

Ottawa Community Coalition for Literacy



ANNUAL REPORT

2008/2009

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Mission Statement

Ottawa Community Coalition for Literacy (OCCL)

We support, promote and strengthen adult literacy services in Ottawa through communication, research and public education.

Message from the Chair, Board of Directors

The past year has been a busy one for the Ottawa Community Coalition for Literacy (OCCL). The OCCL Board accepted the resignation of our treasurer, David Robertson. In addition to his knowledge of financial affairs, we will miss Dave's good sense and wit. It is with pleasure that we welcome Edwine Alphonse as the new treasurer of the OCCL Board.

Phil Jenkins was the keynote speaker at the *Colleen Cooney Celebration of Literacy Luncheon*. A strong supporter of the literacy community, Phil was a delight to listen to.

A proposal for an American Sign Language (ASL) version of ***Getting to Know the Library*** on DVD was submitted to MTCU as part of OCCL's business plan for 2008-2009. We are delighted that the proposal was accepted for funding. OCCL has worked with the Ottawa Public Library, the Ottawa Deaf Centre, and the CNIB Literacy Program for Deafblind Adults to develop the ASL version. Chris Harwood was hired as Project Coordinator. The filmmaker was Gord Stephen. This project has been a wonderful learning experience for all of us.

The Board continues to review policies and procedures on a regularly scheduled basis. The Board is also reviewing the literature on succession planning for non-profit organizations. This is a continuing project that will result in a succession plan for the organization.

Once again, I am truly amazed by the level of communication and cooperation that exists between OCCL, the Ministry of Training, Colleges and Universities (MTCU), and our Local Planning and Coordination Committee (LPCC). As the representative on the OCCL Board from the Ottawa Public Library, I see the results of these strong partnerships first-hand. None of us operate in a vacuum. These relationships are fostered and strengthened through the leadership of Mary Wiggins and Maureen McGovern. I would like to thank the members of the members of the Board and the LPCC, as well as Mary and Maureen for their support.

Marcia Aronson

Mandate

Ottawa Community Coalition for Literacy (OCCL)

The Ottawa Community Coalition for Literacy (OCCL) has served and supported the adult literacy community since 1984. We are a non-profit, charitable organization providing information and referral services, professional development and service planning. We are funded by the provincial and federal governments, memberships, donations and fundraising.

The Board of Directors is responsible for the ongoing operations of the Coalition. The Local Planning and Coordination Committee (LPCC), a committee of the OCCL, is responsible for planning literacy services. The LPCC is made up of representatives from the Literacy and Basic Skills agencies in Ottawa.

Message from the Co-Chairs

Local Planning and Coordination Committee

It has been another busy year for the Local Planning and Coordination Committee (LPCC) and the many staff of the Literacy and Basic Skills (LBS) and Academic Upgrading (AU) agencies. We would like to take this opportunity to thank Mary Wiggin and Maureen McGovern for all of their hard work, determination and commitment in supporting our LBS programs.

The LPCC gives us a chance to be part of the bigger literacy picture. LBS staff can connect to share valuable information, knowledge and resources, which gives us the opportunity to best serve the needs of our adult literacy learners. A big thank you to all of our colleagues; together we accomplish a lot.

This year we have had some exciting new projects. Thanks to funding from the Ministry of Training, Colleges and Universities (MTCU), OCCL partnered with the Ottawa Public Library (OPL) and the Ottawa Deaf Centre to give Deaf, hard of hearing and deafblind adults the opportunity to have access to ***Getting to Know the Library*** by producing an ASL version in DVD format. OCCL also piloted literacy awareness training; our busy Chris Harwood trained several OPL staff who in turn trained almost 300 of their colleagues at the Ottawa Public library.

We would also like to thank the Ministry of Training, Colleges and Universities (MTCU) especially our Field Consultant, Nycol Vinette. Nycol works closely with us and has given us important guidance and feedback as we develop connections with our partners in Employment Ontario and adopt the Continuous Improvement Performance Management System (CIPMS).

Jan Goatcher and Sara Jappert

Highlights of 2008/2009

Employment Ontario

OCCL continued to build links with Employment Ontario stakeholders and partners. Here are some of our activities in the past year.

- Presentation to Apprenticeship staff at Employment Ontario's office, July 31, 2008
- Full-day meeting of representatives of Literacy and Basic Skills (LBS) and Academic Upgrading (AU) agencies with the Employment Ontario Manager and his staff, October 15, 2008
- Meetings with the other eastern networks, Literacy Link Eastern Ontario (LLEO) and Literacy Ontario Central South (LOCS) to ensure continuity in professional development for LBS/AU staff in the East and to collaborate on projects
- Meeting of the Local Planning and Coordination Committee (LPCC) held at Abbott Point of Care with assistance from Apprenticeship, February 11, 2009
- Participation of the Executive Director in meetings of the Youth Training and Access Committee (YTAC) which includes the directors of Job Connect agencies and a representative from Apprenticeship

Projects

ASL Version of Getting to Know the Library

- Staff and learners of the Ottawa Deaf Centre and the CNIB Literacy Program for Deafblind Adults as well as staff from Ottawa Public Library are featured in the DVD which will be available summer 2009.

