



managers report

10 SEPTEMBER 2011

Dear Parents, Family Members, Residents, Day Workers, Staff Members and Guests,

We welcome you all and thank you for attending.

I especially welcome all our board members who are with us today. For our new families I would like to introduce you to the board members.

Viv Nightingale - Chairman
Elmarie Lahoud - Vice Chairman-Principal of Casa do Sol School
Michael Matthews - Financial Director-Parent
Mike Miles - Labour Consultant
Jonathan Ballett - Parent
Ephraim Lukoto - Parent
Philemon Komane - Parent
Travis Green - Family Member - Lawyer in Corporate sector.

I want to say a sincere thank you to each of you for giving your time so generously and your involvement in the many projects and valuable support and guidance.

Viv Nightingale, has been involved in the field of intellectual disabilities for over 33 years and was instrumental in founding the Downs Syndrome Association. She has served on many boards throughout the years and continues to do so still. Viv was mother to Matthew, who had Downs Syndrome, and who sadly passed away on the 31st December last year. Despite her own personal tragedy and loss, she has never missed one board meeting, however difficult it might have been for her to attend. Please know Viv how deeply grateful we are for your passion for this field of work, and how much we appreciate your ongoing commitment to our work at Novalis.

We remember Matthew with great fondness. He loved to visit his friends here at the workshop, even though he was staying permanently at Logwood Village, and I remember his enthusiastic participation at our AGM's when he was given the responsibility of handing out some of the notices.

Please could we spend a moment to reflect on his memory.

THE YEAR REPORTED ON IS FROM APRIL 2010 TILL MARCH 2011.

Yesterday I spent some time "Googling" the exact meaning of "Novalis", as it is a name that we inherited. The meaning I came across was "that which is of the new and waiting for the future". I thought it was quite appropriate for where we are now in the history of the new Novalis,

The financial year under review could be best summarized as one of continued growth, and the building of a strong foundation, that will allow the new plans for expansion to take place. The anchor of financial stability has come about through the approval of funding by the Department of Health and Social Development. Applications have been made annually since 2003, unsuccessfully, and in September last year after having given up all hope, a surprise call came from the social workers involved with our application, to notify me that Novalis House has been approved for government funding, for both the Blue Hills Residence and the Linden Workshop.

The department officials were themselves taken aback as they were led to believe that there were no funds available for funding for new organisations.

Needless to say this was a huge milestone for Novalis House, and we are enjoying the realization that we have a steady monthly income to ground our facilities.

In the past seven years we have been relying heavily on the NLDTF to support our financial sustainability, and we remained extremely fragile and vulnerable as a result.

Perseverance with the Midrand SASSA office and ongoing communication has also paid off and we now enjoy their strong support in helping us to get the disability grants paid to us monthly through our own paypoint. Grant renewals will be done at the residence when necessary and will help alleviate all the stress of having to apply individually for the renewal each year.

Along with the funding also comes an enormous amount of administration work. Monthly statistical reports and quarterly financial reports form part of the admin work and I must thank Andy for her commitment to learning the formats and to see to the timeous submissions of these reports. This she has taken on over and above the day to day administration which she does with great accuracy and diligence. Six monthly progress reports and new business plans every year have to be submitted for renewal of the funding to be considered. Overall the stability is helping us to look ahead at the future more positively, as new possibilities for the future emerge.

Linden Workshop

The transformation of our buildings was completed during this period, with the painting and the new brick paving, which helps to lift the spirits of us all! We thank the NLDTF (Lottery) the Haggart Trust and Plascon Paints for making this possible.

Contract Work

Our day workers have continued in their very special way to service the contracts with great pride, dedication and enthusiasm. We have 65 day workers at present. 24 of these day workers are also permanent residents at Blue Hills.

Contract Sales for the year April 2010-March 2011 – R 264 405.00 which was slightly less than the previous financial year.

Companies that have supported us:

African Sales Company-Folding and packaging of scarves and sarongs

Calibre Plastics –Assembly of garden sprays

Kia Motors – Assembly of gift presentation baskets

Ride Magazine - Mailing

Vermont Sales - Packaging

Nedbank – Mailing

Davies Diagnostics-Mailing

Plastpro Scientific-Labeling of Medicine Bottles

Post Balance Sheet

The contract work for the first four months of the new financial year has exceeded the budgeted amount of R 88 000.00 by R 21 811.00.

