

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

MANAGER'S REPORT

22nd AUGUST 2015

To Our Family Members, Residents, Day Workers, Members of Staff, Members of the Board of Directors, and Special Guests, we welcome you all and thank you for your attendance.

I especially welcome all our board members.

Viv Nightingale-Chairman

Michael Matthews-Financial Director-Father of Marita Mathews

Jonathan Ballet- Father of Paul Ballet

Ephraim Lukoto-Parent - Father Matodzi Lukoto

Philemon Komane-Parent- Father Tebogo Komane

Travis Green-Family Member-Lawyer in Corporate sector.

Nixon Kariithi-brother-in-law to George Mulinge

Mike Miles-Labour Consultant

Nomvula Nkabinde -Mother of Monde Mhuali

(Elmarie Lahoud - resigned May 14)

Financial Year Under Review - April 2014 - March 2015

The year under review was in many ways a challenging one. Some of our staff members were off for extended sick leave due to injury and serious illness. At the workshop both Ethel and Margaret were off for extended sick leave, but thankfully both of them have fully recovered and are back to full strength.

Funding for a full time social worker was granted by the Department of Social Development in April 14, but after two unsuccessful placements it was only at the beginning of October when a suitable candidate was permanently appointed.

There were times when work contracts were very low, which always results in further challenges, but despite all of this Sina has steadfastly pushed ahead to move through these very difficult months.

Even though the workshop was low on contract work at times, the workshop sales reflected a surplus of R 69 984 against the budgeted amount of R 180 000.00, compared with the previous financial years which reflected a deficit of R 16 732.50 against the budgeted amount of R 180 000.00.

I would like to congratulate Sina who has unwaveringly pursued every avenue to secure more work, and the best news came recently when Calibre Plastic confirmed orders until March 2016.

<p>Contract Sales for the past financial year April 2014 to March 2015 amounts to R 249 984, reflecting a surplus of R 69 984, against the budgeted amount of R 180 000.00 Production materials - R 68 334.00 - Kia Motors</p> <p>Comparative figures for last financial year April 2013 to March 2014 sales amounted to R 163 268, 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</p>
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Contract Sales April 2014 - March 2015

African Sales Company	31 927.20
Calibre Plastics (Pty) Ltd	30 801.40
Davies Diagnostics	735.50
Kia Motors Sandton - (Production Costs - R 68 334.00)	121 000.00
Labchem	5 088.00
Mud Buster Professional Bike Products	209.00
Nedbank Ltd	4 536.00
Plastpro Scientific (Pty) Ltd	41 850.00
Premier Housewares	11 576.73
Welch Geostore	300.00
WIL-SON	1 960.00
GRAND TOTAL	249 983.83

Social Worker

As mentioned, our social worker was appointed at the beginning of October 2014, and we have pleasure in welcoming Angela Wessels, and look forward to a long and lasting working relationship.

Angela is permanently placed at the workshop to strengthen the staffing structure and psycho-social support needs of our beneficiaries and families.

Angela also assists with the immense reporting requirements, as well as attending forum meetings and training workshops run by the department.

Marian Hollander

We thank Marian Hollander for her many years of association with Novalis House and support in the handover of the social work responsibilities to Angela.

Staff

We commend Sina for her strength and leadership, and for her achievement in successfully carrying the workshop programme through this testing time.

We thank all the workshop staff, Angela, Margaret, Ethel, Linah and Sylvia Tutu, also newly appointed in March 15, and David and Rocky for their commitment to fulfilling the work contracts timeously, and to the continued upliftment and development of our beneficiaries.

We thank Kerrie Austin who offers physiotherapy exercises twice a week and Sr. Kobie who provides us with a weekly clinic.

Thank you to all our day workers at Linden for your hard work in the workshop and for helping Sina and the workshop staff to do so well during the past months when we have had so much work.

