

## ANNUAL REPORT 2001

### Executive Director's Report

Transition marked the year 2001 at Community Service of Hamilton & Wenham, Inc., as Elizabeth A. Sweet retired after 12 successful years as Executive Director. We were fortunate to have a month's time in which Betty was able to overlap with her successor, Margo W. Druschel, who arrived in early June. Betty's send-off was indeed sweet, as friends from her many years came to celebrate and recall her accomplishments and to wish her and her husband, Bob, well. She is having an active retirement and continues to lead Retirees and Wannabees trips to exciting destinations around the globe. We all wish her the best!

The year also brought change and transition to School's Out, as the Board of Directors chose to separate Community Service from School's Out, making School's Out, Inc. an entity with their own Board of Directors, and most importantly their own financial status. This will enable us to move forward with a clearer picture of the true income and expenses for each organization. This move took place in the 4<sup>th</sup> quarter of the fiscal year; but, for 9 months School's Out and Community Service, Inc. were together. During that time, School's Out continued to grow and expand their programs and enrollment. (See School's Out report).

Community Service hosted more events during the warm summer months with the new air conditioning in the Main Hall and Library. We had weddings, graduations, rehearsal dinners and family events. The air conditioning will continue to allow us to market the facility for summer events and we plan to have even more rental business in the coming year. A long-held plan to renovate the kitchen is well under-way and next year's report should feature the results of that process.

Also related to the building was the hiring of Pam Fullerton. Pam's title is Marketing/Facilities Manager, and for 20 hours each week, she is focused on marketing and managing our busy spaces. She has brought a new sense of professionalism and organization to the Community House, and we are happy to have her on-board.

There were a number of changes during the year in our weekday and evening rentals, as a few groups that got their start here, Fencing and Senior Exercise, moved to larger quarters. Senior Tap Dancing and Wildlife Artisans Bird Carvers are among our new regular renters, and we anticipate the return of Karate for Kids in the fall of 2002 and Yoga in the near future.

Under the leadership of the Board of Directors and with the help of many community volunteers, numerous events were held. The Scott Libby Memorial Concert with *Innuendo*, a musical quintet featuring Keith Lockhart, was held free-of-charge. Over 1500 attended the concert in the chapel at Gordon College, and it was a magical evening. The Ski and Skate Sale, Two Town 4<sup>th</sup> of July, Breakfast with Santa, Ski Bradford, Robert's Brother's Circus and Myopia Golf Tournament were all successful community events and raised needed funding as well. Three more \$1000 scholarships

were awarded at the HW Regional High School to those students who exemplify service. The Volunteer Recognition Tea was once again a special way to highlight those throughout our communities who volunteer. The Board is a talented and dedicated group of individuals who give of their time, energy and resources. They have helped to make my first months at Community Service a great experience.

As I began my tenure as Executive Director, building, technology and administrative improvements were my focus. With the technical wizardry of Bette Smales, our resident computer-lover, we have published and maintain our new website at [www.communityhouse.org](http://www.communityhouse.org). Five computers are now networked and we all have email. A new copy machine and folder were purchased, which have helped to streamline office processes and have saved money by doing things, "in-house." The front door locking mechanism, which frustrated everyone, was replaced for the first time since the building was built, and should last another 80 years! A beautiful new stage curtain graces the Main Hall. Ann Chivakos agreed to increase her hours in the front office, where she manages everything from School's Out billing to all the daily office and administrative procedures. Ann has been enormously helpful and supportive to me in my transition, and I am most grateful!

Leigh Keyser and Tim Wetson make up our custodial staff and work tirelessly to keep this wonderful building looking good, despite almost constant traffic. Bowdi Russell has joined us as a weekend building supervisor, who provides the hospitality and muscle that weekend events require.

Volunteers are our life-blood in so many ways. They range from the senior citizens who assist us with major mailings, to the Middle School youth who help with Special Friends, to the High School students who assisted with Ski Bradford this year and who do set-up and clean-up at the 2 Town 4<sup>th</sup> and Breakfast with Santa. Then of course there are those faithful regulars, Bette Smales, Terry Hearne and David Lindsay. Terry left us in October when she could no longer drive and we still miss her each day. Bette does so much wonderful layout and design work and has designed, set-up and maintained our website. David continues to be the backbone of our mailing volunteers and we value his hours and his dry sense of humor.