We also have a new contract for packaging of Service Kits for Kia and Hyundai Motors.

During these busy times relief staff are called in to assist, to ensure that the deadlines are met, as well as satisfactory completion of the work.

In all the years I have known Sina, in her role as Workshop Manager, she has never turned any work away, and loves the challenge of taking on new contracts, however daunting the task may seem. She continues to excel at fulfilling the contracts with great professionalism. Over and above this role she is continually monitoring and identifying each one's special needs, and providing training and support to the staff who are assisting her.

To Sina and all the staff at Linden Workshop I congratulate you on what you have achieved in the past few months and continue to do on a regular basis.

To all our day workers, well done! You have made us very proud of your hard work.

To Casa do Sol School, we say a huge "Thank You" for helping us with the contract work in these busy times.

Social Worker

Marian Hollander, joined our team as social worker in January, and she provides psycho-social support services on a weekly basis. She is also continuing the work started on the Individual Development Plans for our residents and day workers last year. We have based our IDP s on the "Circle of Courage" which is a model of youth empowerment, supported by contemporary research, the heritage of early youth work pioneers and Native philosophies of child care. The model is encompassed in four core values: belonging, mastery, independence, and generosity. The central theme of this model is that a set of shared values must exist in any community to create environments that ultimately benefit all.

Belonging – is about developing and maintaining healthy relationships with family, peers and staff.

Mastery - is about developing motivation to achieve, acceptance of disability, coping skills, encouragement of special skills and a positive self-image and sense of achievement.

Independence – is about developing confidence, leadership, responsibility and good communication skills .

Generosity – is about developing caring for others, sharing, consideration of others, which encompasses outreach projects to other communities.

Although this process is not always done in a formal and documented way it is part of an ongoing process of looking at each one and their specific needs, to see how to improve their quality of life within the scope of possibilities that the organization can offer right now.

Other services

In order to follow a developmental approach, it is important to maintain a balance between work and other activities. Funding from the Lottery has made it possible to employ the services of other professionals.

Nursing Services

K.L. Professional Home Nursing provides a nursing sister who visits the workshop on Wednesday mornings and those who need it are referred to her.

Physiotherapy

Kerrie Austin, is a Physiotherapist in private practice and will be starting a programme for our day workers and staff next week. Kerrie lives next door to the workshop, and has worked in the field of physical and intellectual disabilities at Hope School. She has set aside 5 hrs per week for group and individual sessions. Consent forms will be sent out early next week. Once these have been returned to Kerrie she will begin individual evaluation with each person. She also is offering private sessions for individuals at R180.00 per half hour.

Internship

We have two social worker students from UJ University who are serving their practical training with us. They provide opportunities for individual and group work which is proving to be very popular. Their presence also provides extra hands and general support.

Also the final year Speech and Hearing students from Wits University, together with their lecturer spend one day a week at the workshop, doing individual and group work.

Community

St Stithians boys continue to visit each Thursday to do their community outreach.

Blue Hills Residence

We have 24 residents, being 14 men and 10 women. The residence is registered for 26 residents with the Department of Health. We have a waiting list for men but cannot accommodate them until we have additional men's accommodation available.

Although there have been some staff changes in recent months, the work continues in a professional way, and the residence provides a happy and caring environment for our people.

We thank Sonja and the Blue Hills team, and our relief staff for all their hard work and dedication.

Improvements to the property

A donation of R 30 000.00 was received in February from Mark Knocker of Marnox Media, for the restoration of the wooden floors.

The underground pipes have all been replaced with the money raised at the Mel Miller Comedy evening held by the Midrand Lions Club.

RMB painting – The kitchen and some of the bathrooms were painted by a volunteer group from RMB in November.

WETLAND PROJECT

Thanks to the NLDTF Arts and Culture Sector we have started our exciting project at Blue Hills Residence, transforming our wetland into a park with walkways, meeting places and picnic areas, where we can enjoy recreational activities. Jochen Kruger, our land artist is also incorporating some of his special artworks which will bring a unique flavour to the park. The project should be completed by the end of the year, in time for our annual Christmas Party which will be supported by the Lions Club of Midrand. The area of approximately 3 acres will provide a wonderful recreational area for all our people to enjoy. It will also attract visitors, who can hire the venue for functions.

