

**The Literacy Council of South Simcoe
Annual Report
2006/2007**



**Annual General Meeting
Thursday, September 27, 2007**

September 27, 2007
16th Annual General Meeting

Agenda

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| 1. Welcome and Introductions | Marilyn Ardito |
| 2. Approval of Agenda | |
| 3. President's Annual Report | Marilyn Ardito |
| 4. Administrator's Annual Report | Naomi Simpson |
| 5. Program Coordinator's Annual Report | Eva May |
| 6. Treasurer's Annual Report | Elizabeth Brown |
| 7. Financial Statements | Elizabeth Brown |
| 8. Recognition of Retiring Board Members | Marilyn Ardito |
| 9. Slate of Officers & Nominations | Marilyn Ardito |
| 10. Adjournment | |

President's Report

As I look back on our accomplishments over this past year, I am thrilled with all of the successes we have enjoyed at the Literacy Council of South Simcoe.

Our visibility has increased and we have succeeded in becoming more in tune with the community and in meeting their needs for learning.

The Ministry of Colleges, Training and Universities is pleased with our progress. LCSS has already greatly exceeded the projected contact hours for 2006/2007. Although Field Representatives have changed a few times, I'm pleased that Audrey Spence is our Field Representative once again.

The Computer Basics program has ensured that our contact hours remain high. It started out as one session per week and has expanded to approximately six sessions with a waiting list. Thanks to donations and fundraising the equipment has been upgraded as well to keep current with the most effective software available. We're growing!

LCSS has been fortunate to receive some sizeable donations from Honda, Casino Rama and the Town of New Tecumseth. These donations help LCSS to sustain our current projects as well as purchase equipment, and supplies to implement new ones.

LCSS has been very busy participating in various activities and fundraisers such as the C.L.A.S.S. Bake Sale, Tag Day, Potato Festival Garage Sale, M&M's Charity BBQ, Silent Auction and the Spelling Bee at the Beeton Fair. A special thanks to Liz and June for their hard work to make the Garage Sale a great success once again.

The Tutor Training workshop enabled LCSS to recruit some new tutors. The number of learners accessing our program has increased. We're beginning to get our message out to the community.

The Board has also recruited some new members. Although I am sad to see Bill Lynch, Mary Anne Wilson, Lynn Potts and Darlene Veltri resign, I would like to welcome Doug Norman, John Morris, Shelly Jensen, Pat Squire and Kevan Wood. I look forward to a successful year working with all Board members.

Not only have there been some exciting activities, but the building itself has undergone a bit of a face lift. New carpeting and a fresh paint job was just the thing to brighten up the interior and lift our spirits.

I want to conclude my report by thanking our Tutors, Board members and Volunteers for all of your input and hard work that has made LCSS so successful. A special thanks to Naomi and Eva. I can't begin to express my gratitude to you for your dedication, energy and time to make our program a success.

I look forward to great happenings for 2007/2008.

Respectfully submitted,

Marilyn Ardito

Marilyn Ardito

Administrative Coordinator's Report

2006/2007 has been another very successful year for the Literacy Council of South Simcoe, thanks to our Board, our Tutors and Volunteers, our Learners and our Staff. We have increased the number of students served, as well as the number of tutoring hours delivered, while also enhancing our program offerings to students. Our fundraising efforts have been very successful, enabling us to expand services in our community.

Employment Ontario (formerly MTCU)

The Literacy Council delivered 4765 training hours this year, which is 1215 hours over our contractual commitment of 3550 hours. This is an excess of 34%! In addition, we surpassed our previous year's total by 279 hours or 6%.

Our bi-annual Learner Satisfaction Survey saw participation rates improve by 81%, however, we are still only reaching about 60% of learners and we have committed to reach 90% of exiting learners. Scores improved in every category with our best scores being achieved in "Agency Staff treated me fairly" and "I would tell others about the program". This continues to be an important performance measure for the LCSS as we move to a Continuous Improvement Performance Management system with our major funding partner, Employment Ontario.

We received one-time special funding early in 2007 to promote awareness of Employment Ontario. This enabled us to offer satellite location program delivery in Angus, host a Tutor dinner and workshop on Essential Skills Training, re-organize our library and purchase new resource materials including on-line learning tools, as well as produce new marketing materials. In addition, with the capable assistance of

Doug Norman, we completed an evaluation of the computers in our lab, resulting in the upgrade of these systems, as well as the acquisition of a new system for the front office for self-directed computer-assisted training.

We had a site visit from the Ministry in December, 2006 which resulted in the creation of an Evaluation Work Plan to focus our efforts in the year ahead. The data revision required coming out of this meeting has been completed with a positive improvement in our statistical performance around the achievement of learner's goals and learner's status at exit.

Our Literacy Services Plan was revised and resubmitted to include our plans for satellite outreach and delivery services in Angus, Beeton and Tottenham, enabling us to more effectively serve all members of our community. Our partnership with the Alliston Learning Centre in Angus has started off positively and our Angus Computer Basics course is a popular offering which we continue to grow.

We renewed our contract with the Ministry to continue to fund the LCSS for delivery of LBS services until 2010, which provides us with some financial continuity and stability.

Fundraising

We engaged in a variety of grass roots fundraising activities throughout the year with successful results. Some of the highlights included our annual Membership Drive, Tag Day, the CLASS Bake Sale, our inaugural Family Literacy Day Silent Auction, the Sharing the Secret Workshop, the M&M Meats BBQ, ongoing book sales and cartridge recycling and of course, our very important Annual Potato Festival Garage Sale.