Not all of our residents attend the workshop but prefer to work on the Blue Hills property. Here they are kept busy with various tasks ranging from gardening, maintenance work and recycling. We thank you all for the hard work during the past months, and we hope that our recycling project is going to grow into a good business for Novalis.

We are very proud of all our workers both at Linden and Blue Hills!

Blue Hills Residence

At Blue Hills we also faced the challenges of staff members being off with serious illnesses, and some of our residents becoming frail and sick, and needing more individual care, as well as night time monitoring.

Fortunately our three Senior Care Workers, Linky, Thato and Primrose, working in their supervisory roles, have risen above the challenges and have grown in strength through these experiences. I thank you for your commitment and perseverance through some trying times.

In total Blue Hills has 23 staff members and we thank them all for their work, and commitment to our residents well-being. We thank all our care staff, cleaning staff, maintenance staff and security staff for the continued success of the Blue Hills Residence.

A programme has been introduced where casual workers are given opportunities to spend time at Blue Hills to receive training in this field the work. From this group we have potential staff members that we can draw from in times of crisis, as temporary staff, and when new permanent positions become available they are considered for these placements.

New House

The renovation of the existing workshop into a new house was started in December last year, to create additional accommodation for those who are on the waiting list.

Unfortunately, the contractor who was appointed to do the renovation was not able to fulfil his commitments and promises, and the planned renovation became an immense disappointment and frustration.

Last month a decision was taken to terminate the contract and appoint a new team to finish the job. I am pleased to say that the work has now been completed and the new house is ready for occupation. The Health Department has given approval for eight residents and a staff member to occupy this house. This brings the overall capacity at the residence to 37 residents, for which a new license has been issued. Respite care will also be available. Funding from the R.B. Hagart Trust - R 100 000.00 was received in December 13, which was purpose bound for this renovation. Further funding from the trust of R 200 000.00 was received in July 2015, for further renovations and additions.

I have to make a special mention here of Charlie Ndwana, who I was put in contact with by Lafarge, the suppliers of some of the materials needed to finish the building work.

Charlie, together with his team, have rescued a potential disastrous outcome of the planned renovation, and turned it around to become a result way beyond our expectations.

They have also added an enclosure for the verandah at Rose Cottage, and dry wall divisions in the dormitory room at the Main House, to give privacy with single rooms for the four ladies residing there. This team has more than gone the extra mile to help us, and we hope to work closely with them on our future building and renovation projects.

Special Care

It has become necessary to provide special care, including night time monitoring, to those who are at risk of injury due to weakness, frailty and epilepsy. The Rose Cottage has been earmarked for this. The newly enclosed verandah will provide extra space for dining and recreational activities.

Future Developments - Site Development Plan, Amphitheatre, Workshop.

A building committee was appointed to look at the future development of Blue Hills. Through the recommendations of this committee the board of Novalis approved the appointment of our architect, Warren Green, who is the brother of Lester Green, a resident at Blue Hills. Warren has drawn the Site Development Plan, determining the positions of the existing and future buildings on the property. He has also drawn the plans for the Amphitheatre. Both the SDP and Amphitheatre plans are with council awaiting approval. A workshop on the Blue Hills property forms part of the future planning. With an increase in residents it is necessary to build the planned workshop as soon as possible. The building plans are being drawn up for submission to council. We thank Warren Green and Daniel Aarons from Facet Architecture for their contribution to the success of the future development.

Re-zoning to special residential.

The property has been re-zoned from agricultural to special residential allowing 100 people to live and work at Blue Hills. Part of the re-zoning process involved a wetland survey, the results of which have restricted the building area quite severely, and the new buildings have had to be planned within the building area on the SDP.

Repairs, Maintenance and Additional installations

Kitchen

The kitchen has been gutted, newly tiled and fitted out with industrial catering equipment.

Mark Knocker - Marnox Media - Donation

Fire Safety

Electronic Fire detection System and Smoke Alarms have been installed in all the houses.

