Administration and Programs. She pointed out there was some difficulty in doing this as there was considerable overlap.

Sue advised this year's budget is similar to the last budget.

Ann Boldt moved to accept the budget for the information provided.  
Laurie Hunka seconded the motion. **CARRIED**

## 6.2 Election of Board Members

The following individuals have agreed to let their names stand for a two-year term:

Cathy Burrell

Marlene Actemichuk

Kevin Wallace

Anna Marie Plante

Christine Pretty

Cathy Burrell and Marlene Actemichuk provided a brief bio. Sue Stegmeier read bios for the other candidates.

There being no further nominations for Board members from the floor, and there being no objections, Cathy Burrell, Marlene Actemichuk, Kevin Wallace, Anna Marie Plante, and Christine Pretty were acclaimed.

## **7.0 Thank you to Past Board Members**

7.1 Sue Stegmeier presented a parting gift to both Ann Boldt and Doug Howard and thanked them for their years of service and support of Literacy for Life.

## **8.0 Adjournment**

Doug Howard thanked the guests at the AGM and asked for a motion to adjourn. Laurie Hunka moved to adjourn the meeting at 7:34 pm

## Message from the Chair:

It has been my pleasure to serve as your board chair this year.

I am technically an ‘outsider’, (I live in Calgary!) but everyone in the Literacy for Life family has welcomed me and helped me familiarize myself with the programs this outstanding organization has to offer. I would like to thank the other board members for their continuing support of Literacy for Life by faithfully attending and contributing their expertise and humour to our board meetings.

I’d also like to thank our staff and Executive Director Sue, for staying organized, positive, and flexible, no matter WHAT happens on any given day.

Last, but certainly not least, I would like to thank our staff, contract instructors and many, many, volunteers who work tirelessly all over the M.D. Foothills to deliver programs and spread the good word about our organization, year after year...mile after mile.

I’d like to send my best wishes to two of our board members who are stepping down, Marlene and Laurie.

I appreciate all the hard work and dedication it takes to promote literacy programs and support our organization.

Congratulations to everyone for great year!

Best,  
Cathy Burrell  
Chair

## Executive Director's Report 2016

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.*

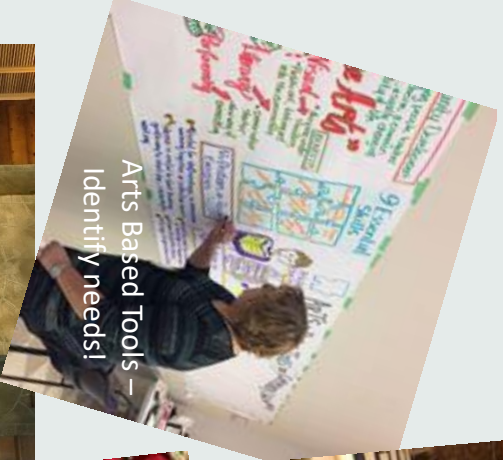
***We did that!***

**"A picture is worth a thousand words"**

With that in mind check out the pictures of the work done in 2016 – 2017.



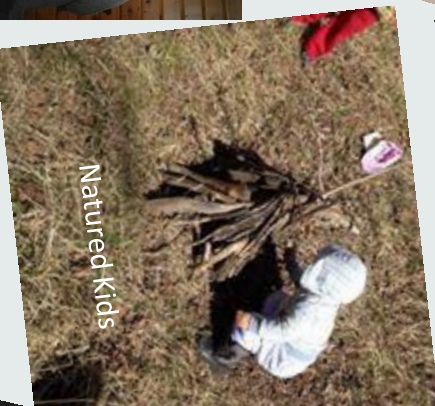
Senior Rhythm and Rhyme



Arts Based Tools –  
Identify needs!