Literacy Awareness Training for Staff of Ottawa Public Library (OPL)

- Chris Harwood trained OPL staff identified as trainers. They went on to train approximately 300 of their co-workers working at reference and circulation desks.

Capacity Development Project

- LLEO received funding from MTCU to develop a *Literacy Awareness Guide* (in English and in French) for employment counsellors. OCCL and LOCS are partners in the project and have been contracted to do some of the work.

Professional Development

- Non-Violent Crisis Intervention, Neally Thompson, September 24, 2008
- Effective Practices for Demonstrating Agency Capacity and Demonstrating Continuous Improvement of Performance during Monitoring Visits, Jane Barber, November 5 (Ottawa) and 7 (Belleville), 2008
- The Three R's of Research, Cindy Davidson (Literacy Network of Durham Region), November 19, 2008
- Clear and Effective Presentations, Michel Gauthier, February 4, 2009
- Essential Skills, March 25, 2009
 - Linking Essential Skills and Literacy and Basic Skills – Doug Noyes
 - Getting to Workplace Essentials - Chris Harwood

Events

- 2008 PGI Golf Tournament for Literacy, May 22, 2008
- Colleen Cooney Celebration of Literacy Luncheon, October 3, 2008
- Family Literacy Day Celebrations January 25 – 31, 2009. Visit our website at www.occl.ca to learn more about activities in the city.

Funders and Supporters

Financial Support

The Ottawa Community Coalition for Literacy is grateful to the following organizations and individuals who provided generous financial support:

- Ministry of Training, Colleges and Universities
- Office of Literacy and Essential Skills, HRSDC
- Ottawa Public Library
- The Ottawa Citizen
- RBC Foundation
- TD Bank Financial Group
- Burke-Robertson, Barristers and Solicitors LLP
- Collins Barrow Ottawa LLP
- Great West Life, London Life and Canada Life
- CBC
- Canada Post Corporation
- The Co-operators
- The Ottawa Senators
- Bell Canada, Employee Giving Program
- Borden, Ladner, Gervais, LLP
- Lynne Lalonde
- James MacLaren
- Richard Nolan
- United Way of Ottawa
- Association of Early Childhood Educators, Ottawa Valley Branch
- Child Care Council of Ottawa
- Early Childhood Educators, Ottawa Valley Branch
- Ottawa Child Care Association
- Regroupement des services éducatifs à l'enfance d'Ottawa
- Jerome Hiscock
- Ryder Lee
- Victor and Shirley Santos-Pedros
- Ralph Toombs
- Nancy Wright
- Participants in the *2008 PGI Golf Tournament for Literacy*
- Friends of Literacy

In-Kind Support

OCCL would also like to thank our supporters who provided in-kind support:

- The Ottawa Citizen
- NALD (National Adult Literacy Database)
- Burke-Robertson, Barristers and Solicitors LLP

- Collins Barrow Ottawa LLP
- Preston Food Market
- ABC CANADA Literacy Foundation
- Ottawa Public Library
- Kaleidoscope Kids Books
- Prize and Auction Contributors, *2008 PGI Golf Tournament for Literacy*
- Volunteers, 2008 PGI Golf Tournament for Literacy.
- McClelland & Stewart Inc.
- Harper Collins Canada
- Explorer Headgear Inc.
- Heartwood House
- AlphaPlus Centre
- J.J. Clarke, CJOH TV
- The Globe and Mail
- Hudson's Bay Company
- Chevy West
- St. Joseph Media
- Walrus Magazine

Board and Committee Members

The work of the Coalition is guided, nurtured and realized through the efforts of many dedicated people. We would like to express our appreciation to all of them.

Board of Directors

Marcia Aronson (Chair)	Ottawa Public Library
David Robertson (Treasurer)	Appointed by the Board
Wendy Siebrasse	Community Representative
Brenda Gaitens	Algonquin College
Kae McColl	People, Words & Change
Isobel Bisby	ALSO

Local Planning and Coordination Committee

Jan Goatcher (Co-Chair)	John Howard Society of Ottawa
Sara Jappert (Co-Chair)	CNIB Literacy Program for Deafblind Adults
Isobel Bisby/Kim Oastler	ALSO
Brenda Gaitens	Algonquin College
Maria Makrakis	Ottawa Catholic School Board
Kathy Holmes	Ottawa Deaf Centre
Louise Lalonde	Moi, j'apprends
Kae McColl	People, Words & Change
Carol McMurchy	Ottawa-Carleton District School Board
Lina Léveillé	La Cité collégiale

Professional Development Committee

Chris Harwood (Chair)	Ottawa Catholic School Board
Jan Goatcher	John Howard Society of Ottawa
Hoppy Roy	People, Words & Change
Wendy Siebrasse	Ottawa Community Coalition for Literacy
Maureen McGovern	Ottawa Community Coalition for Literacy
Mary Wiggin	Ottawa Community Coalition for Literacy

Staff

Mary Wiggin	Executive Director
Maureen McGovern	Community Coordinator

Contractors

OCCL operates with a small staff. We rely on several contractors for their expertise and services:

<i>Bonini & Associates</i>	Bookkeeping and Accounting
<i>Grade A Techs</i>	Information Technology Support
<i>Chris Harwood</i>	Project Coordinator

McCay, Duff & Company Auditor 2008/2009

Sign Language Interpreting Associates Ottawa Inc.

