



West Medford Community Center



West Medford Community Center Annual Report to the Membership September 25, 2016

To the Membership of the West Medford Community Center:

This past year was pivotal in terms of taking our Community Center to the next level. Our Board and staff are well positioned to maintain the momentum we now enjoy, and with increasing membership, participation and volunteering, we will keep growing to serve the needs of our community and keep focused on the mission of this historic institution.

Help us help you - volunteer, contribute, or donate to the West Medford Community Center.

Sincerely,

*Brian Collins
President
West Medford Community Center
Board of Director*



West Medford Community Center

West Medford Community Center Annual Report to Membership September 26, 2016

Mission:

The mission of the West Medford Community Center is to connect the diverse people of West Medford and the greater Mystic Valley through social, civic, educational and recreational programs. Incorporated in 1944 as an all-volunteer organization, our historic mission developed within a close knit diverse community through a strong sense of volunteering.

History:

The roots of the West Medford Community Center go back to 1935, and arose from two areas of concern. The first was the recognized need for the African American community, which had established itself in West Medford Massachusetts, to “take care of ourselves.” The second area of concern was the growing desire to have an organized voice to deal with issues of civic and social justice.

Early in the development of the organization, its original incorporators (exclusively African American men) made the decision, to: “Adopt an all-inclusive policy to reach all of our objectives.” This meant that membership and services would not be exclusively restricted to African Americans, and that women would be a meaningful part of all decision making. The organization would continue recruit active “members” from the West Medford neighborhood, but the work and services of the Center would be intended to improve the lives of all who lived in the Mystic River Community.

In 2007 the new Community Center building was opened, replacing the earlier building (an old army barracks) with a spacious building overlooking Duggar Park.

Consistent with its original mission and vision, The West Medford Community Center continues to be an “all inclusive” organization, and currently offers direct services, community building activities (which includes but is not be limited to social advocacy) and assuming responsibility for preserving and celebrating the rich history and heritage of this unique community.

Note of Appreciation:

We need to acknowledge the fact that we could do very little without the support of our community. The contributions of time, energy, support and funding from both individuals and organizations has been essential to any success we may have achieved these past 12 months.



West Medford Community Center

2015 – 2016

West Medford Community Center -- Service Report

September 26, 2016

“By their works shall ye know them.”

If we are to keep faith with our mission and history, we are required to actively respond to the needs of the Community. We must “Connect the diverse people of West Medford and the greater Mystic Valley through social, civic, educational and recreational programs.” Towards this end, we have engaged in “Direct Services”, “Community Building”, and “Preservation of the History and Heritage of the West Medford Community.”

Direct Services:

We define “Direct Services” as those activities where we hire staff to meet a specific set of needs to a specific population. During the past year, the West Medford Community Center invested in two key areas of “Direct Service,” focusing on “Senior Services” and After-School programming for primarily Middle School aged Medford youth.

Senior Services, are overseen by **Terry E. Carter**, and has this past year provided weekday meals and social hours three days a week, along with ongoing support for a variety of additional activities (i.e. health screening, workshops on a variety of topics of interest to this community, and technical/administrative support additional activity ideas generated by the seniors themselves.)

Afterschool Youth Club (“For a Better Tomorrow, Medford”) which was begun by Dr. Debra Soule and Maria Scott, specifically to address the need for afterschool programming for Middle School aged children in Medford. Beginning in the fall of this year, the West Medford Community Center assumed full responsibility for this program. Overseen by **Shane O’Garro** and building upon the foundation created by Dr. Soule and Ms. Scott, currently has an enrollment of 40 youth between the ages of 10 and 12 years of age. The program provides a “safe space” for these children afterschool and offers both homework assistance and a variety of age appropriate activities.

Community Building

We define “Community Building” as those activities where we provide an opportunity for area residents to come together for celebration, self-improvement, and/or social activism. This can take many forms. It might simply mean making the building available for a class or event, or it might mean sponsoring a community forum on an issue of concern. It might mean coordinating and providing administrative support for block party, or, it might mean organizing youth basketball leagues. It might mean we create an event ourselves or it might mean we partner with another existing community group. To successfully fulfill our mission, the West Medford Community Center needs to explore this idea from all of these different perspectives.

