

NOVALIS HOUSE - ANNUAL GENERAL MEETING

MANAGER'S REPORT - 17th NOVEMBER 2018

Good Morning.

Family Members, Residents, Day Workers, Members of Staff, and Special Guests.

We welcome you to our AGM and thank you for your attendance.

We would like to especially welcome our board members.

Viv Nightingale-Chairperson

Jonathan Ballet- Father of Paul Ballet

Ephraim Lukoto- Father of Matodzi Lukoto

Philemon Komane- Father of Tebogo Komane

Nomvula Nkabinde -Mother of Monde Mhali

Since our last AGM three board members have resigned.

July Ndlovu – 1st February 2018

Johann Dannhauser – 29th January 2018

Denise Foley – 26th April 2018

We thank them for their contributions during the time spent on the Novalis board.

The Financial Year Under Review - April 2017 - March 2018 saw the successful consolidation of the workshop and residence, after the decision was taken to sell the Linden Workshop property and move the workshop to Blue Hills. The months that followed after the move at the end of July last year, saw a period of adjustment and “settling in”. With the Blue Hills residents no longer having to travel daily to the Linden workshop, new routines needed to be established for both residents and staff.

Having all our staff on one property now, has provided valuable opportunities for additional training and development and “in house” support, which is proving to have very positive results for our staff, assisting them to work more effectively within the organisation.

A bus service was introduced, to run from Linden to Blue Hills on weekdays, to make it possible for those living in the Linden area to be able to continue to attend the workshop programme.

In February this year the new owner of the Linden property, Margot Hodnett, initiated an adult day programme – Hodnett House. Several of our day workers left to join Margot’s programme, which has resulted in our day worker group dropping substantially.

The Day Programme

Within trying to cater for individual needs the programme diversifies into opportunities for contract work, gardening and maintenance, kitchen and laundry duties and recycling. Various tasks are allocated to workers, according to their capacities and skills.

The work activities not only provide training in occupation and life skills, but also give each one a sense of purpose, self-worth and mastery.

Interaction within the peer group is encouraged and relationships are nurtured under guidance from professional staff.

Daily mentoring of all workers takes place, which focuses on equipping them to resolve conflicts, solve problems and appropriately express emotions. Interpersonal skills are continuously being encouraged, guided and developed.

Monthly awareness-raising sessions are held with all workers 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.

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

The school leavers from Unity College attend the work programme for “work experience” on Tuesdays.

The beneficiaries who are able, are included in Sports Days and Special Olympics.

Psycho-social services:

Karen Martin, our social worker consults with us weekly to offer psycho-social support and counselling to the beneficiaries and their families when necessary, or as requested.

Karen also supports the needs of our beneficiaries to offer support in life skills and social skills training.

Contract Work:

Despite the upheaval of the move to Blue Hills and having to work in temporary work areas, the contract work continued uninterrupted. The deadlines have been met and quality control ensured.

The sales for the financial year under review, April 2017 to March 2018, amounted to R 231,939 -exceeding the budgeted amount of R 216 000 by R 15 940.

Production Materials - R 64 165 – Kia Motors Presentation Baskets.

Contract Sales April 2017 - March 2018 - Breakdown

The Bespoke Amenities Company – Packaging of Shower Caps	36 975.00
Calibre Plastics (Pty) Ltd – Assembly of tap connectors / garden sprays	31 866.46
Kia Motors Sandton – Gift baskets (Production Costs – R 64 165.00)	82 390.00
Nedbank Ltd- Mailing	3 920.50
Plastpro Scientific (Pty) Ltd- Assembly and labelling of containers/test tubes	71 307.00
Premier Housewares – Packaging of plastic ware	3 480.04
Welch Geostore – Assembly of pins for running club	2 000.00
GRAND TOTAL	231 939.00

Post Balance Sheet – Contract Sales - April 2018 to September 2018

During the first six months of the current financial year our workshop has been busier than ever, with the sales figures for the first six months amounting to R 151 105 which exceeds the budgeted amount of R 108 000 by R 43 105 - and the work still continues to pour in.

Here, I have to stop and say a massive “Well Done” to Sina, the workshop staff and all our day workers, for this incredible achievement! For the past year the work has been carried out in make shift work areas and much of the time it was not comfortable. The residence lost its’ dining room, to accommodate boxes of work, but even in this less than ideal work environment, records have been set and we are very proud of the resilience and commitment of our day workers and staff.

We plan to move the work programme to the new dining hall in January next year, which will be much more comfortable and spacious. The dining hall will also double up as a central kitchen and canteen until the new planned workshop can be built.

The Residence

As just mentioned it has been very challenging to have part of the work programme operating from the Main House, but despite the challenges, the residence continues to run successfully.

We are looking forward to January when all food preparation will be moved to the new building.

No more cooking will take place in the houses. All meals will be prepared and served in the dining hall.

I can visualize our Novalis family spending many relaxed afternoons after work and on weekends, sitting on the patio enjoying the gardens and surroundings. It is something very exciting to look forward to!