Special thanks to -Department of Social Development

-Charles Thionga - ACF Technologies

Generator

With funding from the NLDTF Charities an 80 KVA was installed, bringing much relief to residents and staff who had struggled through numerous power outages in recent months. Special thanks to Johnny and Mary of ABC 1st Tek Electrical Cc (Gauteng) who installed the generator for R1.14.

Cycling Track -Walking Path- Lottery Sports and Recreation

Funding was received - R 50 000.00.

Special thanks to our maintenance team at Blue Hills who carried out the work.

The bulk of the R50 000.00 received was spent on material costs.

Special Days

- Fun Day - 10 Year Celebration - Blue Hills - April 2014
- Mandela Day - July 2014 - **Tambotie Riders** - Horse Riding and Braai
- Mandela Day - Fun Day at the Workshop - **Sasol Legal Department**
- **Disability Games**- Sponsored by the Department of Social Development
- **Special Olympics - Cluny Farm - 15th October 14**
- **Jozi Forum Launch - 31 October 14**
- **Annual Christmas Party** - Sponsored by the Lions Club of Midrand
- **Freshstop Motorserve** at the Caltex garage in Bram Fischer Drive.
- **Special Olympics** event was hosted at our Blue Hills Residence.
- **Outings to Hartebeespoortdam: Donald Weir**
- **Heritage Day**- Cresset House
- **Special Olympics Sports** - Cluny Farm
- **Mogales Gate Bush School Outing** - Lions Club of Midrand -18th October 14
- **Outing to the Pretoria Zoo**

- **Annual Rotary Sandton - Fun Day & Special Olympics**
- **Outing to Monte Casino Bird Park**
A donation of R3000 was received from Glenda Rodd for this planned outing.

FUNDING

FUNDING FROM THE DEPARTMENT OF SOCIAL DEVELOPMENT

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

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

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

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

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

Sports and Recreation -Sports Gear - REQUESTED AMOUNT - R 50 000.00

- An Application for funding for **Sports Gear** and was submitted in October 2014. We are still awaiting adjudication.

Lottery - Charities -

- An application for funding was submitted on the 11th December 2012.

• **REQUESTED AMOUNT - R 997 154.24**

Funding received - R 309 320 December 14

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- Personnel Salaries: R 100 000.00
 - Electricity Costs: R 50 000.00
 - Publicity -Lotto: R 2 000.00
 - **Capital expenditure**
 - Generator: R 157 320.00

Since Dec 2012 there has been no further call for applications for Charities until a few weeks ago. The deadline for this call is the 3rd September 15.

Donations received 1st April 2014 to 31st March 2015 - R 476 914

Hamish and Lorna Riddet -	R	7 353
Belfreight -	R	10 000
St Thomas Church -	R	2 000
Fuchs Foundation -	R	10 000
Bellairs Foundation -	R	30 000
Arthur Bales -	R	5 000
Tim Clark PGA Tour -	R	103 241
Lottery - Charities -	R	309 320

Fund Raising - 1st April 2014 to 31st March 2015 - R 11 763

Jackets - R 600 - Purpose bound for outings

Christmas Cake Raffle - R 4 491 - Marion Rodd

My Village - R 6 672

FUNDING - POST BALANCE SHEET

Donations received 1st April 2015 to 20th August 2015 - R 218 660

R.B. Hagart Trust -	R 200 000
Belfreight -	R 10 000
Hamish and Lorna Riddet -	R 3 060
G. Rodd -	R 3 000 - Outing
Plastpro Scientific	R 2 000
K. Ramashau	R 500
J. Ndlovu	R 100

Fund Raising- April 2015 to August 2015

My Village -	R 2 183
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Casual Day - In progress

