

Minute Man Arc for Human Services, Inc.

Changing Lives, Changing Communities

2016 Annual Report



MINUTE MAN
Arc



Minute Man Arc:

improving the
lives of children
and adults with
disabilities by
increasing
independence,
personal
choice, and
self-advocacy.

Dear Families and Friends,

For the past 6 years, it has been my honor and privilege to serve on the Board of Directors of Minute Man Arc, with the last three as President. It has been an exciting time of growth and change for Minute Man which never could have been accomplished without all the other board members and such a dedicated staff.



During my tenure, I have joined in the fun of the annual March fundraising walk, celebrated Thanksgiving with our consumers and their families, and supported moving the agency to its new and natural setting at 35 Forest Ridge Road. Minute Man Arc is a vibrant and growing organization!

I have been blessed to meet so many wonderful people, who will remain friends for a lifetime. This is not goodbye; I am sure I will roam the halls from time to time and continue to serve in some small way in the future.

Sincerely,

Handwritten signature of Nancy Graham.

Nancy Graham

Board President FY16

We invite

our community to attend the
Minute Man Arc Annual Meeting on
Wednesday, October 12th at 6:30 p.m.,
35 Forest Ridge Road, Concord, MA.

FY16 Board of Directors

Nancy Graham, *President*
William Paige, *Vice President*
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Mary Blauvelt
Paul Dick
Meredith H. Greene
David Holdorf
Brian Lemerise
Tanya Mahoney
Maureen Waters Mara
Nora McShane
Robert Robitaille
Janice Smith

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CEO

Eric Boroush
Director of Operations

Alex Chatfield
Director of Early Intervention

Mary Coleman
*Director of Administration
and Finance*

Bob Harris
Director of Residential Services

Ryan Haskins
*Director of Training and Quality
Improvement*

Darcie Heller
*Director of Recreation &
Family Services*

Linda Hummer
Director of Human Resources

Stephanie Parish
Chief Development Officer

Joshua Weidenhamer
Director of Day Habilitation

Barbara Jean White
Director of Employment Services

Message from the CEO



Jean A. Goldsberry

Wow! What a year it has been! We settled into our new home at "The Ridge," a much nicer and brighter environment. Along with this location change came many upgrades in our programming, particularly in Day Hab, Employment, and Community Based Day Services. These two factors made Minute Man Arc a more inviting and interesting place to be as we welcomed 22 new people into our programs.

With a generous grant from Middlesex Savings, our move to electronic records continued and was expanded to include Early Intervention. This has been time saving for staff, but more importantly gives us easy access across programs to ensure everyone has the most up to date information on the people we serve. With additional contributions from the Rotary Club of

Concord, Spaulding Management, and Quiet Logistics, we built a putting green, a highlight for summer activity.

We extended our reach to offer ideas and assistance beyond our local area. Bob Harris, our Clinical Director and Director of Residential Services, accompanied me at the Arc national conference in Indianapolis, where Bob presented his popular workshop on Positive Behavior Supports to a packed crowd from around the U.S. Later in the year, we hosted staff from a similar organization in Ireland. They spent a day with us learning about how disability services operate in the U.S.

Our Transition Conference in April was attended by 70 people, and speakers received rave reviews from families seeking information about the adult service system.

We ended the year with another big move by purchasing Birch Hill House for the four men who previously lived on Packard Road in Stow. The men have settled into a beautiful home which one of them calls his "vacation house" because of all the windows and natural light.

Yes, it was quite a year, and we're gearing up for an even better one in fiscal year 2017!

Sincerely,

A handwritten signature of Jean A. Goldsberry in black ink.

Jean A. Goldsberry

*Birch Hill House - Minute Man Arc's new group
home in Stow, MA*



Financial report* Minute Man Arc for Human Services, Inc. and Affiliate

Consolidated Statement of Financial Position. June 30, 2016

Assets

Cash and equivalents	\$155,632
Account receivable	1,569,073
Prepaid expenses	42,812
Property, plant & equipment and mortgage acquisition costs, net	3,637,791
Security deposits	48,390
Restricted deposits	149,197
Total Assets	\$5,602,895

Liabilities and Net Assets

Accounts payable	\$143,241
Accrued expenses and other liabilities	754,859
Line of credit	479,000
Long-term debt	2,169,944
Total Liabilities	\$3,547,044
Net Assets	\$2,055,851
Total Liabilities and Net Assets	\$5,602,895

