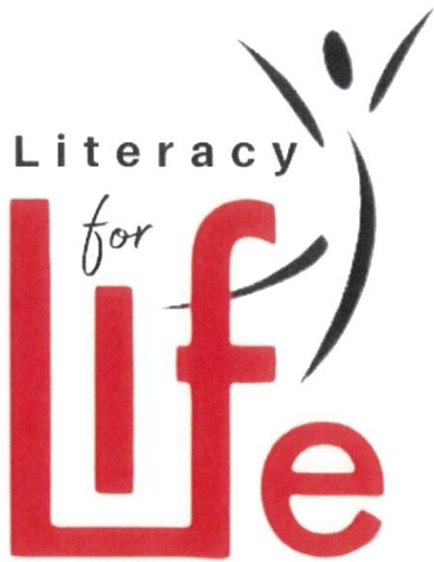




Foundation  
Come Learn With Us!

# Annual Report 2023-2024

## 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



## ANNUAL GENERAL MEETING

October 16, 2024 @ 1730 – Literacy for Life Office

Welcome and Introductions

Approval of Agenda:

Approval of Minutes: October 2023 AGM Minutes

Financial Review: Stephanie Laitre – Financial Year end review for August 1, 2023 to July 31, 2024

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, 2024 to July 31, 2025
- 2) Nomination and Election of Board Members:
  - a. Nominees: (call for Nomination from the floor, may include self nominations)
  - b. Election to the Board – two year term ending at the AGM 2025:
  - c. Election of Officers:
    - i. Chair: (two year term ending at the AGM 2026)
    - ii. Vice-Chair: (one year term ending at the AGM 2025)
    - iii. Treasurer: (one year term ending at the AGM 2025)
    - iv. Secretary: (one year term ending at the AGM 2025)

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

Adjournment:

Next AGM to be held: October 15, 2025 at time to be determined

# 2023 AGM MINUTES



## Literacy for Life Foundation Annual General Meeting Minutes

Meeting Date: October 18, 2023 @ 4:30 pm  
Meeting Location: Literacy for Life Boardroom  
Attendees: Pam Guthrie-Flemming, Nicole Levesque, Sandra Oleksiw, Virginia Tyler, Stephanie Laitre, Helen Rogers, Candace Bergen

1. WELCOME AND INTRODUCTIONS
  - i. Helen called meeting to order at 5:10 pm
2. APPROVAL OF AGENDA
  - i. Stephanie moved to approve the agenda, seconded by Pam all in favour, motion carried.
3. APPROVAL OF MINUTES
  - i. Pam moved to approve the October 2022 AGM Minutes, seconded by Virginia, all in favour, motion carried.
4. FINANCIAL REVIEW
  - i. Stephanie Laitre – Financial Year end review for August 1, 2022 to July 31, 2023. Stephanie moved that the Financial Report be accepted for Information purposes, seconded by Sandra, all in favour. Motion carried.
5. REPORTS
  - i. Chairperson Report: Helen Rogers
  - ii. Executive Director Report: Nicole Levesque
  - iii. Pam moved that the Chairperson and Executive Director Reports be accepted for information purposes, seconded by Sandra. Motion carried.
6. NEW BUSINESS
  - i. Presentation of Budget for August 1, 2023 to July 31, 2024. Virginia moved to approve the budget as presented, seconded by Sandra. Motion carried.
  - ii. Election of Board Members:
    - a. Nominees: Stephanie Laitre
    - b. Election: Helen moved that the nomination of Stephanie Laitre as Director for a period ending October 2025 be accepted. All in favour. Motion carried.

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

## CHAIRPERSON REPORT



This has been a year of change for the Literacy for Life Foundation. This year we said goodbye to our long-time home in High River. As challenging as that was, we acknowledge that with all change comes new opportunities. We have had the great pleasure of connecting with new people and organizations as we were welcomed to our new home within the Bow Valley College campus in Okotoks.

We have also experienced a lot of change within the Board. We have said goodbye to Lorraine Clark who stepped down from the Board this year. Lorraine was a long-time volunteer and supporter of our Foundation and was a valued contributor to our Board. Her efforts in supporting our mission are greatly appreciated. We have welcomed three new members to the Board, Virginia Tyler, Ruthanne Koyama and KC DeCastro.

