



# 2017



## ANNUAL REPORT

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Our mission is to help new immigrants improve their English language skills, understand Canadian culture, make new friends, and feel more at home in Canada by providing educational instruction and moral support to those requiring ESL training.

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## 2018 AGM

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1. Devotion and Prayer
2. Call to Order
  - (a) Select Secretary
  - (b) Review 2017 AGM Minutes
  - (c) Introduction of Board Members
3. Chairman's Report
4. Reflection 1: Mandi Henn (Lead Teacher)
5. Director's Report
6. Reflections 2: Ken O
7. Financial Report
8. Budget Presentation
9. Reflection 3: Jonathan Durand - Board Member
10. Appointment of Auditor
11. Nomination / Election of Board Members
12. Additional Business
13. Adjournment - Close in Prayer

*June 2017*

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## ANNUAL BUSINESS MEETING MINUTES FOR JUNE 2017

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Present: Pastor Noral Woodburn, Michele Woodburn, Jonathan Durand, Kevin Kajorinne, Debbie Alexander-Thomas, Gordon Wong, Jane Lowry

Absent: Connie Serrant, Philip Abraham -- Kevin welcomed everyone.

1. Jonathan opened in prayer
    - a) Jane Lowry recording secretary for the evening.
    - b) Kevin Kajorinne, Jonathan Durand, Debbie Alexander-Thomas
    - c) 2015 AGM minutes were approved. 2 noted errors. Doug Lockhart was not listed in the 'present' section and it should read AGM meeting minutes not 2014
  3. Chairman's Report – Kevin did not read his whole report. He thanked Noral, Gordon and the Agape office staff for their work. Kevin asked that this report be accepted, it was seconded by Noral – all agreed
  4. Executive Director's report – Noral also did not read his full report. He spoke about being here for 4 years in September and how fast it has gone. He mentioned the incredible team he is working with; their commitment & passion – staff & teachers. God sends the right people at the right team. Noral asked to accept this report – seconded by Debbie – all agreed
  5. Financial Report – Gordon reported on the 2016 finances. He said that it was a good year. The number of classes went from 10 to 16 with the opening of the East Campus. 90% of our school (classes) are funded by IRCC. Capital Assets were lower because of restricted funds to buy for the Syrian project. Gordon moved to have this report accepted – Jon seconded – all agreed
- Kevin mentioned that the Statements have been prepared in accordance with the Canadian accounting standards for non-profits
6. Budget – IRCC cut back our budget which is reflected in the 2016 amounts
  7. AUDITORS – Kevin moved. Jonathan seconded. All in favor to keep Retzlaff & Wong as the auditor.
  8. BOARD NOMINATIONS – no nominations at this time. All current Board members to move forward. Philip Abraham, Debbie Alexander-Thomas, Connie Serrant, Jonathan Durand, Kevin Kajorinne. Kevin will remain as the Chairman, Jonathan will remain as treasurer.

All in favor to become a member.

*June 2017*

## 9. NEW BUSINESS:

Noral is working on an amendment with IRCC for possible classes in the Fall. He would be looking at the East Campus to host classes again for the lower level students. He is also looking at possible FULL time classes. This amendment is due this Friday.

Michele asked about the group of people from the church interested in volunteering at Agape. Noral informed us about these people – they are wanting to help in the community. Agape is looking for a lot of volunteers at this time. Especially with the lower level students,

Debbie asked if the budget would go back up if we do receive the amendment. Noral told her ‘yes’.

Jonathan thanked Noral for all the extra hours he puts in at Agape.

Debbie closed in prayer at 7:55



# MESSAGE FROM CHAIRMAN

**Agape Language Centre located in north central Calgary welcomes our new neighbours to Canada by offering ESL and other integration supports. Meeting the needs of our students would not be possible without our great teachers and volunteers, who continue to dedicate their time and expertise. As well, ALC continues it's long history of partnering with community agencies in and around the Beddington area.**

ALC has been blessed with such dedicated and passionate teachers for so many years. The genuine interest and care they demonstrate to the students each day, is greatly appreciated. Thanks to the administrative team made up of Jane Lowry, Marlin Adhikary, Gordon Wong and Victoria Arroyave who continue to provide friendly and efficient service to both the students and teachers of ALC and to Taylor Woodburn who recently resigned from the admin team. We wish him well in his new endeavours.

