



2018 – 2019

Annual Report

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High River, Alberta

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LITERACY FOR LIFE FOUNDATION
AGENDA FOR THE YEAR August 1st 2018 to July 31st 2019
GENERAL MEETING
140 6 Ave SW, High River, AB
October 23, 2019
6:30 pm Meet and greet
Meeting to start at 7:00 pm

Welcome and Introductions: Shane Tiessen

Approval of Agenda:

Approval of Minutes: October 15th, 2018 AGM Minutes

Financial Review: Anna-Marie Plante, Treasurer

Financial year end review for August 1, 2018 to July 31, 2019

Prepared by Betty Foran

(Recommended that the report be accepted for Information purposes)

Committee Reports:

Chairperson Report Shane Tiessen

Literacy for Life Report Nicole Levesque, Office Manager/Program Co-ordinator

(Recommended that the reports be accepted for Information purposes)

New Business:

1) Presentation of Budget for August 1, 2019 to July 31, 2020
(Recommended that the report be accepted for Information purposes)

2) Election of Board Members: 3 positions available

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

Lindsay Snodgrass – two year term

Marilyn Wilson – two year term

Call for nominations from the floor for the vacant position (if none the position can be filled by appointment by the Board at a later date for a term ending October 2020)

Thank you past board member(s) Shane Tiessen

3) Update on Literacy for Life operations: where is LFL at and what needs to happen going forward

Adjournment:

Please note: All board members will stay for a short meeting to assign board executive positions and set the next meeting date

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

On October 15, 2018 at the Literacy for Life Boardroom

1.0 Call to order

1.1 Cathy Burrell called the meeting to order at 6:45 pm.

2.0 Agenda

2.1 Anna Marie Plante moved to approve the agenda, seconded by Marilyn Wilson. Carried.

3.0 Past Minutes

3.1 Anna Marie Plante moved to approve the minutes of Oct. 16, 2017. Marilyn Wilson seconded the motion. Carried.

4.0 Financial Review

The treasurer, Anna Marie Plante, presented the Financial Year End Review for August 1, 2017 to July 31, 2018. The review was prepared by Betty Foran. Anna Marie Plante moved that the financial Review be accepted for information, seconded by Shane Tiessen. Carried.

5.0 Committee Reports

5.1 Cathy Burrell presented a written report.
5.2 Sue Stegmeier presented the Executive Director report

Anna Marie Plante moved that the reports be accepted for information. Seconded by Shane Tiessen. Carried.

6.0 New Business

6.1 Presentation of Budget for August 1, 2018 to July 31, 2019 by Anna Marie Plante. It was noted that grants from Advanced Education have been approved for three years. Shane Tiessen moved that the budget be accepted for information. Seconded by Anna Marie Plante. Carried.

6.2 Election of Board Members

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

Shane Tiessen - two year term
Christine Pretty- two year term
Anna Marie Plante- two year term
Pamela Guthrie Fleming- two year term

6.3 There being no further nominations for Board members from the floor, and there being no objections, Shane Tiessen, Christine Pretty, Anna Marie Plante and Pamela Guthrie Fleming were acclaimed.

7.0 Adjournment

7.1 At 7:12 pm Anna Marie Plante moved to adjourn the meeting.



Message from the Chair:

Thank You for giving me the opportunity to serve as your board chair this year.

What a busy year we have had! With Sue's retirement in June, we were fully consumed with our transition committee, who worked with Impact 8, to initiate and complete the search for a replacement ED which proved to be a great learning and development experience for Literacy for Life board members. The search yielded a good candidate that was on-boarded but unfortunately was not the correct fit and they departed the organization. To this end, the board members stepped up to work with Nicole Levesque, our Program Coordinator, to continue with our program roll outs and execution, and also adjust staffing accordingly to ensure fiscal management of our funding. Nicole has stepped up regarding running the company from a business management perspective and was promoted in October 2019 to Program Coordinator / Manager of Literacy for Life after board review and approval. Our board, staff and literacy partners participated in a facilitated working session to work on Strategic planning preparation and focused on the program delivery key performance indicators, as well how we impact the community and ideas on how programs could be more effective. We were fortunate enough to have been chosen again to partner with the SHAW Classic, Birdies for Kid's Program, which added to our fundraising efforts, and we continue to raise Literacy for Life's profile in the community.

