COMMUNITY LITERACY OF ONTARIO
MEMBERS' E-COMMUNIQUE
FEBRUARY 2013

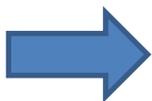**Happy Valentine's Day to our members and supporters!**

Community Literacy of Ontario is pleased to present our **February 2013 Members' E-Communiqué.**
Topics covered in this e-communiqué are:

1. *"Cyber Risks"*: Links to CLO's Newsletter and Recorded Webinar
2. *"Marketing LBS and the OALCF"*: Links to CLO's January Newsletter
3. CLO's Newly Revised *"Board Governance Resource Guide"*
4. PTP's *"Prevent It: Type 2 Diabetes Prevention Project"*
5. TechTogether Project
6. Update on CLO's Website and Thank You to the National Adult Literacy Database!
7. *"Think Big, Start Small":* YWCA's Civic Engagement and Leadership Campaign
8. The Ontario Branch of the International Dyslexia Association
9. The 2013 Golden Oak Award™ Reading Program
10. Employment Ontario Leadership Summit 2013 - Hold the Dates
11. Employment Ontario News and Information

CYBER RISKS: LINKS TO CLO'S RECORDED WEBINAR AND NEWSLETTER

On January 17, 2013, Community Literacy of Ontario held a popular webinar on **CYBER RISKS**. During this one-hour webinar, CLO overviewed issues to consider, cyber myths and cyber security. We also shared examples of good practices, checklists, real-life examples and sample policies from the literacy field and beyond. This was the second webinar from CLO'S *Reducing Risk/Protecting People* project series. Our Cyber Risks webinar was delivered by Vicki Trottier and co-facilitated by Joanne Kaattari.

If you missed this training opportunity, you can still participate by accessing the recorded version of our Cyber Risks webinar here: https://vimeo.com/57610015

We are also pleased to share the online link to our **CYBER RISKS NEWSLETTER:**
www.communityliteracyofontario.ca/newslet/jan_2013_our_voice_cyber_risks.pdf

Topics covered in this newsletter include:
- Cyber risks
- Passwords
- Safe surfing
- Sample learner internet safety pledge
- Sample social media policies

"MARKETING LBS AND THE OALCF": CLO'S JANUARY NEWSLETTER

Literacy and Basic Skills agencies have been working on the full implementation of the Ontario Adult Literacy Curriculum Framework (OALCF) since April 2012. During the past year, CLO conducted key informant interviews and held a focus group with community-based literacy agencies in order to determine how agencies are marketing their services to external stakeholders.

The results of CLO's research are compiled in our January 2013 *OurVoice* newsletter called *Marketing LBS and the OALCF*. Topics covered include:
- Who are our external stakeholders?
- Marketing strategies
- Challenges and looking to the future
- Service coordination success stories
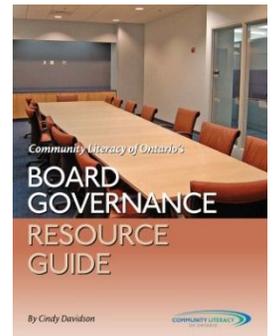- Communicating with external stakeholders

You can access CLO's *Marketing LBS and the OALCF* newsletter at:
www.communityliteracyofontario.ca/newslet/jan_2013_our_voice_marketing_lbs_and_oalcf.pdf

CLO'S NEWLY REVISED "BOARD GOVERNANCE RESOURCE GUIDE"

As part of CLO's fledgling social enterprise, we updated, revised and created new content for our "*Board Governance Resource Guide*". The new guide provides a user-friendly, step-by-step process designed to help nonprofit organizations strengthen their board capacity. Our "*Board Governance Resource Guide*" covers extremely important topics such as board roles and responsibilities, governance structures, boards and risk management, board development, effective meetings, and board evaluation. This guide is 75 pages long.

Our guide is available in print format for $20 plus shipping via CLO's online bookstore: www.nald.ca/clo/clobookstore.htm. It is also available as an Amazon Kindle e-book for $3.99 at: www.amazon.ca/Governance-Resource-Nonprofit-Organizations-ebook/dp/B00AXN7WYG

PTP'S "PREVENT IT": TYPE 2 DIABETES PREVENTION PROJECT

PTP (www.ptp.ca/) is sponsoring a wonderful peer leadership initiative called *"Prevent It": Type 2 Diabetes Prevention Project*". In this project, the adult learners at PTP are developing various educational resources about the prevention of type 2 diabetes. This project is funded through Toronto Public Health.

