

ANNUAL REPORT 2014
Executive Director's Report

VISION STATEMENT

The Community House enhances the quality of life of everyone who lives, works and plays on the North Shore.

MISSION STATEMENT

The Community House brings the community together through cultural, educational, and recreational programs and events.

Operations and Staff

Staff meetings continue to be held on Wednesday afternoons with core staff members present. The staff reviews activities of the prior week and upcoming events for the current week to facilitate a smooth flow of operations. In addition, each staff member is responsible to provide a report on their workload and set goals for the current week. Biweekly or monthly 1:1 sessions with the Executive Director are also conducted to follow up on goals and objectives.

Regular Staff:

Melissa Elmer – Executive Director
Ann Chivakos – Office and Facilities Manager
Carolyn Blaney – Marketing and Sales Manager
Bethany Johnson- Admin. and Program Assistant
Craig Leonard – Building and Grounds Keeper
Tess Leary – Event Planner

Class Instructors:

Bryan Sheckells – Fun Science
Rhonda Galpern – Sewing for Kids
CPR/First Aid – Regina Baker
Amy Sheridan – Theater Workshop
Guitar- Jim Coyle

Other

Myriam Cyr – CHT
Greg Warwick – CHT, interior painting, and gardening
Jay Pension – CHT
Nate Punches – CHT
Simon Skymba – CHT

Teen Staff:

Michael Allara
*Jackson Brockenbrough
*Jacob Crosbie
Jenna Crosbie
Sam Fricke– through May 2014
Rachel Holappa
Andrew Johnson – through May 2014
Trevor Jones
Melissa Kain– through May 2014
*Clare Mulvihill
*Samantha Peach
Emily Preston
Victoria Putnam – through May 2014
Ally Rush
Julia Wainwright
*Ian Worstell

**new in 2014*

Board of Directors

The Board of Directors is the heart and soul of all Community House operations. Our Board is active and willing to take a hands-on approach...no job is too big or small. We could not be where we are today without a strong and active board. Thank you to all for making a difference in our communities.

Thad Steward, President
Nancy Littlehale, V.P.
Bill Boardman, Secretary
Thad Steward, Treasurer
Thomas Barrett
Ted Batchelder
Cristie Carter

Heather Ciriello
Stephen Decatur Jr.
John Gallant
Bo Lamb
Jeanne Maurand
Robert G. Preston
Randy Smolik

Catherine Stramer
Ken Wilson

Payroll

MassPay continues as our payroll service provider.

Bookkeeping/Accounting

Hamilton Bookkeeping continues to provide bookkeeping services to The Community House on a biweekly rotation. Accounting services and financial review provided by Vesey and Company, Danvers, Massachusetts.

Constituent Database

The Community House utilizes the non-profit edition of Salesforce to manage our donor database.

Marketing/Website

In 2014, a marketing committee was developed to explore options for a new tagline and redesign of the organization's logo. By year end, an attorney was retained, pro bono, to file the new design through the US Patent and Trademarking Office. The CH was given the green light by the attorney to begin using the new design shown below.



Newsletters

The Community House continues to use Constant Contact e-newsletters as our primary tool of communication with our constituency. In addition, 3 issues of a direct mail newsletter are sent to our constituent base three times per year: January, May and September.

Building Rentals

School's Out Rental – The YMCA of the North Shore is in a lease term that expires in August 2019.

40 Asbury Street Rental – Gourmet Delights continues to occupy the office space in the rear of the building. Rental of this space generates \$530 per month for The Community House. Further, Gourmet Delights continues to contract kitchen use at the Community House for a monthly fee of \$800. The lease for the office has expired and is in the process of renewal.

Mandell Room – Katy Brunault DBA Hamilton- Wenham School of Dance is in a 36 month lease through the end of 2017 for \$820/month or \$9,840 annually.

Hall Rentals – See attachment for a financial overview from 2007-2014

Private, One Time – This account includes functions such as birthday parties, anniversaries, business workshops, weddings, showers, etc.

Private, On-going – This account includes on-going activities such as Karate, Tai Chi, ballroom dancing, and kitchen rental by Gourmet Delights. Karate is our largest renter in this category.

NPO, One Time – This account is for one time event use by a non-profit group, usually in the form of a fundraising event or workshop.

NPO, On-going – This account is for non-profit renters who use our building on a regular basis throughout the year (churches, Rotary Club, New England Light Opera, and BIRKA).

Weddings – This accounts for income generated from wedding receptions only.

Grants

In 2014, The Community House was a proud recipient of the following grants:

\$53,800- Hamilton Community Preservation -cupola project
\$20,000 -Wenham Community Preservation - cupola project
\$2,500- Danversbank Charitable Foundation

Respectfully submitted,



Melissa Elmer

Executive Director

Annual Report 2013 Programming Report

Breakfast with Santa – As usual, Tom, Thad, Robert and company served up pancakes, eggs, sausages, pastries and beverages. We continue to utilize digital photos with the help of Steve Decatur (photographer) and our trusty high school Program Assistants who print out the photos using our in-house photo printer.