Future Developments

The application for re-zoning to "special residential" and to increase the coverage from 8% to 16% is with council. Nadine Mall, our architect has told me that the re-zoning should be approved soon. Once we have consent, plans will be drawn up for the future development of the property. Part of this plan will include a special care unit and sick bay which is high on the priority list. This unit will be supported by night staff for those needing night time monitoring.

Outings and Special Days

World Cup Soccer: Five residents and seven staff members attended the game between Germany and Ghana at Soccer City on the 23rd of June. The tickets were donated by St. Stithians School.

Christmas Party was held on the 1st December. – The braai was again provided by Midrand Lions Club and other food items by Woolworths Crowthorne.

Gifts of Novalis House caps were provided by OwenKessel

Puppet Show by Swannie Swanevelder

Monte Casino Bird Gardens

Ballet Bugs Theatre Company

The Forest Farm Holiday Program

Dinner at Monte Casino and an outing to the Circus – Donald Weir

Lipazzaners - Glenda Rodd

Outing to Hartebeespoort Dam sponsored by Mr. Donald Weir.

They visited the zoo, were taken on a boat trip and were treated to a lunch at

The Mango restaurant.

Spring Party – Cluny Farm

Visit to the Gautrain Station in Midrand, a tour of the train, and a promise of a trip for our residents once the service starts.

Outing to Soweto - Hector Petersen Museum - Nelson Mandela's house

Cluny Farm-Valentine's Day Party

Cresset House-Sports Day

Farm City - Strong Man Competition

Androliakis Family Party

Wills and Trusts

An information session about living trusts and wills was held at the offices of Barnard, Jacobs, Mellet on the 1st October. It was fairly well attended and some families found it informative.

67 Minutes for Mandela

A team from Sasol Synfuels visited the workshop and helped with the vegetable garden which was planted by Joy and her class from Casa do Sol School. They also painted the bottom workshop and provided a braai for everyone.

The members of the Methodist Calvary Church Muffins visited Blue Hills and treated the residents to muffins and tea.

Community

A volunteer group from the Calvary Methodist Church visits our residence on the first Wednesday of every month. The group wants to form a relationship with Novalis House to see how they can support our projects. Our residents sometimes attend the church services at Calvary and enjoy the visits from this community very much.

Staff Training

Careworker Training Course

Five of the care workers from Blue Hills have been taking part in a training course run by Forest Town School since the beginning of May. The course is free of charge, funded by the Nelson Mandela's Children's Fund. Their graduation took place on the 31st August 2011 and we congratulate them all for their achievements.

Leadership and Communications Course

Three of our staff from Blue Hills attended a week of training in leadership and communication at Forest Town School recently.

Optometry

Some of our residents were seen at the School of Optometry Clinic at University of Johannesburg, and those that needed it were issued with glasses.

This is a free service and will continue as the need arises.

Networking and Outreach

Our relationship with the community at Olievenhoutbos and the Mooiplaas settlement continues. Novalis House has undertaken to support their projects in whichever way we can. We have been able to give them excess food donations, clothing and blankets for which they have been immensely grateful.

Donations received April 2010 to March 2011

Gerard Nolan-2000

St Thomas's Church-1000

Hamish Riddett - GAYE-8536.00

Denis Egan-2200.00

Fuchs Foundation-8000.00

Ithemba Trust- 15000.00

Marcelo de Freitas-3150.00

Denis Hartland-Jetmaster Australia-2920.00

Elaine o Linn-3000.00

Alex and Di Panas-500.00

Mc Loghry Family-150.00

Marnox Media-30 000

Mike and Glenda Rodd-900.00

Donations received April 2011 to September 2011

PGA Tour Players-62807.50

Clare Matthews-3000.00

Hamish Riddett - GAYE-1536.00

Hamish and Lorna Riddett-2560.00

Denis Egan-R800.00

Gerard Nolan- 500.00

Mike and Glenda Rodd-1000.00

Vermont Sales-500.00

Sandy Scott- 3000.00 – in memory of her grandmother, Stella Scott

Fund Raising

CAKE RAFFLE - December 2010 – The Christmas Cake Raffle raised R4715.00. Marion Rodd, sister in law of Glenda Rodd again provided the cake.

