



# 2017 – 2018

# Annual Report

403.652.5090

#3 1204 – 10<sup>th</sup> St. SE

High River, Alberta

T1V 2B9

[www.litforlife.com](http://www.litforlife.com)

[info@litforlife.com](mailto:info@litforlife.com)

LITERACY FOR LIFE FOUNDATION  
AGENDA FOR THE YEAR August 1<sup>st</sup> 2017 to July 31<sup>st</sup> 2018

GENERAL MEETING

1204 10<sup>th</sup> St. SE, High River

October 15<sup>th</sup> 2018

6:15 pm meet and greet

Meeting to start at 7:00 pm

**Welcome and Introductions:** Cathy Burrell–Chair

**Approval of Agenda:**

**Approval of Minutes:** October 16<sup>th</sup> 2017 AGM minutes

**Financial Review:** Anna Marie Plante–Treasurer

Financial year end review for August 1<sup>st</sup> 2017 to July 31<sup>st</sup> 2018

Prepared by Betty Foran

Accepted for information

**Committee Reports:**

Chair Person’s Report – Cathy Burrell

Executive Director Report – Sue Stegmeier Executive, Director

*(Recommended that the reports be accepted for information)*

**New Business:**

1) Presentation of Budget for August 1<sup>st</sup> 2018 to July 31<sup>st</sup> 2019  
*(Recommended that the budget be accepted for information)*

2) Election of Board Members – 4 positions available for 2018 (Oct) – 2020 (Oct)

The following people have agreed to let their name stand for the Board of Literacy for Life Foundation:

Shane Thiessen– two-year term

Christine Pretty– two-year term

Anna Marie Plante – two year term

Pamela Guthrie Fleming– two year term

Thank you to past Board Members - Sue

**Adjournment**

Executive will stay for a short meeting to assign board positions and to set next meeting date.

**Literacy for Life Foundation  
Annual General Board Meeting  
Meeting Minutes**

**On October 16<sup>th</sup>, 2017 at the Royal Duke Hotel, Okotoks**

**1.0 Call to Order**

1.1 Cathy Burrell called the meeting to order at 6:51 pm.

**2.0 Agenda**

2.1 Anna Marie Plante motioned to amend the Agenda by moving the election of Board members forward to after we approve the agenda and by fixing the date under New Business for the term of the newest board members length of term. 2017 (Oct) – 2019 (Oct). Deb Janzen moved to approve the agenda with its amendments and Anna Marie Plante seconded the motion. **CARRIED.**

**3.0 Past Minutes**

3.1 Laurie Hunka moved to approve the Past Minutes. Deb Janzen seconded the motion. **CARRIED.**

**4.0 Election of Board Members**

4.1 The following individuals have agreed to let their names stand for a two-year term:

Sharon Bernard  
Marilyn Wilson  
Deb Janzen  
Lindsay Snodgrass

4.2 Sharon and Marilyn provided a brief bio.

4.3 There being no further nominations for Board members from the floor, and there being no objections, Sharon Bernard, Marilyn Wilson, Deb Janzen and Lindsay Snodgrass were acclaimed.

**5.0 Thank you to Past Board Members**

5.1 Sue Stegmeier presented a parting gift to Laurie Hunka and thanked her for her years of service and support of Literacy for Life.

**6.0 Treasurer's Report**

6.1 Anna Marie Plante presented the Financial Review for the year ending July 31, 2017, and recommended it be accepted for information. Deb Janzen seconded the motion. **CARRIED**

**7.0 Committee Reports**

7.1 Cathy Burrell provided a written Chairman's Report for the Annual General Meeting materials package, and summarized his comments during the meeting.

7.2 Sue Stegmeier provided a written Executive Director's Annual Report for the Annual General Meeting materials package, and provided brief comments during the meeting.

7.3 Anna Marie Plante moved to accept the reports for information provided. Marilyn Wilson seconded the motion. **CARRIED**

**8.0 New Business**

**Presentation of the Budget for August 1, 2017 to July 31, 2018**

8.1 Anna Marie Plante made a presentation of the budget that was approved at Board Meeting back in May, 2017. Sue Stegmeier requested questions regarding the budget and responded to same.

