



**Hutton House**  
654 Wonderland Rd N  
London ON N6H 3E5  
Tel: 519-472-6381  
Fax: 519-472-1051

**Hutton House Learning Centre**  
Cherryhill Village Mall  
301 Oxford St W  
London ON N6H 1S6  
Tel: 519-472-1541  
Fax: 519-472-3411

**Day Break**  
140 Ann St  
London ON N6A 1R3  
Tel: 519-433-1441  
Fax: 519-433-1160

[www.huttonhouse.com](http://www.huttonhouse.com)



# Hutton House

Supporting youth & adults with disabilities

## 2013-2014 Annual Report







## MISSION

Hutton House promotes and supports persons with disabilities through learning and life enhancing programs that focus on each individual's strengths, abilities and interests.

## VISION

Persons with disabilities have equal access to participate in all aspects of community life.

## PHILOSOPHY

The Hutton House philosophy is one of support, inclusion and a view toward participants and their families that:

- Fosters a climate of understanding and respect for the privacy, dignity and worth of each person.
- Respects and encourages personal choice and self-direction.
- Strives to support individuals by building on their strengths, abilities and interests.
- Promotes independence and involvement in the community.

## VALUES

- We value inclusion and full participation in community life and will support and encourage individuals as they grow in their lives.
- We value the opportunity to collaborate and cooperate with other organizations to make the best use of community resources.
- We value excellence through competent staff and volunteers committed to high quality services and through accountability to the public and those we serve.
- We value innovation through the creative application of our resources in responding to current and emerging needs.

## PRINCIPLES

- We will practice clear, open and honest communication.
- We will promote an environment where people feel safe, in control, comfortable and important.
- We will consider the needs of others and work together to achieve goals that cannot be reached alone.
- We will encourage participants to be actively engaged in directing their future.
- We will facilitate outcomes based learning as a means to achieve our Mission.

## CUSTOMER SERVICE COMMITMENT

Our most important customer is YOU.  
In a safe, supportive and respectful environment  
We will work together  
With open and honest communication  
To enable you to discover and achieve your goals.

## OUR NEW PLACE TO WORK OUT





MINUTES OF THE ANNUAL MEETING OF HUTTON HOUSE

June 19<sup>th</sup>, 2013

1. **Call to Order**

The meeting was called to order at 4:00 p.m. by President Paul Coulter who welcomed about 40 attendees on behalf of the Board of Directors. The meeting was held at the Wonderland Road location.

2. **Motion: Approval of the Minutes of the Annual Meeting of June 13<sup>th</sup>, 2012.**

First: Sue Barnes  
Second: Susan Mrnik  
Motion: Carried

3. **Motion: Approval of the Audited Financial Statements for the year ending March 31, 2013.**

First: Susan Mrnik  
Second: Sandra Hobson  
Motion: Carried

4. **Motion: Appointment of Ford Keast LLP as auditor for the year ending March 31, 2014.**

First: Jean Knight  
Second: Jenny Fitzgerald  
Motion: Carried

5. **Ratification of Acts of the Board.**

Motion: Be it resolved that all by-laws, resolutions, contracts, acts, proceedings, and payments of the Board of Directors and of the officers of the Association enacted, made done or taken since the last Annual General Meeting of members of the Association be and the same are hereby approved, ratified, sanctioned and confirmed.  
First: Sandra Hobson  
Second: Susan Mrnik  
Motion: Carried

6. **Motion: Appointment of Members of the Board of Directors:**

Motion: That the recommendations within the Nominating Report, as presented, be adopted.  
First: Carmen Sprovieri  
Second: Sandra Hobson  
Motion: Carried

7. **Volunteer Recognition Awards**

8. **Staff Recognition Awards**

9. **Motion: Adjournment at 5:00**

First: Susan Mrnik  
Motion: Carried

MESSAGE FROM THE PRESIDENT



The 2013-2014 year has been a very exciting and busy year for our organization and I am very proud to have been its president.

In the year, we celebrated a very successful open house of our newly equipped and expanded Fitness Centre at the Main Building thanks to funding from Trillium, Special Olympics London, the Ministry of Community and Social Services and the Hutton House Foundation. We continue to see the influence of technology in our programs with the addition of iPads across many of our programs. Hutton House continues to grow – we support more people, we continue to develop new exciting programs, and we create partnerships in the community.

