



Community, Recreation & Education Society
ANNUAL REPORT 2022

learninggo.org



Agenda - Virtual Annual General Meeting - March 25th, 2023

1. Welcome: Kevin Ashley
2. Review of minutes from 2021 AGM - January 22nd, 2022
3. Letter from the Chair: Kevin Ashley
4. General Update for 2022: Emily Robar
5. Financial Report: Kevin Ashley
 - Motion to accept reports
 - Motion to use reports to file T3010 Charity Tax Return
6. Presentation of Reports
 - Fundraising Committee by Chair: Emily Robar
 - Grant Writing Committee by Chair: Devon Mader
 - Communication Committee by Chair: Ronan O'Driscoll
 - Policy and Procedures Committee by Chair: Nicole Ashley
7. Sectoral Initiative Project Report: Devon Mader
8. Strategic Direction for 2023: Emily Robar
9. Questions from the Audience
10. Presentations of Board Positions and Descriptions of Roles: Kevin Ashley
11. Election of Board for 2023: Kevin Ashley
 - Call for Nominations (Board Members Re-Offering)
 - Elections
12. Adjourn Annual General Meeting: Kevin Ashley
13. First meeting of the board immediately after



LEARNINGGO current by-laws state that the number of Board Members at large is unlimited; however the members have to subscribe to the memorandum of Association (MOA).

In the MOA, the **objectives of the Society are:**

1. To provide individualized, person-centered educational, social and recreational programming for children, youth and adults with Autism/ASD and their families who are members of the Society;
2. To provide a continuum of evidence-based educational supports and services to meet the needs of all individuals with Autism/ASD who are members of the Society;
3. To ensure that parents, who are members of the Society, are meaningful partners in the education of their son or daughter with Autism/ASD;
4. To work with community partners to ensure, members of the Society have, inclusive futures for individuals with Autism/ASD and their families through programming and training initiatives;
5. To Acquire by way of grant, gift purchase, request, devise or otherwise, real and personal property and to use and apply such property to the realization of the objectives of the Society;
6. To buy, own, hold, lease, mortgage, sell and convey such real and personal property as may be necessary or desirable in the carrying out of the objectives of the Society.

Currently, LEARNINGGO is using an **Administrative Governing Board Structure**, so the election of the Executive Committee is one of the most important duties of the annual general meeting.

The roles and responsibilities of the **Executive Committee** of the LEARNINGGO Governance Board is the collaborative, decision-making and legal authority of the LEARNINGGO Board at large. Its primary duties are as follows:

- PURPOSE: determining what the priority next steps would be to address and fulfill the goals above.
- PROGRESS: setting the rate at which the organization takes on activities, programs and services to fulfill its goals.
- SUSTAINABILITY: making sure that there is enough financial and human resources in place to guarantee the existence of the organization.
- IDENTITY: clarifying to our community the organization's values, beliefs, and promoting PLT's programs and services.

Vision: Every individual with Autism/ASD has a unique personality and profile; they can learn, grow and develop at their own pace with the right kinds of supports.



Autistic adults and families become our partners in this journey as we work together to fill the gaps in programs and service delivery in Nova Scotia.

Mission: Through training, partnerships and individualized programming supports and services, we empower and support individuals with Autism/ASD to be active, lifelong members of our community.

Core Values:

- Person-Centered
- Collaborative
- Respectful
- Innovative
- Acceptance
- Optimistic



Board Chair Report by Chair Kevin Ashley
March 25, 2023

The past year has been a year of excitement and renewal as we rebranded our Charity as LEARNINGO: Community, Recreation & Education Society. With the help of our committed Board of Directors and community members, we were able to implement our first large scale contribution agreement with the Federal Government, expand our programs and make new connections across Nova Scotia.

Our staff stepped up to increased levels of responsibility as we challenged them to create new roles and processes, allowing them to support our growth. Our participants, parents/guardians, and professionals whom we work with daily, put their full trust and support behind us as we continue to provide engaging and safe environments through programming and training.

In late 2022, we were able to create participant:staff ratios that once again allowed each of our programs to cover their own costs, something we haven't been able to do during the pandemic. This, along with having some of our highest registration numbers in both our March Break and Summer Fun programs allowed us to hire more part time staff, provide training for more community groups and partnering organizations, and end the year with a registration waitlist.

We continue to actively engage and support our collaborative community partners such as Halifax Regional Municipality - Recreation Department, Bedford United Church and Dalhousie Recreation Therapy and Occupational Therapy. Without their generous support, our programs would not be possible.

I would like to once again take the opportunity to thank our board members, staff, families, participants, and community partners for their trust in our mission, dedication to our success, and all the hard work put in daily.

