

**NOVALIS HOUSE INCORPORATED (Association not for Gain)**  
**ANNUAL GENERAL MEETING**

**MANAGER'S REPORT**

**30<sup>th</sup> AUGUST 2014**

Dear Parents, Family Members, Residents, Day Workers, Staff Members, and Guests,  
We welcome you all and thank you for attending.

I especially welcome all our board members.

Viv Nightingale-Chairman  
Michael Matthews-Financial Director-Parent  
Jonathan Ballett-Parent  
Ephraim Lukoto-Parent  
Philemon Komane-Parent-Soweto Community  
Travis Green-Family Member-Lawyer in Corporate sector.  
Nixon Kariithi-brother-in-law to George Mulinge  
Mike Miles-Labour Consultant

Elmarie Lahoud - Vice Chairman -Resigned May 2014  
Principal of Casa do Sol School

Elmarie is recovering from her treatment for lymphatic cancer and is unfortunately not able to continue as a board member. We wish her a full recovery and thank her for the support she has given us during her time on the board.

**Looking back on the year under review - April 2013 till March 2014.**

I can best describe the year under review as one of focusing on strengthening our relationship with our funders, mainly Department of Social Development, who are currently our main source of funding after the fee income.

This involves an immense amount of time spent attending various meetings and training sessions, as well as ensuring that the reporting requirements are submitted on time and are done according to their expectations. As we are funded separately for the workshop and the residence, double reporting is required.

**Reports are required:**

Monthly statistics -WS/RES

Quarterly financial Reports - WS/RES

Cash Flow Forecasts - WS/RES - in advance of the quarter before funding will be released

Six Monthly Progress Reports - WS/RES

Business plans - WS/RES must be submitted annually to apply for further funding for the financial year to come.

Awareness and educational programs must be run quarterly and reported on to reach the required target.

Monitoring and Evaluation takes place to ensure compliance with the requirements.

As said before, this involves an immense amount of time spent, but as lottery funding is becoming more and more difficult to achieve, we are reliant on this funding from government and would not survive without it.

Financial sustainability remains crucial to the survival of all organisations such as ours, and it is vital to keep a tight control over expenditure whilst sourcing other donors to support our work.

For this reason we are under resourced in our staffing structure, and this is an area of great concern that needs to be addressed during the current year.

Fortunately the Department of Social Development has approved funding this year for a social worker post. Once this position is filled the appointed candidate will work closely with us to receive the in-house training that is so valuable in learning to understand and work with our beneficiaries.

Marian Hollander has agreed to remain with us during the time where we need her expertise and guidance.

We are also very fortunate that Sina remains our strength at Linden WS, and that we now have three competent senior staff members at Blue Hills ie. Linky, Thato and Primrose.

Some of our staff members have been seriously ill recently and those staff members who have stepped up to the challenge and filled the gaps when necessary are to be commended for their efforts and willingness to make sure that the work continues uninterrupted.

Novalis House prides itself on offering services to people who other centres would not accept, due to the level of care that is needed.

Some of our people have also become frail, and need specialized care.

The staff have taken on the challenge to meet this need, and for this reason we have been able to continue to care for them. A night duty area has been introduced at Blue Hills as several of our beneficiaries need night time monitoring.

To this end I can say that despite the many, many challenges that we have faced, the work continues in the way we believe our beneficiaries can best be served.

Yes, there are mistakes made, and we continue need to look at ourselves to see where we can improve, but overall we are proud of the growth within the staff and also within our people.

The workshop has also faced the challenge of having much less work now. This affects us not only financially but also the morale of everyone attending the workshop is affected.

Almost all similar organizations are facing the same difficulties, and as a result a networking forum has been established to join forces and speak as one voice so as to create awareness of the protective workshops in Johannesburg and what we do.

This is called the **JOZI FORUM** - the slogan being,

**The Protective Workshop forum for Persons with Disabilities - "WE ARE ONE"**

With funding from the Department of Social Development the official launch will take place on the 31<sup>st</sup> October 2014 at Forest Farm Centre. The program will be a lunch, music, speeches and a commemorative ceremony.

