



ANNUAL REPORT

28TH CORPORATE MEETING

October 25, 2011 at 6:30 pm

Peabody Institute Library-West Branch

603 Lowell Street



Citizens for Adequate Housing, Inc.

Inn Transition Inc.

"...ending homelessness one family at a time by providing a dignified, nurturing and supportive environment to empower a family to reach their social and economic potential".

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2010 - 2011**

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President's Report
Citizens for Adequate Housing Inc. (CAH)
Inn Transition Inc. (ITI)
Inn Transition Condominium Association
October 2011

2011 has been a very challenging year in many respects, given tremendous changes we have experienced. Our long time Executive Director, Nancy Crowder, retired after 23 years and we hired a new Executive Director, Nancy Porcaro. During this on-going transition, we also completed successfully a total renovation of the Inn Between, and a very successful capital campaign for this. We celebrated Nancy Crowder's 23 years of contributions to the success of CAH at the recent Inn Between open house by naming the IB community room for her.

We are very grateful to our IB project donors. Our campaign started with a \$100,000 challenge grant from Franklin Square House Foundation, and another \$150,000 in donations followed from other generous donors. We also have many Annual Auction sponsors who help us raise another \$70,000 each year for critical services. These donations and others are all critical in supplementing the revenues received through several state programs relating to our emergency shelter and sober living services. Without them, we would not be able to adequately maintain and improve our shelters or provide the level of necessary services and programs which help our residents move more quickly into their own homes.

Many thanks to our CAH staff and board members along with many other volunteers involved in the successful Inn Transition and Inn Between renovation projects. Our Development, Auction and Housing Committees have worked very hard with both of these projects. Thanks to our committee chairs, respectively Darren Kelly, Corey Jackson, and John Krawczyk. Also we are grateful to our property manager, Eric Easley, and architect, Bill Yuhas, for their valuable work on behalf of CAH. Next we will focus on expanding our number of affordable apartments, for example, we are currently working with the Peabody Historic Commission on a property which will provide two additional affordable apartments in early 2012. In addition, we are seeking to collaborate with other housing agencies in the area to expand affordable housing further in the North Shore.

We plan to update our strategic plan early in 2012 and look forward to our Board and CAH staff collaborating in this critical process. Nancy Porcaro is settling in and brings innovative ideas and is helping us weather the fiscal challenges we are facing with shrinking state budgets for human services. At the same time, she has introduced a new program, Career Link, which offers greater assistance to our residents in finding meaningful employment and education as needed. Elaine Miller was hired in May 2011 as our new Director of Development. She is reaching out to old and new donors, working tirelessly on our annual event. We are confident that Elaine will continue to raise money for the organization and its critical mission. We also have a new IB Program Director, Betty Rankins, who has worked with CAH over ten years. We

are very grateful to former IB Program Director, Ana Reid, for her contributions also over ten years to CAH residents, and wish her well in her upcoming missionary work in Honduras.

Although we are reporting an operating loss at fiscal year end June 2011 versus a surplus the prior fiscal year, this is attributed to new programs and services and necessary property maintenance. However, we expect to report a positive change in net assets for fiscal year end 2011 due to a very significant level of donations especially for the Inn Between renovations. Our Finance Committee works closely with our Executive and Finance Directors in financial oversight of the agency, and we will be looking for new ways in 2012 to continue a trend of increasing donations and improvement in our financial condition and stability.

We welcomed several new board members during the year, reaching 16 members. Our Board Enhancement Committee and Executive Director have worked well together in this expansion and also in the recent formation of an Advisory Committee. We will seek community leaders and supporters for this committee, who are willing to support CAH but may not have the time to serve on our Board presently. Thanks to Sally Kerans and John Flynn for their leadership.

Thank you to CAH officers who are stepping down this year after many years of service as officers, Tom Barrett and Darren Kelly. We are grateful for their service and that they will remain active on our Board.

It has been very rewarding personally to be President of such an effective and important organization, in times when homelessness is such a significant issue still. It is a privilege to be associated with so many talented and dedicated CAH staff and board members. We are very grateful for everything you do for CAH families!

Sincerely,

Karl R. Wilson
President

Treasurer's Report
Citizens for Adequate Housing Inc. (CAH)
Inn Transition Inc. (ITI)
October 2011

The following summary Balance Sheet, Income Statement and budget comparison are compiled from our un-audited end of the year financial statements. However, they are indicative of the agency's financial performance over the past two years. Our financial performance in 2011 was disappointing, particularly when considering the exceptional performance in 2010. However, the financial performance in 2011 was not the result of poor financial planning or management. Our financial statements reflect a number of "one time" events as well as unanticipated maintenance activities. These will be summarized later in this report.

