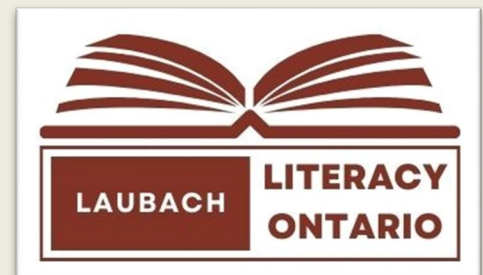




ANNUAL REPORT

2023-2024





ANNUAL GENERAL MEETING
Notice of Meeting

Laubach Literacy Ontario's
Annual General Meeting
10:00 a.m., Wednesday, June 19, 2024
Online via Zoom

Agenda and Table of Contents

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Message from the President

WELCOME!!

Thank you so much for attending the 2024 Laubach Literacy Annual General Meeting!!



I must be honest with you. It has taken me 7 minutes to write those first few lines because of interruptions and spelling mistakes. Maybe I should use ChatGPT and have him/her (or is it “it”) write it for me 😊 But no, Laubach is known for its authenticity, and I am not going to be the one who leads us down that new path. (I say that but let us be honest, I have no idea how to use it!!)

Laubach Literacy has had another incredibly busy year. I think that Robyn and Diana will try to catch their breath after today’s meeting, but it will have to be quick as there is a lot to do for this year. Once again, LLO was at the forefront of the SFS initiatives and as one of the “go-to” agencies from the ministry’s point of view. LLO and its partners created 20 new resources that the literacy field can now use. Many of the resources created were designed to assist literacy practitioners and learners with everyday issues. If you would like to see the resources created, you can find them on our website here: <https://www.laubach-on.ca/Teach/Publications/SFSResources> or at <https://lbsresourcesandforum.contactnorth.ca/>.



Robyn was also part of a team that put together recommendations for improvement to the literacy field. These recommendations were presented to the ministry as the Renewal Report. We are all hopeful that the ministry will take notice of the concerns and recommendations of the field. If you would like to read the report, you can do so at this link.

https://drive.google.com/file/d/1WwVV5Ue5ULV5WV0ABM57WAP_SeH9y58s/view

Diana was also busy, and I know my agency is so thankful for her organization when it comes to the bookstore. LLO has one of the best selections of LBS material and we are so fortunate to have this resource available. Remember to tell all your LBS friends that if they become a member of LLO they receive 30% off their orders from the bookstore. It sure helps!

A big thank you goes out to our board members: Gary Porter, Jacklynne Edmondson, Sarah Maloney and our student representative Jack Osborne. They planned two writing challenges to encourage learners to submit writing samples. We received some incredible submissions. If you haven't already, read some of the entries from the 23/24 writing challenge by clicking on the links below, but bring tissues with you!

[Poems by Lynne Sparrow](#)

[Rumble Fish by Stacy Cook](#)

[Education by John Kokopenace](#)

Thank you for your continued support of Laubach Literacy Ontario and faithfully standing with our staff and board. We are stronger together.

*Respectfully submitted
Vandra McQuarrie*



**Minutes of Laubach Literacy Ontario's
Annual General Meeting 2023
Wednesday, June 14, 2023, at 10:00 a.m. (via ZOOM)**

Members Present

- | | |
|--|--|
| Barrie Literacy Council (proxy) | |
| Community Literacy of Ontario (proxy) | |
| Community Learning Alternatives | |
| Niagara West Adult Learning Centre | |
| Brant Skills Centre | |
| Bridges to Success/Grand Erie Learning Alternatives (proxy) | |
| Tri-County Literacy Council (proxy) | |
| North Channel Literacy (proxy) | |
| Literacy Society of South Muskoka (proxy) | |
| Skills Upgrading Programming - Upper Grand DSB (proxy) | |
| Hamilton Literacy Council | |
| Kenematawin Native Learning Centre (proxy) | |
| | • Literacy Group of Waterloo Region (proxy) |
| | • Literacy Link South Central (proxy) |
| | • Gateway Centre for Learning |
| | • Literacy Nipissing |
| | • Orillia & District Literacy Council |
| | • Niagara Regional Learning Centre |
| | • Good Learning Anywhere |
| | • Literacy Alliance of West Nipissing (proxy) |
| | • The Mid-North Network (proxy) |
| | • Literacy Council York-South |
| | • YWCA of St. Thomas-Elgin (proxy) |
| | • Essential Skills Upgrading (WRDSB) |