Consolidated Statement of Activities. Year Ended June 30, 2016

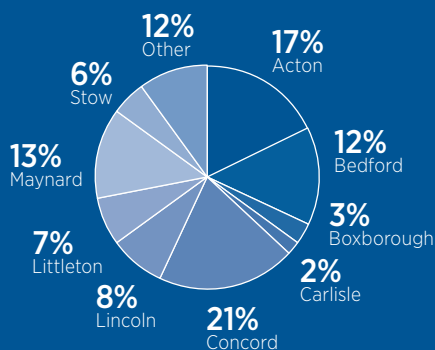
Revenues

Contract revenue	\$12,334,566
Commercial products and services	164,824
Contributions and fund raising	511,335
Other	12,102
Total Revenue	\$13,022,827

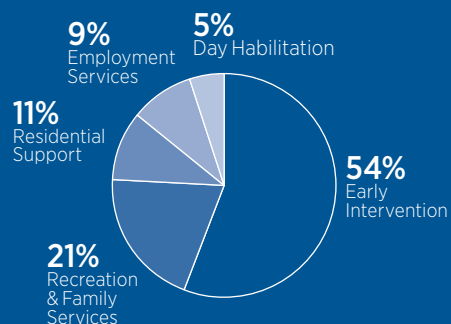
Expenses

Program services	\$11,657,115
Management and general	1,082,736
Fundraising	302,384
Total Expenses	\$13,042,235
Change in Net Assets	(\$19,408)

Participants by Town



Participants by Program



* Financial report information for Minute Man Arc for Human Services, Inc. and Affiliate's consolidated financial statements are **unaudited**. Audited financial statements will be available after November 15, 2016.

What we offer our members

Minute Man Arc provides a wide array of programs for children and adults with intellectual, developmental and physical disabilities. We deliver exceptional therapeutic services, meaningful employment, supportive living opportunities, recreation, and active community involvement to more than 700 people each year. Primary programs take place in Concord, Massachusetts but support is also integrated into home environments, places of employment and a wide variety of community sites. We serve individuals in Acton, Bedford, Boxborough, Carlisle, Concord, Lincoln, Littleton, Maynard, Stow and the surrounding area.

Early Intervention

A community-based and family centered program serving children who have developmental delays and disabilities in gross motor/fine motor skills, behavior, communication, social skills and feeding difficulties.

Family Services

A broad array of services offered to assist families with the challenges of raising a child with special needs or supporting an adult with disabilities. Services include recreation programs and free parent workshops.

Residential Services

Personalized living options and supports including nine community residences, adult family care, independent living and shared living arrangements.

Day Habilitation Program

An environment for personal enrichment and growth through a broad spectrum of integrated learning experiences designed to support the needs and interests of each individual.



Employment Services

Vocational, social and personal skills training providing a foundation that leads to creative and effective job opportunities in the local community.



What members do outside of Minute Man Arc

I come to Minute Man Arc every day but I also enjoy...