Book Bungalows



Natured Kids



Building Literacy  
through Play



Dog Tales



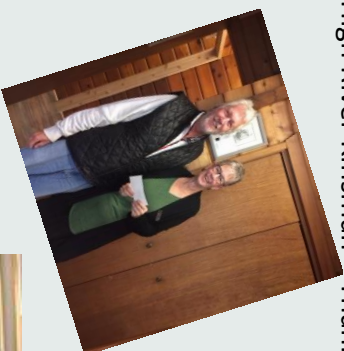
Staff



Grate Groan Up Spelling Bee 2016



High River Kinsman – Thank you!



Cardboard Challenge



Family Literacy Day Bingo Winners



Thank you to the Board and their time, expertise and resources they contribute to the organization. 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.

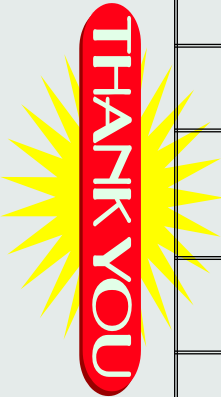
Finally, thank you to all the front line and office staff that and carry out the business of the organization ensuring all community members have the essential skills to live a fully, engaged life.

Sue Stegmeier  
Executive Director  
September 2016

**Unless SOMEONE LIKE  
YOU CARES** a whole awful lot,  
nothing is going to  
get better. **ITS NOT.**

-Dr. Seuss-

Personal donors over \$200.00	Business Sponsors over \$500.00	Grants/government	Foundations and Community Groups	In Kind
Doug Howard	Wales Theatre	Alberta Government Innovation and Advanced Education	Okotoks United Way	North Plus South
Dave Poulsen	Servus Credit Union	Alberta Government - Community Initiative Funding	High River United Way	Betty Foran
	Golden West Broadcasting	New Horizon Federal Grant	Square Butte Ladies Group	High River Library
	Studio D Salon	High River FCSS	Dewdney Players, Okotoks	Okotoks Public Library
	Chatters - Okotoks	Okotoks FCSS	Foothills Salvage and Recycling Foundation	Sheep River Library
	Chinook Honey Farm	Municipal District of Foothills #31 FCSS	High River Rotary	Crystal Shores Beach House
	Greidanus Honey Mill	Black Diamond FCSS	High River Kinsman	Sun Rise Village
		Turner Valley FCSS	Fern Leaf Rebekah Lodge 36	Wellness Centre – Sewing Bee Volunteers
			Sheep River Health Trust	Heartland - Okotoks
			High River Kinettes	Okotoks Sobeys
				AG Foods Country Mart, Black Diamond
				High River Sobeys



**Sponsors and Donors 2016-2017**





**LITERACY FOR LIFE FOUNDATION**  
**FINANCIAL STATEMENTS**  
**JULY 31, 2017**

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, 2017 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

October 3 2017

Literacy for Life Foundation  
Balance Sheet As at 07/31/2017

<b>ASSET</b>	
<b>Current Assets</b>	
Petty Cash	54.43
Servus Common Share Account	1.30
Literacy for Life - chequing	100,678.07
Net Savings	7.13
Roots of Empathy Account	14,802.44
Accounts Receivable	5,000.00
GST Refund	1,584.75
<b>Total Current Assets</b>	<u>122,128.12</u>
<b>Capital Assets</b>	
Buildings	2,491.00
Equipment	16,698.42
Accumulated Deprec - computer equip	12,860.00
<b>Total Capital Assets</b>	<u>32,049.42</u>
<b>TOTAL ASSET</b>	<u><u>154,177.54</u></u>
<b>LIABILITY</b>	
<b>Current Liabilities</b>	
Accounts Payable	5,440.67
Prepaid Alberta Government	50,000.00
<b>Total Current Liabilities</b>	<u>55,440.67</u>
<b>TOTAL LIABILITY</b>	<u>55,440.67</u>
<b>EQUITY</b>	
<b>Retained Funds</b>	
Retained Funds- prev year	83,283.19
Excess of receivable/disbursements	15,453.68
<b>Total Retained Funds</b>	<u>98,736.87</u>
<b>TOTAL EQUITY</b>	<u>98,736.87</u>
<b>LIABILITIES AND EQUITY</b>	<u><u>154,177.54</u></u>