Financial Report

Year Ended March 31, 2009

2008/2009 in Review

The 2008/2009 fiscal year ended with a surplus of \$18,124, increasing the accumulated surplus at year end to \$178,138. The annual surplus was comprised of an Operating Fund deficit of \$29,412 which was more than offset by a surplus from Restricted Funds (i.e. the PGI Golf Tournament for Literacy) of \$47,536.

Revenues for the year of \$239,156 were down \$14,142 compared to 2007/08. Revenues from the provincial Ministry of Training, Colleges and Universities (MTCU) once again remained the same at \$82,000 and OCCL received one-time field support funding of \$10,500 which was used to offer training on preparing for program monitoring visits in partnership with the other eastern networks, Literacy Link Eastern Ontario (LLEO) and Literacy Ontario Central South (LOCS). Revenues from the PGI Golf Tournament for Literacy were \$55,042, down \$3,248. Another difference for this past year was the self-funding special projects which had revenues of \$54,746, a decrease of \$15,027.

The Coalition's main funding comes from MTCU with funding for special projects coming from other governments and agencies. The PGI Golf Tournament for Literacy is the main fundraising event for operating the ABC Line and also funds some Family Literacy Day activities and professional development for Literacy and Basic Skills staff. This event is 21 years old and support is beginning to drop. The incoming Board will review the Golf Tournament for Literacy in light of the current economic situation and determine its future.

2009/10 in Preview

As anticipated, funding from MTCU has been continued for core operations. The 2009 PGI Golf Tournament for Literacy will provide a portion of the funding required to operate the ABC Line, coordinate Family Literacy Day activities and operate the Professional Development Fund.

A project proposal to MTCU for 2009/2010 is still under consideration. OCCL will partner in another project with LOCS and LLEO funded by MTCU. The project title is "The LBS Model of Employment Ontario Services Integration for Common Clients".

Mary Wiggin, Executive Director
David Robertson, Treasurer

Ottawa Community Coalition for Literacy
Regroupement d'Ottawa pour l'alphabétisation
Financial Highlights
For the Year Ended March 31, 2009
(with comparative figures for 2008)

Revenues and Expenses

	2008/09	2007/08
Revenues		
Grants	82,000	82,000
Donations	38,124	39,645
Special Projects	54,746	69,773
Nevada Lottery Ticket Sales	19,599	21,082
Other Revenues	25,400	19,352
Registration Fees	19,287	21,446
	<hr/> 239,156	<hr/> 253,298
Expenses		
Salaries and Benefits	90,591	88,974
Contract Services	12,972	8,905
Rent and Utilities	8,335	7,877
Telecommunications	3,301	3,172
Insurance	2,019	2,276
Postage and Office Supplies	1,758	4,388
Equipment Purchases	-	1,594
Photocopying and Materials	4,771	5,456
Training Workshops	8,582	851
Tournament Expenses	7,148	7,033
Travel and Transportation	4,039	1,900
Library Project – PD	-	3,000
Professional Fees	4,200	4,214
Miscellaneous	6,614	6,469
Special Projects	54,746	69,773
Nevada Lottery Ticket Expenses	11,357	12,016
Amortization	599	1,670
	<hr/> 221,032	<hr/> 229,568
Surplus for the Year	18,124	23,730
Invested in Capital Assets - Net	<hr/> 1555	<hr/> 2,154
Accumulated Surplus	<hr/> <hr/> 178,138	<hr/> <hr/> 160,014

Ottawa Community Coalition for Literacy
Regroupement d'Ottawa pour l'alphabétisation
Financial Highlights
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Balance Sheet

	Mar 31/09	Mar 31/08
Assets		
Cash and Short-Term Deposits	229,468	168,226
Accounts Receivable & Prepaid Expenses	21,039	13,660
Office Furniture & Equipment - Net	1,555	2,154
	252,062	184,040
Liabilities		
Accounts Payable & Accrued Liabilities	9,652	17,699
Deferred Revenue	64,272	6,327
	73,924	24,026
Accumulated Surplus	176,583	157,860
Equity in Capital Assets	1,555	2,154
	178,138	160,014
	252,062	184,040

Auditor - McCay Duff & Company LLP, Chartered Accountants

Copies of the complete statements are available from OCCL on request