

# Newsletter St Jeanne Antide Foundation

For Group A  
(all those who filled Participation forms)

12 January 2007

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## NEWS NEWS NEWS – What's happening?

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Okay, everyone – Happy new Year!

This is the month when some of you said you would become available.

We have not been able to stop the calendar or the clock, much as we would have liked to, and half of January is already gone for ever. Are you ready to contribute your work and thoughts? Why don't you start by responding to some of the points in the Bulletin. Write a message to this e-group (Group A) with your voluntary work offers, comments, and suggestions. Thanks! (Yes, that's *you*.)



There is a reception centre to set up physically, and some research and planning work to be done. A regular physical presence of a roster of persons at the Centre will need to be set up before we can advertise and open the Centru for service users (persons with difficulties) to come in off the street with or without an appointment. Depending on how many direct workers (*that's you again!*) make themselves available, and for how long, the timetable and opening hours of the Centru can be decided soon.



The premises are usable now, although the reception arrangements have been proposed to be changed. One proposal has been to build an *antiporta* near the large central door that is nowadays always locked; the door could be kept open the light will come into the large open area, and the receptionist (does that sound like you? – volunteers needed please!) could keep an eye not only on visitors but also on some of the service users, e.g. children, who may be in the open area.

Successful discussions have taken place between the SOC authorities and Sr Laura regarding the ways of making sure that there are no two separate organizations or two separate fundraising strategies and processes taking place at once, one for the SJA Welfare Campaign and one for the new SJA Foundation, including the reception Centre.

- ✉ The name of the network "Friends of the St Jeanne Antide Foundation" will be changed to "Associates of the SJA Foundation" (name to be confirmed by the Steering Committee) so as not to lead to confusion with the existing and long-established *Friends of St Jeanne Antide*. Sorry, guys!
- ✉ The reception Centre still has no name. The Steering Committee thanks you for all your suggestions. At a meeting it was decided not to name the centre for Sr Laura as that does not go with the tradition of the sisters of Charity. discussions on the name were suspended pending negotiations with Sr Laura as mentioned above.
- ✉ Sr Rose has continued to work on a certain number of social work cases inherited from Sr Laura.



Sr Rose is taking some preliminary steps to set up office systems. She needs help in this.

A computer monitor and a computer has been loaned to the SJA Foundation and reception centre. The computer itself has not arrived yet. Sr Rose's computer has been transferred to the Centru premises to help in the social work.

Arrangements for supplying telephones and shared



internet connections to the premises of the reception centre and foundation premises have started, with the help of Brian, Sr Salvina, Sr Rose, and others. Internet connection is required for anti-virus updates, for networking in Malta and overseas, and for emails and research, and for internet telephony if that proves practical.



A subcommittee of the Steering Committee has been designated to make proposals for physical alterations and use of space that may be necessary and possible at the reception centre premises. This committee have met and produced a preliminary report for the Steering Committee.

The first worker team meeting of persons who are available as direct workers (volunteers) will be held soon, we hope. For a small number of days certain activities must be restricted at the reception centre



premises because alterations may be needed to certain areas, and also because there is still no useful phone system. In the meantime, please make some time in your timetable, will you? Thanks

✍

## Help needed – WILL YOU OFFER?

**VOLUNTARY HELP NEEDED – DATA ENTRY.** A person is required for data entry. The data to be entered is the information is a number of Participation Forms (about 27 persons' forms) into a Excel spreadsheet. The Excel spreadsheet has already been set up with the required row and column headings for this work. The person required needs to have the following skills. Using Excel on a computer, preferably at home. Persons who are familiar with a computer keyboard but have never used Excel or spreadsheets may also be useful if an Excel-savvy volunteer is not found. Please phone, or preferably SMS, Sr Rose immediately on 79207002 or Sr Salvina; or send email to this e-group (Group A) as soon as possible. *Thanks.* This is getting a bit urgent.



### **VOLUNTARY HELP NEEDED – MAILING NEWSLETTER and/or PRODUCING A NEWSLETTER.**

For those volunteers and associates of the new SJA Foundation who do not use computers regularly, news bulleting such as this one need to be sent by postal mail. *Are you the one to do this?* This present newsletter is ready for printing and sending. Contact us if you can help with copying, fixing stams, stuffing envelopes, sticking address labels, posting. It's a small operation so far, but it would be useful to sedn this to some new colleagues to get them interested in contributing. Help! Also, if somebody has the skills to make a more attractive newsletter with photos and graphics and text with little or no fuss and expense, please come forward now – send a message to the group or contact Sr Salvina.

