

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

MANAGER'S REPORT

14th OCTOBER 2017

To All Our Family Members, Residents, Day Workers, Members of Staff, Volunteers, 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
Jonathan Ballet- Father of Paul Ballet
Ephraim Lukoto-Parent - Father Matodzi Lukoto
Philemon Komane-Parent- Father Tebogo Komane
Nomvula Nkabinde -Mother of Monde Mhuali
July Ndlovu - Father of Nyasha Ndlovu
Denise Foley - Board Member
Johann Dannhauser - Treasurer

Resignations

Travis Green-Family Member-Lawyer in Corporate sector - June 17
Michael Matthews-Financial Director-Father of Marita Mathews - July 17

During the financial year under review - April 2016-March 2017, the decision was taken to close down the Linden Workshop and to consolidate the workshop and residential programmes on the Blue Hills property. Consultation meetings were held with the families whose children attended the Linden Workshop to address their concerns and to offer support and re-assurance. The response overall was one of understanding the need for the consolidation. An Open Day was held on the 9th December 2016, where families who had never been to Blue Hills were shown the facilities here. Some families opted for permanent placement at Blue Hills for their family member and some chose to use the bus service provided from Linden to Blue Hills to attend the day workshop programme. Other families preferred to move their children to other centres that were more conveniently located.

Novalis Enterprises Linden Workshop

Just to give a brief history of the Linden Workshop for some of the new families: This workshop essentially grew out of Casa do Sol School when Sina was tasked to begin a work programme, when the children reaching school leaving age had nowhere to go, and Joy Tandy, then principal, asked Sina, who started working as an assistant at the school in 1980, to begin a workshop activity in one of the classrooms at the College section. Sina recalls starting with a group of 10 people from the "Bridging Class", assembling tap connectors in one of the classrooms.

By 1996 the South Road property had been bought and rebuilt to what it is today. It was officially opened by Mr. Cyril Ramaphosa on the 26th February 1997.

Under Sina's rock solid management for the past 20 years supported by her team, this workshop grew into the success that it was until the closure in July this year when the move to Blue Hills took place. We thank Sina for her total commitment, strength and leadership.

During the financial year under review - April 2016-March 2017, the contract work was steady, keeping everyone stimulated and busy and giving their best efforts to meet the deadlines.

Contract Sales

The contract sales for the financial year - April 2016 to March 2017 amounted to R 239 268, reflecting a surplus of R 23 268 against the budgeted amount of R 216 000. Production Materials - R 59 951 - Kia Motors Presentation Baskets.

Contract Sales - April 2016 - March 2017

African Sales Company	8 412.00
Bespoke Amenities Company	5 475.00
Calibre Plastics (Pty) Ltd	50 257.23
Kia Motors Sandton - (Production Costs - R 59 951.00)	85 750.00
Nedbank Ltd	4 200.00
Plastpro Scientific (Pty) Ltd	72 135.00
Premier Housewares	12 538.50
Welch Geostore	500.00
GRAND TOTAL	239 267.73

Volunteers

Eric Taylor and Ken Taylor were regular volunteers, helping with repairs and maintenance. Ellen Lekganyane helped with the collections of Woolworths donations form Verdi Centre in Northcliff twice a week, with the help of two staff members from Linden Workshop. The St. Stithian boys helped with contract work every Thursday morning. The art students from Wits University visited on a weekly basis to do various creative and fun activities with our beneficiaries.

Blue Hills Residence

Our three supervisors, Thato, Joseph and Jeanette, together with the house mothers and maintenance team have worked to ensure that our residence remains a happy home environment for our residents to be living in.

Development of the property

The Site Development Plan and building plans for the new workshop, dining hall and Lavender Cottage were approved by council. Thank you Warren Green, for your concept of the new look at Novalis, the drawing up of our plans and seeing to all the council health department approvals.

Temporary Workshop

The old store room, which was crumbling and falling down, was converted into our temporary workshop using a donated steel structure.

Amphitheatre - R 991 000.00

The building of the Amphitheatre, funded by the N.L.D.T.F under the Arts Sector was started in August 2016. This project was delayed by three years, due to the delay in getting

the site plan approved. The main reason for the delay was the need for a Wetland Survey, which determined the building restrictions in the demarcated wetland area.