8.2 Anna Marie commented that the budget is separated into two segments: Administration and Programs.

8.3 Sue answered questions regarding the budget.

8.4 Anna Marie Plante moved to accept the budget for the information provided. Deb Janzen seconded the motion. **CARRIED**

**9.0 Adjournment**

9.1 Cathy Burrell thanked the guests at the AGM and asked for a motion to adjourn. Anna Marie Plante moved to adjourn the meeting at 7:41 pm

Message from the Chair:

It has my pleasure to serve as your board chair this year.

What a busy year we have had! Our board, staff and literacy partners participated in a 'Moving Forward' workshop that had everyone reflecting on the accomplishments and future plans for literacy programs in the MD Foothills. We were fortunate to have been chosen to partner with the SHAW Classic, Birdies for Kid's Program, which added substantially to our fundraising efforts, and raised Literacy for Life's profile in the community. We celebrated a significant milestone, our 20<sup>th</sup> Anniversary in August with a picnic in the park, and last month marked another successful 'Grate Grown-Up' Spelling Bee. Finally, and perhaps most significantly, we received a grant from the Calgary Foundation, to begin a multi-phase transition process that will ensure that Literacy for Life continues to survive and thrive for another 20 years...or more!

I would like to thank our staff, contract instructors, Sue, and our board members for their continued work...and a special thanks to Shane, Christine, Lindsay, Bonnie, Stephanie and Orvella for volunteering as our hardworking transition team, who worked tirelessly this summer with our consultants Carlo and Heidi to lay the foundation for next steps in the transition process.

My term as chair is complete. I wish you all luck, and continued success in the years ahead.

Best,

Cathy Burrell

Chair

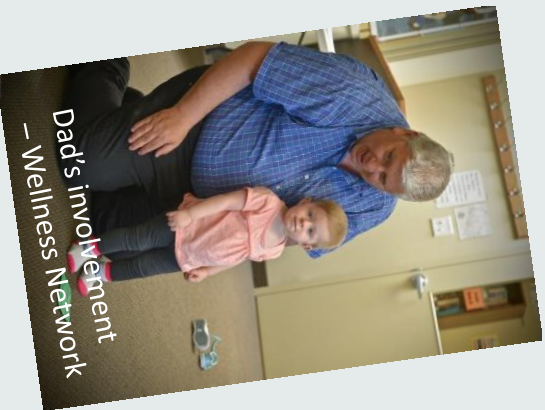
## Executive Director's Report

The mission of the organization is to facilitate, design, and deliver literacy and learning programs and services to improve the lives of community members and their families.

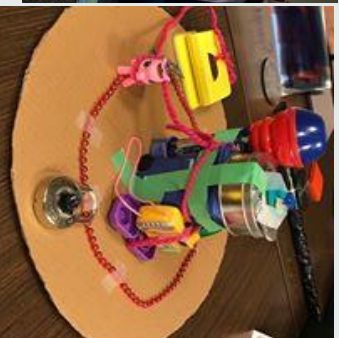
**We did that!** Literacy for Life Foundation celebrated a 20 year milestone. What an accomplishment and all thanks to the dedicated staff and volunteers.

**"A picture is worth a thousand words"**

With that in mind check out the pictures of the work done in 2017 – 2018.



Book Bungalows and map completed



Building Literacy through Play

Tech Talk Training – What a success!