Sincerely,

Kevin Ashley
Chair, Board Executive



General Update by Executive Director Emily Robar
March 25th, 2023

First off, I would like to introduce myself as the Executive Director of LEARNINGGO. I was asked to take on this role in the Fall of 2022, and I want to thank the Board Executive and staff for trusting me to take this challenge on, and showing me grace as I learn the ropes.

Peers Learning Together (PLT) Afterschool Program

PLT operated out of 2 locations; Sackville Sports Stadium and Captain William Spry Center. The program occurred in Sackville on Mondays, Wednesdays and Fridays from 2:30pm-5:30pm, with a swim session on Wednesdays. On Tuesdays and Thursdays the program was offered in Spryfield. We did not have a swim session in Spryfield for the later half of 2022 but are actively working on having it return. Swimming is a large draw for most of our families, as well as having participants out in the community via walking trails, nearby playgrounds and other community facilities such as splash pads or outside tracks. Over the course of the year we maintained between 13-19 participants on a monthly basis.

March Break Fun

This week-long camp occurred over the HRCE March Break (March 14th-18th) at the Sackville Sports Stadium from 2:30pm-5:30pm each day. The Stadium generously allowed us to host our camp within their building which offered swimming to our participants and access to a great outdoor trail system. We had 14 different participants fill 48 spaces over the course of the week.

Summer Fun

The Summer Fun Program operated from July 4th - August 26th in 2022. The program was once again housed in the Sackville Sports Stadium based on our agreement with HRM REC to support their summer camp program within the same facility. As per years past our July registration was a bit lower than August, but we had an active waitlist and were unable to welcome all of the participants that were interested in August due to being at capacity most of the month. To date this was one of our most successful summer camps in regards to participant registration, with 27 different participants filling 80% of the available spots over the two months.

Collaborative Schooling Program (Co-Schooling)



Co-Schooling was able to operate on a larger scale when compared to 2021 moving to 5 days a week, 12:00pm-2:00pm at the Bedford United Church. The program operates along the same schedule as HRCE's academic calendar. Participants are able to receive educational opportunities at a 2:1 ratio where programming is based on each participant's skill level, learning style and goals. We had a certified teacher, an ECE, and a BCBA overseeing the programming and some fantastic staff implementing it on the ground. We found the best way to increase registration with this program was to gauge interest on a small scale, and hire staff as needed to pull off the waitlist. This strategy has allowed this program to scale slowly, and successfully without diluting the planning and programming that it takes to be successful. In 2022 we added 6 new students bringing our total enrollment to 7.

Training Institute

Our revised training sessions were implemented within our own organization for our program staff as well as offered free to the public as a 3-tiered training opportunity. Over the year 14 of our LEARNINGGO staff were trained, 14 in the first tier, 5 in the second tier and 4 completed all three levels of training. On Top of receiving training our internal staff were also mentored by our Director of Training and Development to ensure the theory taught in the training were translated to hands-on, real time skills within our programs.

We were able to continue our partnership with HRM Recreation and attend two pre-summer trainings for their summer staff to teach support strategies and basic behavior management principles, as well as offer two sessions of similar training in the fall for Sackville Stadium program facilitators for a total of 58 HRM Staff trained by LEARNINGGO in 2022.

In the fall of 2022 we began the Public offering of this tiered training opportunity, the first session had 11 attendees, all having positive feedback from the day long training. The second and third sessions were pushed ahead to the early months of 2023 due to trainer illness.

Staff

There are 5 levels of staff involved in the LEARNINGGO organization that create, plan and implement our programs as well as support staff and provide training opportunities. These positions include the Executive Director, Director of Programs & Operations and Director of Training & Development, Site Supervisors, Lead Coaches/Instructors and Group Assistants/ Assistant Instructors. We did have staff turnover as any year does, but the current staff members as of December 31st, 2022 are as follows:



Executive Director - Emily Robar

Director of Programs and Operations - Devon Mader

Director of Training and Development - Emily Robar

PLT Site Supervisors - Devon Mader, Crystal Day

PLT Lead Coaches - Jennie Dupuis, Crystal Day, Erin Dooley

PLT Group Assistants - Joanne Vogt, Genna Dauphinee

Co-Schooling Site Supervisor - Jennie Dupuis

Co-School Lead Instructors - Jennie Dupuis, Devon Mader, Erin Dooley

Students / Community Partners

LEARNINGGO typically partners with several organizations to provide placements for students to enhance their learning experiences in a hands-on environment. However, due to the slight crossover of COVID protocols within the DAL OT student placement system, we were unable to host any OT students in 2022. We did however host 6 Recreation Therapeutic Students through HRM and EveryWon in the spring of 2022, four of which continued their time with us as staff after their placements were completed.