The second tranche of R 396 496.80 was received from the N.L.D.T.F. in April 17 and the project is now completed.

There was enough money from the lottery funding to purchase the paving bricks which are being used for the driveway, walking paths and parking areas.

New Workshop and Dining Hall

The proceeds from the sale of the Linden property have been allocated towards the costs of building of the dining hall, which has already been started and which will continue throughout the December closure period. It is hoped that it will be finished by the end of February 2018. The building of the new workshop will be put on hold until funding can be sourced.

Funding

SUBSIDY - DEPARTMENT OF SOCIAL DEVELOPMENT

The 3 Year Business Plan was handed in on the 30th September 15 for funding application for **2016/17, 2017/18, 2018/19.**

Subsidy received April 16 to March 17 - **R 907 975.00**

DONATIONS

Breakdown of donations - 1st April 2016 to 31st March 2017 - R 153 624

Hamish and Lorna Riddet	-	R	7 344
Andy Smith	-	R	1 000
Lizzie van Roos	-	R	50
Elinor Kern	-	R	150
Colin Saunders	-	R	3 380
Carol Klein	-	R	2 200
Belfreight	-	R	20 000
Fuchs Foundation	-	R	10 000
Laundry Fund	-	R	109 500

Paul Thompson from Puleng Technologies, with assistance from Gregg Mc Farlane of Lead Laundries installation of industrial laundry equipment.

Donations - October/November 2016 Laundry Fund R 109 500

Breakdown of donors for the Laundry fund.

10/10/2016	Donation - Belfreight - Laundry	10000
11/10/2016	Donation - Blue Door - Laundry	6000
11/10/2016	Marketing Hub - Laundry	2500
19/10/2016	Donation - Teichmann Steel - Laundry	10000
20/10/2016	Donation - Brett Sproson - Laundry	10000
27/10/2016	4 Ball - Jonny's Restaurant	4000
31/10/2016	Donation - Andrew - Laundry	3500
01/11/2016	4 Ball - Golf Day - Liberty FS	4000
05/11/2016	Donation - 1st Distrib - Laundry	6000
07/11/2016	Donation - Golf Day-FluoroVizion	12000
08/11/2016	Golf Day - First Freight Couriers	4000

08/11/2016	Golf Day - White Star Cruize	4000
08/11/2016	Donation - Tony Abrahall - Laundry	1000
10/11/2016	Donation - Conrad Smith - Laundry	20000
10/11/2016	Donation - Puleng- Laundry	10000
18/11/2016	Donation - J. Mocke- Laundry	500
24/11/2016	Donation - C. Crick- Laundry	2000

Casual Day - 2016 - R 1 395
My Village - - R 7 096

Fund Raising - 1st April 2016 to 31st March 2017 - R 3 402

Jackets - R 800 - Purpose bound for outings
Jumble Sales R 2 602

Special Days

Outing to Monte Casino Bird Gardens - Sponsored by Glenda Rodd
SASSA Rotary - Fun Day at the Sandton Field and Study

CHRISTMAS PARTY AT BLUE HILLS

A very successful Christmas Party / Open Day was held on the 9th of December 2016. It was a very enjoyable day with many families attending. They were shown around the property, the communal and recreational areas and accommodation available, and were all very positive in their response.

Once again, the Midrand Lions Club provided a delicious braai.
Charles Ferreira provided the fruit salads and boxes of fruit and vegetables.
Paul Thompson and Puleng Technologies provided packaged gifts for all our beneficiaries.

Other Donations/Services

Christmas Gifts Beneficiaries - Puleng Technologies - Paul Thomspen
Furniture - Paul Thompson
Furniture - Bob and Bela Broekman
Furniture - Jeremy and Lynne-Anne Hooper

FOOD DONATIONS

- **Woolworths-Crowthorne** - Food donations 2 days per week- Blue Hills Residence
- **Woolworths-Verde Risidale** - Twice weekly food donations
- **Midrand Lions Club** - Canned Food Collections
- **Carlswald Super Spar Bakery donations**

COMMUNITY

- **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.