In closing, it has been an exciting first year at Community Service of Hamilton & Wenham, Inc. for me, and I look forward to continued personal and organizational growth in the future.

Respectfully Submitted,

Margo W. Druschel  
Executive Director

**ANNUAL REPORT, 2001**  
**Community Service of Hamilton & Wenham, Inc.**

The year 2001 saw many changes come to pass at Community Service, and I am pleased to report that your organization adapted to these challenges in a truly successful manner.

Our executive director of thirteen years, Betty Sweet, retired and was sent off with a big party at the Community House with all of our heartfelt thanks for everything she had accomplished.

Our new director, Margo Druschel started in June, and had an opportunity to work with Betty, which gave her time to really get to know the Community House. This has been a very positive move as it allowed us to review our entire operation from a new perspective. This resulted in a thorough examination of all aspects of the Community House, from the financial reports to the telephone system, from the personnel policies and staffing requirements to building rentals, from our School's Out program to the Summer Fun program, and from our marketing program to our new web site, [www.communityhouse.org](http://www.communityhouse.org). This comprehensive review required your board and its various committees to spend many extra nights in meetings, and I am extremely grateful for all their hard work.

Lest you think it was all work and no play, the Community House continued its 80-year tradition of offering many programs for our two towns. Our traditional programs of the Volunteer Tea, Two-Town Fourth, Breakfast with Santa, Ski Bradford, and Myopia golf tournament were enhanced by our presentation of Keith Lockhart's quartet, Innuendo.

Community Service of Hamilton-Wenham accomplished much during 2001, and, with a solid foundation in place, we look forward to a busy and exciting 2002. As we enter the new year, I would like to personally thank the many volunteers and staff who have worked to make the Community House a truly special organization.

**Respectfully Submitted**

Stephen Decatur, Jr.  
President of the Board

## **2001 Treasurer's/ Finance Committee Report and 2002 Budget**

I'm pleased to report that in 2001 we had total revenues of \$552,006.33 and total expenditures of \$529,992.89 resulting in a surplus \$22,013.44 or just under 4% for the year. Items to note are some one-time expenses: New stage curtain; new copier and office equipment; new locks for the building and painting. These one-time expenses totaled \$11,445.00. More importantly, is the separation of School's Out Inc. from Community Service of Hamilton/ Wenham, Inc. School's Out Inc. started to operate in the third quarter of 2001. This corporate restructuring will greatly enhance our ability to report and more importantly, monitor actual vs. budgeted financials in the future.

Going forward the 2002-budgeted net revenue is \$271,650 and budgeted net expenditures are \$293,150 thus leaving a net deficit of \$21,500. The budgeting process was an arduous task this year especially with School's out now a separate corporation. Although we are projecting a deficit this year, we do anticipate lowering that deficit with ongoing fundraisers and increased building rentals.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Theodore H. Steward', written in a cursive style.

Theodore H. Steward,  
Treasurer

# ANNUAL MEETING 2001

## Nominating Committee Report

This is the first Annual Report that the Nominating Committee has submitted in the past few years. The current Board believes that we need to make a new effort to keep our membership at 21, which our Bylaws call for. In the past year or so, we have added numerous new board members and have attempted to spread the membership of the Board more evenly between the two towns, and to spread the age group of the Board out so that both older and younger membership is represented.

The following new members have joined us in the last year: Julie Bishop, Bob Burr, Chuck Duval, Gratia McLane, Peter Stewart and Yvonne van Bodengraven. We will be adding Nancy Spofford to fill Terry Hearne's vacancy, and Jane Pirie will be joining us to help bring a younger perspective. This will bring us to 21 members.

### The slate of Officers for the year 2002/2003 is as follows:

Stephen Decatur, Jr.	President
L. Blair Villa	Vice President
Donna Whipple	Secretary
Thad Steward	Treasurer

### Terms Which Expire in 2002:

Stephen Decatur, Jr.	renew until 2005
Maura Hession	renew until 2005
Beth Myers	renew until 2005
Chuck Duval	renew until 2005
Ted Batchelder	renew until 2005
Theresa Hearne	deceased

### New Nominations to Terms for 2002-2005

Nancy Spofford  
Jane Pirie

Respectfully Submitted,

L. Blair Villa  
Chairman of the Nominating Committee

## **2001 Scholarship Committee Report**

Continuing a program which began in 2000, Community Service of Hamilton-Wenham, Inc. awarded in May 2001 three \$1,000 college scholarships to seniors graduating from Hamilton-Wehnam Regional High School. The awards were made based upon each student's academic performance, participation in extracurricular activities, leadership, and most importantly, involvement in projects benefiting the Hamilton and Wenham communities.

