



Annual Report 2007-2008

Literacy Newfoundland and Labrador
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Literacy Newfoundland and Labrador

Literacy Newfoundland and Labrador (LNL) is a grassroots coalition of individuals and community-based organizations committed to the advancement of literacy and lifelong learning in our province.

Guiding Principles

1. Literacy and learning are basic human rights

Everyone should have access to the literacy and learning programs they need.

2. Learning is a lifelong process

We are never finished learning, even though we may be interested in learning different things at different times in our lives.

3. Literacy programs and services should respond to community needs

There is no 'one size fits all' in literacy, and programs need to be flexible and responsive to local conditions and needs.

4. Learners should have a strong voice

Learners have much to contribute to effective program planning, delivery and support of other learners.

5. Networking is essential

Rather than working in isolation, we should learn from, and share with our literacy partners locally, provincially and nationally.

6. Partnerships are important

We value partnerships with all sectors to advance literacy and social and economic development.

7. We promote principles of good practice

We believe quality literacy programs require appropriate training for staff and volunteers, and adequate supports and resources.

REPORT FROM THE EXECUTIVE DIRECTOR

Literacy NL entered into the second year (2007-2008) of operations with one primary focus: to advance literacy and lifelong learning in this province, and support Newfoundlanders and Labradoreans as they acquire the skills they need to thrive in today's society. Over the course of the year, the board, volunteers and staff of Literacy NL worked to develop new partnerships, continue research and professional development activities to inform and support practitioners and learners, and revitalize support for literacy and learning.

This second year for Literacy NL was defined by an expansion of network and program development in support of the goals of the organization. We successfully managed our literacy projects, strengthened our ties with our funders, and built links with community stakeholders. The *Objectives and Activities of 2007-2008*, which follow, outline the work completed during the year. The enclosed financial statement recognizes that we are in good financial shape to continue our work.

The goals of Literacy NL - and the objectives set out to achieve these goals – are devised in collaboration with the organizations members and stakeholders, under the guidance of the Board of Directors. As the Executive Director, my work is to coordinate the activities through which these objectives are met. My thanks go out to the membership and stakeholders for their continued input, and to the staff, the board of directors, committee members and community volunteers whose efforts and dedication made this year's work possible.

As we look ahead, we recognize that funding and the element of change continue to be primary challenges for the literacy field as a whole. Currently, Literacy NL is working on an initiative under "Connecting the Dots" to improve communications and accountability practices between community and funders. The learning needs of our province require that an increased level of commitment and resources be brought to bear by all stakeholders. We look forward to advancing a dialogue with the community and with funders on regional and provincial capacity, with the goal of achieving greater and targeted application of resources.

Caroline Vaughan
Executive Director

Minutes of the 2006-2007 AGM November 14, 2007

1. Call Meeting to Order

Ed Brown, Co- Chair, called the meeting to order at 5:05 pm.

2. Adoption of Agenda

- Barb Marshall asked concerns regarding the constitutions language, coming out of a fax received prior to the start of the AGM from the Labrador region, be addressed as an agenda item.
- Anne Hughes asked that the appointment of an Auditor be added to the agenda.
- It was moved by Ken Kavanagh and seconded by Marvin Payne that the revised agenda be approved. Motion carried.

3. Adoption of Report

- Letter from the Board: Pam Bennett highlighted some of the items contained in the letter.
- Board Report: Ed Brown noted that during the year we had a change in Executive Director and a change in Treasurer.
- Executive Director Summary: Caroline Vaughan highlighted some of the points noted in the report. It was a successful though challenging year overall for literacy and Literacy NL, as federal funding for many activities was placed on hold. Literacy NL obtained Charitable Status during the year, from which we received, or have been notified of, future receipt of approximately \$40,000 from the PGI Gold Tournament and approximately \$16,000 from the Raise A Reader. These monies are to be expended on *Adult Literacy* and *Family & Youth Literacy* initiatives.
- Financial Report: Anne Hughes, Treasurer for Literacy Newfoundland and Labrador, presented the financial report for the year 2006-2007. Total expenses were less than total revenues for the year, with a balance of \$46,465 at years end.
*LCNLI refers to the Literacy Coalition of Newfoundland and Labrador.
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It was moved by Ed Wade and seconded by Barbara Burnaby that the reports be approved. Motion carried.

It was also reinforced through general comments that Literacy NL continues its practice of sending documents to be presented at the AGM well in advance of the meeting

5. Literacy NL Networks

- Regional Networks: The membership of Literacy NL needs to take greater ownership of their regions. We have four regions set up and we need action. It is important for membership to get involved. Regional networks require some money that can be expended to support regional activities.

