

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

MANAGER'S REPORT

27th AUGUST 2016

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 today.

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

Nomvula Nkabinde -Mother of Monde Mhali

July Ndlovu - Father of Nyasha Ndlovu

Resigned - August 16

Nixon Kariithi-brother-in-law to George Mulinge

Mike Miles-Labour Consultant

During the Financial Year Under Review - April 2015-March 2016, the workshop activities continued to provide supervision and care to the beneficiaries attending the workshop, and a daily programme designed to encourage the development of various life-skills. Besides the training in contract work, training in food preparation, cleaning, washing and ironing, and gardening, also forms part of the day to day work activities.

The various tasks are allocated to workers, according to their capacities and skills.

On a social level, assembly is held every morning, where workers lead in prayer and singing. News is shared with the group on Monday mornings.

Our physiotherapist visits twice a week and oversees group exercises and games.

Daily mentoring of all workers takes place, which focuses on equipping them to resolve conflicts, solve problems and appropriately express emotions.

Psycho-social support and counselling is provided to workers when necessary.

All workers meet in smaller groups with the Social Worker, where there is a focus on developing social skills and providing support.

Monthly awareness-raising programmes are run with staff members and day workers, to raise awareness around important and relevant issues.

Interaction with the broader community is encouraged through visits by schools, volunteers and participation in outings.

Workers participate in the collection and delivering of work to companies, and enjoy the visits to see how companies and factories operate.

Those who enjoy sports are included in Sports Days and Special Olympics.

I would like to say a special thank you to Sina, who over and above the provision and supervision of the various above mentioned activities, also continues to provide a rock solid work programme for the workshop, by nurturing good relationships with the companies who continue to support us. Together with the workshop team, Sina ensures that quality controls are carried out and contract deadlines are met.

The sales for the financial year under review - amount to R 288 504, reflecting a surplus of R 108 503 against the budgeted amount of R 180 000. Michael Matthews will elaborate on this in his financial report.

The companies that continue to support us are

African Sales Company	14 400.00
Calibre Plastics (Pty) Ltd	118 507.93
Davies Diagnostics	302.00
Kia Motors Sandton - (Production Costs - R 18 847.00)	92 750.00
Nedbank	4 202.50
Plastpro Scientific (Pty) Ltd	44 635.00
Premier Housewares	10 849.20
Smartworks	1 857.00
Welch Geostore	1 000.00
GRAND TOTAL	288 503.63

We would like to welcome our Social Worker, Kim de Allende, a graduate from Wits University, who started at the workshop on the 1st March this year.

Other than her duties involving Psycho-support services, she has been representing Novalis at the various meetings with the Department of Social Development, and is actively involved in the presentation of the monthly Awareness Programmes and statistical reporting required by the department.

Staff

We thank Sina for her total commitment and continued strength and leadership. We thank all the workshop staff, for supporting Sina in fulfilling the work contracts timeously, and for assisting in the continued upliftment and development of our beneficiaries.

We thank our two drivers, David and Rocky, for the safe transportation of our people and maintenance of the buses.

We thank Kerrie Austin, who offers physiotherapy exercises twice a week and Sr. Kobie, who provides us with support and advice on all medical matters, when needed.

We especially thank all our day workers for the diligent work on the contracts, and the enthusiasm with which you all participate in the workshop program.

Our workshop remains a happy environment, and it is always an uplifting experience for me when working with our team at Linden.

Blue Hills Residence

The residence continues to do well, and overall I can say is a happy place for our residents. We do have our squabbles, as in any family environment, but our people are happy and well looked after. Most of the day activities take place at the workshop in Linden, and weekends are spent mostly relaxing at home, shopping on Saturdays, and church on Sundays. Outings are planned from time to time. This Sunday the residents will be attending a Special Olympics event. Recently some of the residents started swimming and horse riding, and they are enjoying these activities very much.

As Novalis Blue Hills is a developing residential facility, we are constantly learning new things as circumstances change. During the past few years some of our residents have become frail and sickly, and in need of more individual care, as well as night time monitoring.

As family members themselves start to age, or pass away, the care requirements are increased. Doctor's visits have to be arranged and carried out by the Novalis care staff, and hospital visits arranged when a resident is hospitalized. This requires additional personnel. A programme has been introduced where casual workers are given opportunities to spend time at Blue Hills and 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.

During the past months we experienced the reality of this, when one of our long term residents, Jeffrey Saunders, became seriously ill. We were able to support his special needs for most of the time of his illness, until he was hospitalized just over a month ago. Sadly, Jeffrey passed away on the 15th August. He will be very fondly remembered by us all, and we keep his family in our thoughts and prayers. Jeffrey was the first resident of Blue Hills who has died, and this has brought home the reality of the work that we do, and will be required to do, as we move ahead into the future. Palliative care will have to form part of the required services, and we will look to other centres for guidance as to how to implement this.