In 2010 the net income from our state programs exceeded the allowable income by a substantial amount. As a result, we were obligated to essentially pay back a sufficient amount of this income. While we did not reimburse the state directly, we were required to use the excess funds for program related items. The impact to our 2011 financial statements was to show non-budgeted expenses of approximately \$37,000 with no offsetting revenue. In actual fact, the revenues were derived in 2010. Considering 2010 and 2011 together, the net income is still slightly more than \$89,000.

Summary Balance Sheet (CAH & ITI)

	Change	FY 2011	FY2010
Assets			
Cash & Equivalents	\$87,392	\$332,181	\$244,789
Accounts Receivable	(\$175,731)	\$146,344	\$322,095
Other Current Assets	(\$21,366)	\$20,105	\$41,471
Fixed Assets (Property, Plant, Equipment)	\$362,602	\$5,108,214	\$4,745,612
Accumulated Depreciation	(\$124,303)	(\$888,256)	(\$763,953)
Other Assets	(\$100)	\$4,375	\$4,475
Total Assets	\$128,474	\$4,722,963	\$4,594,489
Liabilities			
Accounts Payable	\$19,884	\$136,446	\$116,562
Other Current Liabilities	\$39,421	\$205,879	\$166,458
Debt in Repayment	(\$46,866)	\$1,195,184	\$1,242,050
Other Long Term Debt	\$3,500	\$2,588,165	\$2,584,665
Security Deposits	\$380	\$11,491	\$11,111
Total Liabilities	\$16,319	\$4,137,165	\$4,120,846
Equity			
Unrestricted Net Assets	\$192,458	\$425,453	\$232,995
Temporarily Restricted Assets	\$46,781	\$46,781	\$0
Net Income	(\$127,083)	\$113,565	\$240,648
Total Equity	\$112,156	\$585,799	\$473,643
Total Liabilities & Equity	\$128,475	\$4,722,964	\$4,594,489

Summary Comparison Income Statement

	FY 2011		FY 2010	
	Revenue	Net Income	Revenue	Net Income
Administration	\$9,952	\$2,171	\$8,773	\$2,798
Development	\$166,000	\$231,874*	\$241,375	\$85,243
Toolbox	\$356,276	\$0	\$199,151	\$0
HS&SS	\$437,472	(\$9,190)	\$198,455	\$36,928
Inn Between	\$944,146	(\$29,799)	\$999,112	\$106,746
Inn Homes	\$173,299	(\$33,738)	\$165,562	(\$20,384)
Inn Transition	\$411,735	(\$9,565)	\$415,642	(\$11,542)
Totals – CAH, Inc.	\$2,142,605	\$115,000	\$2,228,069	\$199,789
		(110,750)**		
Totals – CAH & ITI	\$2,143,003	\$113,565	\$2,268,333	\$240,648

* Includes funds raised for Inn Between Renovations - \$225,750

** Net Ordinary Income

While the Balance Sheet and Summary Income Statement provide a global assessment of the 2011 financial performance, a more telling indication of our 2011 financial performance may be found in the following summary of actual performance compared to budget.

	Actual	Budget	Difference
<u>Revenue</u>			
Program Revenue	\$1,791,752	\$1,593,011	\$198,741
Fundraising	\$166,000	\$209,500	(\$43,500)
Housing	\$173,279	\$164,196	\$9,083
Other	\$11,574	\$14,450	(\$2,876)
Total Revenue	\$2,142,605	\$1,981,157	\$161,448
<u>Expenses</u>			
Salaries and Related	\$1,133,550	\$1,085,870	\$47,680*
Program Facilities	\$306,327	\$289,500	\$16,827**
Facilities Operation	\$223,716	\$201,445	\$22,271***
Client Program	\$464,513	\$267,000	\$197,513****
Program Support	\$8,108	\$7,600	\$508
Indirect Administrative Expense	\$72,342	\$84,400	(\$12,058)
Event and Mailing	\$35,877	\$43,750	(\$7,873)
In Kind	\$8,922	\$6,500	\$2,422
Total Expenses	\$2,253,354	\$1,986,065	\$267,290
Net Ordinary Income	(\$110,750)	(\$4,908)	
Other Income (IB Funds)	\$225,750		
Net Income	\$115,000		

* \$47,680 related to surplus spending and severance pay

** \$27,150 additional rent expense for temporary housing of IB residents

*** \$31,531 additional expense for Northeast Realty

**** \$178,676 offset to Toolbox Revenue

In spite of the 2011 financial performance, our borrowings from our Line of Credit were less than they were in 2010. Interest charges on the LOC amounted to \$28, compared to \$1,484 in FY 2010 and \$4,788 in FY 2009. We were able to achieve this through careful cash management and by funding 2011 activities with the net income earned in 2010.

Both corporations (CAH & ITI) are awaiting the results of the FY2011 audit process. We do not expect that CAH/ITI will end the year with a current year surplus of state contract funds.

