

COMMUNITY LITERACY OF ONTARIO MEMBERS' E-COMMUNIQUE NOVEMBER 2009

Dear CLO Members,

Community Literacy of Ontario is pleased to present its **NOVEMBER 2009** Members' E-Communiqué. Topics covered in this E-Communiqué are:

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2. [CLO's AGM and New Board of Directors](#)
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CLO'S ORGANIZATIONAL CAPACITY INSTITUTE – A HUGE SUCCESS!

Our Organizational Capacity Institute held on November 5 and 6th in Kingston was a huge success! Sixty literacy practitioners from across Ontario came together to network, share information and learn more about organizational capacity. Workshop topics included: technology; financial management; risk management; policies and procedures, customer services and HR management.

All the forms and materials covered in the "*Human Resources Standards for the Non Profit Sector*" workshop can be viewed on the website of the HR Council for the Voluntary & Non-Profit Sector at: www.hrvc-rhsbc.ca/home.cfm. Material from William Harper's "*Financial Management and Dealing with Uncertain Funding*" workshop is available at: www.williamharperassociates.ca/clo.html.

Participants enjoyed being greeted by the Kingston Town Crier and participating in a murder mystery dinner. The "murderess" turned out to be a long-time and well-known literacy practitioner! Thanks to the whole cast and crew for your excellent acting skills and to Joyce Bigelow, the author and director.

All of the individual workshops and the Organizational Capacity Institute were rated extremely high by participants. Thanks to all who attended and made this informative and fun institute such a resounding success!

CLO'S AGM AND NEW BOARD OF DIRECTORS

On November 6, 2009, Community Literacy of Ontario held its Annual General Meeting in Kingston, Ontario. At this meeting the financial statements were accepted, the auditor appointed and new board members were elected. We also were happy to acknowledge the six-year "above and beyond" contribution of **Linda Conley** of the Prince Edward Learning Centre to the CLO board of directors. Linda – thank you so much for everything – we will greatly miss you!

We are pleased to present our board of directors for 2009-2010:

Central Ontario

- Debra Barrett, Street Haven Learning Centre (Toronto)
- Barbara McFater, PTP Adult Learning & Employment Program (Toronto)
- Bert Providence, Toronto Public Library

Eastern Ontario

- Carynne Arnold, Kingston Literacy
- Keith Harford, Prince Edward County Learning Centre (Picton)

Northeastern Ontario

- Susan Hughes, Literacy Council of South Temiskaming (Haileybury)
- Lynne Zuliani, North Algoma Literacy Coalition (Wawa)

Northwestern Ontario

- Johanna White, Red Lake District Adult Learning Centre

Southwestern Ontario

- Chris Benninger, Adult Language & Learning (Chatham)
- Elizabeth Debergh, Wellington County Learning Centre (Arthur)

Member-at-Large

- Sue Davidson, Ontario Community Support Association (Toronto)
- Marsha Roadhouse, Quinte Adult Day School (Belleville)

CLO's executive members are:

- Barb McFater, Chairperson
- Carynne Arnold, Treasurer
- Marsha Roadhouse, Secretary.



IN NEED OF A LITTLE INSPIRATION?

If you are in need of a little inspiration – or want to inspire the learners in your program, be sure to check out this video called “The Best Motivational Video Ever”. Thanks to Roger Hannon of Georgian Literacy in Collingwood for sharing! See: [www.youtube.com/watch?v= tjYoKCBYag](http://www.youtube.com/watch?v=tjYoKCBYag).

PROGRAM VISITS AND CLO

This fall, Vicki Trottier and Joanne Kaattari were very pleased to have the opportunity to make visits to 22 community based literacy agencies and four regional literacy networks. We shared information about CLO projects and initiatives and learned about program issues and needs. Thanks for your hospitality and for sharing your wonderful work and passion for literacy with us!

LITERACY AND ESSENTIAL SKILLS AWARENESS GUIDE

Three regional networks in eastern Ontario, Literacy Ontario Central South, Ottawa Community Coalition for Literacy, and Literacy Link Eastern Ontario, have just released a new resource for employment counselors, called “*The Literacy and Essential Skills Awareness Guide*”.

This guide covers topics such as: “what are the signs your clients may need literacy and Essential Skills training?” and “finding out if your client can benefit from literacy and Essential Skills services”. To download a copy of this valuable resource, please click here: www.occl.ca/pubs/LESA-Guide/LESAGuide-en.pdf.

UPDATE ON LLO’S LITERACY AWARENESS DAY

Laubach Literacy Ontario hosted a Literacy Awareness Day on November 23, 2009 at Queen's Park. Meetings were held with MPPs and an evening reception also took place. The goals of this event were to thank the government for the funding increase for literacy programs and to also raise awareness about the need for continued funding for literacy.

The event was a great success and also fun and energizing! Three CLO staff and two CLO board members (Barbara McFater and Marsha Roadhouse) were pleased to join our colleagues and participate in this event. Congratulations to LLO and all who attended. We sincerely hope this becomes an annual event!

FREE WEBINARS FOR CLO MEMBERS ONLY! THE CHARITY LAW INFORMATION PROGRAM

The Charity Law Information Program (CLIP) is a project of Capacity Builders (a division of the Ontario Community Support Association). Three webinars will be held on Wednesday, December 16, 2009 on key topics of interest to community literacy agencies. CLO's new board member, Sue Davidson (Director of Capacity Builders) has kindly offered to waive the registration fees for CLO members to participate in these webinars. If you are a CLO member who is interested in taking this online training, please email CLO at clo@bellnet.ca to access your free coupon code for attending these events.