We said goodbye to Sue Stegmeier in June of 2019 after a successful career as the founder of LFL, and a much valued and engaged member of the community. We executed another successful 'Grate Grown-Up' Spelling Bee. Finally, and perhaps most significantly, with all the changes within LFL over the last year in transitioning the ED position we have realized our internal capacity is extensive within the LFL family of staff, developers, and trainers whom have all pulled together to embrace change to ensure LFL is sustainable as we continue to provide excellent programs!

I have so much gratitude for the Nicole, the staff, contract instructors, and our board members for their continued commitment and work ethic...and a special thanks to Lindsay and Anna-Marie, whom have spent many hour of their volunteer time and been valuable through the transition challenges to provide clarity and stability to the staff. The transition of our ED position is not complete, we have a good outlook on where we need to go and will continue to work with our consultants Carlo and Heidi of Impact 8, to review our internal capacity, outsource as needed and continue to work on laying the foundation for LFL's continued sustainability, funding, measurement of performance indicators to assist all in making the right decisions for the organization.

I will be stepping away as chair in 2019 -2020 as my capacity to give the time that is required has diminished over the past year with my full-time job and family life balance.

I thank you all for making Literacy for Life as great place to be associated with and wish you all the best and continued success in the years ahead.

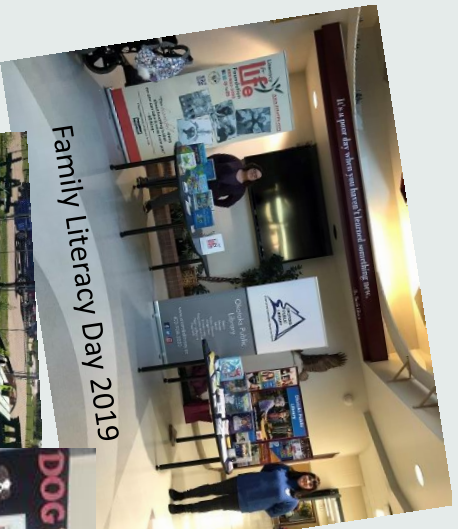
Best Regards,

Shane Tlessen

Chair

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!**

"A picture is worth a thousand words"



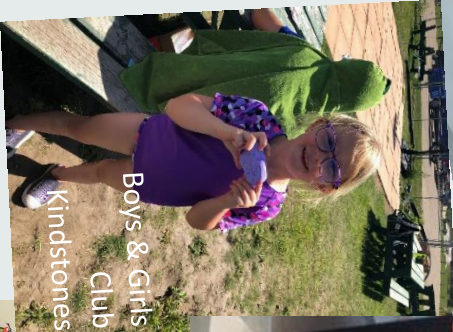
Family Literacy Day 2019



Donations



Engaging Families



Boys & Girls Kindstones Club



Lemonade Day



Dog Tales



Tech Talk Trainings



Sue's Retirement



Raffle Winner 2018

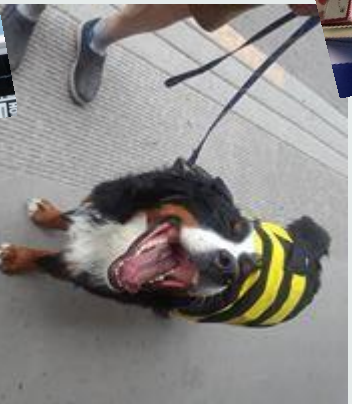


Teddy Bear Picnic



2019 BINGO Winner!

Fundraising Activities



Gratest Pledges Raised



Gratest Spellers



Gratest Costumes



Grate Groan Up Spelling Bee 2018



Literacy for Life has several “Thank yous” we would like to say for this past programming year!

We would like to acknowledge the Board for their time, support, expertise and resources as they contribute to the organization throughout the year. With their help we continue to plan to accommodate changes to ensure the long term sustainability of our organization. Your talents, insights, and contributions are valued in your passionate governance, thank you!