FY2011 offered unique challenges, but with the Finance Committee, the Board of Directors and CAH staff working together, we were able to respond to these challenges and become stronger as a result. FY 2012 will offer new, more difficult challenges as we will again be faced with reductions in our program revenue and the requirement to accomplish more with fewer resources. We have already begun to address this eventuality through our budgeting process and staff evaluations. We anticipate a balanced budget for 2012, in spite of the anticipated reductions in our contract rates and considering a poor economy.

I would like to thank the Finance Committee, Kevin Bransfield and Tom Chattelier for their dedication and commitment. I would also like to thank the Board and CAH staff for their dedication and support. Our accounting and financial staff, led by Kim Cole and supported by Rowena D'Eon provide the important day to day financial management and oversight as well as providing the detailed information required by the Finance Committee. I would also like to express my thanks to Nancy Crowder for her past support. And I wish to express my thanks to Nancy Porcaro for her support and for her efforts in seeking ways to expand our programs and maximizing the use of our resources.

It has been my privilege to serve as Treasurer and I look forward to an exciting and successful 2012.

Respectfully Submitted,

John Krawczyk



Development Committee Annual Report 2011

This past fiscal year brought many challenges to Citizens for Adequate Housing. As the national economy continued to worsen, financial support donated by individuals, foundations and corporations to all non-profits continued to decline. Additionally we had staff changes throughout the year that impacted our development efforts. But our staff, Development Committee, and Raising the Roof Auction Committee remained committed to the cause.

For the third year in a row our annual auction titled "Raising the Roof" improved upon the success of previous years. Corey Jackson took over as committee chair for the event and his leadership and new ideas led to our most successful event to date. Our annual gala and auction raised \$37,000 in revenue which directly benefited families living in our shelter programs. We held the event at the Kernwood Country Club for the first time and everyone decided that we definitely needed to return the following year. Thanks to all of our auction committee members, staff, donors, and community leaders who made this event such a big success.

Foundation revenue plays an important role for our development program to succeed. In FY 2011 CAH raised \$56,250 in foundation revenue supporting both general operating and restricted programming. We also received \$32,495 in donations provided by individuals and \$37,000 was raised by our annual auction and gala. General operating funds came from 945 donors and we received more than 730 in kind donations at our shelters, our fundraising efforts yielded \$387,360 collectively. Included in our fundraising revenue are revenues contributed as a result of a specific campaign to fund capital improvements needed at the Inn Between. This campaign was successful in raising \$217,500. Funding for this project was received from the following 10 foundations, local corporations and the CAH Board of Directors.

Franklin Square House Foundation
Amelia Peabody Charitable Trust
Charlesbank Homes
Danversbank Foundation (People's United Bank)
Easternbank Charitable Foundation
East Boston Savings Bank Foundation
Winning Homes Foundation
Doris Benz Foundation
GE Good Neighbor Fund
SEA Foundation
The CAH Board of Directors
New England Biolabs
City of Peabody Community Development Block Grant

We are grateful to all of our funders for the generous support they offer as we move forward carrying out our mission.

In addition to these areas of funding, CAH participated in the Boston Marathon thanks to Mike Gilligan, who ran on our behalf (and finished in 4 hours 14 minutes!). Mike raised \$2,300 for our general operating budget. Thank you Mike for your tremendous support!



For the support we receive from all of our donors, including our more than 730 "in-kind" donors, we are most thankful. Their generosity helped to feed, clothe and offer household items to the many families we serve. Volunteers continue to offer their time, talents and treasures, making a difference to each family living in our shelters. CAH and the work that we do is due to our dedicated staff and the generosity of our entire community.

I want to recognize Betsy Leeman, our former Development Director, for her three years with the agency. Betsy was a valuable asset to the agency and steered the Development department through very difficult times in light of the economy.

I also want to recognize and thank Bethany Blake, our part-time grants writer and former Development Director for serving as our interim Development Director for five months while we searched for Betsy's replacement. Bethany kept the department moving and aided us tremendously while we conducted our staff search and aided our new Executive Director during her first few months on the job.

Finally, a hearty welcome to our new Development Director, Elaine Miller. Elaine has jumped right in and hit the ground running with our development efforts. I look forward to working with Elaine as we continue with CAH's efforts to end homelessness one family at a time.