Through the *"Prevent It"* project, some great social media tools have been created that learners in other literacy agencies would find helpful as well:
- Blog: www.ptppreventit.tumblr.com
- Facebook: www.facebook.com/ptppreventit
- Twitter: www.twitter.com/ptppreventit

COMMUNITY LITERACY
OF ONTARIO

CLO and our member agencies often face a similar technical reality: we are small organizations with big missions. We need to use technology to fulfill our missions but we don't have IT departments to support us. To help with this, Community Literacy of Ontario is involved as a partner in an exciting project called *TechTogether* with GreenIT. The *Tech Together* project was funded by the Trillium Foundation and is designed to help small nonprofits use technology. The lead partner and GreenIT host is Green Communities Canada. You can learn all about *Tech Together* at www.techtogether.ca

As part of the *TechTogether* project, CLO members are able to access free webinars on a variety of computer and technical support issues specifically designed for small nonprofits. For example, there are three *TechTogether* eLearning events coming up in February and at the beginning of March. You can access the registration page listing all e-learning events at www.eventbrite.ca/org/2728246974?s=12488588

1. Introduction to Computer Hardware – Part 1: What do those numbers actually mean?

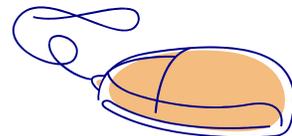*Date: Thursday, 21 February 2013 at 2:00 PM (EST)*
When looking at a new computer, all the numbers can be overwhelming. With so many terms and often conflicting advice, it can be difficult to know exactly what you're getting or really make an informed decision when buying new hardware. In this session, we will take a look at buying a computer or laptop and review processors, video cards and some of the input and output options.

2. Introduction to Computer Hardware – Part 2: Computer Storage and Monitors

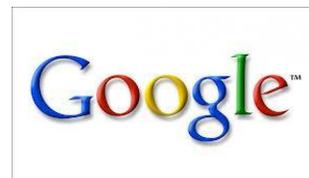*Date: Thursday, 28 February 2013 at 2:00 PM (EST)*
In Part 2 of *Introduction to Computer Hardware*, we will take a look at what the various storage options are (HDD vs SSD vs Cloud Storage), differences in monitors (LCD vs Plasma vs LED), web cameras and what these things mean for you.

3. Google Docs

Date: Thursday, 7 March 2013 at 2:00 PM (EST)
 Most of us are now aware of Google's free document service but knowing how to effectively leverage the service can be tricky. One of the biggest advantages to Google Docs is the ability to collaborate with multiple people online and share your documents in real time as you make changes. We'll show you how to share your various documents so that people can view your document and so that they can make changes. We'll also give you an overview of the types of documents available and some basic pointers on using the software in general.

If you would like to suggest a technology-related topic that you would like to see covered in a webinar, you can request it here: http://www.techtogether.ca/what-do-you-want-to-see.html. As well, if you want to be added to the *TechTogether* email list so you can get regular notification of e-learning events, email GreenIT at greenit@greencommunitiescanada.org.

UPDATE ON CLO'S WEBSITE AND THANK YOU TO THE NATIONAL ADULT LITERACY DATABASE!

Community Literacy of Ontario's website has been hosted and maintained by the National Adult Literacy Database (NALD) for the past 15 years. NALD has been an **excellent friend** to the literacy community for many years. NALD received funding from the Federal Government under the Office Literacy and Essential Skills (OLES) to develop and maintain literacy websites. Unfortunately, last year, the Federal Government elected to withdraw funding from NALD for website development and support to the literacy community. Community Literacy of Ontario was **extremely** disappointed by this decision since NALD's website services provided critical support to many literacy agencies across Canada, including CLO. Thankfully, NALD's online library and other services they provide will still receive funding from the Federal Government.

Because of NALD's strong commitment to literacy, their Board of Directors has elected to still *host* literacy websites despite the withdrawal of funding from the Federal Government. However, NALD is no longer able to *develop and update* literacy websites effective April 1, 2013. Starting in April, CLO's website will be still hosted by NALD; however, our website content will now be maintained by GreenIT as part of their social enterprise. We will also be moving our website to WordPress.

