

NOVALIS HOUSE - ANNUAL GENERAL MEETING MANAGER'S REPORT – 16th NOVEMBER 2019

Good Morning.

Honored Guests, Members of the Board, Family Members, Staff Members, Residents and Day Workers, welcome to our AGM and thank you for your attendance.

Jonathan Ballett - Chairman
Nomvula Nkabinde - Treasurer
Ephraim Lukoto - Secretary
Philemon Komane - Board Member
Elinor Kern - Board Member
Clive Smedmor - Board Member
Phil Hall - Board Member
Karen Martin - Board Member

During the Financial Year Under Review - April 2018 - March 2019 Novalis continued in a time of “settling down” after the move of the Linden Workshop to Blue Hills.

This period saw the building of the new dining hall and central kitchen, using the proceeds from the sale of the Linden property.

As you will remember, we were able to use the new building for the AGM last year in November, and for our Year End Party in December.

In January, the work programme was moved from the temporary work areas to the new dining hall. Two containers were moved closer, to provide storage space for the contract work. However some of the kitchen installations were not yet finished.

During the past months of the current financial year these were completed and compliance certificates were issued.

- The Health Department has inspected and a new certificate is being issued for the food premises.
- Partitions were manufactured to create a movable wall, as a division between the work and dining area.

Only once all these requirements were met and new rosters and routines were put into place, the plan to have a central kitchen and dining room could be implemented.

Change can be very challenging to both beneficiaries and staff, but with perseverance, persuasion and support, the new programmes were successfully achieved in July this year, and all meals are now being prepared and served in the dining hall.

THE NEW WORKSHOP

Having the work programme and canteen in one building is less than ideal, and the planned new workshop building, which sits directly behind the dining hall, and can accommodate 100 people, is prioritized as the next big project to be undertaken.

The approved plan was costed out by our quantity surveyor at R 2 500 000.

A Fund Raising Committee and Building Committee have been established to oversee and direct the planning for the construction of the new building.

However, a decision has been taken that a large portion of the money for the building costs should be raised before the building of the new workshop can start.

Funding applications have been sent to various Corporates and Trusts but to date we have not been successful. Applications will continue, as well as an application to Lottery.

We have been very fortunate to have received a donation from Corobrik for all the bricks needed.

Improvements to the property

During the past months much has been achieved.

Here I would like to say a very BIG THANK YOU from all of us at Novalis to Eric and Marilyn Taylor, for their incredible enthusiasm and hard work during the past year. They have given two days a week to work with our maintenance team on various projects.

- The charity shop was set up in the old “temporary workshop” building.
- All the storage areas were sorted out and cleaned up.
- The old store rooms were renovated for offices for the bookkeeper and social worker, and a flatlet for staff accommodation.
- There was general maintenance and upgrading of houses.
- Much time has been spent on cleaning up the property and enhancing the gardens.
- The pool area and paving in front of the new dining hall has been extended to create a recreational space and braai area.

Eric and Marilyn have also been involved in fund raising, and it is through their efforts that we received:

- Donation of all the bricks for the new workshop - **Corobrik**
- The tiles and tiling of new dining hall - **Clay Tiles**
- The full gas installation in the dining hall - **Got Gas**
- **Got Gas** also supply the gas and maintain the equipment.

These DONATIONS received in kind form part of the donations income in the financial statements. It is also as a result of their efforts that we received on-going support from the Waterfall Community. Thank you Eric and Marilyn. We hope you will enjoy a much needed break and wish you a very happy holiday with your family in Australia.

The Day Programme

The day programme not only provides training in occupational and life skills, but also gives each one a sense of purpose, self-worth and mastery.

It also creates a sense of being part of a business and commercial environment.

Interpersonal skills are continuously being encouraged, guided and developed.

Monthly awareness-raising sessions are held with all workers and staff, to raise awareness around important and relevant issues.

Social events and community interaction is encouraged and arranged.

Outings as well as participation in sports events are arranged for all beneficiaries on a regular basis. The school leavers from Unity College continue to attend the workshop for “work experience” on Tuesdays.

Contract Work

The contract work continued uninterrupted, despite the challenges of not having a formal workshop and having to operate from temporary work spaces. The Contract Sales for the financial year under review amounted to R 297 674, exceeding the budgeted amount of R 216 000 by R 81 674. Production Materials– Kia Motors Presentation Baskets - R 22 340.