This year we see the departure of Sandra Hobson a valued board member who is starting another chapter in her life on the West Coast. Sandra has served as a board member for 22 years. Sandra’s passion and knowledge has had a significant influence on Hutton House and we are grateful for her time and dedication to the organization. She will truly be missed by all.

Hutton House continues to make tremendous strides in achieving the goals as set out in our strategic plan. In 2014 we will continue reviewing our plan, ensuring we are on track and refocusing our plan where needed. We need to remain flexible as the demands for our programs and sources of our funding are constantly changing.

It has been a pleasure and a privilege to serve as your President over the past year. Most importantly I want to take this opportunity to congratulate our staff whose knowledge, experience and dedication kept the Board and the Organization on the right path. I also want to thank our members and our volunteers, without whose support we could not continue to strive for a better organization.

I have enjoyed my Presidency, thanks to so many people. Let’s keep up the momentum in the coming year, with the continuing execution of our strategic plan in order to take Hutton House to the next level.

Respectfully yours,

Paul Coulter

MESSAGE FROM THE EXECUTIVE DIRECTOR

Our 60th anniversary has come and gone, yet over those years we have accumulated a repository of learning that we have built upon to be what we are today. When we became an approved transfer payment agency for MCSS in 1972, we had 52 participants who attended a sheltered workshop, along with pottery and weaving studios. Today, we serve about 750 participants and offer a myriad of services such as: 7 employment programs that provide training, workplace experience and employment placements; Access Voluntarism that works with over 45 agencies to provide volunteer opportunities for persons with disabilities; Adult Education that provides tutoring both individually and in small groups; Day Break that enhances the quality of life for individuals with higher needs; LIFEworks that offers life skills; fitness and wellness; drama and music; and many special interest workshops.

We appreciate the importance of partnerships and working creatively with our community to meet the expectations and goals of our participants. Too numerous to mention, all that can be stated is that through community partnerships doors are opened and lives are changed.

Our Vision, Mission and Philosophy of self-determination are the cornerstone of our services and supports and they define the relationships we form with the people we support. Innovative leadership and thinking at all levels of the organization supports the achievement of our Mission and is a powerful influence on our performance. Creative ideas, solutions, products and services are the way of the 21st century and our dedicated staff demonstrate this every day. Sometimes ideas are brand new and sometimes they are modified and improved ideas that already exist. Allow me to share 3 examples from this year.



THE HUTTON HOUSE GIFT SHOP



The pottery store is located just inside the front entrance of the Head Office on Wonderland Rd. at Oxford St. (behind Wendy’s)

Our handmade stoneware is available in four colors, Riverbank, Caribbean Blue, Espresso and Willow. For fabulous gifts for weddings, birthdays, and anniversaries, come visit the store.

Store Hours:  
Monday to Friday 8:30 a.m. to 4:30 p.m.

## MESSAGE FROM THE EXECUTIVE DIRECTOR

Recently, we celebrated the opening on the renovated Hutton House Fitness Centre. Through the generosity of the Ontario Trillium Foundation, Special Olympics, and the Hutton House Foundation, the space was expanded, new ventilation installed and new equipment was purchased, including moto-med, a bicycle specifically designed for individuals with limited mobility of their limbs. New partnerships are being formed to offer disability specific programs. The Adapted Fitness Specialist certification program developed by Hutton House will be refined and eventually offered online to colleges, fitness instructors and others interested in delivering services to persons with disabilities.

In the fall of 2013, plans were put in place to deliver LIFEworks 3, a 3 day a week life skills program for young people. Funding was not available so Hutton House developed a social enterprise where families pay on a fee for service basis for a program with many enhancements. LIFEworks 3 will be at capacity by March 31, 2015.

One of the key drivers of our strategic plan is "Technology for now and the Future". After much research, we decided to integrate the iPad into most services available to participants. For example, iPads have been very useful when working with persons with Autism, especially with social and communication skills. What a hit they are.....fun, highly motivational and a great learning tool. We currently have about 50 iPads thanks to funding from MTCU, MCSS, Gateway to Learning and the LHIN.

Ubido is a wireless device that is providing face to face communication for those who are deaf, hard of hearing and others with extreme anxiety. This device has proven helpful within our intake process and case management functions. As Hutton House moves along this path, we will discover more and more how technology has the capacity to enhance service delivery.