Respectfully Submitted,

Darren Kelly
Chairperson, Development Committee

Citizens for Adequate Housing, Inc. 2011 Donors

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Ms. Susan Lee
Mr. Walter B. Lee
Mr. and Mrs. Christophe Lemaire
Ms. Michelle Lemieux
Ms. Dina Lemmi
Ms. Virginia Leo
Mr. Dennis Levasseur
Dr. and Mrs. Harold Levin
Ms. Maxene Levine
Mr. Jay Levy
Liberty Hotel
Mr. Robert Licare
Reuel and Malvina Liebert
Life Bridge
Ms. Andrea Lincoff
Linda's Rentals
Ms. Shirley Lipman
Ms. Annette L'italien
Ms. Laureen LoGiudice
Lauren Lombardo
Ms. Janet Long
Ms. Barbara Lotti
Lowell Summer Music Series
Ms. Paula Lupo
Ms. Katelyn Lynch
Lynnfield High School Key Club
Lyons Ambulance

Kathleen and Paul Macione
Ms. Mary Mackey
Ms. Susan MacLean
Mr. Robert Mailo
Ms. Karen Malatesta and Cindy Grote
Mr. Vincent Malgeri
Ms. Anne Manning
Ms. Carolyn Mansi
Karen and Peter Manzoni
Maplewood Benefits
Marblehead Antiques
Marriott Boston Copley Place Hotel
Marriott Peabody
Mr. Paul Marsh
Mr. Brad Martin
Mr. Joseph Martin
Ms. Judith Martine
Soraida Martinez
Ms. Alicia Martins
Mass. General North Shore Center for Outpatient Care
Mr. and Mrs. Joseph Masterson
Mr. and Mrs. Nathan Masterson
Ms. Cheri Matthews
Mr. David Matthews
Ms. Lindsay McCallum
McCarthy Family Foundation
Mr. Greg McCarthy
Sandra McCollin
Alma McDounald, Ms.
Jeannette and Peter McGinn
Ms. Barbara McGlone
Mr. Robert McGrath
Mr. and Mrs. Steven and Kim McHugh
Ms. Mary McKenna
Ms. Melanie McKinnon
McKinnon's Market & Butcher Shop
Mr. and Mrs. John J. McLaughlin
Ms. Patty McNamara
Mr. Thomas A. McNulty
Danielle Meagher
Mr. Tom Mealey
Ms. Carol Mecall

Ms. Debra Mednick
Bob & Terry Mello
Ms. Anne Mesgar
Ms. Carol and Kate Metcalf
Metro Bowl
Metropolitan Credit Union
Ms. Donna Miceli
Catherine Michaud, Ms.
Microsoft Matching Gifts Program
Mr. and Mrs. Jo-Ann and David R. Millen
Mr. and Mrs. Bob Millerick
Ms. Heidi Milman
Ms. Elizabeth Milne
Ms. Donna Marie Mogavero
Ms. Melissa Montello
Montserrat College of Art
Mr. Kevin Mooney
Gail Morin, Ms.
Moynihan Lumber of Beverly, Inc.
Ms. Moira Muir
Ms. Kelly Muise
Laurie and Chris Munnely
Ms. Mariann Munroe
Ms. Lisa Murphy
Ms. Mary Ellen Murphy
Phyllis Murphy, Ms.
Mr. and Mrs. Terence Murphy
Ms. Heather Murray
Ms. Judith Murray
Mr. Tom Muxie
Myopia Golf Shop
Neal Rantoul Foundation
Ms. Penelope Neal
Ms. Sue Nevens
New Balance Athletic Shoe
New England Biolabs, Inc.
NFS Leasing
Nice Guys Landscaping
D. Nicholson
Mr. and Mrs. Steve and Paula Nickola
Mr. and Mrs. Robert Noone
Ms. Lindsey Norden

Ms. Melissa Norkins
North East Realty
North Shore Bank
North Shore Bank-Main Street Branch
North Shore Baptist Church
North Shore Council - IRA
North Shore Medical Center, Radiology MRI Dept.
North Shore Music Theatre
North Shore Reading Group
North Shore Unittarien Universolist
North Shore Vocational School
North Shore Women's Lawyers Assoc.
Ms. Sharlene O'Blenes
Mr. Jim O'Brien
Ms. Maureen O'Brien
Mr. Michael O'Brien
Ms. Michelle and Katie O'Brien
Mr. John O'Callaghan
Ms. Deborah O'Donnell
Mr. and Mrs. Abraham Ogman
Kate O'Leary
Ms. Odessa O'Neil
Ms. Stephanie O'Neil
Ms. Tracy O'Neill
Ms. Donna Opolski
Ms. Janice Ortega
Ms. Celeste Ortins
Ms. Terri Otero-Otero
Ms. Judith Otto and Mr. Brian Cacchiotti
Ould Newbury Golf Club
Outsource Staff
Padgett Business Services
Mr. Timothy E. Palin
Pampered Chef/Kimberly Kelly
Ms. Lauri Panneton
Ms. Kristyn Pardy
Mr. Landon Pare
Chris Parello
Ms. Margaret T. Pasciuto
Jill Patz
Ms. Laura Pawlyk
Peabody Essex Museum

