

The Literacy Council of South Simcoe Annual Report 2005/2006



Annual General Meeting
Tuesday September 11th 2006

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September 11th 2006
15th Annual General Meeting

Agenda

Welcome and Introductions

1. Approval of Agenda
2. Approval of AGM 2004/2005 minutes
3. President's Report
4. Administrative Coordinator's Report
5. Program Coordinator's Report
6. Treasurer's Annual Report
7. Financial Statements
8. Slate of Officers
9. Adjournment

Administrative Coordinator's Report

2005/2006 has proved to be a very successful year for the Literacy Council of South Simcoe. We have met with success in many areas at the learner level, contact hours, as well as fundraising.

Ministry of Training, Colleges and Universities:

Audrey Spence, MTCU Field consultant, has been very positive in her support of our efforts to meet our projected contact hours. The Literacy Council delivered a total of 4486 hours of training which surpassed our projection of 3550 hours. Training and assessment processes have been developed in better detail and follow-up is consistent for learners exiting the program. We were taken off probation by December 2005.

Although we submitted a request to Audrey for increased funding, based on our hours, she has advised us to wait and assess our progress with learner hours in December 2006.

The completed business plan for 2005/2006 remains unchanged with respect to hours and learners. Not having a complete picture of yearly hours, I hesitated to increase our projections. Better to make a conservative estimate than put the council in jeopardy once again if we failed to meet our projected learner hours. I am optimistic, based on the past year that we can look forward to success in this area.

All agencies were fortunate to receive funding, through Field Support from MTCU to purchase new computer equipment. Our council received \$5000.00 and we purchased two new

systems. This has greatly assisted us in our data input and daily computer work.

Simcoe/Muskoka Literacy Network

LCSS continues to participate with SMLN and other Literacy agencies, in meetings and training sessions as well as Empower Your Future information sessions.

We have withdrawn from the Road to Reading and Books for Brunch initiatives, as we are focusing our activities at the local community for support.

Our Literacy Services Plan has been approved by MTCU and is in place for 2006/2007. This document indicates the number of learners projected for the upcoming year and is linked to the Business Plan. We have continued to offer one-on-one and small group training. We partner with OW, Job Connect, and Above and Beyond to ensure that our projected number of learners and contact hours have been met.

Special Events:

Family Literacy Day, Tag Day, and the Potato Festival Garage Sale were some of the events held for the year 2005/2006. They were very successful, contributing significantly to fundraising activities and public relations. The garage sale raised \$1600.00 and Tag Day raised \$1300.00

We held a meet and greet event for our volunteers in December. Although the turnout was low, it was a chance to socialize and meet some of our volunteers.

Training:

I am pleased with the new computer class we established in April. We have had a great group of eager learners and a very capable tutor. The class is held every Monday night from 7:00 pm to 9:00 pm and the hours all contribute to an increase in learner hours.

One of our volunteers, Cris Derks-Parsons has moved on to the apprenticeship level for Tutor trainers. Our goal is to have an in-house trainer (Cris) to provide sessions for new tutors in Alliston. LCSS has had travel and scheduling challenges related to connecting potential tutors to sessions scheduled in Barrie and New Market. Sessions in Alliston will prove to be more efficient and accessible for all concerned.

Eva enjoyed a successful training workshop in Orilla and Cris Derks-Parsons attended the Back to the Future Conference (sponsored by Laubach) held in Waterloo.

Volunteers:

LCSS has a wonderful group of dedicated volunteers helping to promote literacy in our community. We had two successful training sessions this year. LCSS receives many calls about volunteering activities.

We still need to ensure our communication is consistent with our tutors and I have established a meeting schedule with the tutors. We will be meeting three times a year to review

issues, discuss methods of training and share our success stories.

Fundraising

We were very successful in our fundraising efforts this year and we met our projected dollar amount.

We were fortunate to receive individual and business donations and, the plans and fundraising proposals are set to go for the 2006/2007 fiscal year

By continuing to promote LCSS in the community we will be able to look forward to another successful year of fundraising

Advertising

LCSS received some great PR when an article was featured in the spring edition of Side Roads of South Simcoe. The article talked about the services we offer and encourage people to contact us. We were fortunate to have some of our learners and tutors add some positive words of wisdom.

We have had our pictures in the paper several times receiving a donation from various agencies in the community.

In the future, we will be sporting attractive golf shirts with the LCSS logo on it as well as handing out book marks and flyers with LCSS information on them. All these efforts help to promote the services we offer.