Through continuous improvement, we will ensure that we are attuned to the needs of the individuals we support, we will ensure that we are delivering services of the highest quality and efficiency and we will ensure that we are the service of choice for day programs in London.

At Hutton House, we believe that the community prospers and benefits when it engages persons with disabilities. Otherwise, we forfeit a wealth of opportunity. That is why Hutton House exists. Thank you to the staff and volunteers for your commitment, dedication, creativity, innovation and caring ways. Most importantly, thank you for opening doors to independence and inclusion. Respectfully submitted,

Marilyn Neufeld  
Executive Director

## FOND FAREWELLS

### Sandra Hobson

Sandra has retired as Associate Professor, School of Occupational Therapy and is off to Vancouver Island. She served 22 years on our Board of Directors, with three years as President. Policy proof reading was her specialty! Sandra attended most functions and volunteered at the golf tournament for many years. Always participant focused, Sandra's sage advice will be missed. Thank you Sandra.



### Ian Shewan

Ian served on our Board of Directors 1996 to 2010, with four years as President. He also served three years as President of the Hutton House Foundation. 17 years of service! Ian is a Partner with Lerner and our Association benefited from his legal vigilance in so many ways. However, it is his integrity and sincerity of interest in the welfare of Hutton House and our participants that is his legacy. Thank You Ian



## HUTTON HOUSE STAFF

### Leadership Team

Marilyn Neufeld - Executive Director  
Jeanette Dutot - Manager of Community Services  
Judy Morris - Program and Facilities Manager  
Karen Steinmann - Manager of Employment & Training  
Tilda King - Finance Manager (retired)

### Administration

Indira Michel - Finance Officer  
Kathy Labelle - Administrative Assistant  
Lori Bardy - Technical Systems Administrator  
Mary Munro - Accountant  
Sarah McRae - Intake Specialist  
Sherri Clifford - Human Resources Generalist

### Custodians

German Navarrete - Main Building  
Krista Cartier - Main Building, Day Break  
Tom Reeve - Main Building, Day Break

### Fund Development

Jim Belton - Events Coordinator  
Susan Ratz - Consultant

### Access Voluntarism

Community Support Workers:  
Lori Francis  
Paul Martin  
Jennifer Bate

### Volunteer Services

Bill Mills - Volunteer Coordinator

### Adult Education

Heather Jeffery - Coordinator  
Sally Carlton - AE Assistant



### ARTworks / LIFEworks

ARTworks/LIFEworks Facilitators:  
Bob Wallace  
Dick Foster  
Eunice Bretherton  
Margaret Thornicroft  
Luke Davies - Art/Special Education Facilitator

### Day Break

Jennifer Merrylees - Coordinator  
Community Support Workers High Needs:  
Adriana Reyes Velasco  
Alan Murray  
Amy Drulard  
Carmen Quinlan  
Carolyn Miller  
Liz Nicholas  
Louise Sylvester  
Jennifer Blane  
Jennifer Elrick  
Nevzeta Velagic  
Stephanie Schalk

### Employment Services

Employment Services Coordinators:  
Kim Neable - ESP  
Shakil Popatiya - GPS

### Employment Support Program:

Adriana Reina Nino - Computer Facilitator  
Ruth Foster - Employment Facilitator  
Employment Specialists:  
Crystal Hawkins  
Guillermo Anaya  
John McCracken  
Katrina White

### JOBworks:

Gordon Fansher - Job Developer

### GPS:

Emily Off - Facilitator  
Natalie Coles - Facilitator/Job Developer

### Youth En Route:

Employment Specialists:  
Ayme Craig  
Joe Gansevles  
Justin Paisley  
Lyndsey Runhart

### Fitness

Kristy Hoornick - Fitness & Wellness Facilitator

### Life Coaching & Wellness

Lisa Havens - Social Worker

### Passport

Samantha Blythe

### Pottery Studio

Pottery Technicians:  
Dick Foster  
Eunice Bretherton  
Pottery Room Assistants:  
Brian Mitchell  
Krista Cartier  
Miriam Andrews





**Congratulations!**

**Hutton House Thanks All of Its Dedicated Employees and Volunteers for their years of service!**

## Volunteers

### 5 Years of Service

Lorraine Bates - Adult Education  
Stephen Walmsley- Adult Education

### 3 Years of Service

Candida Carr-Harris - Tutor  
Gord Nudds - Board of Directors  
Hiba Loubani - ARTworks  
Mary Serna - Tutor  
Micheline McDougall - Tutor  
Patrick Ley - Board of Directors  
Ruta Pocius - Board of Directors