On behalf of the ALC Board, I would like to thank Pastor Noral Woodburn for his direction of the day-to-day operation of Agape Language Centre. Noral's expertise in directing the organization and ALC team, along with his hard work ethic is most valuable.

We are grateful to our financial donors, BP Church, IRCC for funding the LINC classes and Beddington Heights Community Association for sponsoring ESL classes.

I would like to thank all the members of the 2017 ALC Board for their commitment in guiding ALC; Jonathan Durand, Abraham Philip, Debbie Alexander-Thomas, and Connie Serrant, who has recently resigned from the board. We wish her well. We also look forward to working with Kenneth Okhemuokhe who recently joined the board.

Respectfully submitted by Kevin Kajorinne

# MINISTRY OVERVIEW

**When Michele and I arrived in September 2013 I could not have imagine the type of journey we would be engaged in through our service in Agape Language Centre. It has truly been an amazing journey**

*Agape has been mandated to demonstrate God's unconditional love to new Canadians through ESL instruction and settlement training in an "affirming and accepting atmosphere". Agape has an incredible team of teachers who not only instruct the students but care about them as they take steps to settle in Canada.*

*As a ministry we are thankful for the great men and women that God has sent our way as English instructors to New Canadians.*

It has been a privilege for Agapé Language Center to partner with Immigration, Refugees and Citizenship Canada (IRCC) who completely funded LINC education to our new neighbours since 2000. Agapé also continue to develop additional valuable partnerships which help new Canadians to understand the Canadian culture. Our partners help to interact with the students through specialized workshops.

Some of our partnerships include, Calgary Police Services, Calgary Public Library, Calgary Immigrant Women's Association (CIWA), Civic Engagement and Momentum. Along with the classes, Agapé also offers opportunity for students to interact with their community through events such as the Agapé Christmas potluck, Easter Egg Hunt, Calgary Historic sites, Aggie Days and the Celebration of Chinese New Year.

I want to acknowledge our admin team Jane Lowry, Victoria Arroyave, Taylor Woodburn Gordon Wong and Marlin Adhikary for their dedication to the ministry. We also want to thank Alfonso, Beat and Robyn, Rocchina for their commitment to the Sunday Night ESL Bible Study, and to Michele Woodburn and her team for leading Conversation Café.

Submitted by Noral Woodburn | Director

# MINISTRY OVERVIEW

## Ministry Highlights

In 2017 Agape had 20 volunteers committed to 434 hours.	In 2017 we had 35 students in informal classes (conversation Circle)	In 2017 we had an average of 129 ESL students in attendance each semester	In 2017 we had an average of 184 LINC Students each semester
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## Financial Summary

<b>Financial Summary</b>	<b>2,016</b>	<b>2,017</b>	<b>Growth</b>
Total Income	\$459,157	\$475,123	\$15,966
IRCC Funding	\$415,302	\$429,931	\$14,629
Donations	\$31,707	\$30,595	-\$1,112

## Program Summary

<b>Student Registered per Program</b>	<b>ESL</b>	<b>LINC</b>	<b>ESL Bible</b>
Winter Semester	61	242	16
Spring Semester	177	159	19
Fall Semester	151	151	12



# MINISTRY OVERVIEW

Immigration, Refugees and Citizenship Canada | Immigration, Réfugiés et Citoyenneté Canada funded the LINC (Language Instruction for Newcomers to Canada) classes.

*This year we averaged 379 returning student registrations and 173 new students for a total of 552 students in our continuous LINC Program. We offer three semesters each year of English Language training for students from around the globe desiring to learn English. We partner with ILVARC (Immigrant Language and Vocational Assessment and Referral Centre) to refer the LINC students. A semester at Agape Language Centre lasts 15 weeks.*

Through additional funding from IRCC this year we were able to offer classes to the Syrian Refugees. During 2016 Agape introduced 6 additional classes to the already 10 classes provided for clients providing a total of 16 LINC classes ranging from Literacy to CLB 5 every Monday to Friday mornings, afternoons and Tuesday and Thursday Evenings.