Contract Sales April 2018 - March 2019 - Breakdown

The Bespoke Amenities Company – Packaging of Shower Caps	22 250.00
Calibre Plastics (Pty) Ltd – Assembly of tap connectors / garden sprays	90 162.48
Kia Motors Sandton – Gift baskets (Production Costs – R 22 340.00)	36 610.00
Nedbank Ltd- Mailing	4 385.55
Plastpro Scientific (Pty) Ltd- Assembly and labelling of containers/test tubes	143 265.60
Welch Geostore – Assembly of pins for running club	1 000.00
GRAND TOTAL	297 673.63

Post Balance Sheet – Contract Sales - April 2019 to October 2019

Due to the successful year in the contract sales, the budget for the sales income for the current financial year was increased from R 18 000 to R 20 000 per month.

The contract sales for the first seven months of the current financial year amounted to R 125 528 which shows a shortfall of R 14 472 against the budgeted amount of R 140 000.

This was due to Plastpro Scientific having had a change of management, which caused a delay in the work being delivered. As a result no assembly work was done for them in July.

There were also some months when no work was received from Calibre Plastics, but the good news is that the work is back, with a promise of a regular supply of work until March 2020.

Here, I have to stop to say a massive “Well Done” to Sina, the workshop staff and all our day workers, for rising above all the challenges faced with the upheaval of the move, and in this less than ideal work environment, still having record sales. We thank you all for your resilience and commitment. You have made us all very proud.

OTHER ACTIVITIES

- A vegetable garden has been started.
- Activities which form part of the daily routines include kitchen duties, recycling, gardening and cleaning.
- Some of our beneficiaries also assist in thrift shop and in the book shop.

A THERAPEUTIC PROGRAMME, using the old dining room in the Main House, has been initiated to diversify the day programme. The planned activities include:

- HANDWORK, CRAFTWORK, PUZZLES, PAINTING, READING AND WRITING
- READING STORIES AND STORYTELLING, THERAPEUTIC PLAYS, POETRY AND ACTING, MUSIC, DANCE AND DRUMMING, PHYSICAL EXERCISES, PAMPERING DAYS

Psycho-social support services: continued with Karen Martin, who consulted with us on a weekly basis, to offer support and counselling to the beneficiaries and their families.

Karen also provided formal staff training workshops and assisted with the reporting requirements for the Department of Social Development.

In August this year we said goodbye to Karen, when we appointed a full time Social Work Manager, Lennon Chikumbirike.

As we did not want to lose Karen’s valuable contribution to Novalis, we asked her if she would be available to serve on the board of Novalis, which she has agreed to do. We thank her for the time spent with us as our social worker, and thank her for her continued commitment to Novalis House.

The Residence

As mentioned earlier, it has been very challenging to have the work programme operating from the Main House, but despite these challenges, the residence continued to run successfully.

Our staff continued to provide the care and nurturing to our residents, with each one contributing uniquely towards making Novalis a happy place to live in.

Sina, besides her role of workshop manager, has also taken on the role of supporting the residential programme, by providing guidance and “in house” support and training to the care staff, as she continues to live in from Mondays to Thursdays.

With the strengthening of our management team, having Lennon joining us recently as our Social Work Manager, a strong support is now provided for the sometimes challenging situations that can be faced in this work.

NURSING SERVICES

We have employed the services of a registered General Nurse, who also has vast experience in the field of intellectual disabilities, will consult with us on a regular basis from next year.

This will provide support and guidance for our care staff in

- administration and record keeping of all medications
- advising in medical care for beneficiaries when necessary
- referrals to doctors and clinics
- formal staff training

Other Activities

There was participation in Special Olympics Sports at Cresset House and Shumbashaba.

A group of riders participated in horse riding at Shumbashaba twice a month.

Inge Arthur continued to provide music sessions at the amphitheatre, one Sunday a month.

A church group continued to visit on a Tuesday evening once a month for prayers and singing of hymns.

Most Saturday mornings are spent shopping at the local shopping centres and having a braai in the later afternoon.

Picnics at Gillooly's Farm are regular outings.

On Sundays the residents attend church at Calvary Methodist Church or Urban Life Church.