Board Members Present:

Vandra McQuarrie (President), **Jaclyne Edmondson** (Vice President), **Gary Porter** (Treasurer), **Jo Cryderman** (member at large), **Jack Osborne** (Student Representative)

Regrets:

Sarah Maloney (Secretary)

Staff in Attendance:

Robyn Cook-Ritchie (Executive Director), **Diana White** (Bookstore and Office Manager)

1. Welcome, Call to Order and Declaration of Quorum

Quorum is 14 Organizational Members (25% of 57 current paid-up members). We have 11 members present and have received proxies for 13 additional Organizational Members bringing the total to 24.

A. After satisfying that quorum was met, Vandra McQuarrie – President called the meeting to order at 10:08 a.m. and welcomed everyone to LLO’s 41st Annual General Meeting.

B. The AGM report was emailed to all member organizations June 12, 2023.

C. Voting Procedure - Robyn Cook-Ritchie explained the online voting procedures.

2. Approval of Agenda:

Chair asked for a motion to approve the agenda.

Moved by Jennifer Ellis, Gateway Centre for Learning

Seconded by Linda Wright, Good Learning Anywhere

All in Favour. No Discussion. Motion carried.

3. Greetings from the President:

Vandra McQuarrie welcomed everyone and gave her report.

4. Approval of Minutes from June 2021 AGM:

Chair asked for a motion to approve the minutes of the June 9, 2022, AGM.

Moved by Helen McLeod, Hamilton Literacy Council

Seconded by Cathy Graham, Orillia & District Literacy Council

All in Favour. No Discussion. Motion carried.

5. Treasurer’s Report:

Gary Porter (Treasurer) read the Treasurer’s Report.

6.0 Approval of Audited Financial Statements

Chair asked for a motion to approve the Audited Financial Statements for 2022 - 2023.

Moved by Linda Wright, Good Learning Anywhere

Seconded by Jennifer Ellis, Gateway Centre for Learning

All in Favour. No Discussion. Motion carried.

6.1 Motion for Appointment of Auditor for 2023-2024

Gary Porter (Treasurer) moves to approve Curtis Villar as LLO’s auditors for 2023-2024

Seconded by Cathy Graham, Orillia & District Literacy Council

All in Favour, No Discussion. Motion carried.

7.0 Nominations Report

Jo Cryderman summarized the report. LLO is currently in need of 1 Board member as Jo Cryderman's 3rd term has come to an end. A couple attempts to recruit a new member have been unsuccessful. She asks members to put the word out to anyone interested.

Motion to accept the slate of directors as presented.

Moved by Linda Wright, Good Learning Anywhere
Seconded by Jacky Catterick, Niagara West Adult Learning Centre
All in Favour. No Discussion. Motion carried.

7.1 Introduction of Board of Directors for 2023/2024

The Board of Directors was introduced. Robyn Cook-Ritchie announced that the Board of Directors will meet to appoint the officers of the Board, following the AGM.

8. Annual Report Highlights

Robyn Cook-Ritchie gave an overview of 2022-2023 highlights.

9. LLO Social Enterprise

Diana White provided a brief overview of the Bookstore for 2022-2023.

10. Other Business

Student Writing Challenge Reminder

- Student committee created a flyer with ideas for stories.
- Encourage students to write.
- We hope to create a small booklet of stories submitted.

Robyn Cook-Ritchie acknowledged Hamilton Literacy Council's 50th anniversary.

11. Adjournment

Chair asked for a motion to adjourn at 10:36

Moved by Cathy Graham, Orillia & District Literacy Council
Seconded by Heather Barker, Community Learning Alternatives
All in favour. No Discussion. Motion Carried.

Treasurer's Report

The Statement of Financial position reveals that LLO ended the 2023 fiscal year with a fund balance of **\$110,797**, of which \$55,906 is invested, leaving **\$54,891** in our General Fund (unrestricted operating surplus). This reflects an increase to last year's General Fund of \$10,372.