**20th Anniversary of Literacy for Life  
Foundation  
Celebrated in George Lane Park,  
August 25<sup>th</sup> 2018 with  
4 community partners.**

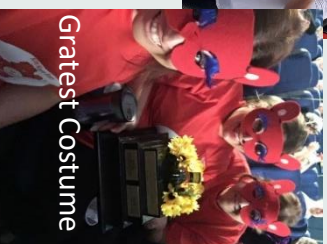




Gratest Pledges Raised



Gratest Spellers



Gratest Costume

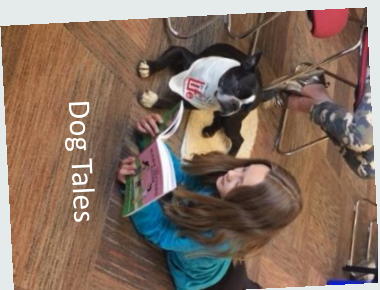
### Grate Groan Up Spelling Bee 2017



Cardboard Challenge



Natured Kids



Dog Tales

Thank you to the Board for their time, expertise and resources they contribute to the organization. The board worked diligently with a consultant company (Impact8) to develop a transition strategy and plan to accommodate changes in the future to ensure the long term sustainability of Literacy for Life Foundation. It is a great group of people that bring many talents to the table, ensuring quality, passionate governance.

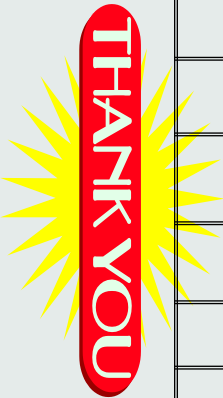
Thank you to all volunteers that work with clients, Books for Babies Volunteers, Dog Tales volunteers and their dogs, and volunteers that help with fund raising, such as casinos and the Grate Groan Up Spelling Bee.

Finally, thank you to all the front line and office staff that carry out the business of the organization ensuring all community members have the essential skills to live a fully, engaged life.

Sue Stegmeier  
Executive Director  
September 2018



Personal donors over \$200.00	<b>Business Sponsors</b> over \$500.00	<b>Grants/government</b>	<b>Foundations and Community Groups</b>	<b>In Kind</b>
Doug Howard	Wales Theatre	Alberta Government Innovation and Advanced Education	Okotoks United Way	North Plus South
Joanne Good	Servus Credit Union	Alberta Government - Community Initiative Funding	High River United Way	Betty Foran
Grandpa Boyd stamp collection – in memory of Nancy Pat	Golden West Broadcasting	New Horizon Federal Grant	Square Butte Ladies Group	High River Library Sheep River Library Okotoks Public Library
	Studio D Salon	High River FCSS	Dewdney Players, Okotoks	Sponsors for Family Literacy Bingo – Kayben Farms, Big Rock Bouldering, Heritage Park, Callaway Park and Telus Spark
	Chatters - Okotoks	Okotoks FCSS	Foothills Salvage and Recycling Foundation	St. James Church Okotoks
	Chinook Honey Farm	Municipal District of Foothills #31 FCSS	High River Rotary	Crystal Shores Beach House
	Greidanus Honey Mill	Black Diamond FCSS	High River Kinsman	Seasons Senior Community – High River
	Shaw Birdies for Kids Presented by AltaLink	Turner Valley FCSS	Fern Leaf Rebekah Lodge 36	Wellness Centre – Sewing Bee Volunteers
	Okotoks Orthodontics		Sheep River Health Trust	Heartland - Okotoks
			High River Kinettes	Okotoks Sobeys
				AG Foods Country Mart, Black Diamond
				High River Sobeys
				Save On Foods, Okotoks
				Foothills School Division and Christ the Redeemer Catholic School Division



**Sponsors and Donors 2017-2018**

 Literacy  
*for*  
**Life**  
Foundation

[www.litforlife.com](http://www.litforlife.com)  
[info@litforlife.com](mailto:info@litforlife.com)  
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T1V 2B9

**LITERACY FOR LIFE FOUNDATION  
FINANCIAL STATEMENTS  
JULY 31, 2018**

To the Board of Directors of Literacy for Life Foundation

I have prepared the Balance Sheet and the Income Statement of Literacy for Life Foundation for the year end of July 31, 2018 from information provided by management.

Based on my review, nothing has come to my attention that may cause me to believe that these financial statements are not, in all material aspects prepared in accordance with generally accepted accounting principles.