Other Activities

There are regular outings on Joseph’s weekends to Gillooly’s Farm for a braai and picnic, which are always very popular and very much enjoyed.

Other weekends are spent shopping at the local shopping centres, braaiing, and enjoying some quiet relaxation.

Inge Arthur visits one Sunday a month for music sessions at the amphitheatre.

Ingeborg Kasterburger visits on Friday evenings to give reflexology sessions.

Calvary Church group visits on one Tuesday evening a month for prayers and singing of hymns.

Special Days

For the 3rd year running, on Mandela Day this year, Novartis Pharmaceuticals invited everyone to their offices for tea. Everyone thoroughly enjoyed this special centenary celebration for Nelson Mandela's birthday. Everyone so enjoyed the morning tea, music and karaoke.

It was really heart-warming to see the talent that Novalis has.

Special Olympics Sports - Cresset House and Cluny Farm

The Gauteng Junior Council put together a recreational Unified Football Event for Special Olympics South Africa at Redhill School.

These events are always thoroughly enjoyed!

DEVELOPMENT OF THE BLUE HILLS PROPERTY

In November 2015 the site development plan was approved by council. The buildings that already have been approved are the amphitheatre, dining hall and workshop.

We would like to say a very big "Thank You" to our architect Warren Green, brother of Lester, for helping us to get the plans approved and for his exciting design of our new buildings!

DINING HALL The transfer of the Linden property took place in October 2017, with the proceeds from the sale allocated towards the building of the central kitchen and dining hall.

Our quantity surveyor costed the building at R 2 659 000 but with very careful management of the project the building has been achieved within the allocated budget of R 2million.

Here I have to mention and thank our project manager and very good friend of Novalis, Johan van Staden. Without Johan Novalis would not be where it is today. Besides all his help with collection of donations and day to day repairs and maintenance, he has been the one responsible for building the temporary workshop, moving and converting the container for storage space for the contract work, installing the gate and motor at the new entrance and project managing the building of the amphitheatre and dining hall. Besides Johan donating much of his time to Novalis he also donated and installed all the balustrades at the amphitheatre and the dining hall. Thank you Johan, your passion and commitment to our work at Novalis is immensely appreciated!

NEW WORKSHOP

The quantity surveyor's costings for this building is - R 2 500 000, but funding first needs to be found before we can begin building it. This building will accommodate 100 people.

DEPARTMENT OF SOCIAL DEVELOPMENT - SUBSIDY

Subsidies received during the financial year under review amounted to R 971 314.

RESIDENCE – R 629 366

WORKSHOP –R 341 948 - which includes the funding for the social worker post.

A new 3 year Business Plan was submitted at the end of September 2018, to apply for continued subsidies for the next three years. - 2019/2020, 2020/2021 and 2021/2022.

MONITORING AND EVALUATION

The department's monitoring and evaluation includes:

- Various Monthly statistical reports
- Quarterly Expenditure Reports
- Six Monthly progress reports

We are also monitored by Tikani Development Centre every quarter, before the subsidy for the new quarter will be paid out.

DQA

In November 2017 a 3 day Departmental Quality Assessment was carried out by five officials from the Department of Social Development. This was to assess the organisation from all aspects:

- Environmental
- Buildings

- Programmes
- Operations
- Financial

A very positive feedback meeting on the DQA was held with them in January this year. Novalis passed with flying colours, coming second only to Logwood Village.

We were also audited by the Auditor General who found Novalis to be compliant. Besides their audit, they were very happy to meet our beneficiaries and to see our facilities and programmes.

National Treasury

Through all the monitoring and evaluation it was pointed out by the National Treasury's central database that we need to have a new constitution and MoI as the founding documents - Articles of Association and Memorandum of Association go back to 1976 and are old and outdated.

N.L.C.

Funding from the National Lottery is becoming more difficult to achieve.

The 2nd tranche of funding for the amphitheatre was received during the financial year under review.

New legislation of the National Lotteries Commission requires a "cooling off period" of one year before they will consider any new applications.

We also can only apply under one sector at a time now.

As the 'cooling off' period of one year is over, we can now apply again for further funding.

DONATION

Donations received - 1st April 2017 to 31st March 2018

Lottery – Arts Sector	396 497
Fuchs Foundation	10 000
Rivonia Bowling Club -	1 900
Kyalami ladies Golfers -	12 000
Charmont Global Media -	1 500
Hamish and Lorna Riddet -	7 406
Caltex Motoserve	150
Anonymous – PnP customer	100

Christmas Cake raffle December 2017 raised R 4 895 which was purpose bound for repairs and maintenance costs.

Marion Rodd has once again baked a Christmas Cake and the sale of tickets are already off to a great start.

Raffle sheets available.

