



25<sup>th</sup>  
*Anniversary*

# Annual Report 2022–2023

# VISION

Everyone has the learning skills to live their best life.

# MISSION

Literacy for Life is a Non-Profit Organization that creates and delivers learning programs and services to improve the lives of all community members.

# AGENDA



October 18, 2023 @ 1630 – Literacy for Life Boardroom  
AGENDA

Welcome and Introductions

Approval of Agenda:

Approval of Minutes: October 2022 AGM Minutes

Financial Review: Stephanie Laitre – Financial Year end review for August 1, 2022 to July 31, 2023

Financial Report prepared by Mary Bakaluk

(Recommended that the Financial Report be accepted for Information purposes)

Reports:

Chairperson Report: Helen Rogers

Executive Director Report: Nicole Levesque

(Recommended that the Reports be accepted for Information purposes)

New Business:

1) Presentation of Budget for August 1, 2023 to July 31, 2024

2) Election of Board Members:

a. Nominees:

b. Election:

Thank you for the efforts of all the Board members for the past year.

Adjournment:

Next AGM to be held: October 16, 2024 at time to be determined

# 2022 AGM MINUTES



LITERACY FOR LIFE FOUNDATION  
MINUTES FOR THE YEAR August 1<sup>st</sup> 2021, to July 31<sup>st</sup> 2022  
ANNUAL GENERAL MEETING  
October 26, 2022  
6:30 pm - 8:00 pm  
In Person & Via Zoom

**Present:** Anna-Marie Plante via Zoom, Lorraine Clark, Pamela Guthrie-Flemming, Stephanie Laitre, Sandra Oleksiw, Helen Rogers, Nicole Levesque and Candice Bergen

**Welcome and Introductions:** Nicole welcomed and introduced Helen Rogers, as possible new board member. All participants introduced themselves and their position on the board or as employee of Literacy for Life

**Approval of Agenda:** motion made by Stephanie Laitre to accept the Agenda, Sandra Oleksiw seconded. All in favour, motion carried.

**Approval of Minutes:** October 26, 2021 AGM Minutes Motion made by Sandra Oleksiw to accept the minutes, Seconded by Stephanie Laitre. All in favour, motion carried.

**Financial Review:** Stephanie Laitre

Financial year end review for August 1, 2021 to July 31, 2022, Prepared by Mary Bakaluk  
*(Recommended that the report be accepted for Information purposes)*

Motion made by Sandra Oleksiw that the Financial Report be accepted for information purposes, Stephanie Laitre seconded. All in favour, motion carried.

**Committee Reports:**

Chairperson Report Anna-Marie Plante

Executive Director Report Nicole Levesque,

*(Recommended that the reports be accepted for Information purposes)*

Motion made to accept the Committee Reports be accepted by information by Sandra Oleksiw, seconded by Stephanie Laitre. All in favour, motion carried.

**New Business:**

Presentation of Budget for August 1, 2022 to July 31, 2023

*(Recommended that the report be accepted for Information purposes)*

Motion made that the budget be accepted for information purpose by Sandra Oleksiw, seconded by Loraine Clark. All in favour, motion carried.

Approval of amended bylaws, the draft bylaws were presented by Stephanie Laitre and were approved by majority vote of the Board.

Election of Board Members: 3 positions available for 2-year term



## 2022 AGM MINUTES



Nominees are: Sandra Oleksiw, Pam Guthrie-Flemming and Helen Rogers, motion duly made, vote held and nominees were elected unanimously by the Board. Each to hold their positions until the AGM 2024.

Thank you past board members.

Adjournment: Next AGM to be held October 18, 2023 at 6:30 pm, Literacy for Life Foundation Boardroom.

## CHAIRPERSON REPORT



With the aid of the strategic plan developed by the Board in 2022 we have been able to continue to grow and develop over this past year. We continue to strengthen our Board governance which in turn allows us to support the daily operations of the Literacy for Life Foundation. We have seen advancements in our operations that come from not only the hard work of our Executive Director but from providing a solid organizational framework to support those operations. Without a well functioning Board our Foundation cannot succeed. I thank our past and present board members for their ongoing efforts.