The Literacy NL representatives from the four regions were introduced:

- Pam Bennett, Judy Fradsham and Josephine Jesso are currently representing Western Region.
- Lillian Moores, Melvin Parrott and Don McDonald (absent) are currently representing the Central Region.
- Barbara Marshall, Derrick Sheppard (absent) and Helen Aster (absent) are currently representing the Labrador Region and there is one learner seat, which does not currently have a representative.
- Anne Hughes, Ed Wade, Ed Brown and Richard Miller (absent) are currently representing the Eastern Region.

- Learner Network: The Learner Committee, supporting the establishment of a Learner Network, has had one meeting via teleconference. The Board of Literacy Newfoundland and Labrador feels that the Learner Network is very important.

6. New Business

Adoption of Constitution

- Literacy Newfoundland and Labrador has been operating under the Constitution since June 6, 2006. Our Constitution as currently crafted is on the Literacy NL website.
- The language of the constitution was reviewed, and several areas of possible concern were raised: It was suggested that under the *One Treasurer/Secretary* that the line *Reports to the Co-Chairs* be deleted. The reference to the AGM on page 2 of the Constitution and Bylaws was seen as weak. Questions on what would a quorum be for an AGM, and how as an organization are we going to hold future AGM, were also raised. The need to develop a strategy to hold an AGM was a generally agreed upon principle.
- Margie Lewis of Laubach gave an overview of how Laubach structures their AGM: Laubach sends out notices, sends out the by-laws, they only allow two votes per council and a student. Laubach sends out proxy forms to members so that others can vote on behalf of other members. Literacy NL was asked if we specifically notified members that they had 30 days to make changes or amendments to the Constitution.
- Ken Kavanagh made a motion to approve the Constitution. Lillian Moores seconded the motion. The motion was carried.

Ken Kavanagh made a motion: That the Board of Directors of LNL establishes an Ad Hoc Committee to address the constitution and by-laws, make changes and to report the changes made back to the membership at the next AGM or at a special meeting called specifically for amendments made to the Constitution". Anne Hughes seconded the motion. The motion was carried.

Anne Hughes made a motion: That the finance committee has a financial audit completed at the end of the fiscal year and the finance committee makes recommendation to the board as to who shall carry out this audit". Ed Wade seconded the motion. The motion was carried.

7. Date of next AGM and Adjournment

It was decided that the date and time of the next AGM for Literacy NL would be decided at a later date. Details are to be announced. The meeting was adjourned at 6:15pm.

Objectives and Activities of 2007-2008

1. To Enhance Communication, Information Sharing and Networking

- * Participated in community-based gatherings to inform on issues affecting immigrants, children and youth, and health and literacy.
- * Developed nine issues of the Literacy NL e-Bulletin, our monthly newsletter of information and resources for the literacy field.
- * Participated in national meetings and distributed national literacy information.
- * Maintained a toll-free Learn Line for literacy information and referral.
- * Developed contact listings in a number of categories to better support cross-sector communication.
- * Development undertaken for an Access database for the organization.

2. To Promote Collaboration, Training and Capacity Building

- * Hosted the *Reading the Landscape 2007* Institute, which brought together 88 practitioners and facilitators. Topics covered included: Prior Learning Assessment Recognition; Learning Disabilities; Cultural and Aboriginal Literacy; Tutoring Tools/Learning Resources; Learner Leadership; Agency supports for Adult Learners; English as a Second Language; Proposal writing; Building effective partnerships; Essential Skills for the Workplace.
- * Engaged the literacy community in discourse on current issues and events through the list serve forum and through the discussion board on the web page.
- * Connected the literacy community through regional and provincial teleconferences and discussion forums. This included hosting two teleconferences to outline developments in the funding processes of the Office of Literacy and Essential Skills.
- * Linked community organizations to potential partnership opportunities in support of learning. Linkages including: Dunfield Park Community Centre, The Learning Centre in Burin and the Reading Recovery program, the Community Education Network and Upper Canada Leger Centre, Lake Melville Literacy Council and the GO project

3. To Enhance Public Awareness and Support for Education

- * Celebrated and promoted International Literacy Day and Family Literacy Day. Distributed Family Literacy Day materials to 47 organizations across the province.
- * Sought out provincial media coverage on significant events throughout the year, and received coverage radio, print and television.
- * Held a day-long public and media event "One Book One Child. Coverage was provided by CBC radio and TV.
- * Held a media launch of International Adult Learner's Week in March 2008

- * Shared 11 issues of the Literacy NL e-Bulletin with a cross-sector base of community, business and government organizations.
- * Continued to develop and post material to the Literacy NL web site.