Chair Cathy Brunel  
 Treasurer [Signature]

Date 16/10/2017

Literacy for Life Foundation  
 Income Statement 08/01/2016 to 07/31/2017

**REVENUE**

**Sales/Workshops Revenue**

Fee for Service	900.00	
Community Fees	<u>1,395.00</u>	
Total Sales and Service		<u>2,295.00</u>
<b>Fees and Services Total</b>		<u><b>2,295.00</b></u>

**Municipal Grant**

FCSS Grants	<u>58,200.00</u>	
Municipal Sub Sub Group Total		<u>58,200.00</u>
<b>Group Total - Municipal</b>		<u><b>58,200.00</b></u>

**Provincial Grants**

Innovation & Advanced Ed	211,390.00	
Other Prov	<u>24,000.00</u>	
Provincial Grants Sub Group Total		<u>235,390.00</u>
<b>Provincial Grants - Total</b>		<u><b>235,390.00</b></u>

**Other**

Other Grants	18,000.00	
Other Revenue	12,186.88	
Interest	483.67	
Donations	23,951.83	
Donations - Received	4,970.33	
Fundraising	<u>11,659.66</u>	
Sub Total Other Revenue		<u>71,252.37</u>
Donations in Kind	2,806.54	
Roots of Empathy	<u>13,392.70</u>	
<b>Total Other Revenue</b>		<u><b>87,451.61</b></u>

**TOTAL REVENUE**

**383,336.61**

**EXPENSE****Expenses - A&GP**

Contracts - A&GP	5,912.76	
Administration Wages	33,651.42	
Wages	14,118.77	
Mileage - Staff A&GP	1,707.33	
Office Supplies - A&GP	2,737.85	
Communications - A&GP	1,677.40	
Adver/Promotion - A&GP	2,014.95	
Photocopy - A&GP	1,505.95	
Training - staff A&GP	371.78	
Member/conference	599.95	
Facility - A&GP	1,782.20	
Rent - A&GP	2,700.00	
Insurance - A&GP	897.25	
Acct/Audit/legal	1,292.78	
Bank Charges - A&GP	370.20	
Payroll Deductions - A&GP	2,856.25	
WCB	525.77	
Health Spending - A&GP	399.00	
Technology - A&GP	486.12	
Fundraising - A&GP	3,134.32	
Recognition / Appreciation - A	1,614.68	
GST Paid on Purchases - A&G	1,413.19	
Sub Total Expenses - A&GP	<u>81,769.92</u>	
<b>Total Expenses - A&amp;GP</b>	<u><b>81,769.92</b></u>	

**Expenses - Programs**

Program Office Support Wage	40,255.18
Administration Wages	33,651.41
Program Staff Wages	87,899.04
Coordinator Wages	38,910.88
Program Staff Mileage & Volu	10,400.12
Coordinator Mileage	1,710.16
Contracts/Services/Programs	15,719.57
Office Supplies	3,293.45
Communications	3,159.24
Con/Membership	98.00
Adver/Promotion	1,299.58
Resources Programs	473.57
Photocopy	1,505.95
Co Training	75.00
Program Staff Training & Volu	244.39
Volunteer Appreciation	360.00
Rent	8,100.00
Insurance	2,691.75
Ship/handling	124.29

Payroll Deductions	12,470.34
WCB	1,577.19
Health Spending	3,360.56
Technology	3,403.91
Program Resources	4,389.48
Special Projects	<u>10,236.28</u>
Sub Total Expenses	285,409.34
<b>Total Expenses - Programs</b>	<u>285,409.34</u>
<b>Other Expenses</b>	
Roots of Empathy Expenses	703.67
<b>Total Other Expenses</b>	<u>703.67</u>
<b>TOTAL EXPENSE</b>	<u>367,882.93</u>
<b>NET INCOME</b>	<u><u>15,453.68</u></u>

