

Celebrating 60 years of  
serving our community

1958-2018



Minute Man Arc *for*  
Human Services, Inc.

2018 Annual Report



MINUTE MAN  
*Arc*





## Our mission:

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

Minute Man Arc provides a wide array of therapeutic and socialization programs for 800 children and adults with intellectual, developmental and physical disabilities. Free parent/caregiver programs are offered throughout the year.

We strive to deliver exceptional therapies, innovative employment, warm and inclusive living opportunities,

# Dear Families and Friends,

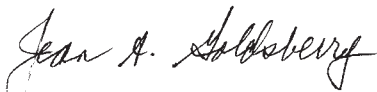
With grateful hearts we look back on 2018 as another terrific year for Minute Man Arc. Our programs have continued to grow, adding to the roles of Employment Services, Day Habilitation, and Adult Foster Care. We also expanded our services with the new Jump Start program that offers preparation and internships for students ages 16-22 and began planning for Extra Steps Pediatric Therapies that will provide services for children ages 3-8. We continue to be actively involved in the community by participating in town wide events and by volunteering. Our clients volunteered over 3,000 hours this year!

Our priorities never change – the focus is always on the quality of our services. Our clients, our families, and our staff deserve the best we can give them.

We are approaching fiscal year 2019 with great excitement. In the fall, we will open the doors of Extra Steps, and in January we will purchase our building at 35 Forest Ridge Road. Add to that many new clients who will be joining us and continuing to help us grow. Minute Man Arc is hitting an important milestone by turning 60 years old this year, and we will celebrate with a gala event at The Barn at Gibbet Hill on October 25th. What a lot to look forward to!

Our board is changing this year. Bill Paige and Molly Stone have retired after serving two terms of three years, the maximum. Bill has led the board as president for the past two years while Molly has served as clerk for five. We welcome Brian Lemerise as the new president of the board and look forward to his leadership.

Sincerely,



**Jean A. Goldsberry**  
CEO



**William H. Paige**  
Board President FY17

active recreation and community involvement. Most programs take place in Concord, Massachusetts but support is also integrated into home environments, job sites and a wide variety of community locales.

- Early Intervention • Employment Services
- Day Habilitation • Residential Services
- Recreation & Family Services

## Join Minute Man Arc

in celebrating 60 years of improving the lives of people with disabilities. Our **Diamond Anniversary Gala** will be held on **October 25, 2018** at The Barn at Gibbet Hill in Groton. Tickets are available at [minuteman.givesmart.com](http://minuteman.givesmart.com)



## FY18 Board of Directors

William Paige, *President*  
Brian Lemerise, *Vice President*  
Cheryl Serpe, *Treasurer*  
Molly Stone, *Clerk*  
Sarah Dick  
Deborah Flannery  
Nancy Graham  
Meredith H. Greene  
Tanya Mahoney  
Maureen Waters Mara  
Joseph F. O'Connor  
Peter Mahler  
Janice Smith

## Leadership Staff

Jean A. Goldsberry, *CEO*  
Eric Boroush, *Director of Operations*  
Alex Chatfield  
*Director of Early Intervention*  
Mary Coleman, *Director of Administration and Finance*  
Donna Ehrlich  
*Director of Human Resources*  
Andrew Forti  
*Director of Residential Services*  
Ryan Haskins, *Director of Training and Quality Improvement*

Stephanie Parish  
*Chief Development Officer*  
Joshua Weidenhamer  
*Director of Day Habilitation*  
Barbara Jean White  
*Director of Employment Services*



*Fiscal Year 2018 Board of Directors*



## Agency history

1958

**Minute Man Association for Retarded Children** is founded in Bedford, MA by a group of parents to provide services for their children with disabilities.

The Nursery Clinic opens in Bedford and a summer recreation program is established.

1970

**Minute Man Arc** becomes one of the founding members of the Community Agencies Building on the grounds of Emerson Hospital in Concord.

The **Nursery Clinic** is one of the first tenants and is staffed with a part-time teacher and a social worker.

## 60th anniversary

1960

Agency becomes a member of both the state and national Associations for Retarded Children.