Barriers

Transportation from school to the program site was the main barrier to accessing the program. Many families struggle to find a way to get their participant to the after school program and this can be the deciding factor about whether or not a participant can join the program. We have had multiple families reach out about joining the program and were not able to do so based on transportation requirements, or location of program sites.

The cost of the program is also a barrier to many families. We have been contacted by several families who were not able to access the program based on the cost.

The participants we currently have enrolled are getting older. Many of our participants transitioned out of elementary school and into junior high/high school and even out of highschool. This shift has meant that many of our participants are in school later in the day. The early program time at the Sackville Sports Stadium (2:30-5:30) puts families in the position of having to choose between missing school and missing PLT time.

Sincerely,

Emily Robar



**LEARNINGGO: COMMUNITY RECREATION AND EDUCATION SOCIETY (FORMERLY
PLAYING AND LEARNING TOGETHER)**

Statement of Operations

Year Ended December 31, 2022

(Unaudited)

	2022	2021
REVENUES		
Program fees	\$ 160,600	\$ 148,195
Federal government grant - ESDC	107,278	-
Fundraising	27,274	29,888
Gifts and donations	15,506	16,923
	<u>310,658</u>	<u>195,006</u>
EXPENSES		
Salaries and wages	254,994	220,437
Program expenses	19,992	-
Professional fees	11,833	15,383
Rental	11,330	11,065
Office	4,590	2,012
Interest and bank charges	2,290	1,570
Advertising and fundraising costs	970	7,787
Insurance	900	1,270
Supplies	681	2,944
Bad debts	-	225
	<u>307,580</u>	<u>262,693</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	<u>3,078</u>	<u>(67,687)</u>
OTHER INCOME		
Canada Emergency Wage Subsidy ("CEWS")	-	53,473
Settlement recovery	-	31,696
Canada Emergency Business Account ("CEBA") loan forgiveness	-	10,000
Rent recovery	10,045	8,340
	<u>10,045</u>	<u>103,509</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 13,123</u>	<u>\$ 35,822</u>





**LEARNINGO: COMMUNITY RECREATION AND EDUCATION SOCIETY (FORMERLY
PLAYING AND LEARNING TOGETHER)**

Statement of Changes in Net Assets

Year Ended December 31, 2022

(Unaudited)

	2022	2021
NET ASSETS (DEFICIT) - BEGINNING OF YEAR	\$ (80,601)	\$ (116,423)
EXCESS OF REVENUE OVER EXPENSES	13,123	35,822
NET ASSETS (DEFICIT) - END OF YEAR	\$ (67,478)	\$ (80,601)

Draft for discussion purposes only





**LEARNINGGO: COMMUNITY RECREATION AND EDUCATION SOCIETY (FORMERLY
PLAYING AND LEARNING TOGETHER)**

Statement of Financial Position

December 31, 2022

(Unaudited)

	2022	2021
ASSETS		
CURRENT		
Cash	\$ 9,451	\$ 15,004
Accounts receivable	14,400	12,695
Harmonized sales tax recoverable	3,695	2,619
	<u>\$ 27,546</u>	<u>\$ 30,318</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 7,159	\$ 7,654
Employee deductions payable	4,364	3,265
Deferred income	18,501	-
Current portion of long term debt	40,000	-
Note payable	-	60,000
	<u>70,024</u>	<u>70,919</u>
LONG TERM DEBT	-	40,000
PROMISSORY NOTE	25,000	-
	<u>95,024</u>	<u>110,919</u>
NET ASSETS (DEFICIT)	(67,478)	(80,601)
	<u>\$ 27,546</u>	<u>\$ 30,318</u>

ON BEHALF OF THE BOARD

Director

Director



See notes to the unaudited financial statements

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Fundraising Committee Report by Committee Chair Emily Robar

March 25th, 2023

Members

- Emily Robar (Chair)
- Virginia MacNeil
- Nicole Ashley
- Krista Little

During 2022 LEARNINGGO was able to hold 4 fundraising events/campaigns:

1. Bluenose Marathon
2. Charity Golf Tournament
3. Founding Friends Campaign
4. Canada Helps Donations

Bluenose Marathon

This was our second time participating in the Charity Challenge in the Bluenose Marathon. Anyone who registered and participated in any of the events was able to join our team and collect donations on behalf of PLT. Multiple families and staff attended the event and it was a huge hit among the team. We were successful in raising \$1685.00

Charity Golf Tournament

The 5th annual Charity Golf Tournament occurred on September 16th, 2022. We returned to River Oaks Golf Club which again allowed us to secure an earlier tournament date as well as substantial reductions in cost to golf and provide food to the attendees. There were 14 Teams registered, 27 hole sponsors, in combination with our 50/50, silent auction and various cash donations the event raised approximately \$22 000.00!