### **Contract work is mainly:**

Folding of scarves and packaging - African Sales  
Packing of joining biscuits - Vermont Sales  
Labeling of medicine bottles - Plastpro Scientific  
Gift presentation baskets for Kia Motors  
Mailing - Nedbank and Davies Diagnostics  
Packing of plastic containers-Premiere Housewares

### **Contract Sales**

Contract Sales for the past financial year April 2013 to March 2014 amounts to R 163 267.50, reflecting a deficit of R 16 732.50, against the budgeted amount of R 180 000.00    Production materials - R 64 236.00 - Kia Motors

### **Contract Sales April 2013 - March 2014**

African Sales Company	25177.20
Belfreight Shipping Management Services	2400.00
Sonette Bezuidenhout	468.00
Calibre Plastics (Pty) Ltd	19555.06
Davies Diagnostics (Pty) Ltd	1382.00
Kia Motors Sandton	81300.00
Mud Buster Professional Bike Products	274.00
Nedbank Ltd	4827.00
Plastpro Scientific (Pty) Ltd	15620.00
Premier Housewares	9799.54
Vermont Sales	2464.70
GRAND TOTAL	163267.50

Other workshop activities include: serving tea, lunch preparation for the Blue Hills residents, cooking for tuck shop on Fridays, sorting and packing of Woolworths donations twice weekly, cleaning, gardening and washing of vehicles.

**Kerrie Austin, Physiotherapist** - Tuesdays and Thursdays

**Marian Hollander, Social Worker** - Monday mornings.

**Kobie Botma, Nursing Sister** - Thursday mornings.

### **Community**

Thank you to the St. Stithians boys who continue to visit each Thursday to do their community outreach.

### **Improvements**

- **Siemens** - donation of office furniture
- **Johan van Staden - Midrand Lions Club**  
Using the donation of office furniture from Siemens, Johan has made up height adjustable tables and has fitted some of the desks into the main workshop and the bookkeeper's office.
- **Auto Body Specialists - Midrand** - Pool Table
- **Emily and Nixon Kariithi** - Washing Machine and Vacuum Cleaner

- **Noel Schultz and Jacques Marais** for collecting our Woolworths food donations every Monday and Thursday.
- **Eric Taylor and Jacques Marais** for his on-going help with maintenance of the workshop
- **Biddy Davis** for supplying us with bows and ribbons for our Kia gift presentation contract work.
- **Family Members** – help with work contracts

To all our day workers, I would like to say how you continue to make us proud of the way you live your lives with such enthusiasm and pride in what you achieve.

Recently we had visitors to our centre, and after the Fun Day provided by them you proudly stood up individually to thank them. Each one's message was so special and unique and most of all carried out with deepest sincerity and honesty. You are an example for us all in your openness and humility.

I often think that the world would be a better place if we could all follow your example of easily forgiving and unconditional expression of love for one another.

### **Blue Hills Residence - 10 YEARS**

In January 2004 the Novalis Board officially approved a decision to start up a residence on a shoe string budget, using a purpose bound donation form the Lottery, to install the security, and repair and refurbish the old buildings.

On the 1<sup>st</sup> April 2004 the residence officially opened when the first 6 residents were accepted into full time residential care with a housemother and two support staff.

A week before the opening we still had no furniture but then miracles started happening and everything fell into place. Through the years the property has steadily been upgraded. The three acre wetland area has been transformed into a recreational park, with walkways, a picnic and meeting area, and various art features to enjoy along the walks.

This project was funded by lottery under the Arts and Culture Sector.

Further funding under the Sports and Recreation Sector was received for a Beach Volley Ball Court that has been built, and was officially opened on "Spring Day" 2012.

Thanks to Lottery funding we have acquired three buses since 2005, and all our vehicles have been beautifully branded and are well noticed on the roads.

During the past 10 years our residence has grown to accommodate 26 people, and currently we have a waiting list, and calls coming in almost daily asking for residential care for loved ones.

Novalis follows a policy of wherever possible giving job opportunities to unemployed people from the local communities. In-service training is on-going and development of staff is encouraged and sponsored wherever possible. Our three senior care workers supervise the day to day activities, and are well supported by the care staff and the maintenance staff.

In 2011 we received our first government funding through the Department of Social Development, which has given some security to the sustainability of the organisation as until then we were relying on Lottery funding for survival.

Much work though remains to be done, and we look forward to the challenges of the future. The maintenance of the existing buildings, the steady upgrading the property and adding new facilities remains a priority.

