

2023

ANNUAL REPORT

Changing
lives, changing
communities

**MINUTE MAN ARC
FOR HUMAN SERVICES, INC.**



MINUTE MAN
Arc



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



Minute Man Arc provides therapeutic and socialization programs across the life span for more than 1,500 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, active recreation, and community involvement. Some programs take place in Concord, Massachusetts, but support is also integrated into home environments, job sites, and a wide variety of community locales.



Children's Programs

- Early Intervention
- Extra Steps Pediatric Therapies
- TimberNook



Teen and Adult Programs

- Employment Services
- Day Habilitation
- Residential Services
- Recreation & Family Services



Dear



As I look back on the last three-plus years, I am excited that we have come through so many challenges. Today, most individuals are back in programs. We increased staffing to meet the program needs, and we look forward to the future.

This does not mean we won't face challenges! As in many industries, staffing continues to be a concern and we know there will be others on the horizon.

The Minute Man Arc Board is committed to supporting the organization no matter what arises. We are a resilient, creative organization ready to face the future.

Minute Man Arc has a dedicated, committed staff who, when faced with whatever comes their way, meet those challenges!

One of the areas that stood out to me this year is the importance of staff development and training. At the end of June, the well-trained staff used their knowledge of life saving techniques and worked together to save the life of one of the individuals in the program. As a parent and Board member, this gives me great comfort knowing continued training, education, and teamwork are such a focus of the organization!

Even with all the challenges the organization has faced in the last three years, the continued commitment to building and developing the skills it takes to provide services for our individuals has not wavered!

It is an honor to serve as President of Minute Man Arc's Board. I thank the consumers, parents, staff, and the Board for your support, your belief in Minute Man Arc, and our shared commitment to the organization and its future!

Gratefully,

A handwritten signature in black ink that reads 'Debbie W. Flannery'. The signature is written in a cursive, flowing style.

Debbie Flannery
Board President FY23

FY23 Board of Directors

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Message from the

2023 was a year of building back, and we are BACK!

Our staff members are, as always, the mainstay of the organization, and we have built back most of the staff as well as adding a few in some programs. We are so grateful for their dedication and hard work, and we try to continually thank them for their service with raises, bonuses, gift cards, and jackets.

2023 also saw lots of building projects — a bathroom renovation for Roosevelt House, a new kitchen and complete interior paint at Littleton, groundbreaking for a new house in Sudbury, and the completion of our Oasis.

The Oasis really has become a gathering point and a place of recreation for our consumers. With its wood chip accessible pathway, musical instruments, accessible glider and picnic tables on the patio, it is a very popular place on nice days.

2023 was bookended by honors. In the fall, we were given the Non-Profit of the Year Award by Middlesex Chamber of Commerce, and in the spring we were honored by the Nashoba Valley Chamber of Commerce.

With an eye toward the environment, we submitted a grant for an electric wheelchair van and solar-powered charging station. In June we were notified that we were being awarded the \$150,000 grant.

This year has been one of building back, but also looking forward to what more we can do to enrich the lives of the individuals we support in the future.

Sincerely,

A handwritten signature in black ink that reads "Jean A. Goldsberry".

Jean A. Goldsberry

Leadership Staff

Jean A. Goldsberry
CEO

Mary Coleman
CFO

Eric Boroush
Director of Operations

Steven Bouffard
Director of Day Habilitation

Alex Chatfield
Director of Early Intervention

Donna Ehrlich
Director of Human Resources

Ryan Haskins
Director of Residential Services

Sherry Kenin
Director of Extra Steps
Pediatric Therapies
Director of TimberNook
Outdoor Experiences

Rebecca Lynch
Director of Development

Stephanie Parish
Chief Development Officer

Laurie Rebello
Director of Training and
Quality Improvement

Barbara Jean White
Director of Employment
and Clinical Services

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

Consolidated Statement of Financial Position. June 30, 2023

Assets

Cash and equivalents	\$953,096
Accounts Receivable	2,042,513
Prepaid expenses	33,540
Property, plant & equipment and mortgage acquisition costs, net	8,948,598
Security deposits	11,607
Restricted deposits	275,503