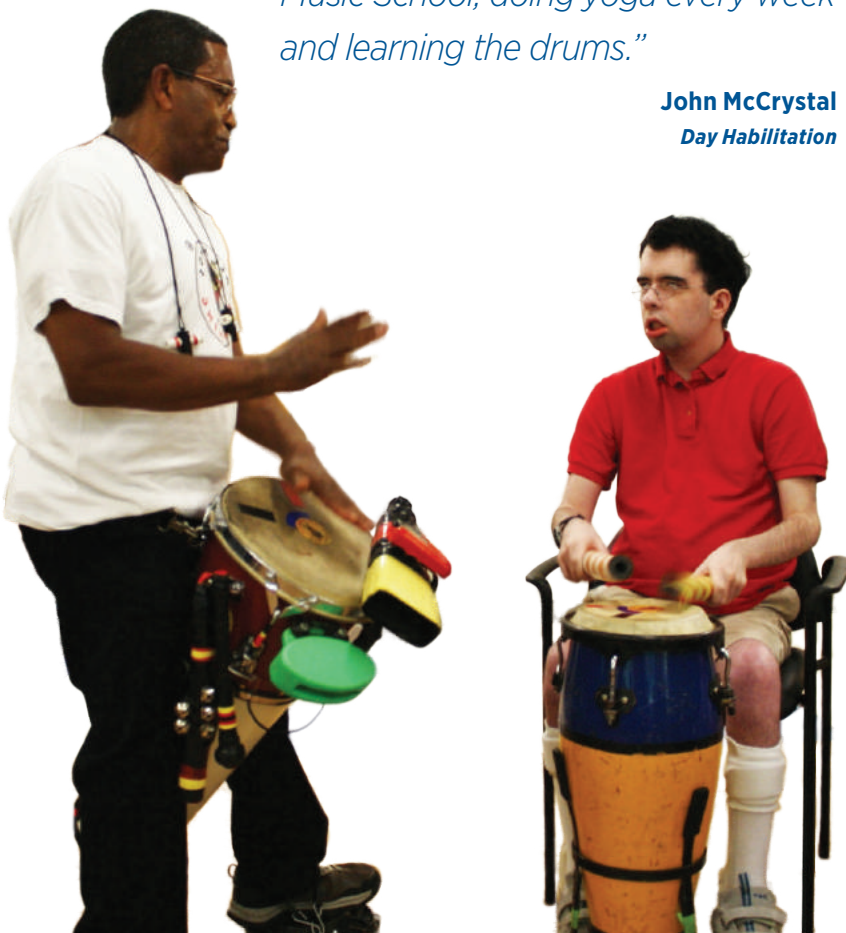


"...working four days a week at Roche Bros. market and Quiet Logistics, and then volunteering on Tuesdays at Robbins Brook senior living center."

Laura Johnson
Employment Services

"...taking piano lessons at Powers Music School, doing yoga every week and learning the drums."

John McCrystal
Day Habilitation



"...singing in the Music Makes Me Happy chorus at the Cotting School. I also like attending Grotonwood Camp every July. It's awesome!"

Mary Blauvelt
Recreation & Family Services

Why I Donate

Jon worked while he was in school and we, as a family, wanted him to learn skills that would challenge him and allow Jon to be a productive member of society after graduating. We considered many programs and selected Minute Man Arc due to the work placement and coaching program and the support he would receive as well as the many after work programs offered. For example, Jon has enjoyed yoga now for many years at Minute Man Arc.

Today, Jon works five days a week in the kitchen of a local restaurant. He started working as a dishwasher but has been learning new skills including helping to prep for the day's service and helping customers by clearing and cleaning tables. Jon speaks with pride about his job, the people he works with, and the many customers he meets.

Our community has a common goal: to provide for our children, siblings, relatives and friends in need of specialized services. The range of services needed includes residential care, job placement and coaching, recreation and social activities. We need to think about the services needed today as well as tomorrow.

At some point we will no longer be there to provide the love and care and we must not only think about the future, we must also help to create it.

We do not look at a donation to Minute Man Arc as a "contribution." We see it as an investment in Jonathan's future and in the organization that will be there for him today as well as tomorrow. We also view it as a way to thank the people of Minute Man Arc for the care and caring they provide.



Thomas and Deborah Flannery
Bedford, MA

The Minute Man MARCH come together

Gray skies and cool temps could not put a damper on the enthusiasm of the 12th Annual Minute Man March this year. With our new Emerson Field location and highly visible walking route, the 12th Annual Minute Man March was a grand success. More than 500 walkers donned the traditional brightly colored shirts along with their sunny smiles as they marched along the streets of Concord, raising more than \$140,000. Participants celebrated their success at Emerson Field by enjoying music, games, food, and mingling with new and old friends - all under the big white tent.

We are thankful for the generosity of our participants, sponsors and volunteers who continue to make the March a success each year. Their support allows Minute Man Arc to excel in providing a community of innovative, lifelong care to people with disabilities. We look forward to another great Minute Man March on May 6, 2017 and hope to see you there!