Our General Fund—accumulated over the years-- include donations, membership fees, investment interest, and other sources of revenue apart from the Ministry core funding—particularly our Social Enterprise, the Laubach Literacy Bookstore.

Laubach Literacy Bookstore:

- Profits from the Laubach Literacy Bookstore are used to support student initiatives and reduce operating costs over and above our current grants where necessary.
- See our Social Enterprise report for further details.

We would like to thank the Ministry of Labour, Training, Immigration and Skills Development (MLITSD) for the core funding received in support of our business plan, and the additional funding to support the MLITSD Skills for Success (SFS) Project Funding.

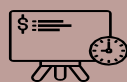
The following pages are excerpts from the Auditor's report, which were reviewed and accepted by the LLO Board of Directors. Anyone wishing to view the full report can contact staff at the Laubach Literacy Ontario office.

Gary Porter
Treasurer
Laubach Literacy Ontario



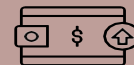
Grants

\$607,756



Expenses

\$607,756



General Fund

\$110,797

LAUBACH LITERACY ONTARIO
Financial Statements
For the Year Ended March 31, 2024

INDEPENDENT AUDITOR'S REPORT

To the Members of Laubach Literacy Ontario

Opinion

We have audited the financial statements of Laubach Literacy Ontario (the organization), which comprise the statements of financial position as at March 31, 2024 and March 31, 2023, and the statements of revenue and expenditures, changes in net assets and cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at March 31, 2024 and March 31, 2023, and the results of its operations and cash flows for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

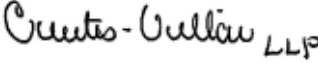
Independent Auditor's Report to the Members of Laubach Literacy Ontario (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

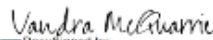
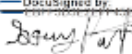
Fergus, Ontario
May 28, 2024


CURTIS-VILLAR LLP
Chartered Professional Accountants
Licensed Public Accountants

LAUBACH LITERACY ONTARIO
Statement of Financial Position
As at March 31, 2024

	2024	2023
ASSETS		
CURRENT		
Cash	\$ 40,293	\$ 58,839
Term deposits (Note 2)	55,906	54,404
Accounts receivable (Note 3)	37,523	16,792
Inventory (Note 1)	3,573	3,573
Prepaid expenses	3,280	3,280
	<u>140,575</u>	<u>136,888</u>
PROPERTY, PLANT AND EQUIPMENT (Note 4)	<u>2,647</u>	<u>3,287</u>
	<u>\$ 143,222</u>	<u>\$ 140,175</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities (Note 5)	\$ 25,791	\$ 32,590
Deferred revenue (Note 6)	4,417	4,942
	<u>30,208</u>	<u>37,532</u>
NET ASSETS		
Capital Asset Fund (Note 1)	2,217	2,218
General Fund (Note 1)	110,797	100,425
	<u>113,014</u>	<u>102,643</u>
	<u>\$ 143,222</u>	<u>\$ 140,175</u>

ON BEHALF OF THE BOARD

 Vandra McQuinn Designated by	Director
 [unclear] Designated by	Director

LAUBACH LITERACY ONTARIO
Statement of Revenue and Expenditures
For the Year Ended March 31, 2024

	Ministry of Labour, Immigration, Training and Skills			
	Development (Restricted) 2024	General (Unrestricted) 2024	2024 Total 2024	2023 Total 2023
REVENUE				
Grants	\$ 607,756	\$ -	\$ 607,756	\$ 396,236
Book sales	-	32,525	32,525	36,542
Other income	-	2,500	2,500	-
Memberships	-	2,275	2,275	2,650
Interest	-	2,273	2,273	760
Donations	-	373	373	101
	<u>607,756</u>	<u>39,946</u>	<u>647,702</u>	<u>436,289</u>
EXPENDITURES				
Subcontractor	349,612	-	349,612	164,314
Salaries and benefits	201,324	2,059	203,383	161,904
Books <i>(Note 8)</i>	-	27,139	27,139	33,393
Honorarium	11,500	-	11,500	31,800
Website	9,607	-	9,607	1,140
Professional fees	8,282	-	8,282	5,152
Office expenses and computer supplies	6,522	194	6,716	4,343
Rent	6,000	-	6,000	6,000
Board meeting expenses	4,757	-	4,757	7,410
Telephone	3,851	-	3,851	4,061
Insurance	1,786	-	1,786	1,780
Amortization <i>(Notes 1, 4)</i>	1,783	-	1,783	1,963
Travel	1,282	182	1,464	1,186
Reference materials, focus groups and meetings	750	-	750	260
Professional memberships	369	-	369	344
Printing expense	301	-	301	109
Courier and postage	30	-	30	206
	<u>607,756</u>	<u>29,574</u>	<u>637,330</u>	<u>425,365</u>
EXCESS OF REVENUE OVER EXPENDITURES FROM OPERATIONS	-	10,372	10,372	10,924
OTHER INCOME	-	-	-	(4,580)
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$ -</u>	<u>\$ 10,372</u>	<u>\$ 10,372</u>	<u>\$ 6,344</u>

