

NOVALIS HOUSE - ANNUAL GENERAL MEETING MANAGER'S REPORT – 13th SEPTEMBER 2025

Special Guests, Members of the Board, Family Members and Members of Staff, Residents and Day Workers, we welcome you all to our AGM.

Jonathan Ballett – Chairman Clive Smedmor – Vice-Chairman Nomvula Nkabinde - Treasurer Barbara Miller- Secretary Philemon Komane – Vice-Secretary

The year under review April 2024 to March 2025:

For the past 21 years since opening on 1st April 2004, Novalis House has provided a home away from home, a place of familiarity, belonging and comfort.

Although the organization remains this happy place, the past year has not been an easy one and many challenges have been faced. The cost of running the programme within the current budget is a constant challenge, and donor funding is becoming more difficult to source within the current economic factors in the country. (More about this later.)

THE RESIDENCE

Providing a standard of care to best meet the needs of our beneficiaries on all levels is always the core focus of our work at Novalis. We thank the residential team, the supervisors, **Thato, Jeanette and Ethel**, the housemothers, the maintenance team, drivers and security staff for providing this continuity of care for our residents. We thank **Irene Cowley**, who runs a weekly clinic to assess residents and refer to doctors when necessary. Irene has also set up systems for the administration of medication that require oversight by a professional medical person.

As time goes on the needs of the residents are changing and many require a higher level of care, the cost of which is not provided for in the current budget. Funding has been applied for from various funding sources to support this need.

One of these is the **DEPARTMENT OF HEALTH**, with whom contact was made towards the end of last year, to explore the options of subsidies for residents that qualify. Their team comprising of **Nursing Sister, Medical Doctor, Dietician, Occupational Therapist, Environmental Health Officer and Social Worker**, spent time at Novalis over the past months assessing the residents and the facilities. This has been a very positive and supportive process, and it is hoped that licensing of the residence under the **Health Department** will be approved by the end of the year and that subsidy for the individuals identified will commence in **January 2026**. Having the support of the **Health Department** would strengthen the operations of the residence on many levels.

THE DAY PROGRAMME

WORKSHOP

The work programme continues to provide a structure for the day for those individuals who love the routine of going to work each day and being part of the workshop team. Some prefer to participate in the other activities of the day, and some consider themselves retired.

For those who are no longer able to contribute to a full day's work, therapeutic activities are offered in a more supportive environment.

CONTRACT WORK - From **April 2024 to January 2025**, the work had slowed down considerably, but in February there was a sudden influx of work from Plastpro Scientific, with a new contract from Wits University. Although this is a very large volume of work, Sina took on the challenge and committed to meeting the deadlines. The Plastpro work has been coming in steadily since then. Sales for the past year, **April 2024 to March 2025**, amounted to **R 180 972**, a surplus of **R 972** against the budgeted amount of **R 180 000**.

Plastpro Scientific (Pty) Ltd – Assembly of sample /test tubes	163 732
The Bespoke Amenities Company	17 240
GRAND TOTAL	180 972

Sales for **April 2025 – July 2025** amount to **R 77 832**, a surplus of **R 17 832** against the budgeted amount of **R 60 000**.

Plastpro Scientific (Pty) Ltd – Assembly of sample bottles/test tubes	76 262
The Bespoke Amenities Company	1 570
GRAND TOTAL	77 832

OTHER DAILY ACTIVITIES INCLUDE:

Preparation of lunches and evening meals for the residence.

Watering of the gardens, raking of leaves, sweeping, and wood chopping for the winter fires.

THE WORKSHOP TEAM

Sina Nkwe has been pivotal in establishing the work programme, first in Linden, which formally opened in February 1997, and then successfully continued it when it was moved to Blue Hills in August 2017. Sina has lived on the property on weekdays to run the day workshop, while also giving support to the residential care staff. Sina will be retiring at the end of the year. Her deep commitment to Novalis House and her wealth of experience in this field of work will be greatly missed.

Ethel Mthembu has been appointed as **SENIOR WORKSHOP ASSISTANT from 1st September 25**.

Ethel has worked with Sina as workshop assistant since 2001 and is well experienced in the workshop programme.

Fanafuthi Pule, SOCIAL WORKER is based in the workshop, where he is working closely with Sina to gain more understanding of the Novalis programs, and valuable insight into everyone's special needs. Fanafuthi also provides psycho-social support services for both the workshop and the residence and works closely with the Department of Social Development to meet general compliance, monthly submissions and reporting.

We thank Sina, the workshop assistants, bus driver, our residents and day workers, for the hard work and a successful year in the workshop.

Residents and Day Workers

We thank you for your diligence in helping with the contract work, kitchen duties, general cleaning and gardening. Thank you also for the kindness that you show to those of your friends who need that extra help.