Members of the Board of Directors



### 2 Years of Service

Andrew Mills - Reception  
Ayesha Shah - Adult Education  
Diane Morrow - Adult Education  
Jenny Fitzgerald - Board of Directors  
Katie Mills - Adult Education  
Kaywyn Allison - Artworks Program  
Laurie Lalonde - Adult Education  
Rosemary Mills - Reception  
Ruth Ann Mills - Adult Education  
Teresa Davey - Adult Education

## Employees

### 30 Years of Service

Marilyn Neufeld  
Executive Director



### 25 Years of Service

Kathy Labelle



### 15 Years of Service

Eunice Bretherton  
Jennifer Bate  
Jennifer Merrylees



### 5 Years of Service

Karen Seinmann



### 3 Years of Service

Adriana Reina Nino  
Adriana Reyes Velasco  
Amy Craig  
Carolyn Miller  
Guillermo Anaya  
Joe Gansevles  
Kim Neable  
Krista Cartier  
Mary Munro  
Natalie Coles  
Sarah McRae



## TREASURER'S REPORT



I am pleased to report on the financial position of Hutton House Association for Adults with Disabilities for the year ending March 31, 2014.

We received approximately \$3.1 million in various funding allocated for operating expenses during the year, primarily from the Ministry of Community & Social Services, Employment Ontario, the South West Local Health Integration Network and Human Resources and Skills Development Canada. All funds were used to support individuals through our three locations: Hutton House, the Hutton House Learning Centre and Day Break. Other revenue includes the Ministry of Health Promotion, Autism Speaks Canada, the City of London, London Community Foundation, PricewaterhouseCoopers Canada Foundation, Westminster College Foundation, fees for service and Hutton House Foundation.

Audited financial statements were prepared by Ford Keast LLP, Chartered Accountants providing an independent opinion on the financial position and operating results of Hutton House for the year ended March 31, 2014. The balance sheet shows total assets of approximately \$1,981,000 (\$2,029,000 in 2013), liabilities of approximately \$880,000 (\$915,000 in 2013), and a resulting net asset position of approximately \$1,100,000 (\$1,114,000 in 2013). The audited financial statements of Hutton House are used in reporting to government and are available to the public upon request.

For fiscal 2015 we anticipate that our funding will remain consistent with fiscal 2014.

We move forward with confidence in our commitment to build on our capacity to identify and respond to the needs of existing and potential participants. Thank you to all of our funders, sponsors and volunteers for your continued support.

Susan Mrnik, Treasurer

Audited Financial Statements are available upon request.

## Hutton House Operating Results

Year Ended March 31, 2014

### REVENUE:

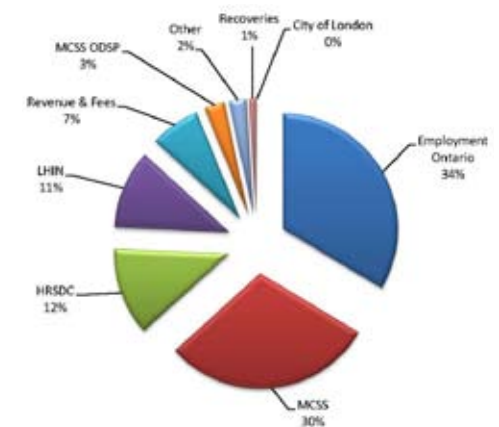
Government funding	\$ 2,764,411
Fee for service	103,306
Amortization of deferred contributions	135,368
Operations	63,106
Interest	9,334
Miscellaneous	24,949
Donations & grants	6,167
	<u>\$ 3,106,641</u>

### EXPENSES:

Salaries & benefits	\$ 2,510,373
Occupancy	267,961
Operating	273,189
Amortization	123,239
Purchased services	27,314
Administration	2,453
	<u>\$ 3,204,529</u>

Deficiency of revenue over expenses	\$ (97,888)
Revenue from Hutton House Foundation	85,000
Deficiency of Revenue over Expenses	\$ <u>(12,888)</u>