We thank the Blue Hills team for their commitment to our resident's well-being. We have had to face many new challenges and have learnt many valuable lessons as a result. Our two supervisors, Thato and Joseph, see to the day to day running of the residence. Their work includes a diverse range of duties, ranging from menu planning to plumbing. We thank them both for their resilience in rising to the challenges. We thank all our care staff, cleaning staff, maintenance staff and security staff for their support in caring for our residents and for the continued success of the Blue Hills Residence.

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

During the year under review we saw the successful completion of the new house, Lavender Cottage. This was achieved with funding of R300 000.00 from the R.B. Hagart Trust, and R 30 000.00 from the Bellairs Trust, which was purpose bound for this renovation. Further donations from Belfreight, and the Fuchs Foundation were used for renovations and upgrades to the existing buildings. The building process was an extremely difficult one.

The team that eventually assisted us to accomplish the satisfactory completion of the renovations, were specially mentioned at the AGM last year. Unfortunately the relationship with them turned sour, when building materials for the paving and roads were paid for and not delivered. The matter is currently with our lawyers. We feel confident that the money will be recovered, but it was thought pertinent to create a provision in the accounts for the amount of R43 276.00 which is owed to Novalis by the builder.

This forms part of the bad debts amount R 71 670, reflected in the financial statements. The balance is made up of parental bad debts which are also still in the process of being collected.

With this expansion and upgrade we have now been registered to accommodate 37 residents. Currently we have 24 full time residents, allowing for an intake of 13 new applications.

We also offer respite care.

Once we expand our numbers, it will not be possible to bus everyone to work at Linden, and for that reason workshop activities will have to be provided at Blue Hills.

During the past few months an existing store room has been renovated to serve as a temporary workshop. A donation from SA Holdings was purpose bound for this project.

Johan van Staden, a long-time friend of Novalis, has been helping us with various building projects and renovations, and has been a constant presence over the past months.

We have also started a Charity Shop, on a very small scale, using an existing container which has been moved to the entrance of the property. Over the years we have accumulated several donations which cannot be used in the residence. These items will be sold to raise funds for further projects. This was once again achieved with help of Johan who also motivated the Midrand Lions Club Members to help with the sorting and pricing of donated items for the shop. We plan to expand this project, and will welcome any further donations for our shop.

Future Developments

Re-zoning to Special Residential, Site Development Plan, Amphitheatre, Workshop.

The property has successfully been re-zoned from agricultural to special residential, allowing for 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 Site Development Plan. A building committee from the Board of Directors 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, Workshop and Clubhouse, all of which have been signed off and are waiting for council approval.

We have travelled a long road to get to this point, and we sincerely thank Warren Green and the team from Facet Architecture, for their contribution to the success of the future development. Warren is here today, and will be giving us a visual presentation later on.

Funding

THE DEPARTMENT OF SOCIAL DEVELOPMENT

Michael Matthews has covered the funding received in the year under review in his report.

The department has changed their application requirements. A 3 year Business Plan was handed in on the 30th September 2015 for application for funding for 2016 to 2019.

The SLA has been signed for a subsidy of **R 907 983 for 2016/2017**, the allocation being **R 322 704** for the workshop, and **R 585 279** for the residence.

LOTTERY FUNDING

N.L.D.T.F. CHARITIES APPLICATION - SEPTEMBER 2015 - Still being adjudicated

REQUESTED AMOUNT - R 988 601.76

Personnel Salaries:	R 450 000.00
Electricity Costs:	R 50 000.00
Maintenance and repairs to Vehicles and Equipment :	R 50 000.00
Quantum 16 Seater Minibus:	R 436 601.76
Lottery Publicity:	R 2 000.00

From the previous lottery funding under charity sector

An 80 KVA generator has been installed and is up and running.

This is providing much relief to staff and residents who have been struggling for years with the many power outages experienced at Blue Hills.

The installation of the generator was a donation from 1st TEK Electrical, which included the costs of the wiring and the concrete slab.

FUNDING Lottery Funding Arts & Culture - R 991 000

Amphitheatre

The building has at long last started. This was held up by the SDP application, which only recently was approved. Johan van Staden has been appointed as the building contractor.

The Lottery is urgently awaiting our progress report. They have been notified that the building has started. Once 75% of the money received in the first tranche has been used the report will be submitted.

Sports and Recreation - Sports Gear

An application for funding for sports gear for our Special Olympic athletes was submitted in October 14. Amount applied for R 50 000.00

This application was unsuccessful due to the amount of applications for the sector.