POST BALANCE SHEET EVENTS

On the 27th July 2017 the Linden Workshop was officially closed and the move to Blue Hills took place. On the 1st August 2017, work activities resumed in the temporary workshop at Blue Hills. Other temporary work areas were set up in the Main House, to accommodate those who

need to be near ablutions and rest areas. We are still in a "settling down" phase with the development of the new programme, after the consolidation at Blue Hills.

Of the dayworkers previously attending the Linden Workshop, seventeen are attending the Blue Hills workshop programme, four have taken up permanent residence at Blue Hills and ten have left Novalis. The bus from Linden to Blue Hills is running successfully. Some families have applied for their children to attend the new facility, Hodnett House, which is opening in January 18 at the Linden property.

Despite all the upheaval due to the consolidation and the building of the new facilities, the residence remains a happy place. Four new permanent residents have been admitted, which brings the number of residents to twenty-eight. There are still nine vacancies.

There has been no interruption in the contract sales and work continues to come in steadily
Contract Sales April 2017 to September 2017

The contract sales for the current financial year to date amount to R 113 380, reflecting a surplus of R 5 380 against the budgeted amount of R 108 000.

The workshop continues to offer a work experience for beneficiaries providing an opportunity for normalization where they can contribute to the economy and earn an "income".

This provides self-esteem, empowerment and purpose.

Other work activities that are taking place:

Gardening, sweeping, raking, assisting in the kitchen with food preparations, general cleaning. Regular visits to the park and practicing for sports.

Overall, everyone is happy and enthusiastically participating in the daily activities.

Sports Programmes

We are creating new and exciting energy in the sporting area of Novalis. Regular practices are happening and skills taught. This is beneficial for exercise, improved mobility, gross motors skills and learning through team work and of course an improved chance of a sense of achievement when we compete with other organisations. Watch this space!

We are planning to implement a lot of staff training and development, all with a view to improved service provided and with the goal of development and growth towards independence of our beneficiaries.

There is a sense of "newness" at Novalis and with this comes new energy and excitement for the holistical development of our organization, creating a home that continues to improve and grow and lean towards empowerment, individualism and creating limitless opportunities for our beneficiaries.

Some of the new ideas

A social club has been introduced once a week, where beneficiaries have the opportunity to play games, socialize and have fun in a relaxed, leisure environment. This also enhances skills and interpersonal relationships.

The learning programme will form a part of life skills training and continued shared learning. This will involve discussions of topics promoting knowledge, practicing of basic numeracy and literacy, at individualistic levels. We are receiving a donation of I Pads and will start basic computer skills. The touch screens provide the opportunity for learning in a concrete and tactile way.

Social Worker

Karen Martin continues to consult with us every Thursday for a full day and is also available when needed, on request. Karen has a wealth of experience in this field, previously the senior social worker at Logwood Villlage. She is assisting us with policy development and departmental reporting requirements as well as providing psycho-social support services to our beneficiaries and families.

Masithembe Sikali, a young graduate from UJ, was appointed on the 1st September 17. His appointment has added strength to the team.

SUBSIDY - DEPARTMENT OF SOCIAL DEVELOPMENT

The SLA was signed in April 17 for the subsidy for 2017/18

Subsidy received 1st April 2017 to 31st July 2017

Workshop - 170 974.50

Residence - 309 372.00

POST BALANCE SHEET donations and fund raising

Breakdown of donations - 1st April 2017 to 31st August 2017 - R 408 207

N.L.D.T.F. ARTS - Amphitheatre 2 nd Tranche -	R 396 497	
Hamish and Lorna Riddet -	R 3 060	
Caltex Randburg -	R 150	
Rivonia Bowling Club -	R 1 900	
Anonymous -	R 100	
Kyalami Ladies Golfers -	R 5 000	- GV - Builders Warehouse
Charmont Global Media	R 1 500	

Fund Raising - 1st April 2017 to 31st August 2017

My Village - R 3 037

LOTTERY FUNDING

The N.L.D.T.F. CHARITIES APPLICATION - SEPTEMBER 2015 was declined, due to new legislation that requires a "cooling off" period of one year after receipt of a donation.