Our Foundation provides invaluable service and support to people and communities throughout the Foothills, and we continue to see the need for, and the use of, our services grow. We could not do this without the ongoing support of Advanced Education and the CALP program. On behalf of the Board I thank those organizations and the people within them that give us so much assistance. I also thank the Town of High River for their ongoing support and the fellowship of many of the local community organizations that share in our overriding aim of improving the lives of people in our community.

On a personal note, for me, this has been a challenging and rewarding year. Having only joined the Board in October 2022 I had not expected to take on the role of Chair but I am very happy to have done so. I could not have succeeded without the support of our Executive Director as well as the support of each of our Board members.

Sincerely,  
Helen Rogers  
Board Chair, Literacy for Life Foundation



## EXECUTIVE DIRECTOR REPORT



It has been an eventful year for us! Witnessing the growth and development of new programs has been exhilarating. We successfully added 7 programs to our schedule, with 5 of them being brand new initiatives. I commend our staff for their hard work and dedication in bringing these ideas to life.

We also expanded our services to other communities, Diamond Valley and Okotoks, eliminating barriers for many learners. Collaborating with partner agencies has enabled us to fulfill the needs of our residents and provide essential programs to the Foothills County community.

The success of Literacy for Life would not have been possible without our committed board members. I express my gratitude to each one of them for their guidance towards relevancy and growth within the agency.

Our volunteers have been instrumental in our journey. They have helped one-on-one learners, supported us at the office, and contributed to our special events. Their unwavering commitment to making a difference in people's lives is truly admirable. We thank each and every one of them for their support and contributions.

Our programs' prosperity is a direct result of the unwavering commitment of our facilitators. Your tireless efforts to fulfill the learners' requirements during your sessions are commendable. Your willingness to tackle every challenge head-on and continuously improve in your roles has significantly contributed to enhancing literacy skills within our communities. Thank you for your exceptional work.

I would like to extend a special thank you to Candace. As the face and voice of our organization, you are the first point of contact for our learners, a role that you strive to do well. Thank you for your service.

As we begin our 2023/2024 programming year am excited to witness our progress in the upcoming months and honored to continue in my role as Executive Director.

Sincerely,  
Nicole Levesque  
Executive Director, Literacy for Life Foundation



# NEW PROGRAMS

**NEW**

## Sing & Play

Come learn with us!

Family Literacy program for newcomers to Canada

**NEW**

COME LEARN WITH US

## I'M GOING TO KINDERGARTEN!

THE NETWORK  
All children and youth have

A program for newcomers who have children starting school

**NEW**

COME LEARN WITH US

## Online English Class

A beginner class for newcomers from the Ukraine

**NEW!**

## ADVANCE YOUR ENGLISH

**Thursdays**  
6:00-8:00pm  
until May 25th  
**In Person in High River**  
For intermediate learners  
403 652 5090

**\$5 a class**

CALP



**Come see us!**  
Thursdays  
12:30-1:30pm  
Sheep River Library



**NEW**

## ENGLISH INTERVIEW SKILLS 101

## TechTalk beginner

Sheep River Library

CALP

## SPECIAL EVENTS



Health & Wellness  
Roundup



MCG Career Café



High River  
Chamber of Commerce



MCG Career Fair



Sheep River Library  
40th Anniversary Event



The Heart of  
High River



Eden Valley  
Health &  
Wellness Fair



Help Me Grow  
High River



Picnic with  
a Purpose



Foothills  
Family Expo



## SPECIAL PEOPLE





## SPECIAL PEOPLE-2022-2023 BOARD MEMBERS





Ministry of Advanced Education



*Mary's Business Solutions*



**Anonymous Donors**





**Mary's Business Solutions**

Mailing Address: 910 – 17 Street SE  
High River AB T1V 1P8

Telephone: (403)652-2945  
Fax: (403)652-4909

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## NOTICE TO READER

We have compiled the Balance Sheet of the Literacy for Life Foundation, as at July 31, 2023, and the Statement of Income and Expenses for the year then ended from information provided by management. Readers are cautioned that these statements may not be appropriate for their purposes. No responsibility is accepted, expressly or inadvertently, for the errors or omissions that may arise as a result of inaccurate or misleading records.