Just some examples of how this “Community Building” worked over the past 12 months would be:



West Medford Community Center

- WMCC provide space for ongoing yoga, dance and meditation classes.
- WMCC hosting the **Third Annual Black History Event** on Saturday, February 20, 2016, sponsored by the community organization, Titus. This year's theme had a twist and was dubbed, "Back to the Future." Not only did the community delve and learn of it's past, but heard from special guest speakers and presenters on various topics geared towards shaping Medford as a model community for the future; one of vast cultural groups working in harmony to better and enjoy their beloved community. The program featured speakers, Dr. Omar Reid, who spoke on the history of West Medford, and Tyrone "Ty" Bellitti, who taught on the importance of home ownership, both of whom pointed out the special privileges one has in living in the area and maximizing its potential. The afternoon also featured a rising musical artist, Karlos Cobham, who gave the audience the energy and excitement needed to push the community forward.
- WMCC presenting **3rd Annual West Medford Community Center's Breakfast and Community Forum**. Over 100 Medford residents attended, and were able to gather to meet with each other and with elected officials to discuss issues of importance to our community. Special thanks went out to State Representative Sean Garballey, City Council people Richard Caraviello and Breanna Lungo-Koehn, Superintendent of Schools Roy Belson, School Committee Member Kathy Kreatz.
- WMCC partnered with Andy Beck and Sammy Watkins to present the "**Hoops and Hope Classic**" an exciting first time charity event to honor and support the young people of Medford. The day consisted of a youth basketball tournament, numerous kid's sports clinics, a silent auction, and other activities for children and families. Celebrity Host/Coaches, making an appearance included NBA players and coaches, former New England Patriot players and other local celebrities.
- WMCC partnered with "West Medford Community Spirit, for the **Annual West Medford Labor Day Block Party**, which among many other things, was the culmination of the summer long girls' basketball league, organized by volunteers of the Community Center.

Preserving and Celebrating the History of West Medford

As noted above, the West Medford Community Center is committed to both preserving and celebrating the unique history of West Medford. To that end, this past year we oversaw the transfer of the **West Medford African-American Remembrance Project** to the Community Center. This exhibit was re-mounted and married to the **West Medford Elder Photo Project**. A formal re-dedication ceremony was held to celebrate this history and the people represented by the exhibits. This exhibit will remain a permanent part of the Community Center, and it is our intension to expand on this work, both in content and in how this information is made available to the wider public.



West Medford Community Center

2015 – 2016

***West Medford Community Center – Infra-Structure Report
September 26, 2016***

No matter how good the Mission Statement, how rich the history, or how valuable to the service, a modern community service organization must have an effective structure and business plan. This structure needs to be both sound and consistent enough to provide support to the work, but still flexible enough to respond to an evolving environment. This past year, the Board of Directors for the West Medford Community Center has done extensive work to meet both the short and long term needs of the organization.

- Beginning with the Sept. 2015 Annual Meeting, the West Medford Community Center’s Board of Directors had all twelve (12) board seats filled. The Board of Directors maintained a full schedule of 12 Board Meetings throughout the year. Standing and ad-hoc sub committees maintained a full schedule of meetings.
- Working with the Medford Delegation to the Massachusetts Statehouse, the Board of Director’s secured \$50,000 in State Funding to enhance the long term stability of the organization. These funds were made available to address both the physical building needs and to hire a full time administrator. A second year allocation of an additional \$50,000 was approved in the most recent State budget.
- This grant allowed the Community Center to hire a full time Executive Director. After an extensive job search, William (Bill) Hager was hired for this position, effective May 1, 2016. Mr. Hager has brought a considerable history and expertise in community services and non-profit management to the organization.
- The Community Center developed and distributed a survey to members and the general public, requesting feedback on what the Center has done well and what new directions we should consider. Over 180 responses were returned and collated. The results of this survey will be used as a tool to plan for the upcoming year. (Copies of the survey results are available on the West Medford Community Center web site (www.wmcc.us))
- The Board and Executive Director have begun the process of developing a long range, strategic plan for the Community Center, incorporating a formal “vision statement”, a formal “values statement” and a long term work plan with measurable outcomes. This work to develop this plan is scheduled to be completed by the first of the new year.
- Additional work has begun to review, re-write and approve the Personnel Policies and Procedures for employees of the West Medford Community Center. This work is scheduled to be completed by Nov. 2016.