To all our dedicated volunteers that work with adult clients, Books for Babies, Dog Tales, fund raising, such as casinos, the Grate Groan Up Spelling Bee, selling raffle tickets and community BBQs, thank you!

Finally, a big thank you to all of our staff, both front line and in the office, that carry out the mission of Literacy for Life day to day and give their all so that our community members have the essential skills to live fully engaged lives.

Nicole Levesque

Manager/Program Coordinator

October 2019

Personal donors over \$200.00	Business Sponsors over \$500.00	Grants/government	Foundations and Community Groups	In Kind
Susan Kleinsasser	Wales Theatre	Alberta Government Innovation and Advanced Education	Okotoks United Way	North Plus South
Sue Stegmeier	Servus Credit Union	Alberta Government - Community Initiative Funding	High River United Way	Betty Foran
Geraldine Manzara	Golden West Broadcasting	Calgary Foundation (CH Budd and Joan A)	Square Butte Ladies Group	High River Library Sheep River Library Okotoks Public Library
Cathy Burrell	Okotoks Kids & Company	High River FCSS MD of Foothills (FCSS Grant)	Dewdney Players, Okotoks	<u>Sponsors for Family Literacy Bingo</u> – Kayben Farms, Big Rock Boulderling, Callaway Park, Telus Spark, Mullen Group, Dairy Queen, Shakers Fun Centre, Millenium Lanes Bowling, Picasso’s Pizza, Town of Okotoks, Town of High River, Mr Mikes.
	Chatters - Okotoks	Okotoks FCSS	Foothills Salvage and Recycling Foundation	St. James Church Okotoks
	Chinook Honey Farm	Foothills County FCSS	High River Rotary	Crystal Shores Beach House
	Greidanus Honey Mill	Black Diamond FCSS	High River Kinsman	Missions Thrift Store
	Shaw Birdies for Kids Presented by AltaLink	Turner Valley FCSS	Fern Leaf Rebekah Lodge 36	Okotoks Wellness Centre
	Okotoks Kumon Math & Reading Centre	Galvin Family (Calgary Foundation)	Sheep River Health Trust	Heartland - Okotoks
		Community Learning Network	High River Kinettes	Okotoks Sobeys, High River Sobeys, Okotoks Save On Foods, AG Foods Country Mart, Black Diamond
		Calgary Foundation (Transition Support)	Blackie Lion’s Club	Foothills School Division and Christ the Redeemer Catholic School Division
		Foothills Salvage & Recycling	High River Lion’s Club	
		Town of Okotoks (United Way)	High River Legion	
		Town of High River (United Way)	High River Optimist	



Sponsors and Donors 2018-2019



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**LITERACY FOR LIFE FOUNDATION
FINANCIAL STATEMENTS**

July 31, 2019

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, 2019 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

September 25, 2019

Literacy for Life Foundation
Balance Sheet As at 07/31/2019

ASSET	
Current Assets	
Holding Account	3,063.10
Servus Common Share Account	1.40
Literacy for Life - chequing	63,977.90
Net Savings	7.13
Raffle Account #3	1,124.72
Roots of Empathy Account	5.15
Prepaid Shaw Classic	27,497.75
GST Refund	<u>755.42</u>
Total Current Assets	<u>96,432.57</u>
TOTAL ASSET	<u>96,432.57</u>
LIABILITY	
Current Liabilities	
Accounts Payable	73.16
Prepaid Alberta Government	<u>60,000.00</u>
Total Current Liabilities	<u>60,073.16</u>
TOTAL LIABILITY	<u>60,073.16</u>
EQUITY	
Retained Funds	
Retained Funds- previous year	72,304.89
Excess of receivable/disbursements	<u>-35,945.48</u>
Total Retained Funds	<u>36,359.41</u>
TOTAL EQUITY	<u>36,359.41</u>
LIABILITIES AND EQUITY	<u>96,432.57</u>



