

2012 ANNUAL REPORT



2 Maple Street
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(207) 546-3006

www.manomaine.org

Building a stronger Downeast Maine...



We have accomplished many things at Mano en Mano in 2012. We have made great strides in providing needed housing, essential classes and support to the larger, diverse community here in Downeast Maine. Your support in 2012 helped us in vital ways. We continue to work toward our mission of “building a stronger and more inclusive Downeast Maine by working with diverse populations to provide education and affordable housing opportunities, remove barriers to health and social services, and advocate for social justice.”

As a small community-based organization, we work hard to be deserving of your continued support. In 2012, we spent 85 cents out of every dollar directly providing programs and services. Thank you again for helping us build a stronger community here in Downeast Maine!

Sasha Alsop
SASHA ALSOP, President

On behalf of everybody at Mano en Mano, thank you for your support of our mission and the community we serve.

2012 was a busy year for our staff and I’m pleased to share with you some of the results of our work. Every action that we take is guided by a desire to help people achieve their personal goals and dreams. Highlights of the year included the blueberry harvest, moving to our new offices at 2 Maple Street in Milbridge, and launching an Adult Education program.

As a volunteer, client, donor, community member, or friend, YOU are helping strengthen our community one person and one family at a time. I hope that you enjoy reading about our programs and some of our favorite stories from 2012. Thank you again for your support. It inspires all of us!

Ian F. Yaffe
IAN F. YAFFE, Executive Director



2012 STAFF

- Mandi Anderson
- Ana Blagojević
- Edith Flores
- Kristen Hagemeister
- Corrie Hunkler
- Robin Lovrien
- Clara Maeder
- Julie Olbrantz
- Jay Skriletz
- Bethany Woods
- Guadalupe Yopez Santoyo

2011 BOARD

- Sasha Alsop, *President*
- Chloe Dowley, *VP*
- Larry Finnegan, *Treasurer*
- Laura Thomas, *Secretary*
- Charlie Harrington
- Kathy Baader Howell
- Olivia Pérez Zamora
- Ronald Ramsay

THANK YOU!

A special thank you to our most generous donors!

VISIONARIES:

- Candace Alsop
- John Bullitt
- Ann & Dennis Coleman
- David Harrington
- Gerrish & Gail Milliken
- John & Lee-lee Schlegel

BUSINESSES: Alicia J. Nichols Fundraising Counsel • Bar Harbor Bank & Trust • Bar Harbor Congregational Church • Bowdoin College • Comunidad de Cristo Mission • Goldman Sachs • Machias Savings Bank • Magic Years Nursery School • Schoodic Insurance

FOUNDATIONS: Bangor Savings Bank Foundation • The Boston Foundation • C.F. Adams Charitable Trust • Elmina B. Sewall Foundation • Frances Hollis Brain Foundation • Maine Community Foundation: Broad Reach Fund and People of Color Fund • Scholarship America

INDIVIDUALS & FAMILIES: Anonymous (multiple) • Alvin Achenbaum & Shirley Lindenbaum • Charles Alexander & Timothy McCormick • Joseph W. & Christiane K. Alsop • Sasha Alsop • Christian Amonson • Carl & Ora Aselton • Deane & Susan Attwood • Jean Beckley • Allan Benson & Nancy Hill • Judy Blum • Tom & Ronnie Boutureira • Suzanne Brown & Eric Morrison • Dan & Faith Carlson • Ingrid Chalufour • Roger & Judith Clapp • Les & Joyce Coleman • Deborah Culkinodge • *continued*