In the coming months, you will notice that CLO's website has a new URL: www.communityliteracyofontario.ca However, all of our current URLs will still work and will be linked to the new site.

The Board of Directors and staff of Community Literacy of Ontario would like to express our deep gratitude to the National Adult Literacy Database for their years of high quality service and commitment to literacy! Thank you from the bottom of our hearts.

"THINK BIG, START SMALL": YWCA'S CIVIC ENGAGEMENT AND LEADERSHIP CAMPAIGN

The YWCA has just launched a civic engagement and leadership campaign called *'Think Big, Start Small'*. The aim of this campaign is to get groups across the nation to encourage young people (young women especially) to identify social justice issues they care about and organize their own action - big or small - around that issue. A *'Think Big, Start Small'* social media site has been created so participants can share what they are doing and also link with other social justice projects across Canada. Learn more at the *'Think Big, Start Small'* website: http://thinkbig-startsmall.ca/en

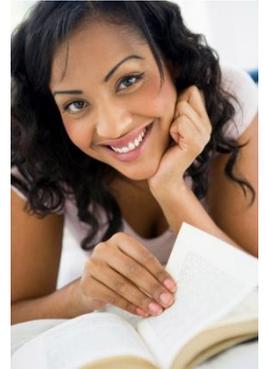## THE ONTARIO BRANCH OF THE INTERNATIONAL DYSLEXIA ASSOCIATION

Dyslexia is a very important issue in the literacy community. A great source of information on dyslexia is the Ontario Branch of the International Dyslexia Association. They serve people with dyslexia, their families, and the professionals who support them. Services include parent education groups, presentations, an information and referral line and an upcoming *Education Forum on Dyslexia*. For more information, visit their website at: www.idaontario.com

COMMUNITY LITERACY OF ONTARIO

THE 2013 GOLDEN OAK AWARD™ READING PROGRAM

Each year, the Ontario Library Association sponsors the Golden Oak Award™ Reading Program for adult learners. Adult learners enjoy reading the best of new Canadian literature and sharing their experience with thousands of others across Ontario.

Literacy agencies can get involved in the Golden Oak Award Reading Program by registering with the Ontario Library Association and paying a registration fee of $20. When you register, you will be given access to valuable tools to help you run the program, including: specific resources for each title, access to the Golden Oak interactive website for all readers, promotional materials, book discussion tips, voting information, fun activities, and more. You can register online at: Register Online or visit The Forest of Reading online.

EMPLOYMENT ONTARIO LEADERSHIP SUMMIT 2013

Employment Ontario Leadership Summit: Leading Through Change will be held on May 13-14, 2013 at the Delta Chelsea Hotel in Toronto. At this summit, participants can look forward to:
- An MTCU Update from the Regional Directors with time available for a question and answer period
- Dynamic workshops highlighting issues of key relevance and importance to the EO network
- Networking with the opportunity to discuss needs and successes with fellow delegates
- Keynote speakers whose messages will leave you inspired

All Senior Management/Executive Directors providing Employment Services and Literacy and Basic Skills programming are invited to attend. The cost to register will be $399. This fee includes all Leadership Summit activities and coffee breaks on May 13th and all activities, breaks, continental breakfast and lunch on May 14th. Travel and accommodation costs will be the responsibility of each registrant. Watch your inbox for further registration details in the near future. The Summit is coordinated and hosted by First Work on behalf of the Service Delivery Advisory Group.

EMPLOYMENT ONTARIO NEWS AND INFORMATION

MTCU's Employment Ontario Partners Gateway (EOPG) website provides a wealth of important information for LBS agencies.
See: www.tcu.gov.on.ca/eng/eopg/newpostings

Recent news on the EOPG includes:
- February 8, 2013: CaMS/2013-1 Bulletin
- February 8, 2013: EOIS-CaMS Frequently Asked Questions
- January 21, 2013: CaMS/LBS 2013-1 Bulletin
- January 10, 2013: Replacement of Email Bulletins with RSS
- January 9, 2013: LBS Quarterly Status and Adjustment Report (QSAR) Template