E.A. Foran

October 3 2018

# Literacy for Life Foundation

Balance Sheet As at 07/31/2018

## ASSET

### Current Assets

Holding Account	75.00
Petty Cash	54.43
Servus Common Share Account	1.35
Literacy for Life - chequing	151,729.90
Net Savings	7.13
Casino Account	0.44
Raffle Account #3	0.15
Raffle Account 2	1,294.51
Roots of Empathy Account	5.15
Accounts Receivable	145.00
GST Refund	1,295.06
<b>Total Current Assets</b>	<b>154,568.12</b>

## TOTAL ASSET

154,568.12

## LIABILITY

### Current Liabilities

Accounts Payable	1,888.58
Prepaid Alberta Government	80,000.00
<b>Total Current Liabilities</b>	<b>81,888.58</b>

## TOTAL LIABILITY

81,888.58

## EQUITY

### Retained Funds

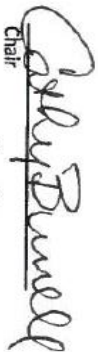
Retained Funds- prev year	66,687.45
Excess of receivable/disbursements	5,992.09
<b>Total Retained Funds</b>	<b>72,679.54</b>

## TOTAL EQUITY

72,679.54

## LIABILITIES AND EQUITY

154,568.12

  
Chair

  
Treasurer

## Literacy for Life Foundation

Income Statement 08/01/2017 to 07/31/2018

REVENUE	
Sales/Workshops Revenue	
Fee for Service	1,450.00
Community Fees	1,430.00
Total Sales and Service	<u>2,880.00</u>
Fees and Services Total	<u>2,880.00</u>
Municipal Grant	
FCSS Grants	63,770.00
Municipal Sub Sub Group Total	<u>63,770.00</u>
Group Total - Municipal	<u>63,770.00</u>
Provincial Grants	
Innovation & Advanced Ed	108,937.00
Other Prov	45,000.00
Provincial Grants Sub Group Total	<u>153,937.00</u>
Provincial Grants -Total	<u>153,937.00</u>
Other	
Other Grants	110,455.00
Other Revenue	54,183.32
Interest	580.47
Donations	29,644.05
Donations - Received	4,297.15
Fundraising	<u>21,260.47</u>
Sub Total Other Revenue	220,420.46
Donations in Kind	4,264.60
Roots of Empathy	102.71
Total Other Revenue	<u>224,787.77</u>
TOTAL REVENUE	<u>445,374.77</u>
EXPENSE	
Expenses - A&GP	
Contracts - A&GP	22,432.33
Administration Wages	42,923.10
Wages	17,486.29
Mileage - Staff A&GP	633.72
Office Supplies - A&GP	2,488.82
Communications - A&GP	1,416.51
Adver/Promotion - A&GP	1,314.64
Photocopy - A&GP	1,573.41
Training - staff A&GP	100.00
Member/conference	1,406.16
Facility - A&GP	1,513.00
Rent - A&GP	3,075.00
Insurance - A&GP	239.75

Acct/Audit/legal	1,118.50
Bank Charges - A&GP	232.30
Payroll Deductions - A&GP	3,698.78
WCB	432.11
Health Spending - A&GP	799.05
Technology - A&GP	1,341.61
Fundraising - A&GP	4,414.60
Recognition / Appreciation - A&GP	1,141.42
GST Paid on Purchases - A&GP	1,158.80
Sub Total Expenses - A&GP	<u>110,939.90</u>
<b>Total Expenses - A&amp;GP</b>	<u><b>110,939.90</b></u>

<b>Expenses - Programs</b>	
Program Office Support Wages	37,449.72
Administration Wages	35,135.55
Program Staff Wages	102,001.60
Coordinator Wages	54,425.85
Program Staff Mileage & Volunteers	8,850.06
Coordinator Mileage	1,455.03
Contracts/Services/Programs	18,376.08
Office Supplies	3,284.76
Communications	1,539.90
Con/Membership	2,807.68
Adver/Promotion	4,627.70
Resources Programs	1,715.58
Photocopy	1,872.68
Co Training	420.00
Program Staff Training & Volunteers	760.16
Volunteer Appreciation	799.41
Rent	9,629.76
Insurance	866.25
Ship/handling	59.47
Payroll Deductions	14,044.51
WCB	1,296.34
Health Spending	3,105.55
Technology	666.20
Program Resources	2,656.75
Special Projects	5,696.19
Sub Total Expenses	<u>313,542.78</u>
<b>Total Expenses - Programs</b>	<u><b>313,542.78</b></u>