Throughout the year our Board has continued to focus on our Strategic Plan and on improving our governance practices. Highlights include finalizing amended Bylaws, maintaining up to date Alberta Registries and CRA filings, the review and revision of our Health and Safety Policies and Procedures as well as our insurance policies. Further, we continue to strengthen our Board Roles and Responsibilities. Additionally, we have supported our Executive Director in completing the necessary application for the next three years of funding for our Foundation and in successfully conducting a fundraising casino.

The commitment of our Board members to the ongoing governance of the Foundation and their willingness to volunteer time as needed is fundamental to the ongoing success of the Foundation. I thank our past and present Board members for all their efforts and their dedication.

On behalf of the Board I thank Nicole Levesque, our Executive Director for all her support. As well as running the operations of the Foundation Nicole makes our job infinitely easier. 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. None of this would be possible without our staff and our volunteers so I take this opportunity to thank you all. Finally, we would not be able to operate without the ongoing support of the Government of Alberta, Advanced Education and its Community Adult Learning Program grant. On behalf of the Board, I thank those organizations and the people within them that give us so much assistance.

Sincerely,

Helen Rogers

Board Chair, Literacy for Life Foundation



## EXECUTIVE DIRECTOR REPORT



Reflecting back on our 2023/2024 programming year brings me great pride in realizing all that we accomplished and yet again overcame in order to continue to deliver quality foundational adult learning opportunities to our communities.

Being informed in late 2023 that we would need to find a new location for our office space of over 25 years came as surprise. I am grateful for the support and guidance of our Board Members, CLN staff and past Literacy for Life employees during that stressful time. We were able to find a new location to call home in Okotoks in partnership with Bow Valley College and support from the Town of Okotoks. Relocating was much easier with the help from staff, community partners and volunteers who I cannot thank enough. Being able to continue with our program delivery with no issues during that time brought gratitude for the flexibility and understanding of our facilitators and learners.

June 2024 marked the end of our three year funding agreement where we were able to report continued success in meeting the needs of adult learners in our communities. This was due to the dedication and passion of our volunteers, staff and facilitators to which I am grateful for. As we enter our next three year application with Alberta Advanced Education I am confident that we will continue to be a key resource that community partners have confidence in referring individuals to who need some support to reach their learning goals.

Literacy for Life could not deliver effective programming without an informed, supportive Board of Directors. I am grateful for the individuals who have volunteered their time and passion in guiding the foundation's mission and vision.

I am excited for what the future holds for us, for our learners and for our communities and I look forward to continuing to be a part of this integrated web of individuals who are the core of Literacy for Life.

Sincerely,

Nicole Levesque

Executive Director, Literacy for Life Foundation



# PROGRAMS



**Let's Talk!**

English for Beginners

Practice your listening and speaking in English

Tuesdays  
6:00-8:00pm  
In Person  
register anytime!

**\$2 a class**

Register anytime!

Intermediate English Class

**\$2 a class**

**Thursdays**  
6:00-8:00pm  
**ONLINE**  
April 11th to June 27th  
403 652 5090

**Skills for Learning**  
pre-GED

Join us for this casual online class and get personalized support to increase your learning skills!

Next Sessions Fall 2023  
403 625 5090

**NEW**

COME LEARN WITH US

**Online English Class**

HELLO my name is

Natalia

A beginner class for newcomers from the Ukraine

**GED Preparation**

ONLINE Small Classes

Personalized Support

**TechTalk**  
Basic Digital Skills Series

**Let's make learning FUN together**  
in our **Building Blocks Program!**

10 x 1 hour sessions  
in your home or online  
403-652-5090  
www.litforlife.com

**\$15**

**NEW**

**ENGLISH**  
**INTERVIEW SKILLS**  
**101**

**We offer one on one learning support**

Do you have a learning goal you need some extra support with? We could match you up with a Volunteer Learning Coach that could help you.

Meet when you are available and get 1:1 hours of help a week. Our personal help to reach your goal.