Donations - R 271 653 - 1st April 2015 to 31st March 2016 -

R.B. Hagart Trust -	R 200 000
Belfreight -	R 20 000
SA Holdings -	R 20 000
Fuchs Foundation	R 10 000
Hamish and Lorna Riddet -	R 7 344
Glenda Rodd -	R 3 000 for outings - Monte Casino Bird Gardens - April 16
Casual Day -	R 5 200

Other donations received

J. Ndlovu -	R 100
Plastpro -	R 2 000
K Ramashau -	R 500
J. Taylor -	R 200

Gerber -	R	80
G. Rodd -	R	100
G. Murray -	R	400
J. Mc Loghry -	R	90
A. Panas	R	79
C. de Freitas	R	130
Caltex Motoserve	R	170
Anonymous - PnP customer	R	200
St Thomas Church	R	2 000
R Sandison -	R	60

Donations - Christmas Gifts Staff - R 18 000

K Ramashau -	R	4 000
M. Saunders -	R	5 000
E. Summerscales -	R	5 000
C. Klein -	R	2 000
E. O Linn -	R	1 000
A. Smith -	R	1 000

We sincerely thank all our donors for their financial support for our projects.

Fund Raising - 1st April 2015 to 31st March 2016 - R 14 175

Jackets -	R	500 - Purpose bound for outings
Jumble Sale -	R	1 993

This included the:

Christmas Cake Raffle -	R	5 530 - Baked by Marion Rodd - Bought chairs.
My Village - Woolworths	R	6 152

We thank all our families for supporting these fund raisers

Special Days

- Heritage Day-Cresset House
- Special Olympics Sports - Cluny Farm
- Outing to the Pretoria Zoo - Thursday 30th April.
- Annual Rotary Sandton Fun Day & Special Olympics - 9th May, Sandton Field & Study
- Outing to Zoo Lake - Saturday 13th February 16 - Blue Hills Beneficiaries.
- SPORTS DAY 5TH AUGUST - Novalis hosted Special Olympics Sports Day.
- Donald Weir - Braai Day at Blue Hills -Saturday 14 November 15
- Christmas party at Blue Hills - Midrand Lions Club
- Christmas Gifts Beneficiaries - Puleng Technologies - Paul Thompspon

Other Donations/Services

Christmas Gifts Beneficiaries - Puleng Technologies - Paul Thompspon

Furniture - Paul Thompson

Furniture - Jeremy and Laura

- Installation of Generator - ABC 1st Tek Electrical Cc (Gauteng)
- **Harriet Steenkamp** - Bedsocks and beanies
- **St Thomas's Wednesday Ladies** -Teddy Bears & Blankets

FOOD DONATIONS

- **Woolworths-Crowthorne** - Food donations 2 days per week- Blue Hills Residence
- **Woolworths-Verde Risidale** - Twice weekly food donations - Linden Workshop
- **Midrand Lions Club** - Canned Food Collections
- **Joan and Bill Watton Midrand Lions Club Carlswald Super Spar Bakery**
- **Melle Louw** - Coldrinks

Outreach: Elderly and sick, and children from the local community of Olievenhoutbosch - Paradise Day Care, Madon Day Care, Badirammoogo Old Age Home, Calvary Methodist Church Outreach.

Centres reached in Linden area: Ry-Ma-In (Disabled), Salvation Army (Destitute), Jordan House (Old Age Home), Trinity Methodist Church soup Kitchen (Destitute)

OTHER SERVICES DONATED

- **Torga Optical** - Eye Tests - Residents and Staff Blue Hills
- **DCL Services** - Maintenance of appliances
- **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.

Volunteers

- **Noel Schultz, Jacques Marais, Ellen Lekganyane** for collecting our Woolworths food donations
- **Eric Taylor - Ken Taylor - Alex Konstantinou** - Maintenance at Linden Workshop
- **Brian Abbott** - Maintenance support at Blue Hills
- **Emily and Nixon Kariithi** - Servicing of air conditioners and food collections
- **Family Members** - help with work contracts
- **Biddy Davis** - Kia Baskets
- **Inge Arthur** - Monthly music sessions
- **Luyanda** - Gardening and activities with the residents

Community Service

- The St Stithian's Boys visit Linden Workshop every Thursday morning to help out.

• SPECIAL THANKS - ADMINISTRATION SUPPORT

Amanda Roodt - help with various financial matters

To all our staff members I again thank you all for your commitment to our work at Novalis
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 continued commitment, time given, and expertise.

I would like to specially thank both Viv and Michael for the many years of service on the board of directors of Novalis House.

Michael, I have learnt a great deal from your guidance in all the financial matters. 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 that you have given to Novalis. Your many years of experience and invaluable insight into this work has helped us to anchor the organisation. 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 lots of 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, and look forward to our individual meetings with you.

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

Mary Owen
General Manager
Novalis House Incorporated