<b>Other Expenses</b>	
Roots of Empathy Expenses	14,900.00
Total Other Expenses	<u>14,900.00</u>
<b>TOTAL EXPENSE</b>	<u><b>439,382.68</b></u>
<b>NET INCOME</b>	<u><u><b>5,992.09</b></u></u>

**Financial Statement – Expenses 2017 -2018**

# Literacy for Life Foundation Budget 2018 - 2019

<b>REVENUE</b>	
Sales/Workshops Revenue	3,000.00
Fee for Service	1,500.00
Community Fees	1,500.00
Total Sales and Service	4,500.00
<b>Fees and Services Total</b>	<b>4,500.00</b>
<b>Municipal Grant</b>	
FCSS Grants	55,000.00
Municipal Sub Sub Group Total	55,000.00
<b>Group Total - Municipal</b>	<b>55,000.00</b>
<b>Provincial Grants</b>	
Innovation & Advanced Ed	138,937.00
Other Prov	40,000.00
Provincial Grants Sub Group Total	178,937.00
<b>Provincial Grants - Total</b>	<b>178,937.00</b>
<b>Other</b>	
Other Grants	75,000.00
Other Revenue	76,090.00
Interest	715.00
Donations	25,000.00
Donations - Receipted	10,000.00
Fundraising	25,166.00
Sub Total Other Revenue	211,971.00
Donations in Kind	0.00
Roots of Empathy	0.00
<b>Total Other Revenue</b>	<b>211,971.00</b>
<b>TOTAL REVENUE</b>	<b>450,408.00</b>

**EXPENSE****Expenses - A&GP**

Contracts - A&GP	16,000.00
Consultants Succession Administration Wages	34,324.00
Wages	30,386.00
Office and Volunteer Mileage - Staff A&GP	1,800.00
Office Supplies - A&GP	2,000.00
Communications - A&GP	1,500.00
Adver/Promotion - A&GP	5,000.00
Dependent on Grant Photocopy - A&GP	1,500.00
Training - staff A&GP	1,000.00
Member/conference	1,000.00
Facility - A&GP	1,500.00
Rent - A&GP	4,000.00
Insurance - A&GP	00.00
Acct/Audit/legal	1,000.00
Bank Charges - A&GP	200.00
Payroll Deductions - A&GP	2,500.00
WCB	500.00
Health Spending - A&GP	1,200.00
Self Directed Learning - A&GP	450.00
Technology - A&GP	1,000.00
Fundraising - A&GP	6,000.00
Recognition / Appreciation - A&GP	1,500.00
GST Paid on Purchases - A&GP	1,200.00
Sub Total Expenses - A&GP	116,360.00
<b>Total Expenses - A&amp;GP</b>	<b>116,360.00</b>