**First workshop** for adults with developmental disabilities opens in Bedford with individuals making rugs and craft items. Soon after, the workshop and offices move to Concord.

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

Consolidated Statement of Financial Position. June 30, 2018

## Assets

Cash and equivalents	\$601,196
Account receivable	1,656,430
Pledges receivable	322,025
Prepaid expenses	42,426
Property, plant & equipment and mortgage acquisition costs, net	3,468,439
Security deposits	46,390
Restricted deposits	200,536
<b>Total Assets</b>	<b>\$6,337,442</b>

## Liabilities and Net Assets

Accounts payable	\$180,198
Accrued expenses and other liabilities	721,054
Line of credit	315,000
Long-term debt	2,023,342
<b>Total Liabilities</b>	<b>\$3,239,594</b>
<b>Net Assets</b>	<b>\$3,097,848</b>
<b>Total Liabilities and Net Assets</b>	<b>\$6,337,442</b>

Consolidated Statement of Activities. Year Ended June 30, 2018

## Revenues

Contract revenue	\$13,309,823
Commercial products and services	236,394
Contributions and fund raising	1,477,079
Other	16,139
<b>Total Revenue</b>	<b>\$15,039,435</b>

## Expenses

Program services	\$12,604,736
Management and general	1,313,394
Fundraising	299,629
<b>Total Expenses</b>	<b>\$14,217,759</b>
<b>Change in Net Assets</b>	<b>\$821,676</b>

\* 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, 2018.

1972

**Maynard House** is established as community residence for eight women in Maynard center; eventually sold to purchase a larger home on Acton Street in Maynard. This begins the **Residential Services Program**.

1973

Agency name changes to **Minute Man Association for Retarded Citizens** which is in line with the national and state name changes.

1976

**Concord House** on West Street in Concord is established as a community residence for eight men.

1978

The Nursery Clinic becomes the Concord Area **Early Intervention Program**.  
First paid employee Edith Fruscione is hired as a part-time secretary who eventually becomes the **Executive Director**.

1980

**Independent Living Program** is established as an option in Residential Services.

1982

**Littleton House** is established as a community co-ed residence for eight adults using federal Housing & Urban Development (HUD) funding.

# Jump Starting careers



*Mickey working at CVS  
after completing the  
Jump Start program*

Teens and young adults with disabilities can find it challenging to get that all important first job, especially when they are different from the typical employee. But with the right training and placement, young people with disabilities are gaining real world experience through Minute Man Arc's new **Jump Start** program.

In fiscal year 2018, we partnered with the Massachusetts Rehabilitation Commission to offer young adults real work experience. Jump Start participants, ages 16-22, receive extensive job training from seasoned professionals and then are placed in paid internships where they are personally coached to do their best work. Hands-on workshops in resume writing, interviewing, skill building and exploration of the career experience are just some of the tools these future employees learn to Jump Start their work experience and careers.



Agency's name is changed to **Minute Man Arc for Human Services, Inc.** to better align with state and national organizations now known as The Arc of the United States and The Arc of Massachusetts. We joined the cause to eliminate the R word.

1992

1989

**Transitional Living Program** opens on Roosevelt Street in Maynard providing supervised housing for four adults to assist them in developing independent living skills. This program transforms into a community residence in 2000.

1995

Personal Enrichment Program is established. It ended in 1999

1996

Agency purchases the former **Carter Furniture** building in West Concord.

Agency establishes **Community Housing Options, Inc.** as a wholly





# Extra Steps

Minute Man Arc is fulfilling the promise of pediatric therapy for children ages three through eight who need support beyond what schools can provide. Our brand new program, **Extra Steps Pediatric Therapies**, will open in the fall of 2018 at the Carter Building in Concord. It will fill the gap in services needed by many children who have graduated from Early Intervention and may benefit from additional therapy. Extra Steps will offer a variety of treatments such as physical and occupational therapy; speech, language and



social support; and feeding and nutrition programs. Our therapists will conduct a comprehensive evaluation of each child and then collaborate across disciplines to develop a coordinated, personalized program with optimal benefits. Thanks to grants from the Cummings Foundation, the John W. Alden Trust and DCU for Kids, the children we serve through Extra Steps will lead better, healthier and more vibrant lives.