Total Assets	\$12,264,857
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Liabilities and Net Assets

Accounts payable	\$221,409
Accrued expenses and other liabilities	1,083,315
Deferred revenue	60,359
Line of credit	0
Long-term debt	6,188,502

Total Liabilities	\$7,553,585
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Net Assets	\$4,711,272
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Total Liabilities and Net Assets	\$12,264,857
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Consolidated Statement of Activities. Year Ended June 30, 2023

Revenues

Contract revenue	\$15,597,660
Commercial products and services	\$202,352
Contributions and fund raising	\$670,562
Other	\$870,483

Total Revenue	\$17,341,057
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Expenses

Program services	\$16,245,957
Management and general	\$1,789,822
Fundraising	\$303,404

Total Expenses	\$18,339,183
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Change in Net Assets	(\$998,126)
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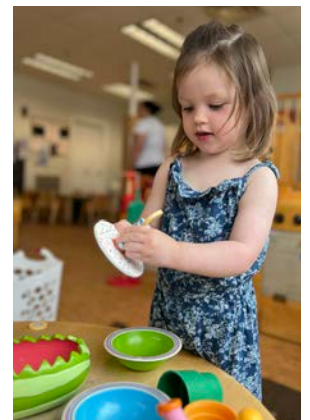
* Financial report information for Minute Man Arc for Human Services, Inc. and Affiliate's consolidated financial statements are unaudited. Audited financial statements will be available after November 15, 2023.

Minute Man Arc's pediatric programs keep expanding and offering exceptional programming for the youngest members of the community. Their collective progress is inspiring.



Reaching our

LITTLEST clients



Early Intervention continues to provide much needed services to more than 600 children from birth to age three each year. COVID fall-out is still being felt at this age group, with a noted increase in developmental delays, resulting in an uptick of requests for multiple services. To meet these unique needs, program leaders and therapists are proud of their creative and adaptive approach and their ability to work together as a unified team, offering seamless support to both the family and the child.

Extra Steps Pediatric Therapies offers innovative therapy where play is a key element to therapy. Speech, physical, and occupational therapy remain the cornerstone of child development, and with the added element of play, children are more engaged and active in their own progress. Our new, popular and family-focused program has therapists teaching children of any ability how to ride a bicycle safely. Offering outdoor therapy along with indoor programming continues to open the doors for our youngest members.

Encouraging children to think and play in new and creative ways remains a key component of the **TimberNook Program**. In just a few years, this popular offering has grown to serve more than 350 campers and moved to a new, larger site at the Nobscot Scout Reservation in Sudbury, MA. This year-round, outdoor, child-led experience challenges the senses and inspires creativity, independence, and imagination. Held on more than 450 beautiful, forested acres, the TimberNook staff are excited and ready to share their new wooded wonderland experiences with campers of all abilities.

Supporting everyone

As our adult programs returned to (nearly) full capacity, Minute Man Arc continues to add a multitude of offerings that reengage individuals served and fuel independence.

Integrating the new **Community Based Day Supports** volunteer program into the **Employment Services** program promotes new pathways to independent employment. **CBDS** Group volunteer sites work on skill sets with the goal of advancing clients to becoming independent volunteers and then on to independent paid positions. This progression positively impacts both the clients and the community, resulting in an increase in new employment opportunities and off-site outings.



Day Habilitation continues to integrate movement as part of therapy with a fun edge to keep motivation high. The vestibular swing in the Oasis is frequently utilized as part of the Occupational and Physical Therapy programs. The swing not only activates more body awareness, it also provides a level of increased alertness in therapy participation. Fresh air, sounds of nature, and change in scenery stimulate the senses as well. And on those rainy, indoor days, art, music, and games provide fun ways to keep people engaged, energized, and active.

Recreation is branching out into the community. Added to the always popular sessions of bowling, yoga, ceramics, and basketball, Recreation has been offering monthly special events. These one-day events are community and social-based and include fun activities like mini golf, Lunch with Friends, train trips to Boston and more! Most activities take place between 3-6PM, Monday through Friday, but the special events often include weekend outings. Anyone is welcome to join a Recreation class and have some fun with peers!