**FREE**

Please contact Literacy for Life to sign up and for more information or become sign up form with QR code

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

## SPECIAL EVENTS



Picnic With a Purpose



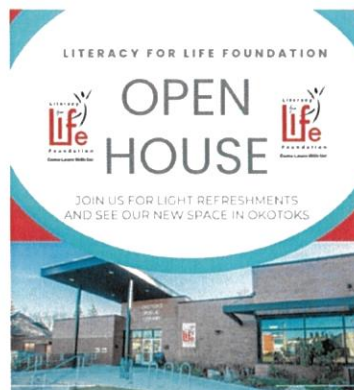
Showcase High River



MCG Careers Job Fair



7 radio spots



1:00pm - 3:00pm  
Wednesday, June 26th  
107-7 Riverside Drive  
Okotoks



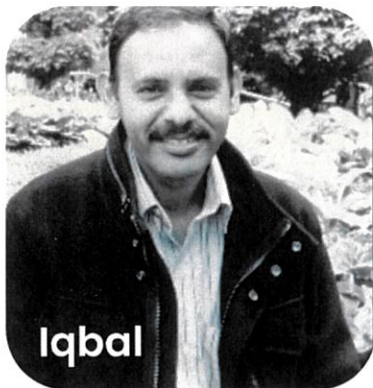
Foothills  
Family Expo



Presentation to MLA



## SPECIAL PEOPLE



## SPECIAL PEOPLE-2023-2024 BOARD MEMBERS





Ministry of Advanced Education

*M B S*

*Mary's Business Solutions*



**Anonymous Donors**



**The Rebekahs  
High River**



# FINANCIAL STATEMENT



## **M B S** *Mary's Business Solutions*

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

Telephone: (403)652-2945

Fax: (403)652-4909

---

### NOTICE TO READER

We have compiled the Balance Sheet of the Literacy for Life Foundation, as at July 31, 2024, 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 2024

# FINANCIAL STATEMENT



## Literacy for Life Foundation Unaudited Balance Sheet As of July 31, 2024

|                                       | 31-Jul-24            | 31-Jul-23            |
|---------------------------------------|----------------------|----------------------|
| <b>ASSETS</b>                         |                      |                      |
| Holding Account                       | \$ -                 | \$ 72.00             |
| Servus Rewards                        | 131.88               | 101.88               |
| Servus Common Shares                  | 1.68                 | 1.59                 |
| Literacy for Life Operating           | 2,046.50             | 1,351.96             |
| High Yield Savings                    | 21,590.93            | 25,546.99            |
| Advance Education Business Savings    | 159,551.47           | 129,118.43           |
| Casino                                | 55,377.67            | -                    |
| Accounts Receivable                   | -                    | 97.20                |
| GST Receivable                        | 248.21               | 290.26               |
| <b>TOTAL ASSETS</b>                   | <b>\$ 238,948.34</b> | <b>\$ 156,580.31</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                      |                      |
| <b>Liabilities</b>                    |                      |                      |
| Accounts Payable                      | \$ 3,199.96          | \$ -                 |
| Prepaid Casino                        | 36,918.44            | -                    |
| Prepaid Alberta Government            | 171,329.00           | 138,937.00           |
| <b>Total Liabilities</b>              | <b>211,447.40</b>    | <b>138,937.00</b>    |
| <b>Equity</b>                         |                      |                      |
| Retained Earnings                     | 17,643.31            | 26,084.14            |
| Net Income                            | \$ 9,857.63          | (8,440.83)           |
|                                       | <b>27,500.94</b>     | <b>17,643.31</b>     |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>\$ 238,948.34</b> | <b>\$ 156,580.31</b> |