## 2015 Anticipated Funding & Revenues

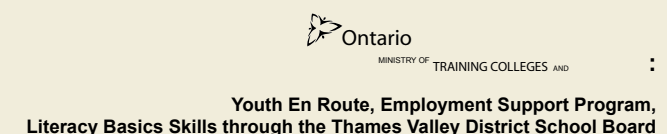
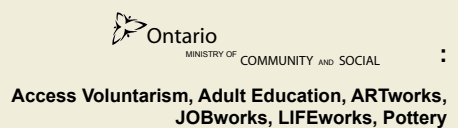
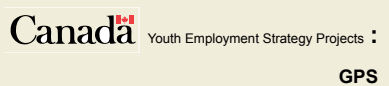
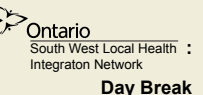


Employment Ontario	\$998,628
MCSS	886,848
HRSDC	367,826
LHIN	330,461
Revenue & Fees	208,760
MCSS ODSP	84,480
Other	71,229
Recoveries	27,100
City of London	1,805
	<u>\$ 2,977,137</u>

**Thank You to  
Our Major Funders**



**ARTworks/LIFeworks**





MESSAGE FROM THE FOUNDATION



Dear Friends & Supporters:  
As an organization separate from Hutton House, the Hutton House Foundation has a mandate to supplement or enhance the services provided by organizations such as Hutton House, especially where there is a gap between what is needed and government funding. This included assisting over 700 youth and adults with access to programs and services such as Adult Education, Access Voluntarism, ARTworks and Fitness and Wellness where demand constantly exceeds current government funding.

We are incredibly grateful of the support provided by the many donors, event participants, corporate sponsors and volunteers.

On behalf of the Board, I want to thank the many friends and supporters of Hutton House Foundation. Your contributions are greatly appreciated!



Sincerely,  
  
Ian Shewan  
President



The 17th Annual West Haven Charity Golf Classic was held on Wednesday, 17 July 2013. This is the single largest fundraiser for Hutton House raising \$31,200 in support of the 10 different programs offered at our 3 locations.

We are grateful for the wonderful support we received from our golfers, volunteers and many sponsors, especially our major sponsor, West Haven Golf & Country Club.

This is a fun event with a unique format! Golfers competing in 2 person teams play 6 Holes Best Ball, 6 Holes Scramble and 6 Holes Alternate Shot. Our entry fee includes lunch, golf and golf cart (shared), a spectacular gourmet dinner, prizes and lots of fun. Last year our Live Auction included such items a London Knights Package, a Hot Air Balloon Ride, a Toronto Maple Leafs Package, and two Gourmet Dinner parties with the food prepared in the winner’s home by the West Haven Chef.

This year the 18th Annual Classic is being held on Wednesday, July 16th.

VOLUNTEERS BUILD COMMUNITIES

Volunteers are so very important to Hutton House. We thank the volunteers below for their gift of time, caring and sharing.

- Everest College**  
*Addictions and CSW*  
Sean Campbell  
Salah Khariief

**Fanshawe College**  
*Autism & Behavioural Science Program:*  
Mike Derenoiewski  
Priyanka Gusain  
Liz Ruiz  
Vinta Deshpande  
Lyndsay Parkinson

*DSW:*  
Abraham Luke  
Basil Joy  
Lousie Sylvester  
Tabi Listman  
Amy Coulthard  
Ali Lewis  
Maitlda Chacko  
Crystal Lefaive  
Mandi Ninham

*Fitness & Health Promotion:*  
Jignesh Patel  
Nandeep Patel  
Shahine Shaikh  
Kristin Ling

*SSW:*  
Barbara Egelton

**Kings College- Social Work**  
Talya Sameyz Madden

**Summer Students**  
Julia Tennant  
Kristin Linker

**Thames Valley District School Board**  
*PSW*  
Jackie Durand

**University Of Waterloo**  
Stef Rojas  
Maggie Murphy  
Nicole Kelday  
Gillian Szeto  
Samantha Clark  
Danielle Kontopoulos
- Trios College**  
Heather Callahan