Founding Friends Campaign

The Founding Friends Campaign was created in late 2022 based on the desire to offer permanent public thanks to those who generously donate to our organization, either once or repetitively over the course of our existence. The Founding Friends was a way to market our rebrand, and allow corporations, businesses, families/family members or the public to support the change of our name to LEARNINGGO. We offered 4 tiers of pledge options, and provided printed brochures to board members, staff and families to approach individuals they felt may be interested in pledging. We ended up having 3 donors pledge in December 2022 raising a total of \$4000.00 towards our organization's sustainability moving. We had additional donors in



January of 2023 as the campaign stretched across two calendar years, but they did not fall within this reporting period.

Canada Help Donations

Lastly, we received a number of donations through our Canada Helps platform. Donations were from community members, people across Canada, a participant's birthday campaign and a number of memorial donations. They totaled approximately \$3570.00

We are extremely grateful for this committee's effort as the world of fundraising after the pandemic has become a very different world. We look forward to continuing to adapt and present new and returning fundraising events in 2023.

Sincerely,

Emily Robar
Chair, Fundraising Committee



Grant Writing Report by Chair Devon Mader
March 25th, 2023

Members:

- Devon Mader
- Meghan O'Neill
- Jessica Seward

The LEARNINGO Grant Writing Committee researches and applies for grants to help LEARNINGO become sustainable and deliver our services.

For the majority of 2022, LEARNINGO took part in a contribution agreement with the federal government to train/educate workers and new students from the recreation and health sector within the province. This project was a huge success and upped our capacity to hold training seminars and conduct more sessions in the future. Due to this, we could not apply for any grants that would overlap with those activities and so we focused our applications on grants that would help offset the cost of our staffing budget. We also applied for grants that could help us purchase equipment and resources to expand our library of goods. In addition, we also made introductory emails and connections with local foundations for future consideration.

Grants Completed:

Canadian Sectoral Initiative Project (\$141,000):

This contribution agreement spanned the entirety of 2022 and allowed us to improve our resource library for office supplies and training purposes. We had the majority of Erin Dooley and Emily Robar's salaries covered while also training students and sector workers throughout the Municipality. We were also able to make new connections with organizations outside of the city, most notably Valley Recreation.

Grants Applied:

la Financial Group Contest (\$100,000): Denied

This submission was sent in September and would have covered staffing cost for the afterschool program with the addition of new gross motor equipment and tabletop activities for the program.

Telus Mental Health Grant (\$15,000): Denied

This submission was also for the afterschool program and focused on staffing costs, outings, and equipment to help keep our program sustainable.

Canadian Parks and Recreation Society (\$20,000): Denied

This grant was to help offset staffing costs and purchase gross motor equipment for our afterschool program.

Eccelestrial Grant: (\$100,000): Denied



This grant for staffing costs for co-schooling and resources to expand our learning library. This grant would have also covered admin costs and come overhead for our organization.

Foundations Contacted:

Learninggo has reached out to multiple foundations including The Windsor Foundation, The Craig Foundation, The Charitable Irish Foundation, The McCain Foundation, and The Wilson Foundation. All have not responded and we are awaiting approval on a few of the foundations. We will continue to explore these options as potential partners in the future.

As we look forward into 2023, LEARNINGGO will continue to locate grants to help offset the staffing costs and pursue foundations that can contribute to our growth and development on a consistent basis. We understand the importance of collaboration and will always be open to forming partnerships with like minded organizations or foundations to not only grow our own interests but to improve services for all Nova Scotians.

Sincerely,

Devon Mader



Communications Report by Chair Ronan O'Driscoll
March 25th, 2023

Members:

Nicole Ashely

Emily Robar



Ronan O'Driscoll

Introduction

2022 was the year Learningo and the Communication committee came out from lockdown due to the Covid-19 pandemic. This was the year that we officially changed our name from PLT to Learningo. A new website was launched (<https://learningo.org/>) and our social media channels updated to reflect the new name. We engaged in as many activities as possible to improve communication with the program participants and the larger Halifax community. Fund-raising events like the Golf Tournament were successfully communicated to members via our social media channels (primarily Facebook) and the new website. We were also able to move the organization to Google for Nonprofits. See below for details on each:

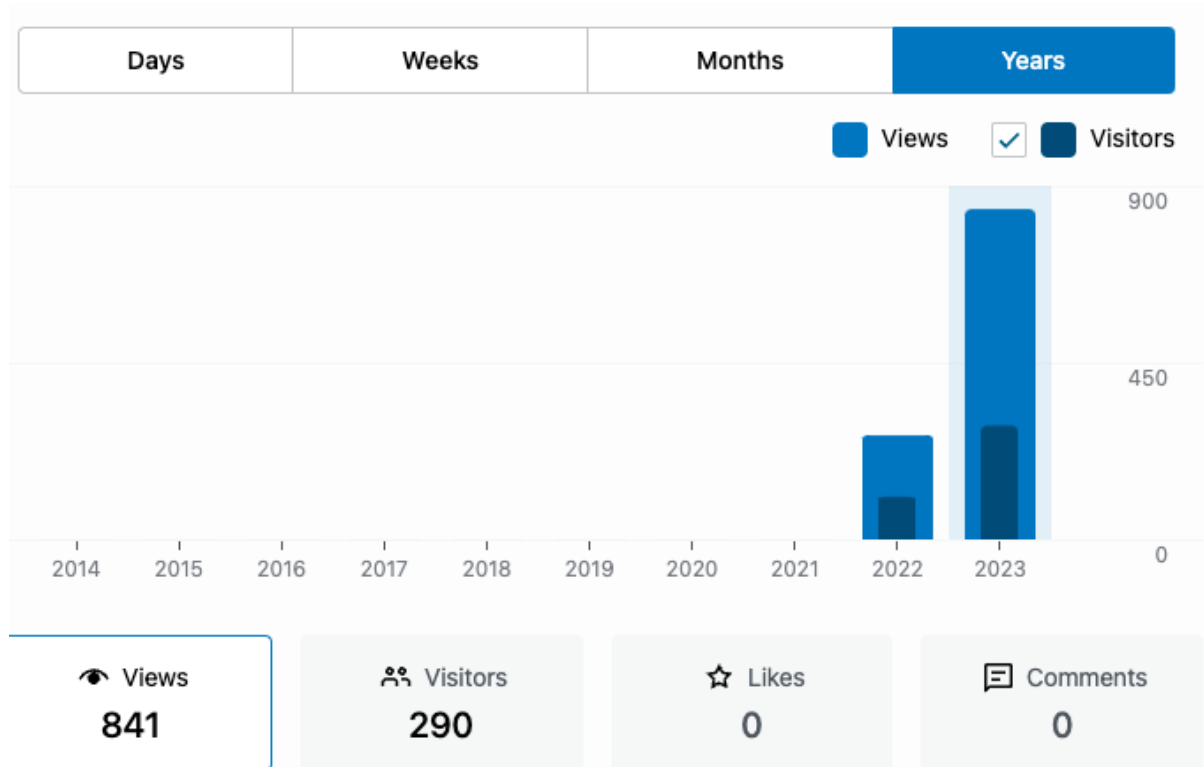
Social Media Presence

We continue to use our Facebook group account extensively. The following breakdown from Facebook shows a significant level of engagement. Other metrics are available on request.

Page overview	
Discovery	
 Post reach	2,528
 Post engagement	363

New Website

We had a successful launch of our new website. See below for a graph of visitors and views. Further breakdown is available on request.



Google For Non-profits

We were recognized as a non-profit by TechSoup (<https://www.techsoup.ca/>) and successfully set up on Google for Nonprofits. This provides the organization with a greater ability to communicate through emails with custom domains (@learninggo.org) and full use of the Google suite of office products: docs, sheets, slides, etc. as well as a generous amount of free storage. There are a number of other useful free and discounted resources (discounts on computers, Quickbooks, Zoom etc.) available on TechSoup should the organization wish to pursue them. See <https://www.techsoup.ca/product-catalog>.

Submitted Respectfully,

Ronan O'Driscoll (Committee Chair)



Policy and Procedures Report by Chair Nicole Ashley
March 25th, 2023

Members:

- Nicole Ashley
- Meghan O'Neill

The Policy and Procedures Committee is a subcommittee of the Board, developing and evolving the policies and procedures required for LEARNINGGO to operate efficiently and effectively.

The objective of this committee, as in the previous two years, has been the changes required to the COVID-19 Policies and Procedures Manual. As the restrictions and advice from Public Health changed, as well as the requirements of the facilities we operate our programming out of, the manual was updated.

As the Public Health orders and restrictions fluctuate and change in response to the needs of Nova Scotia, the Policies and Procedures committee will ensure the documentation remains current.

In addition, edits and revisions continue to be made to both the Staff and Parent Handbooks as required.

I want to thank Meghan for her support throughout the year.

Respectfully submitted,

Nicole Ashley
Interim Chair, Policy and Procedures Committee



Sectoral Initiative Project Report by Project Head Devon Mader
March 25th, 2023

In 2021, LEARNINGO signed a contribution agreement with the Government of Canada to create newly qualified professionals in the clinical and community healthcare fields with specific training on Autism Spectrum Disorder to fill the knowledge gap between clinical and community healthcare. The specific objectives of this project were as follows:

- Address specific community healthcare workforce needs by training individuals from different fields and programs to successfully support individuals with autism spectrum disorder who come to their workplace for services/treatment.
- Support individuals taking part in the PLT training to remain employed within the community/healthcare sector by participating in networking opportunities with our community partners during the hands-on workplace portion of our training; and
- Provide work experience to individuals with autism spectrum disorder to gain valuable work experience to address the workforce challenges within the community/healthcare sector.