One of these Sundays turned into an unexpected treat when our residents were invited to watch the RUGBY SEMI FINAL between South Africa and Wales in the Church, on the big screen, and to stay for a braai after the game.

SPECIAL DAYS

- Midrand Lions Club provided the Year End Party
- Paul Thomson provided an ice cream van that served flaky cones for dessert.
- Paul also handed out the beautifully branded bags and T Shirts to our Novalis beneficiaries.
- In December Amy Tsaperas and Christine Auret arranged a "year end celebration" and handed out gift bags to all the beneficiaries and staff.

RECENT OUTINGS

- May 19 – Outing to Mogales Gate Nature Reserve – Lions Club of Midrand
- June 19 - Barnyard Theatre – the Abba and Queen Show for Basil Malcomess's 40th birthday. The outing was sponsored by Basil's two sisters.
- July 19 - Novartis Pharmaceuticals – Mandela Day Tea Party at their offices for all residents and day workers.
- August 19 - Regional Eisteddfod Event at Westbury Recreation Centre DSD

These events are always very much enjoyed!

We thank the DEPARTMENT OF SOCIAL DEVELOPMENT for their continued subsidy.

During the year under review we received.

R 935 392 for the RESIDENCE

R 362 248 for the WORKSHOP — This includes the funding for a full time social worker.

A 3 Year Business Plan was submitted in September last year to apply for continued subsidy until March 2022. The subsidy for the current financial year was renewed.

DONATIONS RECEIVED - 1st April 2018 to 31st March 2019 - R 38 476.00

Hamish and Lorna Riddet -	R	7 716	
Rivonia Bowling Club –	R	1 500	
Kyalami Ladies Golfers –	R	10 000	- Paid directly to HIRSCH'S for gas stove
Glenda Rodd -	R	3 000	- Towards gas stove
Glenda Rodd -	R	3 000	- Towards shop fittings
Doug Drysdale -	R	1 000	
Elinor Kern -	R	600	
Fuchs Foundation	R	10 000	
Ladies Bridge Club Waterfall	R	1 660	

Donations Received - POST BALANCE SHEET - 1st April 2019 to 31st October 19: R 23 771

Hamish and Lorna Riddet.....	R	4 501
Elinor Kern.....	R	3 200
Rivonia Bowling Club.....	R	800
Waterfall Management Company.....	R	10 000
Ladies Bridge Club Waterfall.....	R	2 000
Carlswald North Estate.....	R	620
Waterfall Residents Association.....	R	2 650

REGULAR FOOD DONATIONS

Woolworths - Verdi Centre, 2 X per week,
Woolworths - Crowthorne Shopping Centre 2 X per week
Carlswald Super Spar Bakery - regularly, when available.

OTHER DONATIONS - Post Balance Sheet

Kustom Home Furnishings – Re-upholstery of lounge furniture
Naz's Fabrics – Upholstery Materials - Alex Panas
Russel Thompson – Fundamental Designs for manufacturing the movable walls.
Harriet Steenkamp – Knits Beanies and Bed Socks for winter each year.

Sincere thanks and appreciation goes to all the funders and donors who continue to support us in the work we do.

FUND RAISING - 1st April 2018 to 31st March 2019

The CHARITY SHOP ran informally, mainly in the form of jumble sales.
The sales figure for the year under review was R 8 540.

In the current financial year the shop was formally set up in the old temporary workshop building. All the donations received over the years came out of storage and in no time the shop was ready for business.

Thanks to a donation of R 3000 from Glenda Rodd, we were able to buy the necessary hardware to set up the different departments.

The shop was officially opened on the 26th April 19 and until very recently was open only one day a week, with an amazing result! The sales figure at the 31st October 19 amounted to R 55 500.

The news of the shop opening was spread by word of mouth and our shoppers have been are mainly people living in the area and the Novalis staff.

So if you recognize any of your donated clothing being worn by one of us, please be re-assured that it was legally bought and paid for.

An article was published last week in the Midrand Reporter and the Fourways Review and we hope to have more customers visiting the shop as a result.

Thank you to everyone who has given their support for this new income generating project. Please keep these donations coming. Besides any items that can be sold in the shop, we also need hangers and shopping bags.

