

ANNUAL REPORT 2009/2010

NEXT STEP



Literacy Council of South Simcoe

**Annual General Meeting
Thursday September 23rd, 2010**

**16 Victoria Street East, P.O. Box 444/Alliston, Ontario, L9R 1V6
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Literacy Council of South Simcoe

Annual Report – 2009/2010

Who We Are

Next Step: Our mission is to provide free Adult Upgrading to increase employability and independence. Working one-to-one, or in small groups, students progress toward their personal goals, at their own pace, in a confidential and supportive 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
- June Robertson, Bookkeeper and Director
- Kevan Wood, Director
- Janine Harris-Wheatley, Director
- Bill Lynch, Director
- Kimberly Burgess, Director

Our Staff

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



Next Step – President’s Report Year Ending March 2010

The fiscal year that ended on the 31 March 2010 was very successful for Next Step, however we are faced with some financial challenges this year. Let me emphasize that the success stories are a tribute to a Board that is united, operates mainly on consensus and is dedicated to Literacy.

First the successes:

1. We happily and successfully renovated our office space. We now have an office that is:
 - Welcoming as you walk in
 - Bright
 - The staff can monitor the ‘street traffic’
 - Twice as many tutoring rooms
 - Enhanced computer space
 - All this from the same space.
2. We rebranded the organization from The Literacy Council of South Simcoe (quite a mouthful), which had some negative connotations to Next Step that indicates a positive direction.
3. Financially we were provided more money from the MTCU and we had some successful fundraisers. The Garage Sale and the Spelling Bee occurred in April but the planning and implementation were in this financial year.
4. We did major renovations to the upstairs apartment and a new tenant moved in September 2009
5. Problems that need attention:
 - The roof is still leaking
 - The renovation revealed some ‘Knob & Tube’ wiring in the ceiling above the upstairs apartment
 - The chimney needs capping

We have some money on hand to deal with these items, but may need to draw on some savings, notably a \$25,000 GIC or some cash held in DUCA.

After this meeting Naomi takes over as President. I have completed close to 3 years in this job and it’s time to quit. One of our objectives when I took over from Marilyn Ardito was to have a more youthful board (I used to joke that anyone under 65 was youthful to us) but we have accomplished that and done it with people that are hugely beneficial to the organization. That is why it’s ‘time to go.’ We need the energy and the ideas that come with being in the prime of life. I have greatly enjoyed working with you all of you, I will continue to work for Next Step and help any way I can

Thank you for all your help

John Morris



REPORT FROM THE ADMINISTRATOR/FUNDRAISER

This past year was a landmark year for us. We renovated our premises with the assistance of a grant from The Trillium Foundation and from Honda. We re-branded ourselves to Next Step, and we had our most successful fundraising event to date.

Throughout the year we have had many obstacles and challenges, however the effort of the Board and the other volunteers to assist has lessened the load on the staff. Despite the renovation of the upstairs apartment and various other building challenges, we have emerged stronger and with a firmer vision of our place in the community. Our tremendous efforts have been rewarded with more referrals and an increase in our public profile.

In the coming year we hope to build on our past success with the 2nd Annual Spelling Bee and, perhaps, a Scrabble tournament.

We have many administrative tasks to complete including updating the Policies and Procedures, restructuring the computer lab, adding ESL classes to our menu, managing our learner/tutor hours to ensure we meet the Ministry targets, and, of course, continuing to fix the building. As the Treasurer will tell you, we cannot rest on our haunches! So while we had success, we still have much more to achieve and work on!



REPORT FROM THE TRAINING & DEVELOPMENT MANAGER

April 2009-March 2010 was a time of new initiatives.

- We teamed with Ontario Works to offer a 16-week, employment skills course to their clients. We started with seven participants, and finished with one.
- Hope Acres renewed its partnership with us. This group presents special challenges because of the variety of levels involved, as well as the somewhat unpredictable entrances and exits. An extremely successful program was run by tutor, Liz Brown.
- I became certified Laubach trainer, and trained one group of tutors.
- I also became certified to administer the CAMERA assessment and program.
- A Tutor Workshop was held in January regarding the Storyboarding Strategy for Reading Comprehension and Writing.
- Outreach became a primary focus. I presented two workshops on Learning Disabilities at the 2009 LLO Conference in Barrie. I continued to present tutor workshops in Newmarket on Reading Comprehension and Writing. A Presentation was made to the workers at FOCUS regarding Literacy Awareness.
- Rebranding has resulted in an unprecedented number of walk-ins.
- Partnership with the Alliston Learning Centre has also resulted in an increased number demand for tutoring.

Our Challenge now is to increase tutor recruitment to meet the increase in demand. We need to examine current recruitment techniques and develop new ones, in order that Next Step can grow with the needs of the communities it serves.

Respectfully submitted by Laurie Laing, Training and Development Manager



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

At the end of the fiscal year, Next Step had a balance of \$39,573. This amount consists of the bank balance, investments and several prepaid expenses and this is after the completion of our office renovations.

These renovations have made our limited space much more functional and it is much more professional looking.

The project was made possible by a \$15,000 grant from Ontario Trillium Foundation and a \$5000 grant from Honda. Thank you to Shira for obtaining these grants.

At the same time we redecorated the upstairs' apartment which was long overdue.

However, the financial picture for the upcoming year is not as rosy. This is due to the fact that we have several major building repairs and as usual we have to supplement our Ministry transfer payments, which are insufficient to enable us to fulfill the role of Literacy Council as required by the government.

Although these building repairs may seem to use a good portion of our budget, one must bear in mind that we do not pay rent and our mortgage payments are almost covered by the upstairs rental.

I look forward to a good year for Next Step. Our efforts for obtaining donations and fundraising have always been a necessity. I am sure this will be the case for next year.

Once again I would like to thank June Robertson-our volunteer bookkeeper who does an amazing job managing our funds for us.

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



Board Slate for 2010 – 2011

Naomi Simpson	President
Kimberly Burgess	Vice President
Elizabeth Brown	Treasurer
June Robertson	Bookkeeper
?	Secretary
Janine Harris Wheatley	Director
William Lynch	Director
Colleen Butler	Director
Jan Atkinson	Director
John Morris	Immediate Past President

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 three new members in the past fiscal year and we would like to thank our three retiring Board members for their contribution to the Literacy Council during their tenure on the Board. Our retiring Board members are:

Kevan Wood
Paul Douglas
Alison Bentley

We can't thank Kevan enough for his hard work and dedication.