Chair

Treasurer

Oct. 16/24.  
Date

# FINANCIAL STATEMENT



## Literacy for Life Foundation Statement of Operations and Equity For the period ended July 31, 2024

|                                                      | 31-Jul-24            | 31-Jul-23            |
|------------------------------------------------------|----------------------|----------------------|
| <b>INCOME</b>                                        |                      |                      |
| Sales/Workshop Revenue                               |                      |                      |
| Community fees & fees for service                    | \$ 4,268.00          | \$ 7,268.00          |
| Provincial Grants                                    |                      |                      |
| Innovation & Advanced Ed CALP                        | 138,937.00           | 138,937.00           |
| Other                                                |                      |                      |
| Interest                                             | 1,770.60             | 1,944.48             |
| Donations                                            | 2,036.00             | 1,526.09             |
| Donations in Kind                                    | 250.00               | 500.00               |
| Fundraising (Casino)                                 | 18,459.23            | -                    |
| <b>TOTAL INCOME</b>                                  | <b>\$ 165,720.83</b> | <b>\$ 150,175.57</b> |
| <b>OPERATING &amp; ADMINISTRATIVE EXPENSES</b>       |                      |                      |
| Advertising & promotion                              | -                    | 645.06               |
| Bank charges                                         | 148.89               | 149.65               |
| Canada Helps fees                                    | 8.75                 | -                    |
| Communications                                       | 1,167.30             | 1,029.69             |
| Eventbrite fees                                      | 0.07                 | -                    |
| Wages 1                                              | 29,548.84            | 28,500.01            |
| Facility Cleaning                                    | 480.00               | 680.00               |
| Fundraising                                          | -                    | -                    |
| GST Non Recovery                                     | 248.20               | 239.90               |
| Insurance                                            | 2,979.00             | 1,616.00             |
| Mileage - education & staff                          | -                    | -                    |
| Moving expenses                                      | 1,261.08             | -                    |
| Office Supplies                                      | 919.70               | 2,163.80             |
| P.T. ED/Grant Writer                                 | -                    | -                    |
| Payroll deductions                                   | 2,012.04             | 1,997.60             |
| Photocopy                                            | 739.51               | 683.54               |
| Professional fees                                    | 1,219.57             | 1,227.29             |
| Recognition & appreciation                           | -                    | -                    |
| Security                                             | 359.90               | 251.88               |
| Snow Removal                                         | -                    | 1,044.00             |
| Special Projects                                     | -                    | 1,105.00             |
| Staff Program Support Wages                          | 11,326.59            | 12,087.65            |
| Technology & computer                                | 2,790.35             | 2,839.33             |
| WCB                                                  | 1,775.02             | 1,491.88             |
| <b>TOTAL OPERATING &amp; ADMINISTRATIVE EXPENSES</b> | <b>\$ 56,984.81</b>  | <b>\$ 57,752.28</b>  |

# FINANCIAL STATEMENT



## PROGRAM EXPENSES

|                                       |                      |                      |
|---------------------------------------|----------------------|----------------------|
| Advertising & promotion               | \$ 2,084.91          | \$ 1,333.85          |
| Communications                        | 25.48                | 40.97                |
| Evaluation & needs assessment         | -                    | -                    |
| Executive Director                    | 29,548.83            | 28,500.01            |
| Facilitator & Education Mileage       | 1,916.63             | 2,739.06             |
| Furniture, fixtures & equipment       | 1,060.76             | 2,529.01             |
| Health spending                       | 778.98               | 841.23               |
| Instructor & Facilitators Program     | \$ 36,653.07         | \$ 38,577.21         |
| Insurance                             | -                    | -                    |
| Wages 2                               | 11,326.54            | 12,087.66            |
| Office Supplies                       | -                    | 8.14                 |
| Participant supports                  | 440.00               | 398.48               |
| Payroll deductions                    | 4,350.08             | 4,218.21             |
| Photocopy                             | -                    | -                    |
| Program/ Builder Staff Wages          | -                    | -                    |
| Program resources & supplies          | 1,317.20             | 1,006.82             |
| Rent                                  | 6,900.00             | 6,000.00             |
| Training & professional development   | 1,894.72             | 2,132.74             |
| Volunteer Appreciation                | 581.19               | 450.73               |
| WCB                                   | -                    | -                    |
| <b>TOTAL PROGRAM EXPENSES</b>         | <b>\$ 98,878.39</b>  | <b>\$ 100,864.12</b> |
| <b>TOTAL EXPENSES</b>                 | <b>\$ 155,863.20</b> | <b>\$ 158,616.40</b> |
| <b>NET INCOME/LOSS FOR THE PERIOD</b> | <b>\$ 9,857.63</b>   | <b>\$ (8,440.83)</b> |