Mary Bakaluk  
o/a Mary's Business Solutions

A handwritten signature in blue ink that reads "M Bakaluk".

September 2023

# FINANCIAL STATEMENT



## Literacy for Life Foundation Unaudited Balance Sheet As of July 31, 2023

	31-Jul-23	31-Jul-22
<b>ASSETS</b>		
Holding Account	\$ 72.00	\$ -
Servus Rewards	101.88	70.00
Servus Common Shares	1.59	1.53
Literacy for Life Operating	1,351.96	2,826.58
High Yield Savings	25,546.99	25,072.88
Advance Education Business Savings	129,118.43	136,051.73
Roots of Empathy Account	-	5.15
Accounts Receivable	97.20	721.21
GST Receivable	290.26	352.06
<b>TOTAL ASSETS</b>	<b>\$ 156,580.31</b>	<b>\$ 165,101.14</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
Accounts Payable	\$ -	\$ 80.00
Prepaid Alberta Government	138,937.00	138,937.00
<b>Total Liabilities</b>	<b>138,937.00</b>	<b>139,017.00</b>
<b>Equity</b>		
Retained Earnings	26,084.14	23,110.58
Net Income	(8,440.83)	2,973.56
	17,643.31	26,084.14
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 156,580.31</b>	<b>\$ 165,101.14</b>

Chair

Treasurer

Date

# FINANCIAL STATEMENT



## Literacy for Life Foundation Statement of Operations and Equity For the period ended July 31, 2023

	31-Jul-23	31-Jul-22
<b>INCOME</b>		
<b>Sales/Workshop Revenue</b>		
Community fees & fees for service	\$ 7,268.00	\$ 5,584.00
<b>Provincial Grants</b>		
Innovation & Advanced Ed CALP	138,937.00	127,459.00
<b>Other</b>		
Interest	1,944.48	490.30
Donations	1,526.09	6,579.77
Donations in Kind	500.00	500.00
Fundraising	-	-
<b>TOTAL INCOME</b>	<b>\$ 150,175.57</b>	<b>\$ 140,613.07</b>
<b>OPERATING &amp; ADMINISTRATIVE EXPENSES</b>		
Advertising & promotion	645.06	539.82
Bank charges	149.65	165.93
Communications	1,029.69	1,053.63
Eventbrite fees	-	54.64
Wages 1	28,500.01	28,500.00
Facility Cleaning	680.00	940.00
Fundraising	-	-
Furniture, fixtures & equipment	2,529.01	1,811.60
GST Non Recovery	239.90	292.11
Health spending	841.23	508.34
Insurance	1,616.00	1,563.00
Mileage - education & staff	-	-
Office Supplies	2,163.80	2,186.71
P.T. ED/Grant Writer	-	-
Payroll deductions	1,997.60	1,891.58
Photocopy	683.54	347.36
Professional fees	1,227.29	1,396.14
Recognition & appreciation	-	160.00
Rent	6,000.00	6,000.00
Security	251.88	251.88
Snow Removal	1,044.00	713.50
Special Projects	1,105.00	-
Wages 2	12,087.65	11,104.46
Technology & computer	2,839.33	3,703.55
Training & professional development	2,132.74	1,906.60
WCB	1,491.88	1,214.39
<b>TOTAL OPERATING &amp; ADMINISTRATIVE EXPENSES</b>	<b>\$ 69,255.26</b>	<b>\$ 66,305.24</b>