Originally this project was slated to be completed by December 2022 over the span of 12 months, however due to changes with Dalhousie students and complications with COVID, we had to extend the project an additional three months. It will be completed on March 31st, 2023. Below is a comprehensive checklist of all the activities completed as outlined in the scheduled agreement.

Month 1-3 (Jan 2022 - Mar 2022)

- Learningo developed Intensive training sessions that focused on person-centred learning and how to adapt programming within the PLT afterschool program (Session 1: Autism 101, Session 2: Basic Strategies and Session 3; How to Teach);
- Improved our capacity to develop and conduct training sessions by purchasing new office equipment and resources for our organization. These items included but are not limited to: personal laptops, printers, bulletin boards, office chairs, storage units, etc.
- Learningo contracted Ben Brush to develop our new logo and re-brand in order to successfully roll out our online training package to the public
- We created a list and enrolled (10) new workers from Dalhousie Recreation and Halifax Recreation who began in February; They worked periodically at the PLT afterschool program gaining valuable hands-on experience under our lead coaches and supervisors.
- Emily and Erin conducted Session 1: Autism 101 with 14 new workers and tracked their pre-training skills. Improvement was shown upon post-training tests and hands-on development at the afterschool program.



- hired one individual with Autism to work at our afterschool program to gain valuable workplace experience and learn skills to obtain employment in the future
- hired one student to mentor the individual with autism, this duty was handed over to the site supervisors as it required a little more attention than originally slated.

Notes The Students from Dalhousie were expected to start in January, However COVID protocols kept students from returning in person until the end of February. Furthermore, large groups were not allowed to gather so our original number of students (16) was reduced to (10).*

Month 4-6 (April 2022 – June 2022)

- Emily and Erin conducted Session 2: Basic Strategies of the PLT intensive training sessions. Due to the fact that some students left the province to return home from school, we only managed to get seven of the original cohort to return from session 1.
- Emily and Erin conducted Session 3: How to teach, our numbers dwindled again from seven to three trainees as most students returned home to other provinces or cities and were not available to come in person.
- Learningo held a targeted supplemental training for 28 Halifax Regional Municipality Inclusion Coordinators. These coordinators ran REC camps through out the summer and showed improvement in knowledge and skills after post-training tests were conducted.
- Learningo held a second targeted supplemental training session for 23 HRM summer REC employees. These workers would be directly involved in working with children of all abilities and were given strategies and tools to help strengthen their ability to adapt their program for individuals on the spectrum and others who may need additional support.
- We purchased books and resources to enhance our training library for future development. These resources included Disruptive Rubi Autism & Clinical Manual Disruptive.
- We completed our transaction with Ben Brush to help brainstorm, create and roll out our new Brand and prepare for the online tool-kit.

Notes When the contribution agreement was originally created, we lined the activities up so all three intensive sessions would be completed before the semester ended. However, the project was delayed due to reconfiguration of our activities in accordance with the project officers. This resulted in lower turn out during sessions two and three.*

Months 7-9 (July 2022 – Sept 2022)

- Erin and Emily continued training and mentoring new staff and a few students throughout the summer program. Mentoring was done on site at the summer fun program and was largely hands-on skill based training. Emily tracked all data and all new workers showed improvement in skills over the summer.



- Supplemental training sessions originally scheduled for Sackville Stadium Employees and HRM Lifeguards were delayed due to summer activities and a lack of interest during these months.
- Ads were created to locate more individuals with Autism to receive training in the fall, however there was no success in finding new candidates.

Notes Like the quarter above, the lack of students and interest over the summer months caused a lull in activities during this time. We also lost contact with Dal professors and HRM managers as most were off during summer months or took vacation time.*

Months 10-12 (Oct 2022 – Dec 2022)

- Learningo conducted its third targeted supplemental training sessions for the 12 Sackville Stadium workers. The feedback from the employees was positive and all workers showed improvement in knowledge and skills taught during the session.
- Learningo began training the second cohort of 11 new workers/students for the PLT Intensive training. Feedback from these sessions were positive, with the majority showing improvement upon post-training testing.
- We made a connection with Valley Rec, another recreation organization in the Annapolis Valley. Emily hosted and trained 20 of their employees. This session went extremely well and will be an ongoing client moving forward.
- Learningo hosted multiple students and interns from the original 11 new workers that received intensive training. They have been working closely in the afterschool program and some were even hired on our team. They have shown interest in staying in touch with the organization and continuing in the field.
- More of the purchases were made for our office equipment. Most notably a new laminator for visuals and printer ink for training purposes.