**Financial Statement – Expenses 2016 -2017**



	A	B	C
1	<b>Literacy for Life Foundation</b>		
2	<b>Budget August 1st 2017 to July 31st 2018</b>		Notes
3	<b>REVENUE</b>		
4	<b>Sales/Workshops Revenue</b>		
5	Fee for Service	1000	
6	Community Fees	2000	
7	<b>Municipal Grant</b>		
8	FCSS Grants	50000	
9	<b>Provincial Grants</b>		
10	Advanced Ed	138937	
11	Other Prov	97350	Community Initiative Operation - 45000 for two years.
12	<b>Other</b>		
13	Other Grants	64119	Calgary Foundation - Consultant in line 35 of expenses.
14	Other Revenue	23500	
15	Interest	600	
16	Donations	15000	
17	Donations - Received	10000	
18	Fundraising	65000	
19	<b>TOTAL REVENUE</b>	<b>448186</b>	
20			
21	<b>EXPENSE</b>		
22	<b>Expenses - Administration and General Programs A&amp;GP</b>		
23	Contracts - A&GP	30000	25,000.00 Consultant (Audit and succession plan, Strategic Planning Day)
24	Administration Wages	34324	Revenue line 20
25	Office Program Position Coordinator	21813	
26		14000	New position - start November 1st 2017 Half wages in admin (line 39) and half in program. (line 68) Revenue - (line 16)
27	Mileage - Staff A&GP	1800	
28	Office Supplies - A&GP	2000	
29	Communications - A&GP	1500	
30	Adver/Promotion - A&GP	500	
31	Photocopy - A&GP	1500	
32	Training - staff A&GP	1000	
33	Member/conference	1000	
34	Facility - A&GP	1500	
35	Rent - A&GP	3000	
36	Insurance - A&GP	800	
37	Acct/Audit/legal	1000	
38	Bank Charges - A&GP	200	
39	Payroll Deductions - A&GP		
40	WCB	500	
41	Health Spending - A&GP	800	
42	Self Directed Learning - A&GP	300	

	A	B	C
43	Technology - A&GP	1000	
44	Fundraising - A&GP	3500	
45	Recognition / Appreciation - A&G	1500	
46	GST Paid on Purchases - A&GP		
47	Sub Total Expenses - A&GP	123537	
48	<b>Total Expenses - A&amp;GP</b>	<b>123537</b>	
49			
50	<b>Expenses - Programs</b>		
51	Program Office Support Wages	41813	
52	Administration Wages	34324	
53	Program Staff Wages	85000	
54	Coordinator Wages	48628	
	Volunteer	14000	New position - start November 1st 2017
	CommunicationCoordinator		Half wages in admin (line 39) and half in program. (line 68) Revenue - (line 16)
55			
56	Program Staff Mileage & Volunter	12000	
57	Coordinator Mileage	1000	
58	Contracts/Services/Programs	25000	
59	Office Supplies	2500	
60	Communications	2500	
61	Con/Membership	500	
62	Adver/Promotion	1000	
63	Photocopy	1500	
64	Co Training	1000	
	Program Staff Training & Volunteers	1000	
65	Volunteer Appreciation	800	
67	Rent	8000	
68	Insurance	1800	
69	Ship/handling	200	
70	Payroll Deductions	13500	
71	WCB	1684	
72	Health Spending	4000	
73	Self Directed Learning	2400	
74	Technology	2500	
75	Program Resources	10000	
			TechTalk training continues from last fiscal year, as well as, videos for Dog Tales and Building Blocks
76	Special Projects	10000	
77	Sub Total Expenses	324649	
78	<b>Total Expenses - Programs</b>	<b>324649</b>	
79			
80	<b>Total Expenses</b>	<b>448186</b>	
81			
82			
83			
84			

## 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](http://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 – 2016 – 2017

Cathy Burrell	Chair
Deb Janzen	Vice Chair
Anna Marie Plante	Treasurer
Marlene Actemichuk	Secretary
Lindsay Snodgrass	Director
Laurie Hunka	Director
Christine Pretty	Director



### Executive Director

Sue Stegmeier  
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