INDIVIDUALS & FAMILIES *continued:* Sarah Dalton-Phillips • Chloe Dowley • David Dowley • Carolyn & Jules Drenzek • Arthur & Dona Emerson • Daniel & Eliza Erikson • David Feldman • Thomas & Gail Finlay • Lawrence Finnegan • Elizabeth Grant • Herbert Greenberg & Etta Abrahams • William & Jean Guptill • Florence Gurnon • Kurt & Elizabeth Hagemeister • Wil & Joanne Halpin • Charles & Wendy Harrington • Emily & Thomas Haslett • Charles & Laura Hendricks • Hens & Joke Vanderschoot • Ramon Hernandez • Allan & Susan Hoben • Nina Jermone • Joseph & Hilly Cray • Eric Kelley • Ann & Douglass Lee • Christopher & Mary Libby • David & Lauren Lischer • Hugh Macgill • Jane Makela & John Vogt • Bert Marian • Anne Morgan & Stephen Brown • Stephanie Morgan • Morna Bell • John & Diane Myles • Patricia & Sune Noreen • Peter & Ruth Nye • Mary Margaret O’Dowd • Erik & Erlinda Ostensjo • John & Leslie Page • Olivia Perez Zamora • Wayne & Gail Peters • Christine Roberts • Al & Marilyn Saffer • Blanca Santiago & Jon Bradley • Les Simon • Craig & Barbara Snapp • Richard Snyderman • Robert & Margaret Stillman • Robert & Kathleen Sullivan • Laura Thomas • Judith Toland • Anais Tomezsko & Noah Scher • Geri Valentine • Mosely & Helen Waite • Jane & Peter Weil • Laura Weisel • David Wilcock • Thomas Wilson • Elizabeth Winthrop • Anita Yaffe • Jane Yudelman

HONORARIA: In Honor of Sasha Alsop: Stephanie Morgan, Elizabeth Winthrop; In Honor of Mariana Cruz: Bowdoin College; In Honor of Charlie & Wendy Harrington: David Harrington; In Honor of Staff & Volunteers: Candace Alsop

2012 IN REVIEW...

Mano en Mano's **ACCESS TO ESSENTIAL SERVICES** program answered **646 REQUESTS FOR ASSISTANCE** from **143 INDIVIDUALS!** This includes helping people with job applications, translation, communication with social service agencies, counseling, and more. One year after it opened, Hand in Hand Apartments was **FULLY OCCUPIED** by six farmworkers and their families.

The Adult Education Program formally began in 2012 with a goal of providing much-needed assistance in English language development to the community. By the end of the year, we had offered **20 DROP-IN SESSIONS OF ENGLISH INSTRUCTION** and seven students attended Spanish classes.

Well over **625 PEOPLE ATTENDED EIGHT DIFFERENT COMMUNITY-WIDE EVENTS**, including our three signature events: Spring Fling for Scholarships, Mother's Day Celebration, and Christmas Posada.

Finally, we served **94 MIGRANT STUDENTS IN WASHINGTON COUNTY SCHOOLS** during the regular school year through a partnership with the Maine Migrant Education Program. During the blueberry harvest, we served an additional 81 students. By the end of the year, **STUDENTS HAD ACHIEVED 80% OF THEIR INDIVIDUAL GOALS**, such as raising grades and test scores, improving attendance, and earning a driver's license.



EVENT SPOTLIGHT: OPEN HOUSE

We were so pleased to host our Open House and house-warming event on September 12, 2012. We were even more pleased that nearly 100 community members and agency partners attended, getting a look at our new space and learning more about our upcoming Fall programs!

Mano en Mano moved into 2 Maple St. (formerly the WHCA building) in mid-August 2012, and after lots of staff time, volunteer time, and preparation, we were ready to present the building – just in time for our Open House! We had re-painted the entire building with fresh blue, yellow, and beige paint, and re-organized it for our needs.

Executive Director Ian Yaffe and Community Relations Coordinator Bethany Woods led tours of the newly renovated space, while guests mingled in the large meeting room on the main level over refreshments, coffee, and tea. Adult Education Director Robin Lovrien guided guests through activities and spoke about the programs she is developing. We so appreciate the attendance and interest of the community, and look forward to sharing our programs and building in the months to come.