2013 Attendance - 336
2012 Attendance – 325
2011 Attendance – 358

CPR and First Aid

Since fall 2011, we have offered American Heart Association certification courses in CPR and 1st Aid. Taught by instructor, Regina Baker, R.N., of Wenham, certifications are valid for 2 years, and the class fee is \$50.

2012 participation: 25 students were trained in CPR and 10 were certified in first aid.

2013 participation: 38 students in CPR, 8 students in first aid

Father- Daughter Winter Ball

The Father-Daughter Ball continues to be a sell-out event. Dads and daughters enjoy a special occasion together full of fun, child-friendly finger foods, punch, and a complete with a chocolate fountain and dancing.

2012 – 101 participants

2013 – 109 participants

Fun Science

A program designed to keep children engaged in the science world around them. One hour sessions are held on Thursday afternoons, September-May. Mr. Bryan Sheckells, a 5th grade teacher at Winthrop Elementary continues as our lead teacher. Mr. Sheckells wages are included in the payroll expenses of the organization.

of children served in 2013 = 53

of children served in 2012 = 53

of children served in 2011 = 45

Fun Science for Preschoolers

In October, we added a pilot on Saturday mornings for preschoolers, led by our teacher, Bryan Sheckells. Program revenue is included above with the school aged children.

2011 Pilot Program enrollment = 12

2012 program enrollment = 23

2013 program enrollment = 13

Memoir Writing for Adults

We had moderate success and served 21 individuals in 2012, but experienced a decline in 2013 with 2 students served. A new instructor and evening classes in 2014, promises to serve a wider audience.

Middle School Teen Night

The purpose the Middle School Teen Night Program is to provide an outlet for middle school aged youth to enjoy safe and supervised social activity. Events may include dances, games, pizza and movie night, karaoke, sports nights, and adventure based activities. The program is open to students in grades 6-8 who live in Hamilton or Wenham or attend Miles River Middle School as a school choice student. The one time program fee of \$40.00 covers each child for all three years of program eligibility.

In 2013, we had 411 kids registered in the program, 373 were registered in the year prior. As of year end, the program employed 10 HWRHS and St. John's Prep Sophomores, Juniors, and Seniors to help manage the youth in addition to myself, Bethany, and Amy Sheridan (all adults) who work the events as well.

2013 registration fees collected: \$5595, Program income: \$6497 (2 events cancelled due to snow)

2013 attendance at all events = 959

2012 registration fees collected: \$5668, Program income: \$6176

2012 attendance at all events = 918

2011 registration fees collected: \$4645, Program income: \$4149

2010 registration fees collected: \$4290, Program income: \$3282

Mother- Son Knight Out

Due to the overwhelming success of our Father-Daughter Ball, we have established an event for mothers and sons in 2013. Much like the father/daughter model, the evening hosts child-friendly appetizer bar along with a chocolate fountain for dessert. Boys were given a commemorative challis to sip their punch and take home as a favor. Moms were sent home with a white rose presented by their young sons. This was another sell-out event and was special evening – it will easily become an anticipated tradition for years to come.

of participants in 2013: 105
2013 Income: \$2932
2013 Expenses: \$1952

Music Man Weekly Sing Alongs

Brian Doser has been offering weekly sing-alongs at The Community House since May 2008. On average, we welcome 30-40 parents, grandparents and nannies, along with their children, per show. Income for this program seems to be leveling off. We consistently have been hosting two performances per week, year round, since 2009.

2008 & 2009 combined income: \$768

2010 income: \$1135

2011 income: \$2199

2012 income: \$2228

2013 income: \$2641

Sewing for Kids

Students learn basic stitches, use of a sewing machine and create special projects in each class. Teacher stipend is \$50 per class, and this is reflected in the ledger for payroll expenses.

of students served in 2011 = 16
of students served in 2012 = 40
of students served in 2013 = 29

2013 Income: \$3383
2012 Income: \$4095 2012 Expenses: \$430
2011 Income: \$590 2011 Expenses: \$360

Ski Bradford: We are thankful that enrollment in this program had its best year in quite a few years! Much credit is owed to Ann Chivakos for all her work organizing registrations and coordinating volunteers and Bethany Johnson who rides up each week to make sure this program is executed seamlessly. This is a HUGE task!

2013 enrollment = 157; Buker = 32, Cutler = 45, Winthrop = 15 and MRMS = 68
2012 enrollment = 166; Buker = 42, Cutler = 35, Winthrop = 26 and MRMS = 63
2011 enrollment = 142; Buker = 43, Cutler = 22, Winthrop = 36 and MRMS = 41

2013 Income:	\$46,541	2010 Expenses:	\$25,520
2013 Expenses:	\$23,510*	2009 Income:	\$27,850
2012 Income:	\$43,783	2009 Expenses:	\$21,286
2012 Expenses:	\$31,797	2008 Income:	\$41,847
2011 Income:	\$36,045	2008 Expenses:	\$30,733
2011 Expenses:	\$27,708	2007 Income:	\$41,028
2010 Income:	\$34,800	2007 Expenses:	\$32,501

*Invoice for bussing was paid in January 2014 and is not reflected in the 2013 expenses listed above.