REQUESTED AMOUNT - R 988 601.76

Special Days - Mandela Day - Novartis Pharmaceuticals

On Mandela Day, everyone was invited to a tea provided by Novartis Pharmaceuticals in Midrand. At the same time a group of Novartis staff members were at Blue Hills to paint the lounge in the Main House. Novartis also bought us a new 12 metre shipping container which was delivered to Blue Hills the next day. This is being used for storage of donations and furniture.

Outings to Gillooly's Farm for a braai and picnic.

These are regular outings on weekends when Joseph is on duty, which are looked forward to and very much enjoyed.

Special Olympics - Redhill School

The Gauteng Junior council put together a Recreational Unified Football Event for Special Olympics South Africa. The residents attended the event on Saturday 30th September 17. Everyone thoroughly enjoyed themselves!

SPECIAL TRIBUTE

Jochen Kruger-Allenstein

In 2011 the N.L.D.T.F. approved funding under the Arts Sector for a recreational park in the wetland area. Jochen was appointed to undertake the project. He had previously lived on the property, as a tenant of Freddie and Susannah Dorflinger and had developed a love for the property. He was a passionate land artist and his quirky creativity is evident in the space that he created, in what was previously a swamp.

While Jochen was busy with the wetland project, the N.L.D.T.F. Arts Sector called for new applications. Not knowing what to apply for, I asked Jochen what he thought and he suggested that we ask for funding for an amphitheatre, and that is how the seed was sown. He put together a proposal which together we submitted and it was not long thereafter when the lottery approved the project.

Sadly, Jochen was brutally murdered at his home in Glenferness in August. Today as we officially open our amphitheatre we fondly remember Jochen. We will also open the park after the meeting for everyone to enjoy.

THANK YOU

Board of Directors

The board of directors, who serve as volunteers, have been an enormous strength and support during the past months. Thank you for your continued commitment, time given, and expertise.

To Viv Nightingale we wish to say a special thank you for the "12 years in the Chair" that you have given to Novalis. Your many years of experience and invaluable insight into this work has helped us through many challenges. 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.

DONORS and FUNDERS

Our sincere thanks to all the donors and funders for the generous support for our work at Novalis House. Without this financial support we would not be able to achieve our dreams, goals and objectives.

Johan van Staden

Johan van Staden has been a constant presence on site since February 2016. He has helped enormously with our various building projects and getting everything ready for the workshop operations to start on the 1st August 17.

The old store room, which was crumbling and falling down, was converted into our temporary workshop using a donated steel structure, by Johan.

He was appointed to build the Amphitheatre, which was started in August 2016.

Johan has a special interest in Novalis House having been involved since the 70's. Nothing is ever too much to ask of him and many of his services are carried out pro bono. The railings for the amphitheatre and the new entrance gate, was his donation towards the building project. His generous support is today very sincerely acknowledged and appreciated.

Volunteers

- Brain Abbott, who is doing repairs and maintenance with the maintenance team on Tuesdays.
- Lauren Nightingale who works with the gardeners to teach them skills in propagating new plants, compost management and laying out flower beds. Lauren is also helping with training in recycling, and has helped to extend the project from what it was as a small initiative.
- Joan and Bill Watton and Johan van Staden from the Midrand Lions Club Collections and deliveries of the Carlswald Super Spar Bakery donations

Staff

We thank all our staff: Sina, our workshop manager, our supervisors Thato, Joseph and Jeanette, our housemothers, cooks and cleaners, drivers and maintenance team. We have much work to do and look forward to the new beginnings at Novalis Blue Hills.

Kobie Bothma

We thank Kobie, our nursing sister, who consults with Novalis when necessary and who is always only a phone call away in an emergency.

Amanda Roodt

We sincerely thank Amanda for the preparation of our accounts and on-going support throughout the year with our financial matters.

To our beneficiaries:

You are the inspiration, who make it all worth the while.

Thank you for your enthusiasm and hard work with the contract work, gardening and cleaning and for working so hard to get everything looking beautiful for our AGM today. Well done!

Families

To our families, I wish to thank you all for your positive support and encouragement throughout the past months. We eagerly look forward to the new phase of our organization and your continued support for our work at Novalis.

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