Nominations Report For Laubach Literacy Ontario Board of Directors

The LLO Board is comprised of 6 Directors. We currently have 4 members and were therefore seeking two new members.

Jo Cryderman and Helen McLeod have put their names forward to serve on the LLO board which will give us a full slate for 2024-2025.

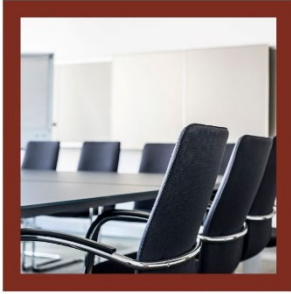
Nominations Policies and Procedures



When there are vacancies on the board, LLO reviews the skills of the board of directors, and based on identified gaps in skills, the Nominations Committee recruit's individuals for election to the LLO Board of Directors.

As the Student Representative can serve for a two-year term, LLO sends out links to nomination forms every two years for the student representative to each member organization through our newsletter. Information is also posted on our Facebook page and our website. This year represents the second year of a two-year term for our Student Representative.

As there were no nominations for Student Representative this year, Jack Osborne has agreed to complete another two-year term.



Officers of the Board

In accordance with LLO Bylaws, the new Board of Directors will appoint the officers of the Board: President, Vice-President, Treasurer, and Secretary, following the AGM.

The officers will be posted on the LLO website after the AGM.

Current Slate of Directors and Terms 2024-2025

First year of first 3-year term

June 2024 – June 2027

Jo Cryderman

Helen McLeod

Second year of third 3-year term

June 2024 – June 2026

Vandra McQuarrie

Gary Porter

Third year of first 3-year term

June 2022—June 2025

Jaclyne Edmondson

First year of 2-year term

June 2024—June 2026

Jack Osborne

EXECUTIVE DIRECTOR'S REPORT



2023-2024 Highlights

This year have been a whirlwind- AGAIN! For the second year in a row, LLO has had the opportunity to develop new resources in addition to “regular” work. I want to thank our board who had provided guidance and support as well as Diana who is always in the background looking after the bookstore and keeping on top of the finances! I also want to acknowledge and thank all of our member programs who are out there continually supporting students reach their goals!



New Resources

- 20 new resources developed to support workplace literacy, apprenticeship and underrepresented groups through Skills for Success (SFS) funding
- ESL Resources: <https://sites.google.com/laubach-on.ca/esl-resources/home>



Resources Forum

- Continuous maintenance and upkeep
- Approx. 200 new SFS resources from all sectors and streams added
- 17 Marketing resources added
- 34 Underrepresented Groups resources added



Webinars

- Resources for LBS working with language learners
- Integration of LBS into other systems
- New Skills for Success resources
- Milestones and Culminating Tasks