Chair _____

 Treasurer _____

Date 23/10/19

Literacy for Life Foundation
 Income Statement 08/01/2018 to 07/31/2019

REVENUE		
Sales/Workshops Revenue		
Fee for Service	5,890.89	
Community Fees	<u>1,675.00</u>	
Total Sales and Service		<u>7,565.89</u>
Fees and Services Total		<u>7,565.89</u>
Municipal Grant		
FCSS Grants	<u>48,000.00</u>	
Municipal Sub Group Total		<u>48,000.00</u>
Group Total - Municipal		<u>48,000.00</u>
Provincial Grants		
Innovation & Advanced Ed	158,937.00	
Other Prov	<u>28,800.00</u>	
Provincial Grants Sub Group Total		<u>187,737.00</u>
Provincial Grants - Total		<u>187,737.00</u>
Other		
Other Grants	69,430.00	
Other Revenue	15,971.38	
Interest	650.37	
Donations	20,688.88	
Donations - Receipted	10,454.30	
Fundraising	<u>25,865.52</u>	
Sub Total Other Revenue		143,060.45
Donations in Kind		<u>3,323.32</u>
Total Other Revenue		<u>146,383.77</u>
TOTAL REVENUE		<u>389,686.66</u>
EXPENSE		
Expenses - A&GP	14,751.35	
Contracts - A&GP	35,262.43	
Administration Wages	26,338.09	
Wages		1,471.35
Mileage - Staff A&GP	1,471.35	
Office Supplies - A&GP	3,461.01	
Communications - A&GP	1,568.80	
Adver/Promotion - A&GP	5,057.50	
Photocopy - A&GP	1,512.28	
Training - staff A&GP	347.38	
Member/conference	2,739.02	

Facility - A&GP	1,560.99	
Rent - A&GP	3,285.71	
Insurance - A&GP	561.75	
Acct/Audit/legal	1,316.50	
Bank Charges - A&GP	359.25	
Payroll Deductions - A&GP	2,950.49	
WCB	724.30	
Self Directed Learning - A&GP	75.00	
Technology - A&GP	766.80	
Fundraising - A&GP	384.38	
Recognition / Appreciation - A&GP	2,822.29	
GST Paid on Purchases - A&GP	<u>619.37</u>	
Sub Total Expenses - A&GP		<u>107,936.04</u>
Total Expenses - A&GP		<u>107,936.04</u>

Expenses - Programs

Program Office Support Wages	53,866.92
Administration Wages	36,183.13
Program Staff Wages	102,375.21
Coordinator Wages	43,106.60
Program Staff Mileage & Volunteers	9,652.32
Coordinator Mileage	899.64
Contracts/Services/Programs	25,301.02
Office Supplies	1,430.28
Communications	1,702.76
Adver/Promotion	766.55
Resources Programs	571.43
Photocopy	1,512.28
Co Training	175.00

Program Staff Training & Volunteers	848.26
Volunteer Appreciation	955.23
Rent	7,633.34
Insurance	1,685.25
Ship/handling	135.99
Payroll Deductions	15,795.03
WCB	2,172.86
Health Spending	2,665.56
Self Directed Learning	600.00
Program Resources	2,829.20
Special Projects	4,832.24

Sub Total Expenses		<u>317,696.10</u>
Total Expenses - Programs		<u>317,696.10</u>

TOTAL EXPENSE		<u>425,632.14</u>
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NET INCOME		<u>-35,945.48</u>
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Financial Statement – Expenses 2018 -2019

Literacy for Life Foundation Budget 2019 - 2020

REVENUE		
Sales/Workshops Revenue		
Fee for Service	2,600.00	
Community Fees	2,000.00	
Sub Total Sales and Service	28,000.00	
<u>Fees and Services Total</u>		
	28,000.00	
Municipal Grant		
FCSS Grants	45,000.00	
Sub Total Municipal Grants	45,000.00	
<u>Municipal Grants Total</u>		
	45,000.00	
Provincial Grants		
Innovation & Advanced Ed	138,937.00	
Sub Total Provincial Grants	138,937.00	
<u>Provincial Grants Total</u>		
	138,937.00	
Other		
Other Grants	55,000.00	
Other Revenue	33,541.00	
Interest	500.00	
Donations	20,000.00	
Donations (Received)	10,000.00	
Fundraising	35,000.00	
Sub Total Other Revenues	154,041.00	
Donations in Kind	0.00	
Sub Total Other Revenue	154,041.00	
<u>TOTAL REVENUE</u>		
	365,978.00	