OTHER ACTIVITIES

Swimming, exercises and games on Wednesday mornings, with our volunteers Janice and Bryan Maggs. Sadly, Janice and Bryan retired to the South Coast at the end of August.

Saturday morning shopping at the local shopping centre.

Saturday afternoon braai, a much-enjoyed activity for everyone.

SPECIAL DAYS

SOSA / ROTARY FUN DAY - 25 MAY 2024

A group of 20 beneficiaries and staff attended this annual event. It was a lovely day of sports, games and fun and was very much enjoyed by everyone.

MANDELA DAY - 18 JULY 2024

NLC provided a most enjoyable event with **100** of their staff members attending, including the **Commissioner and CFO**. After a formal address at the Amphitheatre, a guided tour of the facility took place. A delicious lunch was provided by formal caterers, after which everyone enjoyed the music, dancing and games on the field.

MANDELA DAY - 18 JULY 2025

The **Midrand Lions Club** and **South African Optometric Association** visited **Novalis House** on **Mandela Day**, to help with sorting out the book collection in the **Novalis Charity Shop**. Eats and drinks were supplied by them to celebrate this special day. An article was published in Midrand Reporter.

DSD SPORTS DAY was held at Patterson Park in September last year.

YEAR-END – DEC 24

The well attended end-of-year party was held on the **6 Dec 24**, and the **December holidays** were spent peacefully, with the group remaining at Novalis during holiday time growing bigger every year, as family circumstances change. On Christmas Day Sheila and Marion Drew, the sisters of Cathy Drew, spent the day at Novalis and provided a lovely Christmas lunch for everyone.

SOME OF THE CHALLENGES FACED DURING THIS TIME, FUTURE NEEDS AND PLANNING

STAFF STRUCTURE

Novalis currently operates with 24 staff members in full-time employment. These are the care staff, maintenance staff and drivers. Casual staff are trained up in advance, to fill in when needed.

To strengthen this structure the appointment of a RESIDENTIAL MANAGER to oversee all aspects of running the residence and providing effective management and continuity of “in-service” training and support programmes for staff is essential.

The appointment of an ADMINISTRATIVE ASSISTANT to enable the General Manager to focus better on HR functions, promotion of the organisation and fund raising is essential.

ADDITIONAL SOLAR INSTALLATIONS would be a great advantage to help reduce the cost of **ELECTRICITY**.

Despite the solar installation in the communal areas, the cost of electricity remains very high. The main consumption is from the commercial laundry equipment, running the two borehole pumps, the pumps on the swimming pool and sewage treatment plant as there is no municipal sewage line in the area.

Funding for SECURITY COSTS— Due to the high crime rate in the area a 24-Hour Guarding Service is in place, as well as Armed Response. This service is very expensive but cannot be comprised.

Funding for ONGOING GENERAL MAINTENANCE: After the heavy summer rain, the trees and bushes along the electric fence became dense and overgrown, with some trees falling over. Recently a large tree fell in a windstorm near the electric fence. It fell across Tamboti Road, blocking oncoming traffic coming from both directions. Fortunately, there were no injuries to passing cars or pedestrians. However, there was extensive damage to the overhead Eskom cables and to the electric fence, that resulted in high diesel costs with running the generator during the outage. Other costs resulted from the maintenance of the biofilter for the sewage waste management, the servicing and repair costs of laundry equipment and general repairs and maintenance of the grounds and buildings.

WETLAND PARK

The Wetland Park has been very badly affected by a sewage spill from the surrounding developments in the area. The park cannot be accessed in this condition and the stench coming from the area is very bad. The Environmental Health Inspector and Environmental Health Pollution Control Unit from CoJ visited the property. This has been an on-going problem through the years, as there is no sewage pipeline in the area, and the current infrastructure cannot cope with the sewage from the townhouse developments along Tamboti Road.

NLCSA

Application for funding was submitted on **12th May 25**, for general running costs, a new panel van for food collections and funding for one year for Residential Manager and Admin Assistant.

HAGART TRUST

A funding application was submitted on **28th April 25** for support for running costs.

FUNDERS

We are deeply grateful for the support of our funders and donors.

DEPARTMENT OF SOCIAL DEVELOPMENT - SUBSIDY - April 2024 - March 2025

Subsidy received for the year – R1 415 076

Residence – R 1 078 404

Workshop – R 336 672

DEPARTMENT OF SOCIAL DEVELOPMENT - SUBSIDY - April 2025 - March 2026

Overall funding for the year has been reduced by **R 255 132** – due to drop in numbers. calculated on bed capacity, The per capita funding has not increased in 5 years.

DSD MONITORING

Thank you to **Bilqees Mohamed** for all her help and support.