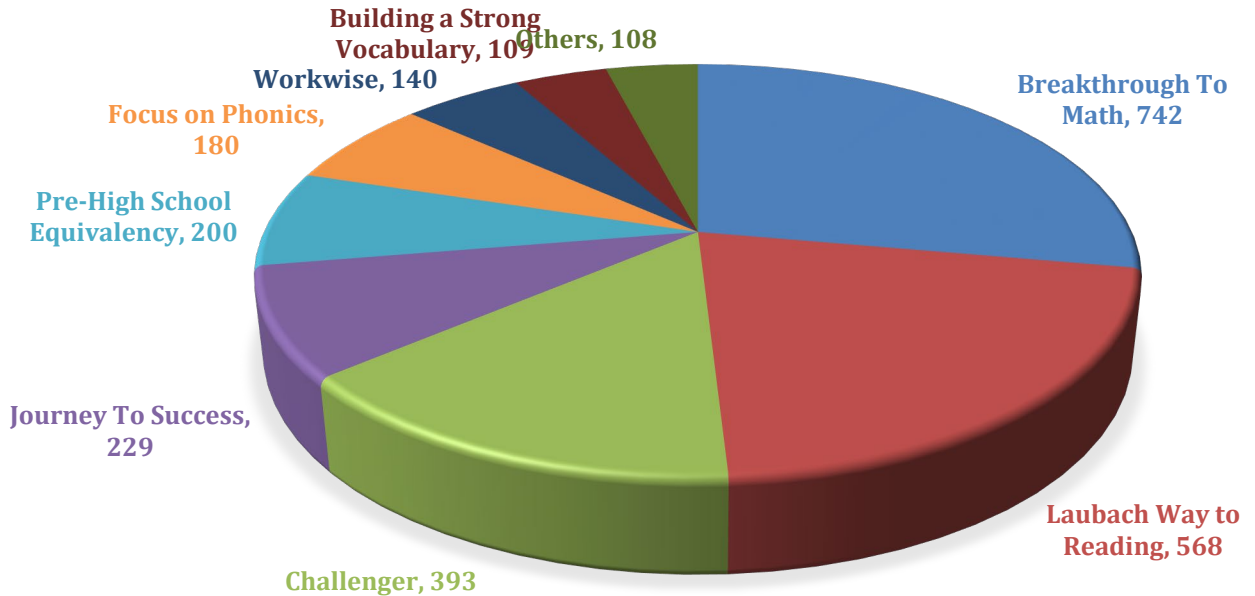
Advocacy

- Coordination of and participation in liaison meetings with MLITSD
- Participation in all provincial community practices groups
- Considerations for LBS Renewal report

Submitted by Robyn Cook-Ritchie

Social Enterprise Report 2023/2024

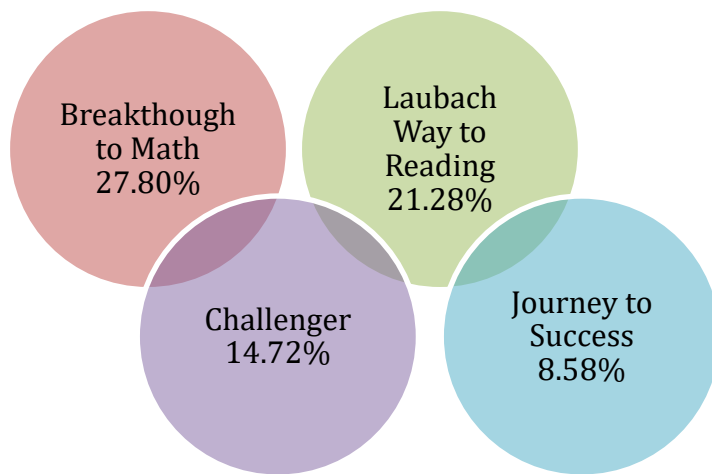
2023/2024 BOOK STORE PURCHASES



For reporting purposes all items sold in packs have been broken down to individual books (1 pack of 10 = 10 books).

During the 2023/2024 fiscal year we sold a total of 2,669 books.

These four resources continue to lead in numbers sold but for the first time since before COVID, Laubach Way to Reading sold more than Challenger!



Diana White
Bookstore and Office Manager
Laubach Literacy Ontario

Comparison of Sales/Expenses for Last 4 Business Years

2020-2021			
Month	Sales	Expense	Income
Apr/20	4673.38	402.96	4270.42
May/20	-15.62	9643.37	-9658.99
Jun/20	323.35	156.35	167.00
Jul/20	1750.75	2527.43	-776.68
Aug/20	4199.13	793.29	3405.84
Sep/20	0.00	2817.38	-2817.38
Oct/20	2840.62	2176.55	664.07
Nov/20	4677.77	3348.12	1329.65
Dec/20	1838.85	1601.78	237.07
Jan/21	2834.48	2127.62	706.86
Feb/21	7221.86	3852.57	3369.29
Mar/21	4373.03	3358.44	1014.59
	34717.60	32805.86	1911.74