EXPENSES**Expenses - A&GP**

Contracts - A&GP	3,500.00
Staff Wages – A&GP	30,570.00
P. T Exec. Director/Grant Writer	12,500.00
Office Staff and Volunteer Mileage - A&GP	1,000.00
Office Supplies - A&GP	2,000.00
Communications - A&GP	1,000.00
Adver/Promotion - A&GP	3,000.00
Photocopy - A&GP	1,500.00
Training – Office staff A&GP	500.00
Member/conference	1,000.00
Facility - A&GP	1,500.00
Rent - A&GP	4,000.00
Insurance - A&GP	800.00
Acct/Audit/legal	1,000.00
Bank Charges - A&GP	200.00
Payroll Deductions - A&GP	2,000.00
WCB – A&GP	550.00
Health Spending - A&GP	1,000.00
Self Directed Learning - A&GP	450.00
Technology - A&GP	1,000.00
Fundraising - A&GP	2,500.00
Recognition / Appreciation - A&GP	1,000.00
GST Paid on Purchases - A&GP	1,000.00
Sub Total Expenses - A&GP	73,570.00
Total Expenses - A&GP	73,570.00

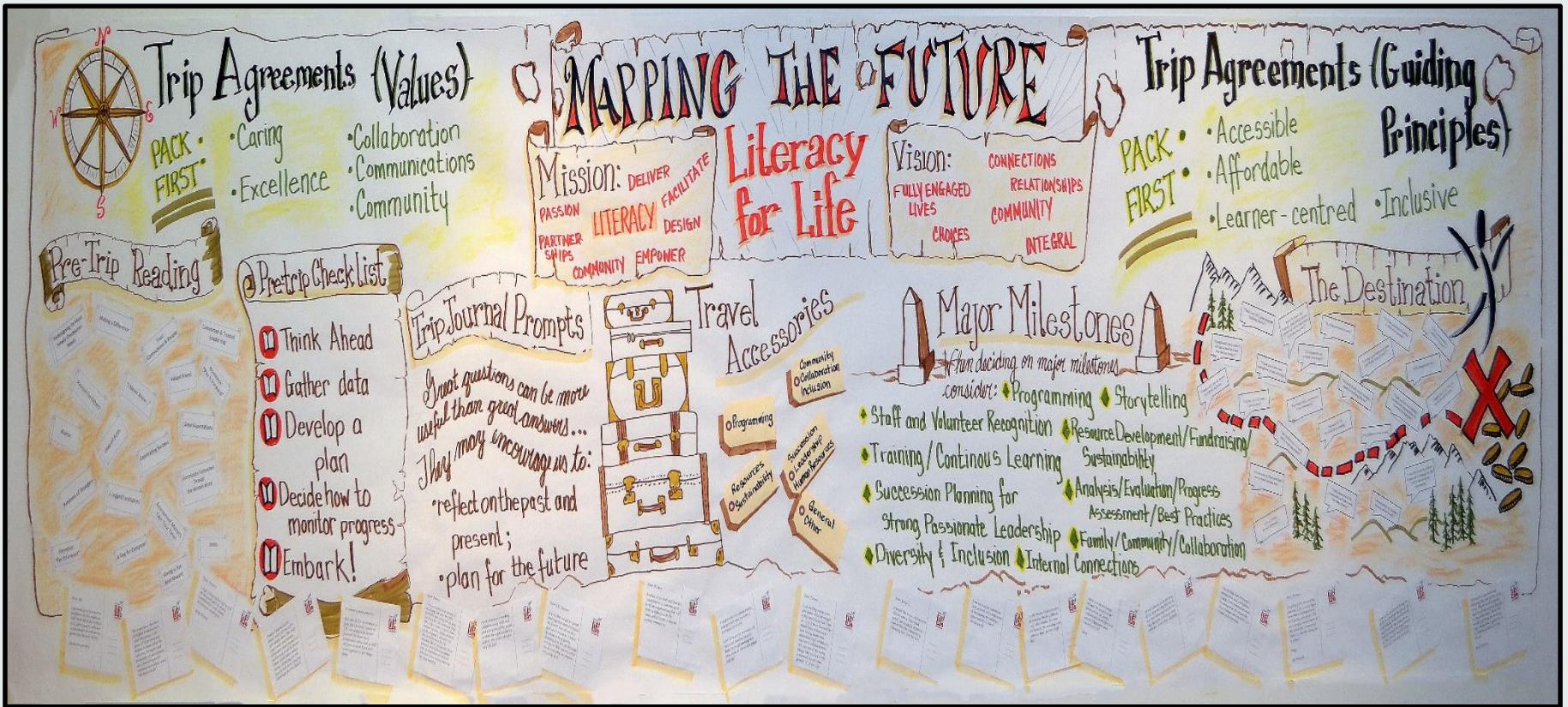
Expenses – Programs	
Office Staff Wages - Programs	78,058.00
P.T. Exec Director/Grant Writer	37,500.00
Program Staff Wages	65,000.00
Program Coordinator Wages	43,000.00
Program Staff Mileage & Volunteers	6,000.00
Program Coordinator Mileage	1,500.00
Contracts/Services/Programs	20,000.00
Office Supplies	1,500.00
Communications	1,500.00
Con/Membership	500.00
Adver/Promotion	1,500.00
Photocopy	1,500.00
Coordinator Training	250.00
Program Staff Training & Volunteers	500.00
Volunteer/Board Appreciation	1,000.00
Rent	8,000.00
Insurance	1,800.00
Shipping/Handling	200.00
Payroll Deductions- Programs	13,500.00
WCB – Programs	1,500.00
Health Spending – Programs	2,000.00
Self Directed Learning – Programs	1,000.00
Technology	1,500.00
Program Recourses	4,000.00
Special Projects	5,000.00