A new case manager has been assigned to Novalis – **Vamile Mbatha**

DONATIONS RECEIVED - 1st April 2024 – 31st March 2025

Donor	Amount	Allocated to
Hamish and Lorna Riddet	7 874	Running Costs
Anonymous	25 000	Running Costs
R.B. Hagart Trust	300 000	Running Costs
Fuchs Foundation	10 000	Running Costs
Woolworths Staff	7 500	Running Costs
Family & Friends – Luke Auret	10 000	Running Costs
Elinor Kern	5 000	Running Costs
Mary Oppenheimer Daughters	5 000	Running Costs
Korner Perspective	5 000	Running Costs
Christmas Cake Raffle	5 960	Running Costs
Anonymous	500	Running Costs
TOTAL	381 834	

FUND RAISING - 1st April 2024 – 31st March 2025

My Village	11 658
Charity Shop	82 166
TOTAL	93 824

CHRISTMAS CAKE RAFFLE

Marion Rodd had to undergo an operation to her knee. Despite not being well, she made a beautiful cake before her surgery, and her daughter Beverley has travelled from Cape Town to help her to ice the cake. **R 5 960**

DONATIONS FOR STAFF GIFTS - DEC 24 – R9 200 distributed to staff members in January 25.

FOOD DONATIONS are managed and monitored by Food Forward SA

- **WOOLWORTHS – DAINFERN SQUARE** - 2 x per week
- **WOOLWORTHS - CROWTHORNE SHOPPING CENTRE** - 2 x per week
- **PICK AND PAY – CHILLI LANE SUNNINGHILL** – 1 x per week
- **CARLSWALD SUPER SPAR BAKERY** - 2 x per week

OTHER DONATIONS RECEIVED

- **GOT GAS** – Regular Gas supply
- **GILBERT MUANDA** – GAS COMPLIANCE
- **ZENETH TELECOMMUNICATIONS** – PABX – R 24 000
- **VARIOUS DONORS** – Charity Shop items
- **WOOL WARRIORS** - 27 knitted/crocheted blankets for residents
- **HARRIET STEENKAMP** – Handknitted Beanies and Bed socks
- **JAMES MONTEIRO** donated a laptop for the office.
- **RABIE RIDGE CLINIC** – Assistive devices
- **HYDER PROPERTIES DEVELOPERS** donation of paint for Mandela Day
- **BEAULIEU PREPARATORY SCHOOL**
- **DONALD WEIR**

VOLUNTEERS

- **GLENDA RODD** - Charity Shop
- **CATHY BARRETT** – Charity Shop
- **BRITTANY MASTERS** - Bookshop
- **JANICE AND BRYAN MAGGS** – Games and swimming on Wednesday mornings.
- **MIKE RODD**- Piano on Sundays

BOARD OF DIRECTORS

On behalf of the Novalis Family I sincerely thank our Board members, who are responsible for oversight and financial management and who hold the legal responsibilities to steer the organization ethically and effectively. Thank you for always being available, to offer guidance and support and for being available at any time to comply with the DSD requirements. Thank you for giving so generously of your time, for sharing your expertise, and for your ongoing commitment to serving on the Novalis board.

AMANDA ROODT - ACCOUNTANT

We thank Amanda Roodt, our accountant of twenty-two years, for her valued financial and administrative advice and support.

WARREN GREEN - We thank our architect, who helped with the compliance documents required for the zoning, licensing, and approval of plans, for the Business Plans submission in October 2024.

JOHAN VAN STADEN always a phone call away to help with emergencies and any maintenance needs.

OUR NOVALIS FAMILIES

As we make every effort to find ways of meeting the ever-increasing costs of running the facility, we ask you for your support to identify **POTENTIAL DONORS**, to positively promote the organization, to fill the vacancies in our residence and workshop.

- to spread the word about the **CHARITY SHOP** which has enormous income potential. We welcome any donations of clothing, linen, household items, furniture and appliances etc.
- Please keep shopping and tell your family members and friends about **MY VILLAGE**. This very easy way to raise funds.

Some of you have been part of our Novalis family since the workshop started in the late nineties. We thank you for all your support throughout the years.

Today we would like to especially appeal to our younger family members. In the process of getting to know you we have realized a wealth of talent and expertise that could be most valuable in contributing towards the future sustainability and growth of the organization. We would like to appeal to you to consider sharing your skills and talents, to help us to positively promote the work within the organisation, to help identify additional income sources, to come up with new ideas for fund raising and to help us to secure the future sustainability of Novalis House and continuity of care. The idea in mind is to establish a subcommittee that will feed into our existing board, where ideas can be explored of how to find new donors, new income sources and new ways of promoting future growth for both the residence and the workshop.

Success in establishing such a structure could result in a formidable team of young energy and new ideas, mixed with old wisdom and years of experience in the field of work. Should this be successful, Novalis House can only go forward in achieving the goals and objectives as set out in 2004.

Mary Owen - General Manager