Agape Language Centre is honoured that we had the opportunity of meeting the needs of our new neighbours who have traveled from Syria, China, Egypt, Pakistan, Afghanistan, United Arab Emirates, Eritrea, Ethiopia, Iraq, Lebanon, Venezuela, and Columbia in 2017.

**Special events** are part of the learning experience that students have come to expect when attending Agape Language Centre. The events are planned primarily to help students become more familiar with Canadian culture while they learn English.

**Guest speakers** are also an important part of the student learning experience. Agape invited guest speakers to the school each semester to present to the students and provide them with an opportunity to connect with important resources for their settlements. Depending on the guest all the classes may be combined, or group by levels. Agape provides a display of current settlement resources for the students.

**Field Trips** help students interact within the non-immigrant community here in Calgary. Some of the trips or activities were to: Library, Aggie Days, Calgary Stampede, GlenBow park

Agape Language Centre recognizes the importance of networking with other organizations and to keep abreast of government updates within the LINC Program. Throughout the year I attended LINC Co-ordinators and the ILCVARC Advisory Committee meetings. These meetings were very informative as changes to LINC programs and updates were often discussed.



# FINANCIAL REPORTS

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## Audited Financial Statement Retzlaff and Wong Chartered Accountant

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*Retzlaff and Wong have audited the accompanying financial statements of Agape Language Centre Society, which comprise of the statement of Agape Language Centre financial position at December 31, 2017, statement of operations, statement of changes in net assets and segment of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.*

# FINANCIAL REPORTS

## LINC PROGRAM BUDGET (FY April 1, 2018 to March 31, 2019)

		Budget 2017	Budget 2018
<b>INCOME</b>	IRCC Grant	373,978	369,666
<b>EXPENSES</b>			
	Administrative cost	48,780	48,217
	Salaries and Benefits	276,746	272,119
	Training and Prof. Dev	600	600
	Travel, Accommodation	850	1,750
	Training/Printed Resource	4,200	4200
	Photocopy	2,957	4200
	Office Supplies	4,200	2440
	Promotions	450	450
	Copyright Fees	500	144
	Rental	14,762	14,762
	Utilities	10,800	10,800
	Janitorial	8,760	9,600
	GST	371	384
<b>TOTAL</b>		<b>\$ 373,976.00</b>	<b>\$ 369,666</b>

# FINANCIAL REPORTS

## AGAPE PROGRAM BUDGET (FY January 1, 2018 to December 31, 2018)

		BUDGET 2017	BUDGET 2018
<b>INCOME</b>	Contribution - General	23,004	23,004
	Grant: Summer Jobs	3,000	0
	Fundraising	6,000	8,912
	Registration (ESL etc.)	3,000	16,000
<b>Total Contribution</b>		<b>35,004</b>	<b>47,916</b>
<b>Expenses</b>	Admin: Salaries	15,000	9,600
	Admin: Accounting Fees	1,640	1,700
	Admin: Bank Charges	480	480
	Admin : Office	960	5,422
	<b>TOTAL ADMIN COST</b>	<b>18,080</b>	<b>17,202</b>
	Prog: Salaries	14,500	26,429
	Prog: Program Delivery	1,250	0
	Prog: Training Materials	240	90
	Prog: Overhead Cost	540	480
	<b>TOTAL PROGAM DEL.</b>	<b>\$16,530</b>	<b>\$26,999</b>
<b>TOTAL</b>		<b>\$34,610</b>	<b>\$44,201</b>



16 Bermuda Street NW Calgary, AB  
Phone: 430.516.1846  
[contact@agapelanguagecentre.com](mailto:contact@agapelanguagecentre.com)  
[www.agapelanguagecentre.com](http://www.agapelanguagecentre.com)