2021-2022			
Month	Sales	Expense	Income
Apr/21	418.32	1707.28	-1288.96
May/21	1296.46	3626.80	-2330.34
Jun/21	3610.23	1313.66	2296.57
Jul/21	4416.46	2704.57	1711.89
Aug/21	3307.63	3279.24	28.39
Sep/21	1302.85	1884.76	-581.91
Oct/21	1.28	1077.88	-1076.60
Nov/21	3596.16	2712.00	884.16
Dec/21	1159.01	1238.39	-79.38
Jan/22	490.72	193.28	297.44
Feb/22	2227.24	60.96	2166.28
Mar/22	4639.68	2985.07	1654.61
	26466.04	22783.89	3682.15

2022-2023			
Month	Sales	Expense	Income
Apr/22	932.58	2124.58	-1192.00
May/22	2082.19	1695.60	386.59
Jun/22	-31.55	200.03	-231.58
Jul/22	3051.39	1960.50	1090.89
Aug/22	3025.60	1374.36	1651.24
Sep/22	3594.43	3560.02	34.41
Oct/22	1135.09	387.73	747.36
Nov/22	1385.41	13.23	1372.18
Dec/22	1787.06	7256.79	-5469.73
Jan/23	1796.32	3069.55	-1273.23
Feb/23	10527.55	5752.75	4774.80
Mar/23	7256.36	6314.62	941.74
	36542.43	33709.76	2832.67

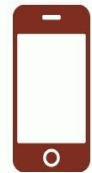
2023-2024			
Month	Sales	Expense	Income
Apr/23	162.65	3.06	159.59
May/23	406.72	2549.81	-2143.09
Jun/23	2705.07	3594.81	-889.74
Jul/23	78.46	1.63	76.83
Aug/23	2365.13	1969.03	396.10
Sep/23	1602.88	1677.27	-74.39
Oct/23	2180.44	2077.91	102.53
Nov/23	2784.52	2132.64	651.88
Dec/23	2210.27	1946.88	263.39
Jan/24	694.28	217.66	476.62
Feb/24	2031.52	1533.48	498.04
Mar/24	15302.98	9628.74	5674.24
	32524.92	27332.92	*5192.00

**Some expenses from March did not make it into the totals for year end so \$5192 is not a true reflection of what the Book Store earned.*

LLO has been in existence since 1981 and incorporated since 1992.
LLO provides training, resources, and services to meet the changing needs of our members
and adult students to create a stronger, more literate Ontario.

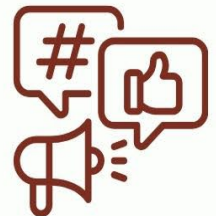
CONTACT

literacy@laubach-on.ca
T. 519-743-3309 | 1-866-608-2574



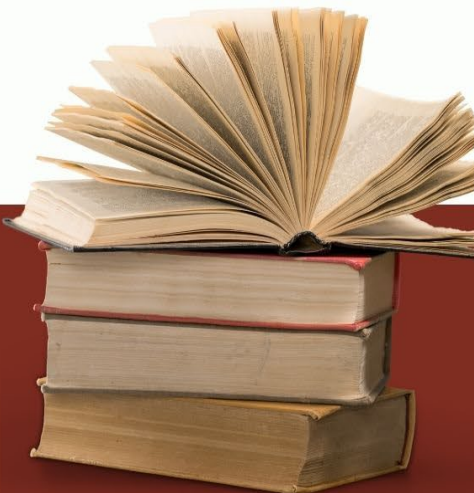
CONNECT

Facebook: LaubachLiteracyOntario
Twitter: LLOntario
LinkedIn: Laubach Literacy Ontario
Instagram: @literacyontario



ADDRESS

8A-65 Noecker Street
Waterloo, ON N2J 2R6
www.laubach-on.ca



Laubach Literacy Ontario (LLO) is a
volunteer-driven, non-profit charitable
organization dedicated to increasing
literacy in Ontario, guided by the
principle of "Each One Teach One".



This Employment Ontario service is funded in part by the Government of Canada and the
Government of Ontario and through the Canada Ontario Job Fund Agreement.