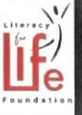
## 2024-2025 ADVANCED ED BUDGET



|                                                |                   |
|------------------------------------------------|-------------------|
| CALP Grant                                     | 171,329.00        |
| <b>carry over</b>                              | <b>0.00</b>       |
| Organizational Contributions                   | 3,500.00          |
| Fundraising                                    | 0.00              |
| <b>Total Revenue</b>                           | <b>180,329.00</b> |
| <b>Expenses</b>                                |                   |
| <b>Operating &amp; office expenses</b>         |                   |
| Technology & Computer                          | 3,150.00          |
| GST Non-Recoverable                            | 0.00              |
| Bank Charges                                   | 155.00            |
| Insurance                                      | 1,676.00          |
| Photocopy                                      | 828.00            |
| Office Supplies                                | 800.00            |
| Communications (Telephone & Internet)          | 600.00            |
| Acct/Audit/legal                               | 724.00            |
| Workmans Compensation                          | 1,760.00          |
| Canada Help Fees                               |                   |
| <b>Total Operating &amp; office expenses</b>   | <b>9,693.00</b>   |
| <b>Staff Wages</b>                             |                   |
| Wages 2                                        | 26,350.00         |
| Payroll Deductions                             | 6,417.00          |
| Employee Benefits (i.e. Health coverage)       | 900.00            |
| <b>Total Salaries &amp; Benefits</b>           | <b>33,667.00</b>  |
| <b>Program Delivery</b>                        |                   |
| Advertising                                    | 2,000.00          |
| Facility Rental                                | 7,200.00          |
| Communications (Telephone & Internet)          | 700.00            |
| Instructor/Facilitator Fees & Program Delivery | 46,540.00         |
| (Furniture, fixtures & equipment)              | 1,500.00          |
| Wages 1                                        | 61,646.00         |
| Wages 2                                        | 1,920.00          |
| Mileage Facilitator / ED                       | 4,000.00          |
| Volunteer Support Staff                        | 5,209.00          |
| Program Resources & Supplies                   | 1,500.00          |
| Staff/Volunteer Appreciation                   | 600.00            |
| Training (Professional Development)            | 3,104.00          |
| Participant Supports                           | 1,000.00          |
| <b>Eventbrite Fees</b>                         | <b>50.00</b>      |
| <b>Total Program</b>                           | <b>136,969.00</b> |

\*note  
funds in savings account and casino  
account not included in this budget  
as funds not specifically allocated at  
this time

## 2023-2024 BOARD MEMBERS



**Helen Rogers - Chair**

**Stephanie Laitre - Treasurer**

**Virginia Tyler - Secretary**

**Pam Guthrie-Flemming - Director**

**Sandra Oleksiw - Director**

**Ruthanne Koyama - Director**

**KC De Castro - Director**

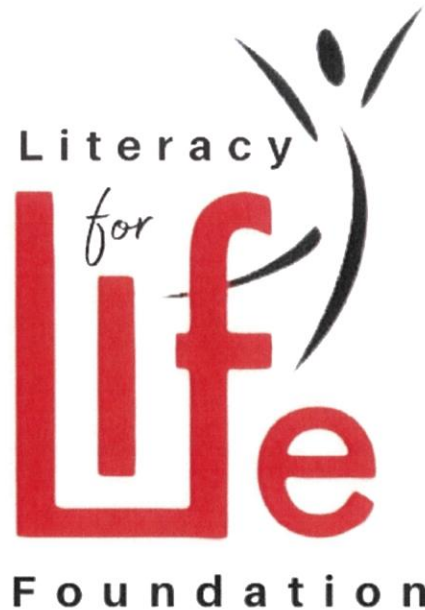


# Thank You



## Serving Adults & Families

in the Foothills County



- English Classes
- CAEC support
- Basic Digital Skills Classes
- Family Literacy Programs
- One on one support with your identified learning goal



**Now Located at the  
Arts & Learning  
Campus in Okotoks!**



### More information

403 652 5090  
[info@litforlife.com](mailto:info@litforlife.com)  
[www.litforlife.com](http://www.litforlife.com)