

ANNUAL REPORT 2007/2008



The Literacy Council of South Simcoe

**Annual General Meeting
Thursday, 25th September, 2008**

**16 Victoria Street East, P.O. Box 444/Alliston, Ontario, L9R 1V6
T: 705-435-5624/F: 705-435-0069/www.nald.ca/simcoe/lcss@bellnet.ca**

Literacy Council of South Simcoe Annual Report – 2007/2008

Who We Are

The Literacy Council of South Simcoe is dedicated to the provision of adult literacy. It is our mandate to make lessons in literacy, numeracy and computer skills accessible to all. We foster excellence through community partnerships and comprehensive, confidential, student-centered programs delivered in a supportive learning environment.

We are part of a group of Literacy Providers overseen by Simcoe Muskoka Literacy Network

Organizational Structure

LCSS is governed by a Board of Director's which includes one student representative.

Vision Statement

The Literacy Council of South Simcoe is a leader in the provision of literacy services in our community by fostering excellence in program delivery and through the creation of a comprehensive, cohesive and dynamic learning atmosphere.

Our Board of Directors

- John Morris, President
- Naomi Simpson, Vice-President
- Elizabeth Brown, Treasurer
- Shelly Jensen, Secretary
- June Robertson, Bookkeeper and Director
- Pat Squire, Director
- Kevan Wood, Director
- Sandra Fonseca, Director & Student Representative

Our Staff

- Laurie Laing, Training and Development Manager
- Shira Harrison McIntyre, Administration

**September 25, 2008
Annual General Meeting**

Agenda

- | | |
|---|-------------------------|
| 1. Welcome and Introductions | John Morris |
| 2. Approval of Agenda | |
| 3. Approval of AGM minutes
2007 | |
| 4. President's Annual Report | John Morris |
| 5. Administrator's Annual
Report | Shira Harrison McIntyre |
| 6. Training & Development
Managers Annual Report | Shira Harrison McIntyre |
| 7. Treasurer's Annual Report | Elizabeth Brown |
| 8. Financial Statements | Elizabeth Brown |
| 9. Recognition of Retiring
Board Members | John Morris |
| 10. Slate of Officers &
Nominations | John Morris |
| 11. Adjournment | |

REPORT FROM THE PRESIDENT OF THE BOARD OF LITERACY COUNCIL SOUTH SIMCOE

This is my first report as President of The Literacy Council of South Simcoe. I am going to leave the Statistics, Finances and Program Development to the reports that follow; you don't want to hear an endless repetition of the same information. I would like to talk to you about the past year and plans for the future:

1. Year April 2007 April 2008

- Computer classes that started in the previous year are flourishing. We have classes in Alliston, Angus and plans for Tottenham.

- We have had major changes in staff:

- a. Naomi Simpson left the Administrators job and was reincarnated as a board member and Vice President

- b. The Administrator is now Shira Harrison McIntyre, who all of you will know by now. However, Shira was relatively new at the end of our year

- c. The position of Program Coordinator was eliminated in April 2008 and a new position of Training & Development Manager was created.

- d. We were extremely fortunate to recruit Laurie Laing a retired high school teacher and Latin Scholar, most of you will also know Laurie well by know.

- There have also been changes to the Board:

- e. Marilyn Ardito resigned in January 2008 but remained until February while the decisions were made as to the shape of the new board.

- f. Doug Norman resigned as he was moving out of the area.

I think that it is important here to recognize the work of both Marilyn and Doug.

Marilyn took over the Presidents position when the board was in some disarray she succeeded, with the cooperation of the Directors, in turning the board into one that thrived on consensus, rather than confrontation. We are striving to maintain that method of operation.

Doug was our computer guy as well as an active Director. He upgraded the setup in the council offices and fixed things that fell apart. We have to run to catch up these days.

- g. Naomi Simpson joined the board and we are delighted to have her as the expertise she gained as Administrator has been extremely helpful
- h. Sandra Fonesca joined the board. Sandra is a client and is a representative of the client body as a whole.
- i. I became President with the proviso that I would not go longer than the 2009 / 2010 year end
- j. Shelly Jenson became our Secretary, a bit of a thankless task, but essential
- k. Liz Brown and June Robertson continue to control (CONTROL) the budget. 'The iron fist in the velvet glove comes to mind'
- l. The two remaining Directors are Pat Squire and Kevan Wood, making a board of eight people who all contribute to make the Council successful.
- m. One further comment on the work of the board and the staff. The Ontario Government provides about 55% of our funding. The actual amount has not changed in some years. The other 45% we must raise externally to keep the Council running. The town, various industries and individuals are very generous. Liz Brown raises a considerable sum each year with a garage sale. All these things contribute to our ability to continue and succeed.