It is thanks to the enthusiasm, hard work and incredible support through the years that we have managed to achieve so much, and we sincerely thank everyone who has contributed to the inception and growth of this establishment.

### **Future Developments**

A new house is being prepared, by using the existing workshop which is being re-furbished to create additional accommodation. This will serve to accommodate those who are on the waiting list. It has become necessary for a "special care unit" to be established for frail residents and for those who need night time monitoring.

In total an additional 10 people can be accepted. This will allow an increase from 25 residents to 35. Respite care will also be available.

With an increase in residents it will be necessary to build the planned workshop as soon as possible.

Financial sustainability is vital, and increasing our capacity is one way to secure the project into the future. The additional income generated will allow us to strengthen our staff structure, and to maintain the existing buildings.

A building committee has been appointed to look at the future development of Blue Hills. Through the recommendations of this committee the board of Novalis has approved the appointment of an architect who will draw the Master Plan for the future infrastructure. The master plan will determine the positions of the future buildings. Once this is approved by the board the plans for the Amphitheatre will be drawn. The next phase of the development will be the planning of a workshop on the property.

### **Repairs, Maintenance and Additional installations**

#### **Fire Safety**

Electronic Fire detection System:

Charles Thionga, from ACF Technologies,

The Department of Social Development has installed Electronic Fire detection System systems in the Rose Cottage and Main House.

Disaster Management - First Aid Kits supplied

#### **Repairs and Maintenance**

We are fortunate to have the support of a volunteer who attends to small repairs and maintenance work, one day per week - Brian Abbott.

- **Special Days**
- Easter Party - Blue Hills --- April 13
- Christmas Party - Blue Hills - Midrand Lions Club - December 2013
- Fun Day - 10 Year Celebration - Blue Hills - April 2014
- Special Olympics - Sports - July 14
- On the 30<sup>th</sup> July 14 a Special Olympics event was hosted at our Blue Hills Residence.
- The day workers were transported by bus to participate in the day's events.
- The sports and the entire day were eagerly and enthusiastically enjoyed by everyone.

- **Special Days - Mandela Day - July 13**
- The swimming instructors from **Goof Swimming School** visited in the morning and treated each day worker to a Lucky Packet, which had been assembled and packaged by them.
- Lunch was provided again this year by **Gemco and Dura-Dent**.
- There was also a disco provided and everyone enjoyed the fun.
- **Simon Myambo**-Visit to Blue Hills - Staff Mentoring
- **Mandela Day - July 2014**
- **Tambotie Riders** - Horse Riding and Braai for our Blue Hills Residents
- Sponsored by : **Spar, Team Nissan, Tambotie Riders**
- Mandela Day - Fun Day at the Workshop - **Sasol Legal Department**

### Outings

**Glenda Rodd**- Barnyard Theatre

**Donald Weir** - Outings and Special Days

**Inge Arthur** - Monthly music sessions

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### FUNDING

#### FUNDING FROM THE DEPARTMENT OF SOCIAL DEVELOPMENT

2013/2014 financial year - R 623 424.00

**Workshop** - R 154 800

**Residence** - R 468 624

2014/2015 financial year - R 792 415.00 was approved

**Workshop** - R 287 239.00 which includes funding for a social worker post

**Residence** - R 505 176.00

### LOTTERY FUNDING

**Amphitheatre - Arts & Culture REQUESTED AMOUNT - R 991 000.00.**

As we have received R 595 000.00 from Lottery in August 2013, being the first tranche for the Amphitheatre

**Cycling Track - Sports and Recreation REQUESTED AMOUNT - R 490 992.63**

- An Application for funding for the Cycling Track and Walking path was submitted on the 2<sup>nd</sup> November 2012.
- **Funding has been received - R 50 000.00.**

**Lottery - Charities - Still Pending**

- An application for funding was submitted on the 11<sup>th</sup> December 2012.
  - **REQUESTED AMOUNT - R 997 154.24**
  - **Running costs**
  - Personnel Salaries: R 450 000.00
  - Security Costs: R 100 000.00
  - Electricity Costs: R 50 000.00
  - **Capital expenditure**
  - Generator: R 157 320.00
  - Industrial Kitchen Equipment: R 239 834.34
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## DONATIONS