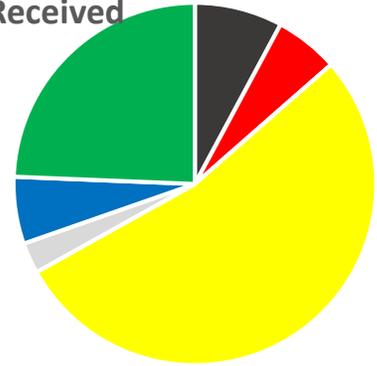
West Medford Community Center

How much money did we receive?

\$124,656

Contracts	53%
Rentals	24%
Donations	8%
Programs	6%
Fundraiser	6%
Membership Dues	3%

Revenues Received

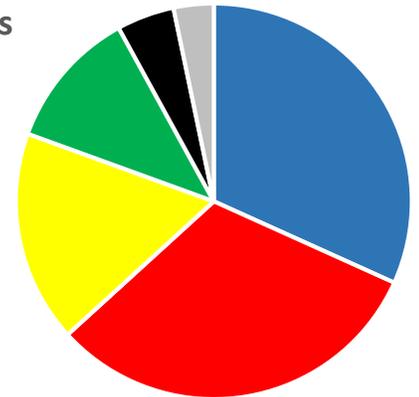


How much money did we spend?

\$112,253

Occupancy Utilities, maintenance, interest, etc.	32%
Staff Expenses Payroll, subcontractors	31%
Program Supplies	17%
Equipment & Supplies	11%
Administrative Expenses Ads, insurance, fees, etc.	5%
Charitable Contributions	3%

Expenditures



Net Revenue

\$12,403



West Medford Community Center

Payroll Processing	1,059.88
Postage	200.70
	<u>\$</u>
Total Office Expenses	2,301.11
Payroll	
Taxes	7,294.49
Wages	25,873.44
	<u>\$</u>
Total Payroll	33,167.93
Program Supplies	19,438.14
Subcontractors	2,171.00
Supplies	4,882.34
Tools & Equipment	7,989.13
Unapplied Cash Bill Payment Expenditure	0.00
	<u>\$</u>
Total Expenditures	112,253.24
	<u>\$</u>
Net Operating Revenue	12,402.80
Other Revenue	
Interest Earned	11.74
	<u>\$</u>
Total Other Revenue	11.74
	<u>\$</u>
Net Other Revenue	11.74
	<u>\$</u>
Net Revenue	12,414.54



West Medford Community Center

West Medford Community Center Statement of Financial Position As of June 30, 2016

ASSETS

Current Assets

Bank Accounts

Landscaping 4359	2,779.60
Money Market 0555	9,017.61
Operating 4016	25,466.71
Payroll 5054	1,171.60
Renters Deposits 4982	1,504.00
Seniors 4974	0.00
Youth 2502	1,290.10

Total Bank Accounts \$ 41,229.62

Other current assets

Undeposited Funds	600.00
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Total Other current assets \$ 600.00

Total Current Assets \$ 41,829.62

Fixed Assets

111 Arlington Street	1,000,000.00
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Total Fixed Assets \$ 1,000,000.00

TOTAL ASSETS \$ 1,041,829.62

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Line of Credit 8310	0.00
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Total Other Current Liabilities \$ 0.00

Total Current Liabilities \$ 0.00

Long-Term Liabilities

Mortgage 3920	141,237.69
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Total Long-Term Liabilities \$ 141,237.69

Total Liabilities \$ 141,237.69

Equity

Opening Balance Equity	866,094.50
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Retained Earnings	18,632.89
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Net Revenue	15,864.54
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Total Equity \$ 900,591.93

TOTAL LIABILITIES AND EQUITY \$ 1,041,829.62