Notes The 20 participants from Valley Rec were replacements for 15 aquatic directors originally scheduled to be trained. We tried multiple times to contact HRM for aquatic director training but could not find a time or place to gather enough people to draw interest. In addition, our connection with Valley Rec has allowed us to network with our recreation professionals and organizations that could potentially foster productive relationships in the future.*

Conclusion:

In Totality over 2022, Learningo has spent \$19,000.00 on new equipment and resources to build an extensive training library that improved capacity for us to train young professionals and organizations in the future. We would not have been able to purchase these items otherwise and it was a huge success for our organization. In addition, we trained a total of 40 new workers who took part in the PLT Intensive hands-on training. This was a combination of training sessions and on-site



placements to learn skills and knowledge at the PLT afterschool program with individuals on the Autism spectrum. Learningo also trained 83 professionals in the health and rec sector, enabling them to learn skills that will help them adapt their workplaces and make them inclusive spaces for all. Although we were schedule to hired 2-3 workers on the spectrum, we only ended up hiring and training one. Although the project is set to be completed in March, Learningo has discussed plans to continue the initiative to give Autistic individuals a place to practice their work skills and provide employment opportunities where applicable.



Strategic Plan for 2023 by Rachel Platt

March 25th, 2023

Our word for LEARNINGGO this year is *Develop*. After achieving so much growth in 2022 we will now be focusing on developing staff skills further by offering new training and mentorship opportunities to maintain effective programming and implementation of our methodology. New partnerships, training and support services will be developed to build on the growth achieved this past year. By the end of 2023 we envision

- LEARNINGGO will be well known for offering effective and supportive programming across HRM
- Offering supervision opportunities for those seeking certification in the field of behaviour analysis
- Creating partnerships with academic institution offering opportunities for skill acquisition through training and/or an applied approach
- Increasing the scope and impact of the co-schooling program
- Creating a strategic plan for LEARNINGGO that highlights development and focus for the next three years
- Developing new programming that will aid in developing the skills of individuals around Nova Scotia to support those in their community more effectively and also act as a revenue stream leading to greater financial stability within the organization for core programs

To achieve the above vision for 2023, the following five priorities and key strategies will guide the society to the future:

1. **Demonstrating and expanding outcomes and impact for all participants** by using data collection methods to inform program creation and ensuring progress is being made on socially significant goals for participants themselves, their families, their community and LEARNINGGO staff.

This priority will focus on improving tracking outcomes through data collection, goal setting and revision, and graphing (if required) to ensure we are moving in the correct direction, and at the right pace for our participants to succeed in whatever their lifelong goals are.

- Continuing to provide individualized program plans, goal setting and progress tracking
 - Revision current program plans for existing participants making changing when necessary as outlined by tracking process
 - Staff mentoring to help staff maintain efficient implementation while continuing to grow their skill set
2. **Growing Awareness** within the community, including but not limited to those seeking services for their children, current partnerships and potential new partnerships with local businesses, non-profit organizations and profit organizations interested in getting involved with LEARNINGGO.



This priority is dedicated to continuing the growth of awareness of our new branding, methodology, current and future programs and services. We will focus on using our current partnerships to develop an increased interest in our services at the governmental level, specifically in the health, community services and education sectors.

- Exploring avenues that have been shown to be effective within Nova Scotia to increase service awareness resulting in sustainable and positive growth in participation, organization impact and financial support
- Continued community based fundraising to make connections

3. **Expanding Reach** by increasing our presence in our community facilities, and adding facilities in other communities. As well as expand programs to education based needs, and adult living skills / employment.

This priority is focused on expanding LEARNINGO's reach into areas that continue to need us most. Reach is achieved through increasing enrollment in our current programs, expanding into new community facilities, and adding additional programs.

- Increase participant enrollment in afterschool program
- Hire more group assistants to accommodate program growth
- Increase enrollment in the co-schooling program
- Collect and organize data to determine the generalized impact of the co-schooling project
- Seek out a swim-included Dartmouth Location
- Seek out free or low cost permanent space for the co-schooling program

4. **Develop our staff and other paraprofessionals** to continue to ensure quality delivery of our programming is occurring at every site and in every program and other professionals in the recreation and/or health sector are able to provide services more efficiently and to individuals they may not have been able to serve in the past.

Priority #4 is critical to growth as it enables us to maintain a strong foundation as we reach out to our previous three strategic priorities. This priority will focus on continuing to grow our program, but also provide training to increase competency in other environments in our field to allow services to become more accessible to participants and families.

- Require all current staff to attend training based on their position
- Provide training / consulting to our community partners on demand
- Train and mentor students/volunteers that are placed in our programs



5. **Developing additional services** that aim to increase the impact of LEARNINGO by increasing the skill set of Nova Scotians directly or indirectly working towards similar goals through the use of evidence based best practices.