We supplemented our fundraising initiatives with several requests for donations from individuals, businesses, government agencies, non-profit

agencies and social service clubs. We were very fortunate in the generous response to these submissions with substantial donations secured from Honda, Town of New Tecumseth, Casino Rama, CRIC, Bell Canada, the Kin Club, the Lions Club, Knights of Columbus, Town of Essa and many other sources.

Our good fortune in our fundraising efforts has enabled us to expand the services offered to the community and we hope to introduce new curriculum in 2007/2008 including Life Skills Workshops, additional Computer Basics courses and Daily Drop-In Tutoring.

Community Profile & Partnerships

Several initiatives were introduced to enhance our profile in the community to ensure that we are reaching all potential students and tutors.

These include the following:

- The design and distribution of updated brochures for the LCSS.
- The design and distribution of community flyers advertising our services and programs.
- On-going free advertising secured in several local publications, including Telephone Directories.
- Information package and presentation developed and delivered to different local organizations on our services.
- Special Interest article on Literacy Council appeared in Alliston Herald in February.
- Participated in CONTACT Job Fair in February—excellent PR exercise and good source of both tutors and learners.
- Beeton Outreach launched in March with information and referral services at the DA Jones branch of the Library every Thursday from 4-7pm.
- Full page advertising for Family Literacy Day appeared in Alliston Herald, Essa Times and New Tecumseth Times, funded by Honda.

- Initiated partnership with Essa Public Library to offer Computer Basics course in Angus.

We continue to partner with the County of Simcoe's Ontario Works program to present to clients in their Empower Your Future sessions. We also met with FOCUS on our partnership to ensure the referral process continues to work smoothly. Finally, we met with Camphill Communities in the spring to discuss potential partnership for LBS program delivery; a partnership which has since come to fruition.

I have thoroughly enjoyed my first year with the Literacy Council of South Simcoe and look forward to our continued progress. It is a great feeling to be part of a group of dedicated volunteers who are helping others to gain new skills, confidence and independence.

Yours truly,

Naomi Simpson

Naomi Simpson

Program Coordinator's Report

Update of Programs

Our first computer group started with 1 Tutor and 2 learners in 2005. Now the Literacy Council has 5 computer groups per week; 3 on Mondays, 1 on Wednesday and 1 on Thursdays. We are hoping to add another on Thursday at the Angus Library. We also have a waiting list for the computer groups. This really is a great achievement for the Literacy Council. Thanks to tutors John Morris, Anita Tibando and Naomi Simpson.

This past year has been very busy in terms of changes to our program. In the past we focused on each learner's individual training plan; now we have been encouraged by the ministry to focus on improving individuals' Essential Skills. In the future, Essential Skills training will enable learners to focus their efforts on the accumulation of skills for employment or to further their education.

Highlights and Achievements

- Newspaper article on a learner which featured his original poetry
- A learner's entrance into college
- Another learner's entrance into university
- A learner who became a volunteer for the first time
- Learners who wrote poetry or prose for our newsletter
- A Learner who started writing a book about her life
- Learners completing requirements for Canadian citizenship
- A Learner who visited the library for the first time.

Statistics for the 2006/2007 Fiscal Year End

For the year, we achieved 4765 hours, which is 1215 hours over our contractual commitment of 3550 hours. This is an excess of 34%!

As of March 31, 2007, our annual statistics were as follows:

New Learners:	63
Carry-over Learners:	53
Total Learners for year:	116 (2.9 times greater than our contractual commitment of 40 learners!)

Of our learners exiting the program, 40% were employed at exit, and another 30% were in other training or education. 60% achieved their LBS goal.

Future Plans

- LCSS Book Club
- Additional computer groups
- Morning Drop In Program
- On Going Groups Including:
 1. CLASS – Tutor Rene Hill
 2. Above and Beyond – Tutor Mikki White
 3. Hope Acres – Tutor Liz Brown
 4. Camphill, Angus – Tutors Eva May and Dana McGrail

I would like to say “thank you” for the dedication and hard work of the volunteers who worked at our annual Garage Sale. You all deserve a standing ovation! With your help we raised close to \$4,000.00. Also M&M Meats BBQ raised \$1,100.00, which was a great success, thanks to all who helped our Council raise money, again our volunteers are the heart and soul of our organization, thank you.

Yours In Learning,

Eva May

Eva May

Treasurer's Report

This was a most successful year for the Literacy Council of South Simcoe. Our revenue over expenses was \$9,820.00. This was due to the following:

- Donations increased to \$10,585.00
- Fundraising increased to \$5,496.00
- MTCU provided an additional grant of \$8,000.00

With these extra funds, we were able to finish the upgrading of our computers, make a more visible presence within the Community with new brochures and extra advertising, enlarge our library for students and tutors and we were able to host a dinner and workshop to reach out to all of our invaluable volunteer tutors.

I look forward to another rewarding year ahead.

Sincerely,

Elizabeth Brown

Elizabeth Brown

Slate of Officers

Marilyn Ardito, President

Elizabeth Brown, Treasurer

June Robertson, Bookkeeper & Director

John Morris, Acting Secretary

Doug Norman, Director

Patricia Squire, Director

Shelly Jensen, Director

Kevan Wood, Director

&

Nominations from the Floor

A Nominations Committee will be formed on an ad hoc basis to ensure that there are enough interested candidates. Fifty per cent of Board positions are made available in alternate years to maintain continuity. We have added five new members in the past fiscal year and we would like to thank our four retiring Board members for their contribution to the Literacy Council during their tenure on the Board. Our retiring Board members are:

Darlene Veltri
Lynn Potts
William Lynch
Mary Anne Wilson