Sub Total Expenses – Programs 292,408.00

Expenses – Programs (continued)

Total Expenses – Programs	292,408.00
Total Expenses – A&GP	73,570.00
Roots of Empathy Expenses	0.00
Total Other Expenses	0.00
TOTAL EXPENSES	365,978.00
Less TOTAL REVENUE	365,978.00
NET INCOME	0.00

Generated On: 22/10/2019



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 met again in November 2018 to continue the conversation. In the new year (2020) the Board will create the 2019 – 2021 Strategic Plan.



Dear Friend of Literacy for Life Foundation,

We are reaching out to you during our fall fundraiser to ask for your help, as our organization is facing some tough financial times. Literacy for Life is experiencing a funding shortfall which will impact our ability to run the parent-child pre-school programs such as Rhythm & Rhyme, Movers & Shakers, Toddler Time, Natured Kids to the capacity we have in the past.

We know these programs are vital for our community but in order for us to continue to offer them we are in need of donations at this time. LFL understands the importance of keeping these parent-child programs free or low cost of the families that access them. However, we also recognize that in order to keep providing these programs we have to get better at asking the community for help. LFL understands the importance of keeping these parent-child programs free or low cost for the families that access them. However, we also recognize that in order to keep providing these programs we have to get better at asking the community for help.

We are asking for your help to raise \$100,000 in conjunction with our upcoming fall fundraising campaign.

If 5000 people who have benefitted from Literacy for Life's programs donated only \$20.00 each the organization could get back on track and move towards creating more financial sustainability in the future.

If you would like to make a donation:

visit litforlife.com

Call the office at 403-652-5090

DONATE!

We are extremely thankful for your support at this time!

Sincerely,

Board of Directors – Literacy for Life Foundation



Board Members – 2017 – 2018

Shane Tiessen	Chair
Deb Janzen	Vice Chair
Anna Marie Plante	Treasurer
Marilyn Wilson	Secretary
Lindsay Snodgrass	Director
Pam Guthrie-Flemming	Director
Christine Pretty	Director



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Literacy
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Foundation