Peabody Fire Dept
Peabody Garden Club
Peabody High National Honor Society
Peabody High School Gymnastics Team
Peabody Lynn Emblem Club 2
Peabody Municipal Federal Credit Union
Ms. Jenn Peary
Pediatric Health Care Associates PC
Pellana Restaurant
Marcia & Francis Pelletier
Mrs. Carolyn Perlow
Ms. Krista Perry
Mrs. Mona Pessaroff
Pete's Garage
Ms. Josephine Petrillo
Mr. and Mrs. Kevin Petrosino
Ms. Arline Pettipas
Mr. Michael R. Phelan
Ms. Barbara Pickard
Ms. Ashley Pitkan
Ms. Mary Ploumbidis
Ms. Linda Pogson
Ms. Irene Polner
Jonathan and Jenna Ponds
Ponn Family
Nancy E. Porcora
Mr. and Mrs. Brian Porter
Walter and Sandra Power
Mr. William R. Power
Ms. Mary Powers
Ms. Cheryl L. Preston
Pam and Chip Price
Mr. Randy Price
Ms. Jane Prime
Prova
Pump It Up
Ms. Joan Putney
Ms. Kate Quakenbush
Mr. Robert Quinn
Ms. Janine Raby
Ms. Carol Rainville
Mr. and Mrs. Robert Raney

Rattlesnake Bar and Grill
Ms. Melissa Re
Ms. Aldrina Regan
Ms. Jacqueline M. Regan
Ms. Ana Reid
Remax Advantaage Real Estate
Cindy and Matthew Remis
Dr. and Mrs. Leon Remis
Mrs. Ruthann Remis
Shepard & Judy Remis
Mr. Tom Remon
Mr. Richard Renehan
Ms. Amy Resnic
Retrievevex
Ms. Kathleen S. Richards
Gail & Alan Richmond
Ms. Deb Riley
Ms. Kendra Riley
Ms. Paula Rinaldi
Atty. Helen Rizos
Luc and Michelle Robert
Ms. Patricia D. Rocker
Ms. Theresa M Rocker
Ms. Patricia Roderick
Ms. Rebecca Rodriguez
Ms. Mary Rogers
Ms. Kaiya Rohrer
Mr. John F. Rooney
Ms. Gayle Rosen
Ms. Barbara Rosenstein
Mr. Charles Ross
Rotary Club of Peabody
Ms. Kathy Roush
Debra Rubano
Mr. and Mrs. Anthony J. Rubico, Jr.
Mr. and Mrs. . Austin Rubino
Mark Rudin
Ms. Patricia Russell
Ms. Nancy Sachetti
Sagan Agency Realtors
Laurie Sahagian
Ms. Elizabeth Saitta

Ms. Laurie Saitta
Pat and Ann Saitta
Mr. Patrick Saitta
Ms. Joyce Salamone
Salem Five Bank
Salem Five Charitable Foundation
Salem News
Salem Waterfront Hotel
Salem-Peabody Oral Surgery, Inc.
Mr. and Mrs. Richard P. Salinsky
Salter School Student Council
Mr. and Mrs. Alan Salus
Sandberg, Gonzalez & Creeden, P.C.
Santoro's of Peabody
Sarah G. McCarthy Memorial Foundation
Ms. Jane Schaller
Mr. and Mrs. Neil Schauer
Ms. Katie Schlosberg
Ms. Debra Schonon
Scullers Jazz Club
Second Congregational Church of Boxford
Ms. Veronica M. Seekins
Ms. Michelle Sek
Sensational Travel
Sentenia Systems Group
Ms. Byrdie Sexton
Mr. Ed Shanahan
Mr. John Shea
Joel Shelkrot
Ms. Judith Sherman
Ms. Christine Shields
Ms. Paula Shifres
Shore Educational Collaborative
Ms. Bette Shoreman
Mr. and Mrs. Charles L. Short
Ms. Bette Shurman
Ms. Virginia E. Sidmore
Ms. Donna Sillvio
Mr. and Mrs. Brian Silva
Ms. Susan Simeone
Mr. Robert Simon
Ms. Nina Simonds

Reverand William Simpson
Ms. Alexandra Siwek and Paul Silverman
Ms. Lura Smith
Ms. Maureen Smith
Mr. and Mrs. Peter Smith
Robert and Amanda smith
Shaun V. and Lisa Smith
Mr. Lance Sobelman
Solimine, Landergan & Richardson Funeral Homes
Mr. and Mrs. Ben Sotomayor
Mr. and Mrs. Vicente Sotomayor
South School Adopt-a-Child
Ms. Charlotte Sowyrda
Spaulding Hospital North
Spaulding Peabody
Spaulding Rehabilitation Network
Ms. Carrie Speros
Mr. and Mrs. Leonard Spiewak
Sports Museum of New England
Ms. Julie B. Spreadbury
Ms. Carol Spyropoulos and family
St. Adelaides Parish
St. Andrews Church
St. Ann's Church
St. Claire of the Sea
St. John Evangelical Lutheran Church
St. John The Baptist Parish/School
St. John's Ladies' Sodality
St. John's Parish Beverly Farms
St. John's Preparatory School
St. Mary Star of the Sea Parish
Mr. and Mrs. Richard St. Pierre
Vicky S. St. Pierre
St. Richard Parish
St. Vasilios Church School
St. Vasilios Greek Orthodox Church
Stadium Oil Heat
Stahl USA
Mr. Sharon Stansfield
Ms. Jane Stauffer
Ms. Karen Stavropoulos
Ms. Josene Steinberg