1997

**Carter Center** is renovated and becomes new home to all administrative offices, the adult workshop program, three residential apartments for six adults, and commercial retail space — **The Marketplace**.

1998

Street, and Concord House. The **Work Activity Program** is established on Beharrell Street in West Concord, remaining there for many years before moving to the Carter Center.

owned subsidiary of Minute Man Arc for the purpose of entering into an agreement with the federal HUD agency to fund renovations and provide ongoing tenant rental assistance for three of the residential properties: Maynard House, Roosevelt

The Adult workshop program is closed and all adults begin to work in the community, either independently or in small work crews.

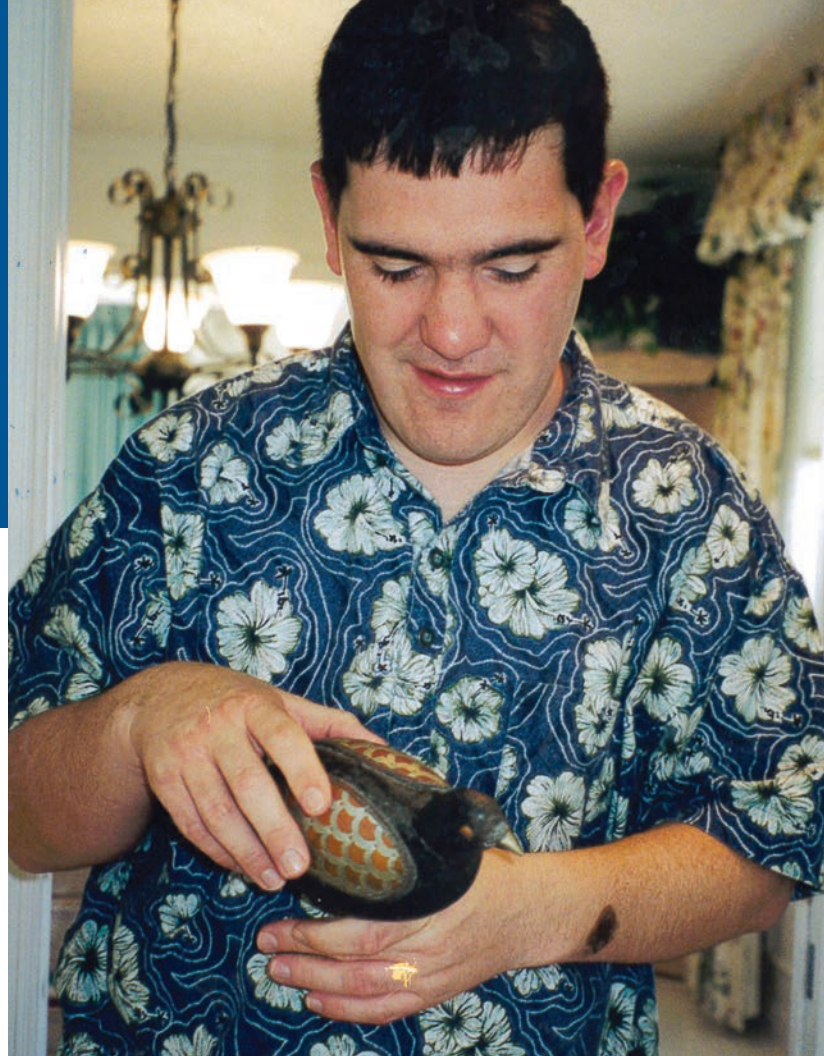
**Thoreau House** on Thoreau Street opens in collaboration with the Concord Housing Authority as a residence for three adults.

1999

**Damon Family Resource Center** opens at the Carter Center to provide information and resources to families and providers.