# FINANCIAL STATEMENT



<b>PROGRAM EXPENSES</b>		
Advertising & promotion	\$ 1,333.85	\$ 1,199.00
Communications	40.97	457.09
Evaluation & needs assessment	-	-
Wages 1	28,500.01	28,500.00
Facilitator & Education Mileage	2,739.06	1,122.79
Instructor & Facilitators Program	\$ 38,577.21	\$ 23,135.08
Insurance	-	-
Wages 2	12,087.66	11,104.41
Office Supplies	8.14	-
Participant supports	398.48	815.00
Payroll deductions	4,218.21	4,027.22
Photocopy	-	20.02
Program/ Builder Staff Wages	-	-
Program resources & supplies	1,006.82	707.77
Volunteer Appreciation	450.73	245.89
WCB	-	-
<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 89,361.14</b>	<b>\$ 71,334.27</b>
<b>TOTAL EXPENSES</b>	<b>\$ 158,616.40</b>	<b>\$ 137,639.51</b>
<b>NET INCOME/LOSS FOR THE PERIOD</b>	<b>\$ (8,440.83)</b>	<b>\$ 2,973.56</b>



# 2023-2024 BUDGET

	2022/2023	2023/2024
CALP Grant	138,937.00	138,937.00
<b>carry over</b>	<b>8,309.00</b>	<b>762</b>
Interest on grant & accounts	400.00	1,290.00
Tuition and related fees (eligible programs only)	5,500.00	5,500
Cash Contributions (i.e. donations)	200.00	0
Organizational Contributions	0.00	5,000
Fundraising	0.00	0
<b>Total Revenue</b>	<b>153,346.00</b>	<b>151,489.00</b>
<b>Expenses</b>		
<b>Operating &amp; office expenses</b>		
Technology & Computer	3,000.00	3,000.00
Evaluation & Needs Assessment	0.00	0.00
GST Non-Recoverable	0.00	0.00
Bank Charges	200.00	150.00
Insurance	1,660.00	1,620.00
Photocopy	800.00	800.00
Facility Cleaning	1,040.00	1,030.00
Security (Fluent)	265.00	265.00
Snow Removal	510.00	510.00
Office Supplies	2,363.00	2,413.00
Communications (Telephone & Internet)	500.00	500.00
Acct/Audit/legal	900.00	700.00
Workman's Compensation	1,200.00	1,450.00
<b>Total Operating &amp; office expenses</b>	<b>12,438.00</b>	<b>12,438.00</b>
<b>Staff Wages</b>		
Staffing 1	28,500.00	29,355.00
Staffing 2	11,023.00	12,826.00
Mileage	500.00	500.00
Payroll Deductions	6,000.00	6,200.00
Employee Benefits (i.e. Health coverage)	900.00	900.00
<b>Total Salaries &amp; Benefits</b>	<b>46,923.00</b>	<b>49,781.00</b>
<b>Program Delivery</b>		
Advertising	2,000.00	2,000.00
Facility Rental	6,000.00	6,000.00
Communications (Telephone & Internet)	500.00	500.00
Instructor/Facilitator Fees & Program Delivery	36,512.00	29,139.00
Furniture, fixtures & equipment	1,500.00	1,500.00
Staffing 1	28,500.00	29,355.00
Staffing 2	11,023.00	12,826.00
Mileage Facilitator / ED	2,000.00	2,000.00
Program Resources & Supplies	1,500.00	1,500.00
Volunteer Appreciation	400.00	400.00
Training (Professional Development)	3,000.00	3,000.00
Participant Supports	1,000.00	1,000.00
Eventbrite Fees	50.00	50.00
<b>Total Program</b>	<b>93,985.00</b>	<b>89,270.00</b>

**Helen Rogers - Chair**

**Stephanie Laitre - Treasurer**

**Lorraine Clark - Secretary**

**Pam Guthrie-Flemming - Director**

**Sandra Oleksiw - Director**

**Virginia Tyler - Director**



# Thank You

## Serving Adults & Families

in the Foothills County



## Classes Offered:

- pre GED
- GED prep
- Basic Digital Skills
- English Language Learning
- Building Blocks Family Literacy
- One on one support with your identified learning goal

**Come learn with us!**



### More information

403 652 5090  
info@litforlife.com  
www.litforlife.com