***A special
thank you
to the MARCH
Committee
volunteers***

Marlene Bergart
Elizabeth Berk
Susan Boucher
Karen Cadwell
Nancy Crowley
Paul Dick
Joan Freeman
Nancy Graham

Lydia Higgins
Amy Kinne
Tessa Kocher
Judi Kotanchik
Tanya Mahoney
Mickie McShane
Bill Paige
Donna Slattery

Molly Stone
Hilary Taylor
Shannon Tellier
Laura Tumas
Mary Woodward



2016 MARCH Business Sponsors

Premier Sponsor - \$2,500 and above

	Supporter Since
Lythrum Farm	1997
Norel Service Company	1996
QED Systems, Inc.	2010
Quiet Logistics	2012



Lythrum Farm

Supporter \$500 - \$2,499

ACT Leasing	2013
Acton Ford	2010
ADA Solutions	2013
All Staff	2014
Buildium	2011
Cambridge Trust Company	2003
Commonwealth Financial Group	2016
Concord Lions Club	1999
DJ Brew	2015
Drucker Family	2015
Dunkin' Donuts West Concord	2015
Emerson Hospital	2013
Enterprise Bank	2010
Hammond Residential Real Estate	2013
Harvard Vanguard Medical Associates	2009
Hirsch Roberts Weinstein LLP	2009
Leonard, Mulherin & Greene, P.C.	2007
Long-Term Pharmacy Solutions, Inc.	2015
Middlesex Savings Bank	1996
McWalter-Volunteer Insurance Agency	2002
Najjar Employment Law Group, P.C.	2012
Newbury Court	2003
Roche Bros.	2015
Wheelhouse at the Bradford Mill	2012
William Raveis Real Estate	2014
Workers' Credit Union	2015



NOREL
Service Co., Inc.



QuietLogistics



Our donors

Minute Man Arc gratefully acknowledges the donors and business sponsors who enable us to improve the lives of children and adults with disabilities throughout the year. Thank you for your generous support.

\$2,500 +

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Mr. and Mrs. Joshua Boger
Keith Bostic and Margo Seltzer
Camden Foundation
Concord-Carlisle Community Chest
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Decibels Foundation
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Chris Gaffney
W. Anthony Goldsberry
Jean Goulden
John Hayes
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Dr. and Mrs. Brian Lemerise
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Linda E. and Thomas F. Norton
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Quiet Logistics
Stow Community Chest
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\$1,000 - \$2,499

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Dorn Equipment Corporation
Enterprise Bank
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Ms. Dorothy French
Garden Club of Concord
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Gail Greenlee
Ms. Susan Halby
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Hirsch Roberts Weinstein LLP
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Mr. and Mrs. Michael C. Johnson
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The First Parish in Lincoln
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The Union Church of Stow
Mr. David Walton
Mr. Bruce Welty
Wheelhouse at the Bradford Mill
Mrs. Edith Woolley
Workers' Credit Union
Mr. William Zimmer

\$250 - \$499

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 David Dillen Tree Service Inc.
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 Mr. and Mrs. Stuart Johnstone
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 Mr. Christopher Webster
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\$100 - \$249

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 Leslie Cope
 Deana Coppola
 Roger Corbin and Liz Serpa
 Will Corkhill
 Cheryl Corman
 Mr. Charles Cornell

"We are so grateful for the work you are doing for Angelo. It's a tremendous help for his parents Alex and Brinalyn. As great-grand parents of this little guy, a prayer and thankfulness for such a great mission."

Alyn and Dottie Carlson, Woodstock, GA

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 Anick Kelly
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Flavia Cote
Alan Crane

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Lois Gallagher and Stacey Durkin
Marc Gallagher
Mr. and Mrs. Raymond Gallant
Thomas Gandek
Mrs. Frances B. Gardella

Eileen Hogan
Richard Holman
Mr. and Mrs. John Holt
Mr. James Holzman
Marci and Tom Hopkins
Patricia and Bradley Howes

"I wanted to take a moment and thank you, your staff and your amazing agency for helping my family with services for our daughter, Hailey. She has seen so many gains in the last few month and she is much happier. I am amazed at how far we have come with Hailey and am looking forward to seeing where we are going in the future."

Kerri LaVoie, Littleton, MA

Ann Crogan
Crosby Design
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Anne Kilroy and Eamonn Goold
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 Linda Pace
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 Stephanie and Thomas Parish

Ms. Dorothy Schnare
 Tracy Sconyers
 Paul and Arlene Seelbach
 Mr. and Mrs. Dimas M. Sequeira
 Mr. and Mrs. Marc Shapiro
 Deb Shein

"You've got a roster of top notch therapists there who not only are great at their jobs but have hearts of gold. Congratulations on running such a great organization that makes such a difference in peoples' lives."

Elise and Keith McDonald, Lincoln

Mrs. Christine E. Paulson
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 Mr. Matthew A. Root
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 Maureen Rynn
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