**Budget 2018 -2019**

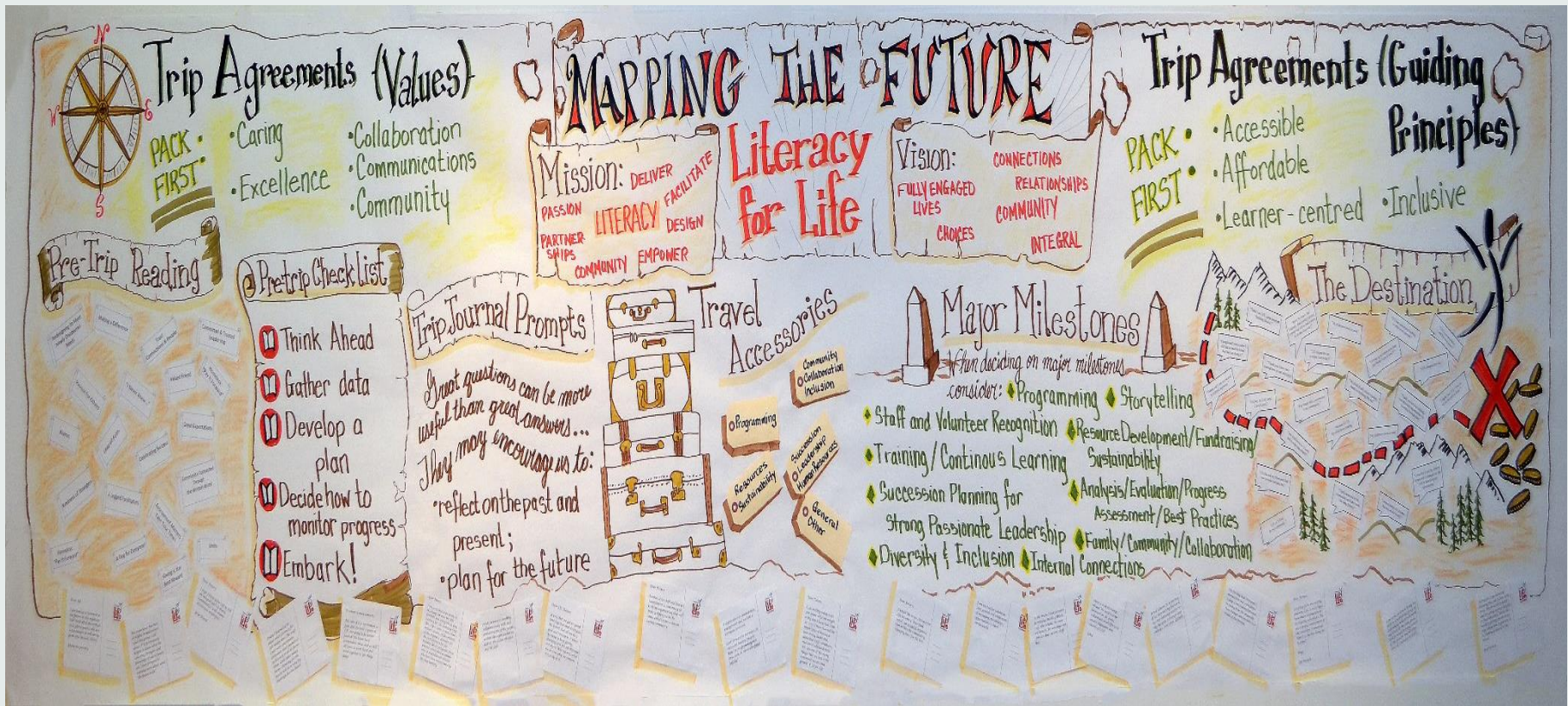


<b>Expenses - Programs</b>	
Program Office Support Wages	63,496.00
Administration Wages	34,324.00
Program Staff Wages	87,000.00
Coordinator Wages	46,628.00
Program Staff Mileage & Volunteers	10,000.00
Coordinator Mileage	2,000.00
Contracts/Services/Programs	20,000.00
Office Supplies	2,500.00
Communications	2,500.00
Con/Membership	500.00
Adver/Promotion	7,000.00
Dependent on Grant Photocopy	1,500.00
Co Training	1,000.00
Program Staff Training & Volunteers	1,000.00
Volunteer Appreciation	1,000.00
Rent	8,000.00
Insurance	1,800.00

**Budget 2018 -2019**

<b>Expenses - Programs</b>	
Program Office Support Wages	
Ship/handling	200.00
Payroll Deductions	13,500.00
WCB	1,200.00
Health Spending	4,000.00
Self Directed Learning	2,400.00
Technology	2,500.00
Program Resources	10,000.00
Special Projects	10,000.00
Sub Total Expenses	334,048.00
<b>Total Expenses - Programs</b>	334,048.00
<b>Other Expenses</b>	
Roots of Empathy Expenses	0.00
<b>Total Other Expenses</b>	0.00
<b>TOTAL EXPENSE</b>	450,408.00
<b>NET INCOME</b>	0.00
<b>Generated On: 05/09/2018</b>	