CASUAL DAY

In 2009 we raised R13 332.57

In 2010 we raised R28629.50

Due to the amount of contract work at Linden it was not possible to take staff and workers to the shopping centres to sell Casual Day stickers this year. The deadlines had to be met urgently, and everyone was needed at Linden during the weeks leading up to Casual Day on the 2nd September.

Nevertheless we still sold 1474 stickers which was a sterling effort! Thank you to everyone who supported this fund raiser.

MY VILLAGE - Forms for My Village-Cards were sent out to our families.

From JULY 2010 TO JULY 2011 - R 867.70 was raised.

FUNDING FROM THE DEPARTMENT OF SOCIAL DEVELOPMENT

Workshop – R 8000.00 per month

Residence – R 37 029.00 per month

Lottery

Charities Sector

Funding in response to the application made in December 2009 has been received.

R855 562.00

Further funding for staff salaries – R 331 500.00

Security Costs – R 100 000.00

Vehicle – New 17 seater bus - R 335 950.00

Painting of workshop – R 62 866.00
Mower/Brushcutter – R 25 246.00.00

The application for March 2011 has been handed in and we have our funding number for this application. – Amount applied for: R994 825.00

Staff funding
Pathways and lighting
Industrial kitchen
Security costs
Solar heating – Blue Hills

Arts and Culture – Application April 2011

A further application was handed in to the lottery office on 29th April 11 Arts and Culture Sector for an Amphitheatre at Blue Hills – R 991 000.00.

Sports and Recreation - Application September 2010

The application under the Sports and Recreation Sector was submitted for a Walking/Cycling Path and a Volley Ball Court at Blue Hills, as well as swimming training for residents and staff.

Other donations and services

OwenKessel - Advertising Owen Kessel for our Newsletters and their on-going support
BCC Signs for our signage
Patrick Seager and Plascon Paints who donated the paint for the workshop. We thank Norman Armstrong who kindly managed to secure this donation for us.
Brick paving-RB Haggart Trust
Eric Taylor for his on-going help with maintenance of the workshop
Woolworths Verdi – Risidale for the weekly food donations
Jaques Marais & Noel Schultz for the weekly collection of our Woolworths food
Woolworths Crowthorne for the weekly food donations
Super Spar Carlswald for the fresh bread that is regularly donated
Midrand Lions club – on-going support and delivery of bread from Super Spar Carlswald
Rahim Rasool from Nkunzi Milkyway Dairy-Ayshire Milk
ADT Guarding Division has donated and installed a “Clock-in In System” at Blue Hills which is used to monitor the guarding at night.
Gavin and Annie Thoms from D.H.L.-Cleaning materials
Sangotech-Software
St Stithian’s School—Community Service
Midrand Lions Club—Ongoing support, Christmas Party, Food collection, outings
Johan van Staden
Donald Weir-outings and regular donations
Mr. Komane-Soweto Community
School of Optometry Clinic at University of Johannesburg

We thank all our donors for their support and pledges during this past year.

Amanda Roodt for your help with various financial matters that have had to be seen to during the year.

Inge Arthur for your music sessions with our residents.

Day workers and Blue Hills residents

Thank you all for your very hard work at Linden and for giving Sina and the staff your diligent support. Some of our residents have been working on the property at Blue Hills doing gardening, cleaning and recycling. Household chores have also been part of the routine and we thank you all for your hard work and the support you have given to our staff at Blue Hills. We hope that you have enjoyed the past year. We are extremely proud of you all.

Special Achievements

Mandy Davis swam the Midmar Mile for the 7th time this year.

Jackie Coetzee took part in Special Olympics swimming in Stellenbosch last year. We are very proud of all our swimmers, well done!

To all our parents and family members

Thank you all for your continued support for our work and also for supporting the fund raising drives that have taken place. Thanks you also to everyone who donated items that have been on our wish list at both facilities. Please know how much we appreciate it all!

As we move into the future, and this exciting phase in the development of the organization, there is an enormous amount of work to be done, and we look forward to your continued support in this process.

Thank you to everyone who supplied eats for today’s meeting and I invite you all to join us for tea after the meeting.

Mary Owen
General Manager
Novalis House Incorporated