The scholarship recipients exhibited a continued and active role in school and community volunteer organizations, and demonstrated a commitment to helping others in our two towns. The Scholarship Committee reviewed approximately 40 applications from students, and the members of the Committee were impressed with the achievements and dedication to community of all applicants. The scholarship recipients stood out as leaders among their peers in community service.

The Committee was pleased to award scholarships to the following students:

Julie Ajalat, who plans to attend Springfield College  
Matthew Blanchard, who plans to attend Drew University  
Emily Krasco, who plans to attend Westfield State College

Respectfully submitted,

Kevin J. Toomey  
Chairman Scholarship Committee

## **ANNUAL REPORT 2001**

### **School's Out**

2001 was an exciting and dynamic year for the School's Out program. With the incorporation of School's Out, Inc., the addition of new programming, a number of capital improvements, an almost total re-staffing, and increased collaboration with the public schools, it proved to be a transforming year as well.

The incorporation of School's Out, Inc. in October 2001 was the single most important development in the School's Out program to date. The program spent the first nine months of the year under the auspices of Community Service of Hamilton & Wenham, Inc., as it had since its inception in 1984. School's Out finished the year as its own corporation, however, with a separate budget and accounting. A separate Board of Directors was empanelled and 501 (c) 3 non-profit tax status was actively being pursued at year's end. Though it will still retain its close ties to CSHW and continue to use space in the Community House, the incorporation will allow for clearer accounting and more efficient administration of the program.

School's Out continued to offer its signature programs this year with much success. The Before school and After school components finished out the 2000/2001 school year at near capacity. These programs began the 2001/2002 school year with significant waitlists. As the fall progressed, slots opened as parent's schedules changed and eventually, all interested families were accommodated. Kindergarten Enrichment ended the 2000 / 2001 school year at full capacity and began the 2001 / 2002 school year with banner enrollment. A fourth class was added and class sizes were increased to a thirteen-student maximum to accommodate the unprecedented interest in this program. Kindergarten Enrichment ended 2001 at full capacity, with eager parents already inquiring about enrollment for the 2002 / 2003 school year. The Summer Fun program offered its flexible "wrap around" schedule on Mondays- Thursdays again this summer. "Fun Fridays" featured field trips as in past years. Enrollment was not at capacity (due in part to new programming, described below), but this day camp provided safe and enjoyable programming to close to thirty children per day.

Several new programs were launched to favorable reviews this year. The "Kids on the Block", a puppet program designed to educate the public on physical and mental disabilities and foster acceptance of those afflicted, was launched in the spring and ran for several months culminating in public performances at local schools by School's Out students. Two new summer camps, the Young Scientists Club and the Hamilton Adventure School, were initiated. Both filled to capacity, garnered positive reviews, and will be offered again in 2002. An "Older Kids" group was started in September in the After school program, with the goal of attracting and retaining pre-teens who need more independence but haven't yet aged out of our programs. The group has about thirteen members and has developed nicely under the guidance of counselor, Joseph Perry. Additionally, the Hamilton Adventure School added a Wednesday afternoon component during the 2001/ 2002 school year as another option for older children. This program has been granted a license exemption from the Office of Child Care Services and operates independently from all School's Out, Inc. licensed programs. A Department of Public Health permit is being pursued to cover this program during its 2002 summer operations.

There were a number of capital improvements made to the School's Out facility during 2001. Most notably, new tables and chairs were purchased, allowing every child a seat during snack and activities. Carpeting was laid down over much of the main room as well, improving

its appearance and dampening noise. The remainder of the floor was painted a matching blue. The cubbies and bookshelves received several coats of the same blue paint, contrasting the newly painted yellow walls and lending a fresh appearance to the entire site. The purchase of a 15-passenger van by CSHW has positively impacted School's Out as well. The Hamilton Adventure School has made great use of it both during the summer and on Wednesdays after school. Due to the independent nature of the Adventure School, this program depends upon affordable and flexible transportation to off-site locations. The acquisition of the van this year has been integral to the success of this new program.