# Why I Donate

My son, Rick Robbins, has been attending the Day Habilitation Program at Minute Man Arc for almost 17 years. We definitely feel it is where Rick should be. He spends every day with friends he has known for 40 years. We don't worry about him when he is at Minute Man Arc. The staff is very attentive and always makes sure he gets his medications on time. Consequently, he has not had seizures that threatened his life for many years and required immediate transportation to the hospital.



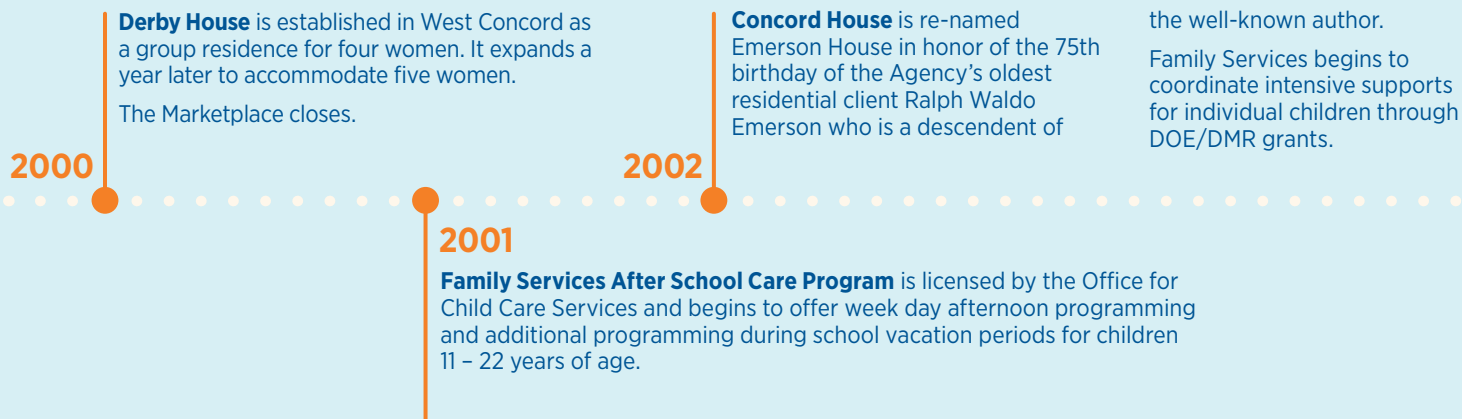
Everyone encourages Rick to talk and his vocabulary continues to grow. His transportation is provided by Minute Man Arc too. He loves his drivers and happily boards the van every morning, ready to start his day with a smile.

We donate to Minute Man Arc because we know that day programs of high quality are few and far between. We want Minute Man Arc to be around for a long time to come, so other children and adults with special needs will receive the great care my son is experiencing.

Respectfully,

**Patricia Robbins** (mother) and **Kelly Ann Robbins** (sister)

Carlisle, Massachusetts







The Minute Man  
**MARCH**  
come together

## Walking on Sunshine

### 14th Annual Minute Man March

This year's Annual Minute Man March was a hit! Sunshine lit up the skies and brought smiles to more than 500 people who attended the annual fundraising walk at Concord's Emerson Field. Besides meeting up with friends and enjoying the music, games and food, we were visited by therapy ponies and K-9 service dogs that seemed to enjoy the March and the attention.

Participants walked through Concord Center in our ever visible tie-dyed shirts and raised awareness and support for those with developmental and intellectual disabilities. Cheered along the route by the community, we exceeded our goal of \$130,000!

Our thanks and gratitude to our generous sponsors and to our amazing committee volunteers. We could not have met our goal without you! See you again in 2019!

### Committee

Marlene Bergart  
Elizabeth Berk  
Susan Boucher  
Nancy Crowley  
Sarah Dick  
Nancy Graham  
Amy Kinne  
Tessa Kocher  
Judi Kotanchik

Tanya Mahoney  
Mickie McShane  
Bill Paige  
Karen Paige  
Katie Pereira  
Annelyse Roach  
Cheryl Serpe  
Janice Smith  
Molly Stone  
Hilary Taylor

Shannon Tellier  
Laura Tumas  
Mary Woodward



The After School Care Program expands to serve children 6 – 22 years of age.