**Western University**  
Jennifer Ehiwario  
*Brescia College:*  
Camille Le Hunte

**Access Voluntarism**  
Brian Mitchell

**Adult Education**  
Aya Abdou  
Jin Amber  
Richie Anaud  
Lorraine Bates  
Candida Carr-Harris  
Anita Chengal  
Cindy Deng  
George Dixon  
Al Findlay  
Anne Fingland  
Jihyun Han  
Cathy Heyndrickx  
Amanda Hill  
Duncan Hunter  
Mohammed Jahad  
Wendy Kaelin  
Noren Khamis  
Laurie Lalonde  
James Lee  
Patrick Lee  
Kelly Leong  
Fan Liu  
Micheline MacDougall  
Ruth Ann Mills  
Ahmad Mousa  
Alexandra Nicola  
Emily Rienstra  
Mary Serna  
Ayeesha Shah  
Faye Simmons  
Sally Siu  
Myoungsu Sung (Carson)  
Lindsay Tallett  
Irene Varghese  
Stephen Walmsley  
LondLong Xie  
Yanbin Zhu
- ARTworks/LIFeworks**  
Kaywyn Allison  
Terry Alves  
Joseph Eggett  
Taylor Evans  
Liz Gray  
Patricia Henry  
Jaymin Jeong  
Hiba Loubani  
Laura Mammone  
Kathleen McKeown  
Amy McNutt  
Katie Mills  
Ken Moore  
Anne Ramsey  
Evangeline Rico  
Samantha Robinet  
Matt Stewart  
Michelle Waite  
Robert Yellin

**Board of Directors**  
Paul Coulter - President  
Sue Barnes - Past President  
Carmen Sprovieri - Vice President  
Susan Mrnik - Treasurer/Secretary  
Directors:  
Jenny Fitzgerald  
Gordon Nudds  
Jean Knight  
Nancy Van Spronsen  
Patrick Ley  
Ruta Pocius  
Sandra Hobson

**Data Entry**  
Alberto Camayo-Barrero  
Sivana Dwarika

**Event**  
Suma Al-Senawi  
Geeta Bhatnagar  
Juliana Bustamante Reina  
Mariana Bustamante Reina
- Fitness & Nutrition**  
Bosi Ding  
Marianne Filson  
David Gatt  
Becky Molly  
Paula Romero  
Adam Shea Hasson  
Annie Soulliere  
Ming Yau

**Foundation Board**  
Ian Shewan, President  
Sue Barnes, Vice-President  
Dina Silvestro, Secretary  
Ron Mikula, Treasurer  
David Morrison, Director

**GPS**  
Dennis Bordin

**Learning Centre**  
Ken McKaig

**Nutrition**  
Marilyn Bastedo  
Ava Lai

**Reception**  
Karl Anderson  
Nadeem Assaf  
Simone Brennan  
Adam Campbell  
Ruth Clow  
Janet Cooper  
Jennifer Cox  
Dana Innanen  
Andrew Mills  
Rosemary Mills  
Lori Miner  
Jane Morley  
Gabriel Ng  
Rhonda Robertson

**Translation**  
Marithaz Andagoya

**YER**  
Jonathon Taylor

Hutton House Volunteer Hours

On behalf of all the participants and staff of Hutton House, let me take this opportunity to thank you for your volunteer work in the 2013-14 year. We have recruited more than 40 new volunteers. Our volunteer organization is very fluid and changes quickly, keeping our numbers around 125 at any one time. In total more than 5,000 hours of volunteer service is provided to all our programs, with students contributing an additional 1,898 hours.

We are always seeking volunteers who may stay for a longer time - retirees, working folks etc to join us. Most of our programs have a large student base which brings new ideas and energy but does carry a large turnover throughout the year. We have made good use of the Pillar Non-Profit network website to advertise along with the orientation days at UWO. If you are pleased with your volunteer work at Hutton House - tell your friends of the great contribution they can make supporting Hutton House.

Since September of 2013 I have been working part time as the volunteer coordinator. On August 28th of this year, I will be retiring from Hutton House. For almost 14 years I have thoroughly enjoyed my time with Hutton House, the Access Voluntarism program and terrific volunteers that I have met along the way. For 36+ years I have worked in the Human Services field and feel that these past 14 have been some of the most productive and enjoyable.

I would like to thank Lori Francis, Jennifer Bate and Paul Martin for their help with the volunteer program throughout the years, helping with our volunteer receptions, and as a valuable link to shared volunteers through the Access Voluntarism Program.

I am humbled by the outstanding work that ALL staff, students and volunteers do for Hutton House and the people we support. In my retirement, I will follow, with interest, the progress and significant contribution that Hutton House makes to this community.

Bill Mills, Volunteer Coordinator