We thank our "My Village" supporters for swiping their cards when shopping at Woolworths and their partners - Bidvest Waltons, Engen Quick Shop, Altech Netstar, Flight Centre, lool.co.za., Power24.co.za. Amount raised was - R 7 537

Please keep shopping at Woollies and tell your family members and friends about this very easy way to raise funds. Forms are available on line and the process is very easy.

The Christmas Cake Raffle last year raised a record amount of **R 6 500.00**

We thank Marion Rodd for baking the cake and thank everyone for supporting this fund raiser!

Marion has again baked a cake for the raffle this year.

Sincere thanks to her for this on-going support.

VOLUNTEERS

A very big "**Thank you**" has to be given to our regular volunteers for the continued support with our various projects.

- **Eric Taylor** - Refurbishing and Maintenance of the property, Gardens, Fund Raising
- **Merilyn Taylor** - Charity Shop, Gardens, Fund Raising
- Thank you Glenda Rodd for all your help with the Charity Shop and thank you also to the Ladies from her Bible Study Group who have also helped us in the shop. Glenda not only works in the shop but also has book sales at market day, where she sells the books donated to us, and also her own greeting cards that she makes and sells to raise the money that she donates to Novalis each year.
- **Jacqui Matlala** – Charity Shop
- **Bela Broekman** – Charity Shop
- **Mark & Sue Knocker** - for your help with the pool garden
- **Brain Abbott** - repairs and maintenance with the maintenance team
- **Eric and Merilyn Taylor and Mike Rodd** for helping with the contract work.
- **Midrand Lions Club** – Regular deliveries of donations from the Carlswald Spar bakery
- **Inge Arthur** - Music sessions – one Sunday a month
- **Church Group Members** - once a month on a Tuesday

SUSTAINABILITY PLAN

The cost of running our facilities, employing skilled and experienced personnel, food and cleaning costs, security costs and maintenance of the property buildings, vehicles and equipment is very high, and constantly increasing.

The organisation relies on income from fees, workshop contract sales, fund raising activities and donations to sustain its operations. It is however becoming more and more difficult to source donations from corporates and the N.L.C.

The sustainability plan moving ahead is

- To market and create awareness of the organization to be able to fill the empty beds in the residence and to grow the numbers of attendees in the workshop day programme. At present the residence has 24 full time residents, with 13 vacancies still remaining. The workshop has 11 day workers, of which 6 are using the bus from Linden. New applications are being received for next year, for both residence and workshop.
- To expand our networks and resource possibilities
- To increase efforts for income generating projects and fund raising activities.
- To apply to international donors for sponsorship.
- To grow the Charity Shop which, besides bringing in income should create greater awareness in the community of the organization, through advertising and visitors to the shop, which will expand our opportunities for further resources and networking.

SPECIAL THANKS

- **NOVALIS STAFF**

I thank each and every member of staff. To Sina and the workshop team, Lennon our social worker, Tracy our bookkeeper, Thato, Joseph and Jeanette, the residential Team Leaders, all our care staff, our cooks and cleaners, our maintenance staff and our security staff, for their efforts and commitment in providing a safe and happy place where our people can live and work. Thank you to the team that has been busy in the last few days, getting everything ready for today and preparing eats for our tea.

- **AMANDA ROODT - ACCOUNTANT**

I would like to say a very special thank you to Amanda Roodt, our accountant of sixteen years, for the valued financial and administrative advice and support.

- **OUR BENEFICIARIES**

To all our residents and day workers, I would like to say that we are so proud of you all. Over the past months under difficult circumstances, you have carried out your duties with diligence and enthusiasm. I can't say that I have heard anyone complaining, but rather that you show pride in your achievements. You make our work at Novalis worthwhile. The reward of working in this field is sometimes beyond words. Thank you all.

- **BOARD OF DIRECTORS**

I thank our board of directors for their time and commitment to serving on the Novalis board. Your expertise, guidance, encouragement and support is immensely valued.

- **PARENTAL BODY**

I would like to thank you, our families and friends, for your continued positive support. As the year draws to a close we look forward to a well-deserved break. Please join us for our Christmas Party on the 6th December 19. The workshop will shut down from the 13th December 19 to the 6th January 2020.

We appeal to you the families and friends of Novalis, to please put us in touch with any potential donors, or people with expertise who may be able to assist us with our projects. Much work has to be done and we look forward to an exciting year of positive growth in 2020.

Mary Owen
General Manager