Donations, Fund Raising - POST BALANCE SHEET Donations received 1st April 2018 to September 18:

Hamish and Lorna Riddet -	R	3 858
Rivonia Bowling Club –	R	1 500
Glenda Rodd –	R	3 000 – Gas Cooker
Kyalami Ladies Golfers –	R	10 000 - Gas Cooker - Pledged

Fund Raising - 1st April 2017 to 31st March 2018

Charity Shop - Jumble Sales -	6 395
My Village -	6 912

MY VILLAGE SUPPORTERS FORMS AVAILABLE

FOOD DONATIONS

Woolworths - Verdi Centre, 2 X per week,

Woolworths - Crowthorne Shopping Centre 2 X per week

Carlswald Super Spar Bakery - on a regular basis.

Impromptu inspections are carried out every six months by Woolworths, before our agreement to collect waste from them is renewed.

These food donations are immensely valued, as they reduce our grocery bills substantially.

You will see from the financial statements that our food and cleaning costs during the financial year under review were R 155 702, an average of around R 13 000 per month.

OTHER DONATIONS

- Novartis Pharmaceuticals - 12 metre shipping container
- Emily and Nixon Kariithi-donations of various kitchen items
- Harriet Steenkamp – knitted bed socks and beanies for the winter months
- Steve Trollip – Sealant Floors – dining hall
- Johan Swanepoel Diskonto Boeke - books, games and activities
- The Owners - Lodge 22 – Mjejane – linen, duvets and pillows
- Mrs. Doreen Ratcliffe – household items and clothing
- Got Gas –gas Installation new dining hall
- Bernard & Louise Wijtenberg - Gas Cooker
- Clay Tiles – tiles and tiling - new dining hall
- Our Christmas Party which was held on the 13th of December 2017.
The Midrand Lions Club provided the braai.
- The staff & parents of Sunninghill Park Nursery School donated gift bags to the residents and staff for Christmas. Christine Auret and her daughter, Amy Tsaperas, also contributed towards the gifts and handed out these to everyone before going on holiday.
- Paul Thompson and Puleng Technologies donated caps and T shirts to all the beneficiaries, which were personally handed out by Paul at the Christmas Party.

VOLUNTEERS - We would like to thank our volunteers:

- Brain Abbott, who continues to help with repairs and maintenance with the maintenance team
- Lauren Nightingale who has been working with our gardeners
- Mike and Glenda Rodd who assist with the work contracts
- Midrand Lions Club – Collection of donations from Spar bakery
- Inge Arthur – Music sessions – one Sunday a month
- Ingeborg Kasterburger – Reflexology – every Friday evening
- A volunteer group from the Calvary Methodist Church who visit our residence one evening a month. Our residents are also welcomed by the Calvary community where they attend and actively participate in the weekly church services.
- Eric and Marilyn Taylor- who not only assist with the work contracts but were both recently inspired to start a fund raising drive and to identify people who could help with our projects
- Together with Ian Bryson from Waterfall Estate they have in the past weeks made huge progress. Through their efforts they have achieved our gas installation, a gas stove, floor tiles for the dining hall supplied and laid, aluminium and glass stacking doors for a room divider for the dining hall.

FUNDING

The cost of employing skilled and experienced personnel, food and cleaning costs, security costs and maintenance of 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 expand our networks and resource possibilities
- To implement an open day for school leaver's and their families, in order to market the organization and increase the possibility of reaching full capacity.
- To increase efforts for fund raising and fund raising activities.
- To apply to international donors for sponsorship.
- To establish the Charity Shop which, besides bringing in income should create greater awareness in the community of the organization, through advertising and visitors, which will expand our opportunities for further resources and networking.

We appeal to you the families and friends of Novalis, to please put us in touch with any possible donors, or people with expertise who may be able to assist us with our projects.

SPECIAL THANKS

- **AMANDA ROODT - ACCOUNTANT**
I would like to say a very special thank you to Amanda Roodt, our accountant of fifteen years, for the valued financial and administration advice and support over the years.
- **NOVALIS STAFF**
I thank each and every member of staff. To Sina and the workshop team, Karen our social worker, Sushi our bookkeeper and admin assistant, our three supervisors, Thato, Joseph and Jeanette, our care staff, cooks and cleaners, maintenance staff and security staff, for their passion and commitment to continue to provide 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 preparing eats and getting everything ready for today.
- **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 enthusiastic 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. It is comforting to know that you are always only a phone call away, when help and advice is needed. Your time, guidance and expertise are immensely valued.
- **VIV NIGHTINGALE**
To Viv, on behalf of all our beneficiaries, our staff and our families and friends, I would like to show our deep appreciation for your passionate involvement with Novalis over the past 14 years in the chair. We have climbed mountains and have walked many rocky roads through the years, but your strength and experience in this field has guided us and helped us to move forward to where the organisation now finds itself. Your shoes will be hard to fill and you will be sorely missed on our board. From all of us we wish you and Derek every happiness and success in your new life in the Cape.
- **PARENTAL BODY**
I would like to thank you, our parental body 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 7th December 18. The workshop will shut down from the 14th December 18 to the 7th January 19. We look forward to an exciting year ahead for 2019. Thank you for your attendance and the very generous contributions to our tea. Please stay and join us after the meeting.

Mary Owen
General Manager