

# London Council for Adult Education

Serving Adult Learners Since 1945

## Minutes of September 16, 2003 Meeting

**Present:** Donna Moore (UWO Centre for New Students, Toastmasters), Donna Smith (London Literacy Network), Alice Brona (LACW), Heather Jeffery (Hutton House), Lara Leitch, Deb Mountenay (EMOLTB), Carmen Sprovieri, Mac Hey, Pat Matthews (HRDC), Sheila Lupson (LCRC), Kelly Phillips (TVDSB), Becky Howse (TVDSB), Anne Marie Curtin (LLSC), Sherry King (LUHC)

**Regrets:** Kay Munro, Patrick Smith (LDCSB), Vicky Smith, Frances Shamley (MLR-Glencoe), Marie Easton (ESU-London), Sharon Collins (UWO-WCCS), Carl Sinclair

**1. Welcome and Introductions:**

- Donna Moore welcomed everyone to the meeting
- Introductions were made and Heather Jeffery brought greetings from Hutton House (our host for the meeting)
- Donna Moore welcomed Becky Howse (Principal, Continuing Education, TVDSB) to the council

**2. Minute Promotions:**

- Donna Moore – CFNS (UWO) – reported that a single parent wrote a letter to the Board of Governors about issues related to her situation (academic, funding, social, recreational) – the Registrar wrote a report, and there has been further helpful discussions which has heightened the awareness of issues related to the adult, non-traditional student; hopefully some changes will come out of this.
- Deb Mountenay – EMOLTB – reported that the Local Training Board is currently working with a group of employers in the health care field, representatives from UWO and Fanshawe College, and some community organizations to put together a Creating Access to Regulated Employment (CARE) project for nurses in our local area. The project will incorporate existing programs and supports from community agencies with expanded access to on-the-job placement and mentoring. The project is a hybrid of two currently successful projects in Ottawa and Toronto. They are in the process of bringing together a consortium of organizations interested in apprenticeship to conduct a local study of projected apprenticeship opportunities. This is a replica of study that was done in the Niagara area and can be found on the web site of Niagara Training and Adjustment Board [www.ntab.org](http://www.ntab.org).

**Minute Promotions (continued):**

Kelly Phillips (TVDSB) – reported that the following programs are available at Wheable: credit, literacy, and ESL. The Personal Support Worker program for the fall is full and is accepting applications for the spring program. Registration begins in October, please call 452-2660 for October 30 – December 19, 2003, term.

Heather Jeffery, Hutton House – reported that Hutton House will be presenting the Famous People Players at Centennial Hall on Saturday, November 22, 2003, with performances at 2:00 p.m. and 7:30 p.m. For more information please call Melissa at 472-6381 or visit [www.huttonhouse.com](http://www.huttonhouse.com)  
<http://www.huttonhouse.com>.

Sherry King (LUHC) – reported that LUHC has started a new program, ITP (Internationally Trained Professionals), which is geared to new Canadians (foreign trained) in the engineering and health care fields. Focus for this program will be on orientation to the Canadian workforce, self-assessments, terminology (in their field), as well as retraining and subsidized placements. For more information, please contact Amy Thompson at 439-0501 ext 257.

**Presentation :**

**Low Literacy:** how can my organization be part of the solution?

**Anne Marie Curtin, London Literacy South Central**

- Anne Marie Curtin provided an overview of LLSC and handed out information on the organization as well as presentation materials.
- Anne Marie also provided the members with information on their programs and services. They provide various workshops including:
- Literacy Awareness (training) - LLSC will train staff to recognize the signs of low literacy and provide suggestions for approaching clients in a positive and productive way. Cost for this workshop is \$200.
- Clear Writing (services) – LLSC will review written materials from an organization and provide an example of how they can be made clearer. Cost for this service is \$30/hour.
- Clear Writing (training) – LLSC will train staff in the principles of clear writing, that will assist the organization in preparing documents that can be read and understood by as many people as possible.

Literacy Audits – LLSC will come in to an organization and review the layout and processes from the perspective of a client with low literacy levels and offer feedback. LLSC offers this service to five organizations each year

at no cost. LLSC currently has five organizations scheduled for the literacy audit for this year, and are accepting requests for next year. Generally the cost for the literacy audit is \$30/hour.

- Donna Smith thanked Anne Marie Curtin for taking the time to present the programs and services offered by LLSC.

**3. Business Meeting:**

- Minutes of April 15, 2003 meeting – Motion to accept the minutes – Sheila Lupson / seconded by Donna Smith / carried.

**4. Committee Reports:**

- Executive Committee Report – Donna Moore reported that a temporary website for LCAE has been set-up through UWO; the website address is [www.registrar.uwo.ca/cfns/LCAE.html](http://www.registrar.uwo.ca/cfns/LCAE.html). Donna Moore has offered to do the updates as needed. Also, future ideas for a permanent website were requested. A suggestion was made to have links to other members/organizations websites and to have a link to the city of London and to [www.mycommunityinfo.com](http://www.mycommunityinfo.com).
- LCAE was featured in an article in the Londoner. Article was circulated and a request was made to obtain copies for the members.
- Donna Moore reported that we are looking for hosts for upcoming meetings. A sign up list was circulated.
- A request was made to provide members with a copy of the member feedback survey. Donna Moore will prepare a report for the next meeting.
- A request was made to obtain an update on the outcome of the meeting that discussed the maturity credits issue. Kelly Phillips will provide an update at the next meeting.
- Membership Committee Report – Sheila Lupson reported that there are currently 37 members. She noted that expenses are down due to reduction in postage costs by emailing minutes. She also asked that if there are any other organizations or past members that would be interested in joining the council to please forward the information to the committee and they will conduct a follow-up. It was suggested that the council should have a representative from the province.
- Marketing Committee Report – Lara Leitch is the chair of this newly formed committee and is looking for volunteers to assist with promotion of the council and various events (Adult Education Week / Awards Ceremony/ 60<sup>th</sup> Anniversary). Lara reported that the committee would be working on developing a list of media contacts. Also, the committee will be working with Nancy McQuillan to establish/maintain a permanent website for LCAE.

- A suggestion was made for more involvement with other organizations and employers that have a vested interest in adult education.
- Pat Matthews from HRDC suggested that the council look at submitting a proposal through the Job Creation Program to assist with advocacy and the 60<sup>th</sup> anniversary event.
- Advocacy Committee Report – deferred to next meeting
- Awards Committee Report – deferred to next meeting – Donna Moore informed the members that the Awards Ceremony has been scheduled for Thursday, May 6, 2004 at 3 p.m. in the Wolf Performance Hall of the Central Library.