Mr. and Mrs. Joseph Stella
Ms. Frances A. Stepenuck
Mr. Gilbert L. Steward, Jr.
Mr. and Mrs. David T. Stiles Jr.
A Stitch in Time
Stocker Oil Company
Dr. Dennis F. Stoler
Stoneham Theatre
Stop & Shop, Danvers
Elizabeth and Gary Storey
Naomi Sugar
Sheldon and Marilyn Sullaway
Carol-Ann and Joseph Sullivan
Dr. Jo M. Sullivan
Ms. Karen Sullivan
Mr. and Mrs. Victor Sullivan
Mr. Joseph Sunderland
Ms. Tami Swindell
Mr. & Mrs. Bernie Swartz
T & L Liquors
Tabernacle Church, UCC
Mr. and Mrs. Matt Tangney
Mr. and Mrs. Peter Tangney
Mr. John Tano
Mr. and Mrs. Philip Tanzer
Ms. Kerri Tarpey
Ms. Jaimie Tartis
Jill Taylor
Lester and Jill Taylor
Ms. Lisa Teichner
Temple B'nai Abraham
Temple Emanu-el
Temple Ner Tamid
Mr. and Mrs. Mark Terry
Ms. Heather Theriault
Capt. and Mrs. George Thibault
Thomas P. Walsh Committee
Ms. Jane Thomas
Congressman John Tierney
Congressman John and Patrice Tierney
Ms. Alexandra Tillas
Ms. Doreen Tirone

Ms. Doreen Tirowe
TJX Foundation
Mr. and Mrs. Kenneth Toomajian
Mrs. Jacqueline M. Torigian
Shannon and Rob Torres
Ms. Roberta Tortorici
Mr. Paul R. Tremblay & Ms. Linda J. Beattie
Ms. Betty Tremblay
Ms. Denise Tremblay
Tri-City Sales Inc.
Troop 390
Ms. Gabrielle Tucker
Turbine Wine Bar
Unitarian Universalist Women of Greater Lynn
Ms. Kristen Vale
Diogo & Elaine Valente
Ms. Kathy Van Oeveren
Varinos Dental Associates
Ms. Christine Varone
Ms. Peggy Ventullo
Ms. Debra Vernava
Ms. Angie Verretti
Victoria Station
Ms. Amanda Vieira
Vintage Salon & Day Spa
Mrs. and Mr. Philip Vitagliano
Mr. Charles P. Von Bruns
Mr. Teegan Von Burn
Ms. Heidi Wallingford
Ms. Kelly Walton
Ms. Linda Waring
Wash & Dry, Etc. Inc.
Water Transportation Alternatives
Ms. Gwen Waters
Wayne Alarm Systems
Ms. Aimee Webber
Janet and Hans Weedon
Ms. Amy Weinberg
Ms. Nancy Welch
Robin and Michael Welch
Wenham Museum
Wesley United Methodist Church

Westin Boston Waterfront
. Stephen D. Whittier
Ms. Nora Whouley
Karl and Deborah Wilson
Winning Home Inc.
Eric and Linda Wise
Dollena and Gary Wolfe
Ms. Cora A. Wong
John and Nancy Wood
Ms. Joanne Wright
Mrs. Mary Wright-Singer
Janice and Elliot Wyner
Ms. Aphrodite Xerras
Mr. Spiros Xerras
Ms. Marilyn Yannetti
Ms. Katie Yeaton
Mr. Bill Yuhas
Ms. Claudette Yutkins
Ms. Marian Zeles
Zipcar
Marjorie Zoll

Housing Committee Report
Citizens for Adequate Housing Inc. (CAH)
Fiscal Year 2011

In 2011, the Housing Committee focused on three very important items: monitoring the Inn Homes program, proceeding with the renovations to the Inn Between, and partnering with the City of Peabody to create affordable housing at 10 Elm Street.

Inn Homes Program

2011 was the second year of operation under the property management structure that was put in place at the end of FY2009. North East Realty continued to provide property management services, responsible for tenant selection, rent collections and facility maintenance.

The following information, taken from our un-audited end of the year financial statements, provides an indication of the financial performance of our Inn Homes program in 2011 and over the past several years.