Special Friends: This program continues to provide an invaluable resource for our Special Friend's Community. Each month offers an exciting event and oversight is provided by employee, Bethany Johnson. Annual activities such as the Sweetheart Dance, Western Dance, Halloween Dance, Spring Art Workshop, and a summer pool party at Joanne Patton's continue to highlight this service program. Each year, in December, the Volunteers and our Special Friends join the Rotary Club for breakfast.

of participants in 2013 = 173, # of participants in 2012 = 149

Two Town Fourth – Staff member, Pete McKenzie, coordinated this event in 2013. Parelli Optical and other business sponsors underwrote the expenses. Banners were created for each sponsor. The Rotary Club took the helm at the concession stand and we had crafters and other vendors selling their wares. The heat index was off the charts, and many vendors and event-goers packed up early...it was hot, hot, HOT!

2013 Income:	\$2356	2013 Expenses:	\$982
2012 Income:	\$1685	2009 Income:	\$1388
2012 Expenses:	\$0	2009 Expenses:	\$442
2011 Income:	\$1855	2008 Income:	\$684
2011 Expenses:	\$650	2008 Expenses:	\$343
2010 Income:	\$2741	2007 Income:	\$3262
2010 Expenses:	\$2114	2007 Expenses:	\$2216

Retirees and Wannabees: In good weather months, monthly trips to local cultural, educational, and recreational venues for our Retirees and Wannabees group are planned by Ann Chivakos. Transportation is generally provided by Beauport Transportation of Gloucester. A change in leadership with the Council on Aging has impacted our service delivery and we are hopeful through our strategic planning process that we will discover how we can best serve our local seniors.

2013 Senior Trips

- Thoroughly Modern Millie – Stoneham Theater – April = 11
- Newport – June = 10
- Charles River Architecture Cruise – July =13
- Nantucket – August = 52
- Garden in the Woods and Wayside Inn – September = 11
- Christmas Pops – December = 24

2013 Income:	\$10042	2012 Income:	\$10,117
2013 Expenses:	\$9038	2012 Expenses:	\$8922
2011 Income:	\$9332	2009 Income:	\$13,911
2011 Expenses:	\$9629	2009 Expenses:	\$13,195
2010 Income:	\$9494	2008 Income:	\$11,975
2010 Expenses:	\$6969	2008 Expenses:	\$10,014
		2007 Income:	\$2,973
		2007 Expenses:	\$2,601

I would like to note that the planning and execution of all the programming listed above has vastly improved through the support efforts of our staff. We are capable of offering better quality

programming through the expanded staff support, much of which did not exist years ago when I accepted the role of Executive Director. I would like to thank the board for expanding our staffing so we can continue to grow and offer better programs and services to our constituents. I would also like to thank all of the staff for their hard work and dedication to our mission.

Respectfully,

A handwritten signature in cursive script that reads "Melissa Elmer".

Melissa Elmer
Executive Director

2013 INVESTMENT REPORT

During the year 2013, the investment portfolio held at Moors & Cabot, Inc. was invested in Dividend Paying Common Stocks, Corporate Bonds, Mutual Funds, and Money Market Funds. The account had cash contributions of \$27,500.00, and cash withdrawals for cash flow purposes of \$56,721.05.

Investment income in 2013 was received from:

Money Market Interest	\$13.43
Interest, bonds	\$787.50
Dividends & short term cap. gains	\$6,053.80
Long term capital gains	\$1,572.34
<u>Qualified dividends</u>	<u>\$2,997.89</u>
Total	\$11,424.96

Investment Schedule; December 31, 2013

Mutual Funds

Capital Income Builder Fund	\$52,607.49
Loomis Sayles Strategic Income	\$60,101.74
<u>Loomis Sayles Investment Grade</u>	<u>\$53,446.59</u>
Total	\$166,155.82

Common Stocks

<u>Company</u>	<u># Shares</u>	<u>Annual Yield(%)</u>	
Dow Chemical Co.	290	2.88%	\$12,876.00
Intel Corporation	950	3.46%	\$24,657.25
Royal Dutch Shell	300	4.29%	\$21,381.00
STAG Industrial	1,000	6.17%	\$20,390.00
<u>United Technologies</u>	115	2.07%	<u>\$13,087.00</u>
Total			\$92,391.25

Money Market Funds/Cash	\$47,062.27
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<u>Total Value as of December 31, 2013</u>	<u>\$305,609.34</u>
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Respectfully Submitted,

Stephen Decatur, Jr.
Investment Committee

Note: All figures are approximate, are subject to errors & omissions, and are not warranted to be correct. Please refer to the Moors & Cabot December, 2013, statement for official record of the account.