HAND IN HAND / MANO EN MANO, INC.
AUDITED STATEMENTS OF FINANCIAL POSITION
December 31, 2012 and 2011

ASSETS		
	2012 (\$)	2011 (\$)
CURRENT ASSETS		
Cash - Unrestricted	47,560	54,229
Cash - Escrows for Hand in Hand Apartments	35,040	10,927
Cash - Restricted (Note 4)	<u>7,204</u>	<u>3,109</u>
Total Cash	89,804	68,265
Prepaid Expenses	<u>2,251</u>	—
Total Current Assets	92,055	68,265
PROPERTY & EQUIPMENT		
Land	111,255	95,553
Building	1,181,501	1,181,501
Equipment	<u>28,103</u>	<u>28,103</u>
Total	1,320,859	1,305,157
Less Accumulated Depreciation	<u>51,577</u>	<u>18,223</u>
Net Property & Equipment	1,269,282	1,286,934
TOTAL ASSETS	<u>1,361,337</u>	<u>1,355,199</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	—	269
Tenant Security Deposits	3,450	3,450
Current Portion of Long-term Debt	<u>16,320</u>	<u>17,110</u>
Total Current Liabilities	19,770	20,829
LONG-TERM LIABILITIES (Note 2)		
Note Payable - Coastal Enterprises, Inc.	143,934	126,364
Note Payable - USDA Rural Development	171,137	175,775
Less Current Portion	<u>(16,320)</u>	<u>(17,110)</u>
Total Non-Current Liabilities	298,211	285,032
TOTAL LIABILITIES	<u>\$317,981</u>	<u>\$305,861</u>
NET ASSETS		
Unrestricted Net Assets	1,036,152	1,046,229
Temporarily Restricted Net Assets (Note 4)	<u>7,204</u>	<u>3,109</u>
TOTAL NET ASSETS	<u>1,043,356</u>	<u>1,049,338</u>
TOTAL LIABILITIES & NET ASSETS	<u>1,361,337</u>	<u>1,355,199</u>

HAND IN HAND / MANO EN MANO, INC.
STATEMENTS OF ACTIVITIES & CHANGES IN NET ASSETS
For the Years Ended December 31, 2012 and 2011

	2012 (\$)	2011 (\$)
INCOME		
Foundation Grants	130,284	80,467
Development Grant (Note 6)	—	646,005
Annual Fund Contributions	34,603	18,263
Program Service Fees	151,042	103,058
Tenant Rent	30,280	15,981
Tenant Subsidy	56,465	21,447
Miscellaneous	3,605	2,658
Interest	<u>97</u>	<u>91</u>
Total Income	406,376	887,970
EXPENSES		
Administrative	55,205	38,579
Program Services	241,388	140,498
Maintenance	23,269	6,381
Utilities	14,262	7,043
Occupancy	13,787	6,978
Fundraising	10,276	4,943
Depreciation	33,354	17,051
Insurance	5,317	3,653
Real Estate Taxes	5,000	2,931
Interest	<u>10,500</u>	<u>1,302</u>
Total Expenses	412,358	224,416
Increase (Decrease) in Net Assets	(5,982)	663,554
Net Assets, Beginning of Year	<u>1,049,338</u>	<u>385,784</u>
Net Assets, End of Year	<u>1,043,356</u>	<u>1,049,338</u>

APPLICABLE NOTES TO AUDITED FINANCIAL STATEMENTS

Note 2 - Notes Payable: The organization has a loan with Coastal Enterprises, Inc. The loan bears interest of 6.5% per annum and is secured by real property. During 2011, loan advances totaled \$133,919. During 2012, an additional \$28,102 was advanced under the loan. The organization has a mortgage loan with USDA - Rural Development. The loan bears interest of 1% per annum.