	FY 2011	FY 2010	FY 2009	FY 2008	FY 2007	FY 2006
Income from Tenants	\$99,845	\$103,845	\$63,200	\$37,216	\$52,093	\$51,243
Total Revenue	\$173,299	\$165,562	\$97,039	\$104,763	\$142,117	\$160,387
Total Expenses	\$207,037	\$185,946	\$244,018	\$170,067	\$214,004	\$188,764
Net Income	(\$33,738)	(\$20,384)	(\$146,978)	(\$65,305)	(\$71,887)	(\$28,377)
Depreciation	\$40,764	\$40,764	\$40,573	\$26,511	\$39,767	\$39,767
Interest Expense	\$41,041	\$42,085	\$42,886	\$34,240	\$45,009	\$41,366
Income from Operations	\$48,067	\$62,465	(\$63,519)	(\$4,554)	\$12,889	\$52,756

While not as strong as in 2010, the 2011 performance of our Inn Homes Program was still greatly improved over recent years' performance. Total revenues in 2011 were \$173,299, the highest amount in the last six years and \$7,737 (4.67%) higher than in 2010. While income from tenants was \$4,000 less than in 2010, this reduction was more than offset by increases in revenues from the DHCD – Housing Stabilization Program and the MBHP – Metropolitan Boston Housing Partner Program. Total expenses amounted to \$207,037, \$21,091 more than in 2010. Expenses related to mortgage interest, property taxes and depreciation increased \$1,473 while expenses related to facilities' operation (repairs, maintenance, management fees, utilities, etc.) remained materially unchanged.

The major impact to the financial performance of the Inn Homes Program was the allocation of administrative salaries and benefits and more importantly, the allocation of indirect administrative costs. These items were not considered in prior years and added \$20,206 to the Inn Homes Program expenses in 2011.

Cost allocations notwithstanding, the Inn Homes Program performance in 2011 was consistent with the very important turnaround experienced in 2010.

Renovations to the Inn Between

With funding assured, bids for the construction of the Inn Between renovations were received in February 2011. Five contractors were invited to submit bids and each responded. Bids ranged from \$372,386 to \$480,377, with Charters Brothers Construction Co. submitting the lowest, responsible bid. After negotiating the price for the site improvements, Charters Brothers was awarded the project and was given a Notice to Proceed in March with anticipated completion by the end of June. While construction documents were being finalized, CAH staff was working with Eric Easley on an arrangement whereby the Inn Between residents would be temporarily relocated to one of Eric's properties while the renovations were taking place. These arrangements were completed and the families were relocated during February school vacation.

As is typical in an old structure, demolition uncovered a number of conditions that required changes to the scope, budget and schedule of the project. The anticipated completion date was revised through July and into August. A number of change Orders were negotiated and executed to cover the changes in conditions. Our arrangements with Eric Easley for the rental of his property were also extended.

Through all of this, CAH staff, our families, Eric Easley, Charters Brothers and William Yuhas, our architect responded with patience, understanding, professionalism and courtesy. We were treated very fairly by Charters Brothers during the Change Order negotiations and Charters Brothers was very willing to work with us to address and resolve issues quickly and efficiently.

10 Elm Street

In late 2010 we were asked by the City's Historical Commission if we were interested in partnering with that agency in the preservation of a historic structure located at 10 Elm Street. Under the proposed partnership arrangement, the city would acquire and renovate the property and would then deed the property to CAH for use as low income housing. CAH's investment would be minimal and we would retain all rental income. After much discussion with the city and within CAH, the decision was made to accept the city's offer. The renovations are underway and when complete, will provide two large units of affordable housing in one of the city's older neighborhoods. Occupancy is anticipated for the end of 2011.

Other Activities

One of the more significant achievements in 2011 was the re-financing of several of our rental properties to take advantage of the reduction in mortgage interest rates. We were able to reduce of mortgage payments by about \$6,000 per year.

2011 was an especially busy and productive year for the Housing Committee as well as for the entire agency. With our Inn Homes program under control, we were able to focus our attention and resources on the Inn Between renovations and undertake the 10 Elm Street project. The reduction in interest expenses will help to off-set any reductions in revenue.

I would like to thank Eric Easley for his continued support of CAH and our mission and for his efforts in making our Inn Homes program successful. Thanks are also due Eric for his help and support with the Inn Between renovations. My thanks are also extended to Ana Reid and the staff at the Inn Between for their efforts in planning and preparing for the moves and for their patience under unusually stressful times. I would like to express my thanks to Nancy Crowder for her support and for working with the committee to get the Inn Between and 10 Elm Street projects underway.

I would also like to express my thanks and appreciation to Nancy Porcaro for her support and guidance to the committee and for immediately taking an active role in the ongoing projects. Special thanks go to William Yuhas, our architect on the Inn Between project and a long-time supporter of CAH for his commitment and his professionalism in looking after the best interests of CAH.