**Budget 2018 -2019**

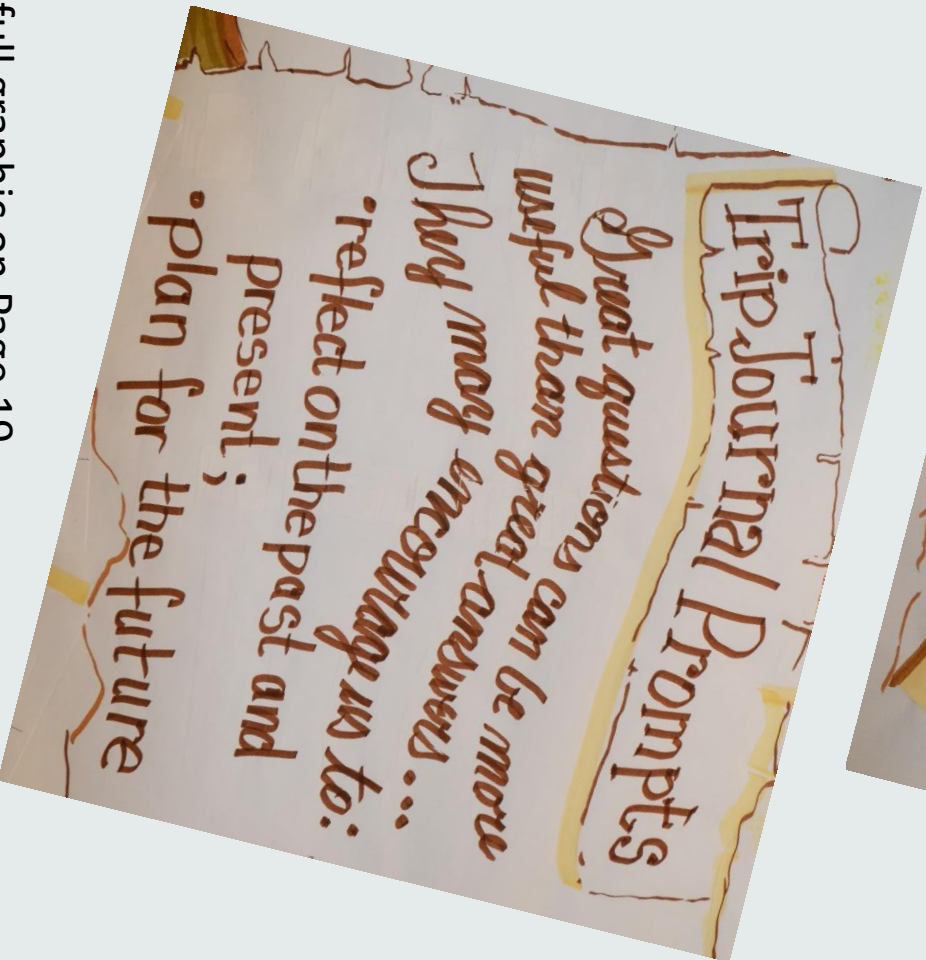


In November 2017 staff and Board met to discuss vision, mission and guiding principles. The picture above reflects the organization’s journey as it works towards it’s destination. The end result is an organization that meets the needs of community members in the MD of Foothills.

Staff, board, and stakeholders will meet again in November 2018 to continue the conversation. In the new year (2019) the Board will create the 2019 – 2021 Strategic Plan.



Refer to full graphic on Page 19



Refer to full graphic on Page 19



## Board Members – 2017 – 2018

Cathy Burrell	Chair
Deb Janzen	Vice Chair
Anna Marie Plante	Treasurer
Marilyn Wilson	Secretary
Lindsay Snodgrass	Director
Shane Tiessen	Director
Christine Pretty	Director



### Executive Director

Sue Stegmeier  
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T1V 2B9

[www.litforlife.com](http://www.litforlife.com)

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