The **Special Olympics, After Work,** and **Recreational Programs** are established.

**Transitional Living Program** opens for five residents at the Peter Bulkeley residence in Concord.

Lease for the **Baker Avenue Center** is signed October 4th with plans to move into the building spring 2005.

2004

2003

**Early Intervention Program** initiates a special playgroup and family support program for children who are deaf and hard of hearing.

The Agency begins a **Family to Family Program** to provide support to families of

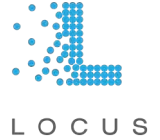
adults on the residential waiting list in the Central Middlesex and the Metrowest areas.

**Stow House** is leased in July 2003 on Packard Road for four residents.

# 2018 sponsors and foundations

## Premier Business Donors

\$2,500 and above



## Supporting Business Donors

\$500 – \$2,499

ACT Leasing  
Acton Ford  
Acton Toyota of Littleton  
ADA Solutions, Inc.  
All Staff, LLC  
Atlas Forest Realty Trust  
Avison Young USA Inc

Brown & Brown of Massachusetts  
Cambridge Savings Bank  
Cambridge Trust Company  
Digital Insurance, LLC  
Dunkin' Donuts - West Concord  
Emerson Hospital  
Hirsch Roberts Weinstein LLP  
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Long-Term Pharmacy  
Solutions, Inc.

Mara & Associates, PC  
McWalter-Volunteer  
Insurance Agency, Inc.  
Middlesex Savings Bank  
Najjar Employment Law  
Group, P.C.  
Paycor, Inc  
Reasons To Be Cheerful  
RhumbLine Advisers Corp.  
Roche Bros.

## Foundation Gifts

\$1,500 and above

Acton Boxboro Regional High  
School — Youth in Philanthropy  
Acton-Boxborough United Way  
Camden Foundation  
Concord-Carlisle Community Chest  
Cummings Foundation

Daniel Raymond Nickerson  
Foundation, Inc.  
Decibels Foundation  
Foundation for MetroWest  
Grousbeck Fazzari Foundation  
Haartz Family Foundation  
Helen G. Hauben Foundation  
John W. Alden Trust

Maynard Community Chest  
Staples Foundation Inc  
Stow Community Chest  
Topol Family Foundation Inc.

2005

Baker Ave. Center opens in March, housing the new **Day Habilitation, Vocational Services, and the expanded After School, After Work and Recreation programs.**

The **Early Intervention program** moves to the newly renovated Carter Center in May.

The Minute Man March fundraising walk begins.

A special playgroup and family support program for children who are deaf or hard of hearing is established.

Agency affiliates with the **Astra Special Needs Center** to provide enhanced, intensive services for children with autism.

The Damon Family Resource Center re-opens in larger space in the Carter Building and begins to offer expanded training opportunities.

In July, a new residence for four women opens on **Pine Street** in Concord in collaboration with West Concord Union Church.





## 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 every year. Thank you for your generous support.



### \$2,500 +

Acton-Boxborough United Way  
Mr. and Mrs. Mark Angney  
Applied Biomath, LLC  
Arc Massachusetts, Inc.  
Mr. and Mrs. Joshua Boger  
Keith Bostic and Margo Seltzer  
Camden Foundation  
Mr. Robert L. Carter  
Community Agencies Corporation  
Concord-Carlisle Community Chest  
Cummings Foundation  
Daniel Raymond Nickerson Foundation, Inc.  
Decibels Foundation  
Marjorie Findlay and Geoffrey Freeman  
Mr. and Mrs. Thomas Flannery  
Foundation for MetroWest  
Mrs. Edie Fruscione  
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Stow Community Chest  
Topol Family Foundation Inc.  
Trinitarian Congregational Church  
West Concord Union Church  
Nancy and Bob Zuffante



### \$1,000 - \$2,499

ACT Leasing  
Acton Boxboro Regional High School —  
Youth in Philanthropy

Acton Ford  
All Staff, LLC  
Atlas Forest Realty Trust  
Avison Young USA Inc  
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Medtronic, YourCause, LLC  
Middlesex Savings Bank  
Mr. and Mrs. Venkatesh Minisandram  
Mr. and Mrs. Richard Napoli  
Mr. and Mrs. Steven Pascucci

2009

Minute Man Arc's **Day Habilitation Program** licensed to accommodate up to 50 individuals.  
**Shared Living Program** begins.  
**Doug Flutie Jr. Center** for Sensory Motor Therapy and Recreation opens at the Baker Avenue Center.