4. To Build Effective Multi-Sector Partnerships and Policy

* Participated in provincial and national meetings to inform government policy on literacy. Examples include: Roundtable on Older Workers; meetings with Minister of Education; Department of Education Adult Literacy and Early Learning Divisions; Office of Literacy and Essential Skills, Human Resources Labour and Employment

* Participated in several multi-sector initiatives supporting community learning. Examples of these include: Coalition for Richer Diversity ; Vibrant Communities St. John's; Makin' it Work!; Wellness Coalition – Avalon East Health and Literacy Sub-Committee; Seniors Resource Centre of NL Literacy Committee.

* Participated in Information Forums. Examples include: Human Resources Labour and Employment's Career Information offices; City of St. John's "Learning City" Forum

* Held the *Reading the Landscape* 2007 Institute, which provided great opportunity to work with multiple existing partners as participants and as facilitators. It also allowed us to reach out to the following new contacts in literacy-related dialogue: Fortis Properties Inc.; Federation of School Councils; Association of Carpenters and Millwrights; Correctional Centre for Women; Canadian Paraplegic Association; Literacy BC

* Developed new partnership activities (training/resources development) with community groups. Examples include: NL Construction Safety Association; Mount Pearl Recreation, Municipalities NL and Recreation NL ; Computers in Schools, Department of Fisheries and Oceans; College of the North Atlantic

* Partnered with other organizations for fundraising and resource development:

- * Participated in the coordination and execution of the PGI Golf Tournaments for Literacy in NL, to raise funds in support of family and adult literacy activities in the province. Fully 27 private sector businesses, 8 non-profit organizations, 5 local primary schools and one community college were involved in the *Peter Gzowski Invitational Golf Tournament* PGI 2007. This year's campaign raised \$29,000 for literacy initiatives in the province.

- * Supported the Can-West Global Raise a Reader campaign, which was successful in broadening its base of support among the volunteer sellers (40) and among participating business locations (5). This year's campaign raised \$16,000, out of which \$8,000 went to Literacy NL to support family and youth learning initiatives.

- * Collected over 5000 new and gently used books, and distributed to 53 sites across the province during the "One Book One Child" event, in partnership with the Community Food Sharing Association and with CBC.

5. To Promote Community Programs for Literacy and Learning

* Partnered with CBC in a day-long public and media event “One Book One Child”, which highlighted both International Literacy Day and the international learner population in the province. Community programs participating in this initiative included: Association for New Canadians, Sharing our Cultures, International Students at Memorial, Students for Literacy at Memorial, and Teachers on Wheels.

* Promoted outside information sessions to the literacy community. Examples include ‘Key Elements of Successful Proposal Writing’ offered by Canadian Evaluation Society – NL Chapter; ‘Essential Skills Training’ offered by the Community Centre Alliance and College of the North Atlantic; ‘Engaging the Press’ offered by the International Association of Business Communicators Newfoundland and Labrador.

* Provided the opportunity to showcase the work of a number of local and national literacy practitioners at the *Reading the Landscape 2007 Literacy NL Institute*. For an online listing of the proceedings, visit www.literacynl.com.

* Promoted the work of NL community organizations through the Literacy NL e-Bulletin, and through referrals to media, to learners, and to other organizations.

6. To Develop a Research Base to Inform our Work

* Gathered current literacy information and statistics from the Department of Education and from the International Adult Literacy Skills Survey, into an accessible format (online PowerPoint at www.literacynl.com).

* Researched and developed a series of fact sheets on literacy by category (online at www.literacynl.com).

* Researched multi-sector approaches in other countries to gather best practices for community-based involvement in strategic literacy approaches; to be shared in report format (hard copy or online) or in workshop session

7. To Provide Opportunities for Learner Support

* Hosted Regional Learner consultations across the province.

* Coordinated the learner recognition award in conjunction with the 2007 PGI Golf Tournament for Literacy.

* Supported Literacy NL learner representation at the “Reading the Landscape” Institute, on the Movement for Canadian Literacy Learner Advisory Committee, and at Government of Canada Standing Committee on Social Policy.

Treasurer's Report

April 1, 2007 to March 31, 2008

The Finance committee met several times during the year. The Terms of Reference for the committee and The Opportunities Program were developed and subsequently adopted by the Board.

- Monthly expenditures have been closely monitored and some savings have been realized.
- All cheques are now electronically generated and printed. This enables a direct link to invoices and eliminates the need for their manual input.
- Payroll cheques also indicate deductions.
- Office computers have been upgraded and small items have been purchased (e.g. digital camera and a digital dictating device)
- An outside auditor was retained and has audited the books.