### Donations received April 2013 to March 2014 - R 149 776

Hamish and Lorna Riddett -	R	6 936
St Columbas Church -	R	560
Nicarela Trust -	R	5 000
Travis Green - 40 <sup>th</sup> Birthday	R	4 580
Belfreight -	R	7 500
Gerard Nolan -	R	500
St Thomas Church -	R	2 000
Marius Vermaak -	R	2 000
Hagart Trust -	R	100 000
Caltex Motorserve Randburg -	R	100
Logos Book Club -	R	200
Staff Gifts	R	400
Marnox Media -	R	15 000
Fuchs Foundation -	R	5 000

### Fund Raising- April 2013 to March 2014 - R 14 550

Jumble Sales -	R	1 647
Jackets -	R	800 - Purpose bound for outings
Christmas Cake Raffle -	R	5 480
My Village -	R	4 763
Casual Day 2012 -	R	1 860

## FUNDING - POST BALANCE SHEET

### Donations received 1<sup>st</sup> April 2014 to 4<sup>th</sup> August 2014 - R 116 205

Hamish and Lorna Riddet -	R	2 964
Belfreight -	R	10 000
Tim Clark PGA Tour -	R	103 241

### Fund Raising- April 2014 to July 2014 - R 3 177

Jackets -	R	300 - Purpose bound for outings
My Village -	R	2 877

## Other donations and services

## FOOD DONATIONS

- Woolworths-Crowthorne - Weekly food donations - Blue Hills Residence
- Woolworths-Verde Risidale - Twice weekly food donations - Linden Workshop
- Rahim Rasool from Nkunzi Milkyway Dairy - Ayershire Milk donated regularly to Blue Hills.
- Midrand Lions Club - Food Collections
- Christmas Party
- Joan and Bill Watton Midrand Lions Club Carlswald Super Spar - Bread and Cakes
- Melle Louw - Coldrinks
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## FURNITURE DONATIONS

- **Auto Body Specialists Midrand Mike Muller** - Pool Table at Linden Workshop
- **Keketso Ramashau** - Fridge and clothing
- **Jacques and Dalene Marais** - Furniture Blue Hills
- **Alex Panas** - Furniture Blue Hills
- **Rose Mansfield** - Household & Office Items- Blue Hills
- **Stuart Atkins**- Gas Stove
- **Heather Morgan** - Household items
- **Ingrid and Peter Adams** - Furniture

## OTHER SERVICES DONATED

- **BUSTRUCK-MIDRAND Iveco Bus 2005**  
The rust on the steel under carriage has been repaired, the floor has been replaced and seats recovered at no charge by.
- **Wetland Consulting Services - Shavaughan Davis** - Wetland Report
- **Dynamic Fire Solutions** - Coenie Barkhuizen - Fire Design -Blue Hills
- **Jalite** -evacuation signage
- **Torga Optical** - Eye Tests - Residents and Staff Blue Hills
- **Peter Bond** -Drawings and advice on Fire Escape, Volley Ball Court and Flood Plan.
- **ADT Guarding** - Reduction of guarding fee increases.
- **OwenKessel / Leo Burnett** - Website maintenance and branding
- **BCC Signs** for our signage
- **DCL Services** -Maintenance of appliances
- **Sangotech** - Software
- **Calvary Church** - A volunteer group from the Calvary Methodist Church visits our residence one evening a month. Our residents are welcomed by the Calvary community where they attend and actively participate in the church services.
- **Luyanda - Volunteer** - Regular visits to Blue Hills to do activities with the residents on weekends.

## SPECIAL THANKS - ADMINISTRATION SUPPORT

- **Amanda Roodt** - for your help with various financial matters that have had to be seen to during the year.

To all our staff members I must thank you all for your commitment to providing the care and love for our beneficiaries. Sometimes the work can be challenging, but the awareness of the importance and value of what you do always helps you to continue no matter what.

To our families, I thank you for your continued support and understanding when we cannot always guarantee 100% at all times. We hope that our relationship with you all will grow stronger as we continue on our journey in the growth and expansion of our organisation.

To the board of directors who have given so much of their time to support the work we do, we thank you all for your commitment and selfless giving when sometimes it is not easy to find extra time within your own personal life challenges.

Mary Owen

General Manager

Novalis House Incorporated