I would like to thank the Housing committee, Steve Britton, Avi Glaser and Tom Chattelier for their continued dedication, commitment and support and for the diverse experience and ideas that each brings. And finally, I would like to thank the entire board for supporting the Housing Committee, for asking the difficult questions and making the difficult decisions.

Respectfully submitted,
John T. Krawczyk
Chairman

Citizens for Adequate Housing 2011 Annual Meeting and Board Meeting

Summary of Board Enhancement (Nominations) Committee

In the fall of 2010, outgoing Executive Director Nancy Crowder urged the Board to step up efforts to attract board members to CAH. The Board readily agreed. The Board readily agreed, as we considered the leadership transition as well as the dire financial stresses confronting CAH as the state reduces funding again this year. Attracting members who meet the income criteria for Board membership required by federal HUD regulations is a major concern because continued funding through the CHODO program could be jeopardized if we fail to meet the required number of members (one third).

An added consideration was the lengthy and invaluable tenures of our Executive Committee members.

We owe a debt of gratitude to the Executive Board as it managed the transition over the past year from Nancy Crowder to Nancy Porcaro. President Karl Wilson, Vice President Tom Barrett, Treasurer John Krawczyk, Secretary Darren Kelley devoted countless hours, energy, vision and leadership that sustained CAH through the past year.

Particular thanks to Tom Barrett and Darren Kelly, as they step away from Executive Committee roles. In his (please check) years on the Board, Tom Barrett has served in a number of roles on the Executive Committee, including President and Vice-President. His leadership of the transition was invaluable.

And Darren Kelly earns the distinction of having been on the CAH Board longer than any current or past member: 17 years. By any measure, that is extraordinary.

Darren, Tom, John Krawczyk and Karl Wilson's willingness to stay through this fall and, in Karl and John's case, another term, has been a steadying influence. CAH is fortunate they were willing to stay. It underscores the need to sharpen our focus on Board leadership in the immediate future. And the name change, from Nominations to Board Enhancement, reflects our decision to make sure Board members and our efforts are strengthened and supported in their roles.

New executive director Nancy Porcaro focused immediately on building board membership and as a result, CAH is proud to welcome three new members to the CAH Board in the past year: Heather Murray, Mary Harrington, and Luz Villarreal.

In October, 2011, the Board voted to establish a non-voting Advisory Board of community leaders and others whose affinity to CAH can be beneficial. Appointments will be made by the Executive Director and Board.

As new members join both the Board of Directors and the Advisory Board, the Board Enhancement Committee's efforts will continue to focus on attracting new members with

a diverse array of strengths and skills and working with staff to provide all members with access to tools and information that can, truly, enhance our work.

Respectfully submitted,
Sally Kerans
Chair
October 2011

Att: List of CAH Board Members and Committee Assignments

Citizens for Adequate Housing, Inc.
Candidates for Election

Citizens for Adequate Housing, Inc.
Annual Demographics July 1, 2010 - June 30, 2011

Inn Transition Demographics for Family Sober Living Program from July 1st, 2010- June 30th, 2011

Overview

Average Family Size	2.6
Single Mothers	20
Single Fathers	0
Two Parents	1
Total	21
Ethnicity	
Black	1
White	20
Hispanic/Latino	0
Asian	0
Iraq	0
Originating Community	
Peabody	0
Lynn	5
Danvers	0
Salem	0
Revere	0
Worchester	0
Ipswich	0
Beverly	0
Lowell	0
Boston	2
Tewksbury	6
Newton	5
other	3
Placement Community	
Beverly	0
Salem	0
Transitional Shelter	0
Tewksbury	1
Peabody	0
Lynn	2
Yamouth	1
Quincy	1
Springfield	1
Jamica Plain	1
Webster	1
Chelmsford	1
Revere	1
Presently in Sober Living @ IT	7

Average Length of stay 149 days

Inn Between Demographics from July 1, 2010 to June 30, 2011							
OVERVIEW Inn Between				OVERVIEW Scattered Sites			
Average Family Size		2				4	
Single Mothers		25				5	
Single Fathers		0				0	
Two Parents		0				3	
Total		25				8	
Ethnicity							
Black		8				3	
White		11				1	
Hispanic		6				2	
Asian		0				0	
Iraq		0				2	
Originating Communities							
Peabody		2				0	
Lynn		6				0	
Danvers		0				0	
Salem		1				2	
Worcester		1				0	
Beverly		2				0	
Boston		1				0	
Other		12				6	
Placement Community							
Salem		1				3	
Peabody		2				0	
Lynn		8				0	
Other		5				5	
Families Presently Living at Inn Between				11	Presently In Scattered Sites 5		

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