2. The Future

Earlier in the year we had an all day "Strategic Planning Meeting" in Beeton Library. It was lead by a professional facilitator and was a great success. The following are the areas we intend to focus on during the next few months:

Action Planning

- Tutors and Programs – Shelly with help
- Community Profile and Partners and Fundraising –Kevan & John
- Client Outreach – Naomi, Sandra
- Administration – Shira, John, June
- Finance – Liz, June, Shira

Develop Vision Statement

- Naomi and Board-Done

Respectfully submitted by John Morris, President of the Board of LCSS

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 two retiring Board members for their contribution to the Literacy Council during their tenure on the Board. Our retiring Board members are:

Marilyn Ardito

Doug Norman

We can't thank Marilyn & Doug enough for their work for The Council

REPORT FROM THE TREASURER FROM THE BOARD OF LITERACY COUNCIL SOUTH SIMCOE

The year March 31 2007-March 31 2008 was the most successful financial year to date for our organization. A total of \$17,946 was raised through donations, fundraising and interest, resulting in \$11,035 in excess of revenue over expenses.

We did spend all the money we received from MTCU as required. This included prepaying a few expenses which we would incur in the following year such as advertising, Bell, Office space in Tottenham and a Strategic Planning Session. We also were able to stay within our budget which helped in the success.

A good job, well done by staff, and our bookkeeper June Robertson who always kept us aware of our current financial status. Thank-you June.

May the following year be as successful.

*Respectfully submitted by Elizabeth Brown, Treasurer of the Board of
LCSS*

REPORT FROM THE ADMINISTRATOR OF LITERACY COUNCIL SOUTH SIMCOE

It has, truly, been a wonderful experience to serve as the Administrator of The Literacy Council over these past few months. The LCSS board, new staff, students and tutors are a joy to work with and have made the task of administrating a very satisfying one. It is a great privilege to work with people who demonstrate such passion, commitment, and an enthusiasm that is inspiring. Community-based literacy is important in our community, making a difference in the lives of so many individuals.

The Directors on the Board of LCSS are an inspiring group who willingly share their varied expertise and time. They are committed to their role of working with the staff to set the LCSS's direction and maintain accountability. They deserve a huge vote of thanks for the time and effort they put into providing the direction to the organization. Thank You!

2007-2008 continued to be another successful year for LCSS. We continue to link with our funders, create new partnerships, train tutors and connect with new sources of funding.

As with previous years, we had a Silent Auction during Family Literacy Day with a media in attendance, a successful Volunteer dinner at Gibson Centre, a successful garage sale, M&M meat's sponsored BBQ, CLASS bake sale and a booth at the Contact Job Fair. We also had posters designed, printed and partially distributed.

With the hard work of John Morris we refurbished and sold used computers to learners for between \$25 and \$50 (depending on the speed of the computer). Many new grassroots initiatives intended to increase our community profile and generate revenue are in progress.

We have maintained our memberships with CLO & LLO, attended meetings with LSP groups and continue to present to various service groups and organizations.

The MTCU has been pleased with our success and we work at our continued improvement.

Literacy Council of South Simcoe-Annual Report

REPORT ON STUDENT ASSESSMENT AND TUTORING

This year was a successful year in terms of numbers of learners and hours of tutoring offered. Our final numbers for 2007 were 4969 hours of delivered program and 112 new learners and 178 active learners.

Our Ministry visit in November 2007 went well with most of our requirements attended to. There are areas in need of improvement including three and six month assessments, follow-up on learners who have achieved their goal at exit, provision of each learner with a copy of his/her training plan in an appropriate format and having a range of assessment tools to respond to individual learner needs.

The drop-in tutoring program with Cynthia Woodard which began in October 2007 was helpful in providing substitutions when Tutors cancelled last minute. Cynthia was also available to cover the office and open the office when needed. The intended purpose of her role, namely drop-in tutoring, failed to be utilized. Therefore the position was mutually eliminated in January 2007.

Our computer courses continue to attract many people to our site. In 2007-2008 we offered upwards of 12 computer training sessions in Angus and Alliston. The majority of our clients hear about us by word-of-mouth and the recreational users continue to out weigh the non-recreational users.

We delivered a very successful Life Skills Training session in 2008 which was well attended and well received. This is something we plan to offer again.

Respectfully submitted by Shira Harrison McIntyre