### **VOLUNTARY HELP NEEDED – FORMULATING QUOTATIONS or MAKING COST ESTIMATES or PHYSICAL WORK ON THE PREMISES.**

Professional quotations will be needed soon for some security-related and other changes proposed to the premises. Because of the high quality of these premises, great care and professionalism must accompany all work. Someone is needed to formulate and send quotations such as wheelchair-ramps, wheelchair modifications to a bathroom, antiporta etc, after thes (will) have been approved by the Steering Committee. *Are you able and willing to do some of*



*this work* (formulating quotations for contractors, making rough cost estimates, sketching out what work is needed, or doing some physical work yourself on a voluntary basis?) Help!

### **VOLUNTARY HELP NEEDED – RECEPTIONIST and/or SOCIAL CONTACT**

Some regular presence of a receptionist at certain parts of the day is a sine qua non for things to start rolling with the reception centre and foundation offices. Which days and times can you offer please?



*Now is the time to speak up!* A Roster will be made. If we have enough offers, there might even be two persons at any time, to keep each other company – but we doubt that that will happen at this stage, because the number of possible volunteers is limited.



Eventually there will be other work to do while “receptioning” and answering the phone, but for now, it might be a good idea to get a good book when you come to reception duty. Hey, we have to start somewhere! Also needed is a person to meet service users, listen to them and build a relationship with those that need it. Training eventually will be organised as needed, but again, we have to start somewhere.



### **VOLUNTARY HELP NEEDED – CREATE TWO LOGOS**

Wanted: Two LOGOS for the Foundation and reception centre respectively. Designs, paintings, suggestions, and samples from elsewhere are all welcome. Scratch your head, then scratch your paper.

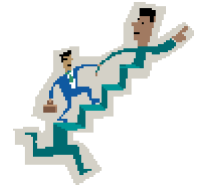
## **Information needed – PLEASE TELL US !**

**REQUESTS FOR INFORMATION:** - **your** news bulletins requested, please!

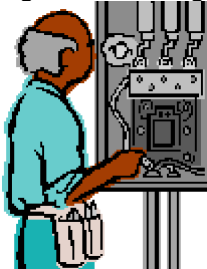
**Sr Rose**, why don't you tell us a bit about what's happening in the field of social work cases, and about the local social work strategy that is being thought about on the basis of the resources of the neighbourhood (The immediate Tarxien area will be the first one to be investigated for resources and problems that can be fit into the work of the Centru.)



**Sr Rose**, could you please *ask the volunteer teacher to report* on this e-group (Group A) about homework services with children. These services have already started in the Centru premises in a small way, and we would like to know what is happening, how much expansion is anticipated in the near future, and what voluntary or other services are required. A volunteer has been found for the training of such teachers starting from the summer.



**Brian, or Sr Salvina**, could you please let us know in this e-group (Group A) what physical and other preparations are being made for phone and internet services at the Centru and Foundation premises? When we get those, a regular roster of presence at the premises will become more realistic.

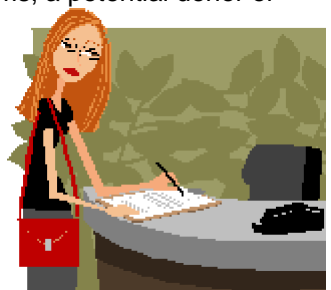


**Nora, or Sr Salvina**, what can you tell us about networking that has already been done, the organisations that the new Foundation is already a member of, the developments about statute, government NGO arrangements, etc.?

**Anybody?!** Information is needed about low-cost telephone exchange systems with intercom and several internal lines, assuming two conventional incoming landlines for now. So you know a supplier of new or second-hand systems, a potential donor of



equipment, or information about very low-cost phone sets with built-in call-forwarding and multi-line capability (a switching or line-forwarding capability of 2 to 4 incoming and 6 to 10 outgoing lines would be a good place to start.)



**Everybody!** Has your information (availability, skills, etc.) *changed* since you filled in the Participation form? If so, please let us know that we may update the data. Also, do you know of somebody new who might be interested?

Now is the time to connect them with this project. Please contact Sr Rose or Sr Salvina, or Sr Teresa.

Thanks, all.  
Don't forget to pray for the future work and future workers of the Reception Centre and the Foundation.

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