Staffing continued to pose a problem for School's Out in 2001. Due to attrition, a significant portion of the experienced part-time staff needed to be replaced for the fall. With the 2001 / 2002 school year quickly approaching and all programs filled to capacity, an aggressive recruiting campaign was mounted at all local colleges. The results were slow but steady, with full staffing being achieved by late December. The new hires were predominantly college freshman, which will bode well for the program, as these young and energetic students can be trained and retained for the next few years. The recruitment and retention of quality staff is an area that deserves a strong focus as School's Out, Inc. proceeds, as it is at the foundation of the quality and safety of our programs. To this end, relationships with the Student Internship offices and Education departments at Endicott College were cultivated this year with the hopes of attracting a continuous stream of qualified applicants.

Another important development in the School's Out program this year was an increased focus on collaboration with the Hamilton / Wenham public school system. In the past this relationship had been superficial at best, with no significant communication about child welfare or emergency policies. This changed in 2001 as adjustment counselors, teachers, and School's Out, Inc. collaborated concerning the welfare of several students. Additionally, School's Out, Inc. sought out and received, at no cost, the use of the Winthrop School gymnasium on three afternoons a week. This was critical both to elevating the level of athletic programming in our after school program and to preserving the decor of the Main Hall and Conference rooms, which had previously been used in lieu of gymnasium space. Continued work with the public schools in the future will be of immense benefit both to our program and the families that we serve.

2001 was an important year School's Out in several respects. Improvements were made both to the physical plant and our programming. Problem areas were defined and addressed. Goals have been set and this new corporation is positioned to move confidently forward.

Respectfully submitted,

Scott Richardson  
Program Director



# ANNUAL REPORT 2001

## Investment Report

During the year 2001, the portfolio was invested in U.S. Treasury Notes, U.S. Government Agency Notes, Money Market Funds, and various common stocks. The account had net withdrawals of \$49,680.00, which was used to fund the Community Service and School's Out operations, as well as capital expenditures such as the van. The net securities interest and earnings for the year was \$21,642.55.

As of December 31, 2001, the portfolio was invested as follows:

<u>Maturity Amount</u>	<u>Security</u>	<u>Rate</u>	<u>Maturity Date</u>	<u>Market Value</u>
\$50,000	U.S. Treasury Note	6.625%	3/31/02	\$50,609.50
\$50,000	U.S Treasury Note	5.25%	8/15/03	\$52,016.00
<u>\$50,000</u>	Fed Home Loan	6.875%	1/15/05	<u>\$54,117.50</u>
\$150,000				\$156,743.00

Money Market Funds      \$257,677.45

### Common Stock

<u>Company</u>	<u># Shares</u>	
Cisco Systems	500	\$9,055.00
Network Appliance	400	\$8,478.00
Charles Schwab	500	\$7,735.00
Sun Microsystems	500	\$6,150.00
Verizon	22	<u>\$1,044.12</u>
	<b>Sub Total</b>	<b>\$32,732.12</b>
	<b>Grand Total</b>	<b>\$447,152.57</b>

Respectfully Submitted,  
Stephen Decatur, Jr.  
Investment Committee

## **ANNUAL REPORT 2001**

### **Building Committee Report**

The year 2001 was thankfully one in which no major projects needed to be undertaken. Instead, we were able to continue with preventative maintenance projects and general building up-keep.

**Among the items that we accomplished were:**

- New gutter pipes that compliment the building and are working effectively.
- Replacement of roof slates in a number of places where the roof needed attention.
- Replacement of the entire locking mechanism on both front doors. This was the first time since the building was constructed that this was done, and the new working locks are a great improvement and increase building security. In addition, we have started a Key Sign-out, so we now know who has keys and they are returned in a timely manner.
- Regular sanding and re-finishing of Main Hall and Library floor, each 6 months, as recommended by Steve Kent, flooring contractor.

We will continue to review the building regularly and address on-going maintenance issues. As we move ahead into 2002, the planned renovation of the kitchen is an exciting project. We have begun to get estimates and designs for the project, and look forward to completing the work in 2002.

Respectfully submitted,

Ted Batchelder  
Building Committee Chair