For more information on CLIP, please visit the Capacity Builders website at: www.capacitybuilders.ca/clip. Thank you Sue Davidson and Capacity Builders for this opportunity!

➔ WEBINAR #1: Top 10 Canada Revenue Agency Compliance Issues for Charities

December 16, 2009 from 10:00 – 11 a.m.

Join charity lawyer Mark Blumberg as he provides plain language information and resources about your legal compliance obligations. This workshop will cover top Canada Revenue Agency (CRA) concerns for Canadian registered charities including:

- Filing your T3010B Registered Charity Information Return accurately and on time
- Proper receipting
- Acting outside your legal objects
- Fundraising concerns
- Managing non-charitable activities
- Payment to directors

➔ WEBINAR #2: Canada Revenue Agency's New Fundraising Guidance: What Does it Mean?

December 16, 2009 from 2:00 – 3:00 p.m.

Mark Blumberg and Cynthia Armour will review CRA Guidance on Fundraising, including:

- A background to CRA's "not-so-new" rules
- What constitutes prohibited fundraising?
- Introduction to fundraising ratios
- Conduct that will increase or decrease CRA's level of concern
- Appropriate allocation of expenses
- Transparency, accountability and disclosure
- Procurement processes and fundraising contracts
- Evaluation and oversight



WEBINAR #3: Avoiding Extreme Misuse of Charitable Assets: Fraud, Money Laundering and Terrorism

December 16, 2009 from 4:00 – 5:00 p.m.

Resource development is a constant challenge and yet many charities naively ignore the real cost of the misappropriation or misuse of charity's resources in terms of dollars and lost credibility. Further, even an indirect involvement with or allegation of terrorism can have significant negative repercussions for a charity as well as the sector overall. Join Mark Blumberg as he provides practical tips for how your charitable organization can avoid being a victim of fraud or involved in money laundering or terrorism.

ALPHAPLUS CENTRE'S "WEB SAVVY" – FREE WEB TOOLS TO ENHANCE YOUR TEACHING

AlphaPlus' new pilot project designed to deliver free face-to-face and web-supported professional development workshops to educators across Ontario is picking up momentum. The project, shortly called **Web Savvy**, offers on-demand training in exploring, using and integrating new Web 2.0 tools such as blogs, wikis, podcasts, social-bookmarking, and many other web tools into literacy practice.

Terms like Facebook, Twitter, wikis, podcasts and blogs are a recent addition to mainstream vocabulary. Although the variety of new Web 2.0 tools and resources can be overwhelming, they can have a great impact on adult educators' professional and personal lives. Many web-based tools support effective collaboration, information sharing, and networking, but finding the time and resources to gain confidence by examining and using them can be challenging.

AlphaPlus Centre offers free, on-demand, face-to-face and web supported workshops for adult educators across Ontario to help them gain confidence and skills in using the internet and adapting new technology tools into their teaching practice. Customized workshops offer practical hands-on training, peer-to-peer support opportunities, and examples of how Web 2.0 tools are used by other organizations in the field. CLO was very pleased to have AlphaPlus co-present with TechSoup at our recent Capacity Institute on using technology to build organizational capacity. This workshop was extremely well received by participants.

AlphaPlus' [Web Savvy informational brochure](#) with available training topics and descriptions is now available as PDF and the [Opening Doors Network](#) website is getting updated to offer web support and information on this training initiative.

For more information on Web Savvy, please contact Monika Jankowska-Pacyna at mjankowska@alphaplus.ca or call 416-322-1012 or 1-800-788-1120, Ext. 117.

ONTARIO'S VOLUNTEER SERVICE AWARDS

The Ministry of Citizenship's Ontario Volunteer Service Awards honour the thousands of people who generously contribute their time as volunteers across Ontario. These awards are an important way to recognize volunteers who have provided service over many years. As we well know in the literacy community, volunteers play a very important role in our province. Ontarians donate more than five million hours of their time each year to organizations and communities across the province.

The Volunteer Service awards are given to people who volunteer their time to a single organization for several years. Any organization that has been providing service for five years or more can nominate up to seven volunteers per year. Recipients are awarded pins and certificates at special ceremonies across Ontario.

This year's deadline is January 25, 2010 so be sure to get those nominations in! For more information, please see: www.citizenship.gov.on.ca/english/honours/vsa/.

ANNOUNCING THE GOLDEN OAK™ AWARDS PROGRAM FOR 2010

The Ontario Library Association's (OLA) Golden Oak Award™ reading program provides a unique opportunity for new readers in adult literacy programs to read books chosen specifically for them. They can read the books by themselves, with their tutors, or as part of a reading group. Adult new readers are encouraged to read one, two, or all of the books and share their thoughts about them in an online discussion.

The program is available from OLA literacy centres for a modest registration fee of \$35 plus GST. The fee includes access to a listserv and a password-protected site that contains program ideas and resources, and the official voting site your readers will use. This site will give you access to new and interesting tools to use with your Golden Oak Readers.

The full list of Golden Oak titles are available on OLA's website at: www.accessola.com/forest2010/GoldenOak/. Sets of books can be purchased from S & B books, OLA's official wholesaler for the Forest of Reading Program. Contact: Donna Rea at forest@sbbooks.com or go to www.sbbooks.com. Most Literacy Centres begin the program in January and the official voting day is May 21st, 2010. The Golden Oak Awards Ceremony is part of The Learners' Conference on Thursday, June 10, 2010. It will take place at the North York Central Library in Toronto.

For more information please contact Meredith Tutching, Program Co-ordinator of the Forest® Programs, at mtutching@accessola.com. Additional information is available at: www.accessola.com/ola/bins/content_page.asp?cid=92-278.