By March 31, 2008 we were near completion of our yearly grant of \$137,500 from the Office of Literacy and Essential Skills (OLES), so in February we began negotiating a six-month extension, which has recently been extended until mid-December 2008.

Literacy NL received \$65,000 from Human Resources & Social Development Canada and \$25,000 from the Government of NL in support of the 2007 Fall Institute "Reading the Landscape".

The 2007 PGI Golf Tournament for Literacy in NL raised over \$29,000 for Literacy NL. This money is to be used to support adult learning initiatives.

The second Raise-a-Reader campaign headed by The Telegram newspaper raised \$8,000 for Literacy NL. This money will support family and youth literacy and learning.

We also received a small grant from the Adult Learning Knowledge Centre, and conducted Learner Network Consultations with adult learners to determine the level of interest and possible goals of a learner network.

Looking to 2009, our "core" funding from OLES will be a two-year Contribution Agreement. This is a different funding arrangement from previously received grants and requires monthly reporting of activities and financial status. These funds are restricted and must be spent in the approved categories according to the contract that we will sign. This will require increased administrative support and fundraising on our part to maintain our staffing and activity levels.

*Respectfully submitted,
Anne Hughes, treasurer*

Literacy Coalition of Newfoundland and Labrador Inc.

Statement of Revenue, Expenditures and Surplus

For the Year Ended March 31, 2008

	Note	2008
Revenue		
General Revenue		\$ 631
Donations and activities		450
Program revenue	8.	189,253
Interest income		75
Total revenue		190,409
Expenditures		
Administrative expenditures	9.	3,886
Program expenditures	10.	190,653
Total expenditures		194,539
Excess of expenditures over revenue		(4,130)
Surplus		47,070
Subtotal		42,940
Reallocate previous amounts to general fund		(26,821)
Unappropriated surplus, end of year		\$ 16,119

Funders, Sponsors, Donors & Volunteers

Literacy Newfoundland and Labrador relies on the support of many people, organizations, and companies in our province to strengthen our work. While we cannot hope to name every organization or individual, please know that your contribution is appreciated.

The staff and board of Literacy NL would like to thank the following contributors and supporters.

Funders:

Human Resources & Social Development Canada
Department of Education, Government of NL
Adult Learning Knowledge Centre

Sponsors:

PGI Golf Tournaments for Literacy
Can-West Global "Raise-a-Reader"
Human Resources, Labour and Employment, Government of NL

Donors:

Ann Curtis, Jill Blackwood, Dr. Derek Dunphy, Dr. Sean O'Leary, Francine Wrice, Frank Rogers, Gary Bambrick, Grace Crane, Harold Stapleton, Isadore Gambin, James & Alfreda Flight, Joseph Delibero, Laus Callanan, Margaret Dobbin, Margaret Cahill, Mary Veitch, Neva Johnson, Patricia Moret, Patricia Sullivan, Paula Redmond, Sheila Hayes, St. Bernard's Elementary School, Tom & Frances Laidley, John Harnett, Christine Riggs. Among our donors, several sent in donations *In Memory of* Tom Grace, educator.

Volunteers

Literacy NL has enjoyed the support of many individuals who have volunteered their time on committees and through community events. Through the work of these volunteers Literacy NL continues to build a network for literacy and learning.

Literacy NL Team for 2007-2008

Board of Directors 2007-2008

Pamela Bennett, **Co-Chair** (Western)
Ed Brown, **Co-Chair** (Eastern)
Natalie Hynes, **Treasurer** (Western)
Helen Aster (Labrador)
Lillian Moores (Central)
Richard Miller, LAN representative (Eastern)
Antoinette Rich (Labrador)
Derrick Sheppard (Labrador)

Serving to July 2007:

Maxine Budgell (Labrador)
Brenda Reid (Eastern)
Chrystal Smyth (Western)
Helen Woodrow (Eastern)

Starting in August 2007:

Anne Hughes, **Treasurer (Eastern)**
Ed Wade (Eastern)
Don McDonald, (Central)
Melvin Parrott (Central)
Josephine Jesso (Western)
Judy Fradsham, (Western)
Barb Marshall, (Labrador)

Staff 2007-2008

Caroline Vaughan, Executive director
Mary Rahal, Administrative assistant
Kim Gillard, Learner Network Coordinator
Cindy Fowler, Communications Coordinator
Marilyn Buckingham, Consultant, Institute 2007
Tess Burke, Consultant, Researcher