FUNDING FROM THE DEPARTMENT OF SOCIAL DEVELOPMENT - R 858 324

Funding approved for 2015/2016 financial year

Workshop - R 304 476

Residence - R 553 848

FOOD DONATIONS

- **Woolworths-Crowthorne** - Food donations 3 days per week- Blue Hills Residence
- **Woolworths-Verde Risidale** - Twice weekly food donations - Linden Workshop
- **Nkunzi Milkyway Dairy** -Ayershire Milk donated regularly to Blue Hills.
- **Midrand Lions Club** -Food Collections
- **Joan and Bill Watton Midrand Lions Club Carlswald Super Spar** - Bread and Cakes
- **Melle Louw** - Coldrinks

Other donations and services

- **Disaster Management** -First Aid Kits supplied
- **Department of Social Development** - Fire alarms
- **Charles Thionga - ACF Technologies** -Fire alarms
- **Heather & David Fox through Peter and Ingrid Adams**- Furniture Blue Hills
- **Julia Fortune** - Building Materials
- **Jacqui & cliff Hocking** -Video Collection
- **Rose Mansfield** - Household & Office Items- Blue Hills
- **Barry & Bidy Davis** - Household Items
- **Asiem Alli- CATERING SHOP ONLINE** - Catering Equipment
- **Harriet Steenkamp** - Bedsocks and blankets
- **St Thomas's Wednesday Ladies** -Teddy Bears & Blankets

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

- **Torga Optical** -_Eye Tests - Residents and Staff Blue Hills
- **ADT Guarding** -_Reduction of guarding fee increases.
- **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.

Community Service

- **Flavia** - Pretoria University - Weekly programme at Blue Hills
- The St Stithian's Boys visit Linden Workshop every Thursday morning to help out.
- **Volunteers**
- **Noel Schultz and Jacques Marais** for collecting our Woolworths food donations
- **Emily and Nixon Kariithi**-Servicing of air conditioners and food collections
- **Jacques Marais** -for his on-going help with maintenance of the workshop
- **Brian Abbott** - Maintenance work at Blue Hills
- **Luyanda** - Regular visits to Blue Hills to do activities with the residents
- **Lerato** - Weekly programmes for residents
- **Members** -help with work contracts
- **Inge Arthur** - Monthly music sessions
- **SPECIAL THANKS - ADMINISTRATION SUPPORT**
Amanda Roodt - help with various financial matters

To all our staff members I must again thank each and every one for your work with the beneficiaries of Novalis House and your commitment to providing loving care to our beneficiaries. Thank you to the team that has been busy in the last few days preparing eats and getting the workshop ready for today.

I thank our board of directors for your incredible support. It is a great comfort to know that you are always only a phone call away when help and advice is needed.

Although they will not be leaving us just yet I would like to specially thank both Viv and Michael for the many years of service on the board of directors of Novalis House.

To Michael, I must say how fortunate I have been to be guided by your expertise through the years, in all the financial aspects of running the organisation. It has been an enormous strength for me to have your sound advice when decisions needed to be taken. Thank you for your many years of service and for agreeing to stay on until a new treasurer is appointed.

To Viv, I need to say an enormous thank you for all the years of working together. I found myself at the deep end when I was appointed in 2004 to take on the task of starting a residence at Blue Hills and managing the organisation. It would never have been possible without your help and guidance. Your many years of experience in this field have given me strength, and invaluable insight into this work. Thank you for staying on the board to assist with the succession plan. When you do leave us it will be a very big void to fill, but we know that your new life in the Western Cape awaits you, and we wish you every possible happiness when the time comes.

To our families, I thank you for your continued support. We hope that our relationship with you all will grow stronger as we continue on our journey in the growth and development of Novalis. We look forward now to this exciting phase that we find ourselves in, where the organisation is expanding its services to accommodate more residents and establishing a new work shop.

Funding for the project will be sought to achieve the results we are hoping for. As South African donors are becoming more and more difficult to find we will be applying to foreign donors through the American Fund for Charities. We ask you all to use your networks to promote our work and to please put us in contact with any potential donors that may be able to assist us.

We thank you for your attendance today and special thanks for the contributions to the eats today. Please join us for our tea after the meeting.

Mary Owen
General Manager
Novalis House Incorporated