Why I work

HERE

Monica Queiroz

**EMPLOYMENT
SERVICES**

Ten years ago, Monica Queiroz immigrated to the United States from Brazil. She spent several years focusing on her family once she got settled in Marlborough, MA. “I sent the kids to school and took care of them,” says Monica. “They came first.” When her youngest child finished college, Monica decided to go back to school to complete her counseling degree. A requirement — she needed to complete 400 hours working in the mental health field. At the same time, she worked at a local TJ Maxx store—often alongside the individuals from Employment Services. She enjoyed working with them so much, she decided to make a professional change.

A year ago, Monica joined the Minute Man Arc Employment Services team, where she became a job coach. “People say life is about giving and I agree with that,” says Monica. “I came to Minute Man Arc,

thinking I’d like to give back. But I receive so much in return!” Monica completed her 400 hours toward her Bachelor of Arts degree from Florida Christian University while working with us.

These days, she coaches her team at the TJ Maxx store in Sudbury, helping them expand their professional skillset. “Before I started working with them, the team stayed in the back of the store. But because I know how things work in the store and what’s needed, I brought them to the floor, where they work with merchandise and in customer service.” Along with TJ Maxx, Monica supports teams at Quiet Logistics, Murphy Insurance, and the Yankee Golden Retriever Rescue. Today, she has no plans to make any professional changes. “I’m going to stay at Minute Man Arc,” says Monica. **“I love it here!”**

My daughter, Kim, joined the Minute Man Arc family during a very fragile and frightening time in her life. The Community Based Day Services and Residential staff welcomed her with open arms, guiding her through a difficult adjustment period.

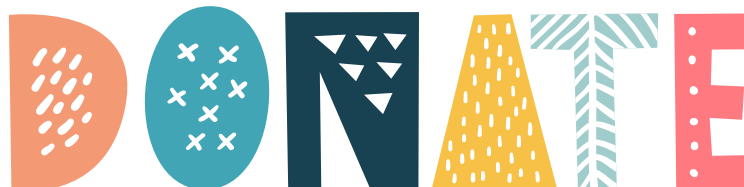
Over the past few years, her family has watched her grow into a more independent, self-assured, very happy woman.

There is no monetary value that can be placed on the gratitude our family feels seeing her so at peace with her world.

These are the reasons I donate to Minute Man Arc.

Andrea Harney

Why I





Taking it



Minute Man Arc's commitment to health and wellness is evident throughout our programs. In recent years, we built our Sportcourt on the Forest Ridge Road site. You can see clients and staff tossing around basketballs in all types of weather. You might even catch the staff playing Pickleball there on occasion.

As in previous years, clients and the Concord group, The Green Thumbs, came together to beautify the grounds at Forest Ridge Road. The Green Thumb volunteers donated the plants and time; our clients provided the extra elbow grease to help them keep our grounds pristine.

Our Oasis, one of our newest renovated spaces, opened. This mini-amphitheater offers picnic tables, a shaded patio, accessible swing set, and outdoor musical equipment for all ages. Most recently, we launched summer musical events ("Arc in the Park"), featuring local artists who play for clients, staff, and friends on summer evenings.

During the year, we host Fresh Fruit Fridays for everyone to access healthy offerings as we wait for spring to arrive. In residences, kitchen tables boast bowls of fruit (rather than processed snacks). Local farms provided donated CSA shares, which get divided among our residences.

Next year, we plan to close the Fitness Loop around the property, thanks to our generous supporters. The Fitness Loop creates a quarter-mile, accessible path that will encourage everyone — clients, neighbors, staff — to get outside and move around. Did you know that walking twice a week around the path, for 52 weeks, is a marathon? We plan to track everyone's activity over the next year and celebrate our shared commitment to fitness.

Finally, for 18 years, The Minute Man March — our major fundraising event — has happened, rain or shine, bringing more than 400 individuals, family members, staff, sponsors, supporters, and friends to "come together" to celebrate in the streets of Concord. Although the COVID-19 pandemic slowed us down, we roared back in 2022. We plan to continue this long-cherished tradition of marching together to support Minute Man Arc. **Please join us!**



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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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