This priority focuses on targeting a demographic that our participants and their families are likely to encounter within their community and province and aspires to equip them with skills, supports, funding opportunities and a desire to improve the quality of interactions and inclusions had with those we support. These endeavors will also serve to expand our vision and methodology to a greater audience while providing a more sustainable revenue stream in order to solidify our current established programs.

- Offering supervision to those in the field seeking to receive their certification in behaviour analysis as a Registered Behaviour Technician, Board Certified Assistant Behaviour Analysts and Board Certified Behaviour Analysts. The supervision they receive from our onsite BCBA's will bring in roughly 10-20\$ per hour in revenue.
- Offering the required training for those seeking to acquire their RBT certification
- Offering training programs to new partners while also providing consultative services upon request.
- Education and training members of the community who will have direct interaction with those who need additional support such as librarians, volunteer first responders, private health care professionals, etc.
- Providing Organizational Behaviour Management projects for organizations and government departments looking to offer from inclusive services or programming.

6. **Achieve sustainable and diversified funding** with balanced use of resources and staff to reach as many individuals and families as possible.

This final priority will focus on serving our diverse-needs population, their families and the other professionals serving them in their lives. This will provide new growth initiatives, and diversify our revenue streams and new funding initiatives.

- Continue to offer successful services to participants and families
- Create training to be purchased by individuals, groups, or businesses
- Increase number of applications to funding and grant initiatives
- Meet with government officials to explore current funding opportunities that may be available to LEARNINGO



Board Executive Job Descriptions Presented by Kevin Ashley

Board Chair:

- Oversees Board and Executive committee Meetings
- Oversees and makes sure the program and services are implemented
- Calls special meetings when necessary
- Acts as a consultant to the Executive Director (ED)
- Coordinates yearly reviews around the goals for ED and Staff
- Works with the governance committee to recruit new board members
- Acts as an alternate spokesperson for the organization
- Acts as a signing officer

Board Vice Chair:

- Serves on the Executive Committee
- Attends all board meetings
- Carries out special assignments as requested by the Board Chair
- Understands the responsibilities of the Board Chair and be able to perform these duties in the Chair's absence
- Participates as a vital part of the board leadership
- Can act as another signing officer

Board Secretary:

- Attends all board meetings
- Serves on the Executive Committee
- Ensures there is a quorum
- Ensures the safety and accuracy of all board records
- Reviews board minutes
- Assume responsibilities of the Chair in the absence of the Board Chair, Chair-Elect, and Vice Chair
- Provides notice of meetings of the board and/or of a committee when such notice is required
- Distributes copies of minutes to Board Members
- Makes corrections to minutes when necessary

Board Treasurer:

- Attends all board meetings
- Serves on the Executive Committee and as Chair of the Finance Committee
- Understands financial accounting for non-profit organizations
- Manages, with the Finance Committee, the board's review of and action related to the board's financial responsibilities
- Ensures that appropriate financial reports are made available to the board on a timely basis
- Presents the annual budget to the board for approval
- Reviews the annual audit and answers board members' questions about the audit
- Acts as a signing officer



Board Member at large: Provide governance to the organization, represents PLT to the community, and accepts the ultimate legal authority for PLT

- Annually provide input and approve Society's strategic directions
- Annually review and approve the Society's plans for funding its short-term and long-term strategy and goals
- Annually review and approve the Society's financial goals
- Elect, monitor, appraise, advise, support, reward, and, when necessary, change top management
- Be assured that management succession is properly planned
- Be assured that the status of organizational strength and manpower planning is equal to the requirement of the long-range goals.
- Approve appropriate compensation and benefit policies and practices
- Propose a slate of directs to members and fill vacancies as needed
- Annually approve the yearly review of the Executive Director and establish their compensation based on recommendations of the Chair of the Board
- Determine eligibility for and appoint Board Committees in response to recommendations of the Nominating Committee
- Annually review the performance of the Board and take steps to improve its performance
 - Operations: Review the results achieved by management as compared with the Society's philosophy, annual and long range goals
 - Be certain that the financial structure of the Society is adequate for its current needs and its long-range strategy
 - Provide candid and constructive criticism, advice and comments
 - Approve major actions of the society, such as capital expenditures and major program and service changes
 - Review the Society's financial audit
 - Be assured that the Board and its committees are adequately and currently informed through reports and other methods of the condition of the Society and its operations.
 - Be assured that published reports properly reflect the operating results and financial condition of the Institution
 - Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the Society, and is diligently administering and enforcing those policies of interest throughout the Society, and is diligently administering and enforcing those policies

Current PLT Board Committees welcoming members-at-large:

- Fundraising Committee
- Financial Committee
- Policy and Procedures Committee
- Communications Committee
- Grant Writing Committee