2011

Agency launches new program for individuals with autism called **Learning Enrichment Autism Program (LEAP)**.

2010

Residential Services launches the **Adult Foster Care program** to assist families in keeping their family members at home and out of residential institutions.

2013

**1st Transition Conference** is held on April 5th attracting families throughout Eastern MA with children who are approaching age 22.

Paycor, Inc  
 Penfield Family Trust  
 Mr. and Mrs. Jeff Poulton  
 Ms. Cheryl Serpe  
 Mr. Troy Teleger  
 James Vahey and Joan Eagan  
 Mr. and Mrs. Richard Wakefield  
 Joshua Weidenhamer  
 Barbara Jean White

### \$500 - \$999

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 ADA Solutions, Inc.  
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Mr. Gregory Klemmer  
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 Susan and Christopher Ledoux  
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 David Model and Amy Etherington  
 Mr. and Mrs. Joseph Murphy  
 Najjar Employment Law Group, P.C.  
 National Grid  
 Mr. John O'Donoghue  
 Reasons To Be Cheerful  
 RhumbLine Advisers Corp.  
 Mr. Charles Robichaud  
 Roche Bros.  
 Maureen Rynn  
 Mr. and Mrs. Robert Shiller  
 Ms. Sharon Spaulding  
 Mr. Richard St. Jean  
 St. John Evangelical Lutheran Church  
 Hilary Taylor  
 Leslie Wakefield  
 Mr. and Mrs. Gregory Waters  
 Helen and Chris Webster  
 Mr. Bruce Welty  
 Noreen Zaman and Sujana Kabir  
 Mr. William Zimmer

### \$250 - \$499

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 Mr. and Mrs. Robert Becker  
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 Millard G. Owen  
 Bradford Paige  
 William and Karen Paige  
 Imran Pariyani  
 Mr. Paul Peterson  
 Mr. and Mrs. Francis Powers, Jr.  
 Mr. and Mrs. Todd Pulis

2013

**Jean Goldsberry** is hired as Executive Director. Her title eventually changes to Chief Executive Officer.

2016

Accessible outdoor **putting green** is added with financial assistance from the Concord Rotary and private donors.  
 A new agency **website** is launched.

2015

All adult programs and administrative staff move to **35 Forest Ridge Road, Concord**, launching a new chapter in the history of the agency. The new site is celebrated with an open house on June 17th.



Mr. Fontaine Richardson  
 Annelyse Roach  
 Patricia Robbins  
 Mr. and Mrs. William Roiter  
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 Dr. Oswald Werner  
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 Mr. and Mrs. Adrian Wilkins  
 Emon Zaman



## \$100 - \$249

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 Karie and Robert Beene

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 Mr. and Mrs. Woodley L. Chapman  
 Alex Chatfield  
 Sunetra Chavan  
 Phil Chernin  
 Mr. and Mrs. Gary Chinchillo  
 Mohsina Chowdhury  
 Catherine Christ  
 Christmas Motors  
 Cathy Chu  
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 Sajan Daniel  
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 Mr. and Mrs. George P. Elenbaas  
 Scott Eliasof  
 Carolyn and Tom Eynon  
 Robert Falconi

## 60th Anniversary Gala held on October 25th

2018

2017

A large **greenhouse** is built with grant funding and offers new and unique therapy options for adult clients. Program members tend leased garden space at Rogers Community Garden.

**Employment Services** launches JumpStart, a pre-employment and transition service program for young adults with disabilities 16-22 years of age.

**Day Habilitation Program** is expanded to 80 individuals to accommodate the growing number of clients.

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