Note 5 - Temporarily Restricted Assets: Temporary restrictions on net assets at December 31, 2012 and 2011 are related to funds raised from various sources which are to be used to provide educational assistance to local individuals. At December 31, 2012 and 2011, the organization had \$7,204 and \$3,109, respectively, of cash on hand which could only be used for scholarships.

Note 6 - Development Grant: During 2010, the organization executed a grant agreement with USDA, Rural Development which provides up to \$1,005,722 of funds to be used for the development of an affordable housing project. During 2011, the Organization received grant funds of \$646,005.

BOWDOIN VOLUNTEERS LEARN ABOUT LOCAL ECONOMY, IMMIGRANT FAMILIES

It's not too often that visitors Downeast get to see local factories and lobster pounds first-hand. On the first weekend in November, Mano en Mano hosted a group of volunteers from Bowdoin College in Brunswick, Maine. While volunteer groups in the past have often come to help run community events, this visit focused on experiential learning, as well as assisting us with some office tasks.

Bowdoin students first visited Cherrypoint Point Products in Milbridge, a seafood processing plant, talked with a manager about the business, toured the factory, and got a taste of some of the local work opportunities. Next they visited BBS Lobster Trap in Steuben, a sizeable lobster pound, learning how to band lobsters and about the holding tanks and fishing business Downeast. Lastly, the group drove up to Wyman's Blueberry company to see the blueberry barrens.

The students were kept busy in the afternoon, assisting the Milbridge Congregational Church cleaning up after their successful Annual Warm Clothing Drive; stuffing envelopes for our Annual Campaign; and helping the Adult Education program in preparing activities and games for their students. We closed the experience by showing a film, "The Visitor", in the evening, which deals with issues of identity, immigration, and cross-cultural communication.



KIDS LOVE MANO EN MANO'S FIRST ANNUAL SOCCER CAMP

In July, Mano en Mano ran its first soccer clinic for children ages 3-10!

The idea grew out of a desire to have a community activity for kids during the summer, because there aren't camps or accessible activities for young kids in our rural county. We had learned from our Community Needs Assessment that many families and clients desired more for their children to do for recreation. We also wanted an activity where parents could play a more participatory role, and something to bring families and community together in a small way during the summer. This first summer we registered 20 children for the soccer camp, which ran for a week, 2 hours a day. The coach, Pablo Jarrin, was highly experienced and great with small children. All the kids couldn't get enough of his fun-loving ways and exciting games! Three high school students also volunteered during the week to help run the camp.

Pablo came up with numerous games and short activities to introduce the smallest children to the game and playing with a soccer ball, and with the older kids worked on exercises and drills. By the end of the week, each age group played a scrimmage! Just as exciting, many parents and families came out to watch their children play for the duration of the camp, so everyone was able to spend some time together. We hope to expand to more participants and age groups in the coming years, and were so pleased with the first year's outcomes.



WASHINGTON COUNTY MIGRANT STUDENTS RECEIVE DIPLOMAS

As the Orange River Jazz Band played and the graduates marched down the hill to begin the Cobscook Community Learning Center's (CCLC) Graduation Ceremony, a pair of eagles circled slowly overhead, special witnesses to a special occasion: a celebration for the graduates of four alternative diploma programs in Washington County. Despite the disruptions to education that Migrant Education students face, 100% of the migrant students in Washington County who were eligible to receive their diplomas in 2012 did so.

"You've all accomplished a difficult task to earn your diplomas outside of the structure of traditional schools," Jay Skriletz, Mano en Mano's Regional Coordinator for the Migrant Education Program, reminded the graduates. "For a variety of reasons you've found yourselves providing more self-motivation than you may have thought you possessed. You found yourselves exposed, no longer an invisible part of the stream, just going with the flow. You persevered because you chose to and found your own reasons to achieve. And now here you are."

Four additional Migrant Education Program students received their diplomas at Calais High School on Sunday, June 3. Finally, on June 8, three Migrant Education students received their diplomas and graduated from Narraguagus High School.

