

**CVIP BOARD MINUTES**  
**Wednesday, May12, 2010**

The meeting was called to order at 10:03am by President, David Horner. No refreshments were served because today is our Annual Meeting and Salad Luncheon.

**Attendance:** David Horner, Dottie Schmidt, Stacey Bieler, Ann McCall, Carol Bryson, Erika Nwankwo Larson, Mary Barrett, Pat Barrett, Iris Horner, Lisa Homeniuk, Fred Fritz, Peggy Arbanas, William Eubank, Christine Van Nada, Lillian Kumata, Nicole Namy, Cheryl Highstreet, Carol Towl, Jo Pamment and Charles Gliozzo.

**Announcements:**

A get-well-card was circulated for Bonnie Bankson who is recovering from hip surgery. Also, a card for Emily Wolf thanking her for all the years she has donated fresh flowers for the decorations at the Annual Meeting. Cheryl Highstreet was especially greeted because we haven't seen her since fall 2009.

**Secretary's Report:** Dottie Schmidt

The secretary's report was approved as corrected.

**Treasurer's Report, May 2010:** Ann McCall

**Savings Account (Shares)**

05-01	Balance	1124.43
05-31	Interest	<u>.24</u>
05-31	Ending Balance	1124.67

Percentage yield earned .25% from May 2 through May 31, 2010

**Checking Account**

05-01	Opening Balance	1141.85
05-12	Check to Todd and Cindy Walter, Friendship Family Appreciation	25.00
05-18	Donation from Iris Horner for Friendship Family Activities	<u>500.00</u>
05-31	Ending Balance	1516.85

## **Administrative Services Report:**

Membership: Pat Barrett No report

Office: Pat Barrett and William Eubank No report

Public Relations: Stacey Bieler and Pat Barrett

Compliments were received on the wonderful spring issue of the newsletter and the interest it is stimulating.

Leadership: Fred Fritz No report

Visioning Committee: Arlene Brophy Minutes from meeting held May 19, 2010

Present: Peter Briggs, Arlene Brophy, Eric Bailey, Fred Fritz, David Horner, Nicole Namy, Tamiko Rothhorn, Mary Anne Walker

Old Business updates:

Cherry Lane Apts: Update from Fred Fritz on developments. Board met in April announcing demolition to begin next summer. Red Cedar School also tied into demolition- high international community. Preference will be given to those families who wish to move into Spartan Village. Rebuilding could be linked to the FRIB and establishing support for the industry. The Office of Government Relations will be monitoring the situation. Majority of population in Red Cedar is the international community and the school provides a community for international families. If school is closed, international families will be dispersed into school district. MSU is seen as an ally in decision making.

Friendship Family update: David Horner reported that the current coordinator, Iris Horner, will be stepping down. Iris sent out a survey to FF participants requesting ways to change and keep interest in the program. Received great feedback and set up 2 focus groups that Peter Briggs facilitated. Out of those focus groups came a lot of new energy. They intend to focus on recruitment and marketing. Tamiko Rothhorn mentioned that when the Marketing group met, Sarah Bannon had suggested that it was important to understand whom marketing is geared toward. This should align with strategic planning. Overall, exciting to see so much support for FF initiative and seeing it continue.

New Business updates:

Marketing: Tamiko Rothhorn gave an update from the Marketing group. The group, to help in identifying what the outcomes and direction of their marketing, thought the Ron Whitmore document would be a good to review. Part of the Marketing was to finish the logo. Nicole Namy shared the problem of MSU requiring all departments to not use

individual logos on letterhead, business cards, etc. Clarification needed if CVIP is considered to be affiliated with the University and also has to abide by new logo requirements. Peter Briggs has asked General Counsel to help in advising on the matter and they have not been able to respond. David Horner mentioned that CVIP has the intent of moving forward to become a 501c3. As an independent entity, the logo and tag line, Connecting Cultures and Communities, would still need to be part of the greater marketing plan. Peter Briggs said he would continue to ask General Counsel on guidance and Mary Anne Walker would look into reviewing a similar non-profit organization out of the department of Ag.

Next Steps:

- Formally introduce the tag line “Connecting Cultures and Communities” to the board so other committees can use within their programs
- Look at Leadership development- how to CVIP prepare those to take leadership positions within CVIP
- Marc Thomas developing community-wide needs assessment. Although independent of CVIP, outcomes could influence CVIP.
- Sarah Bannon will be leading the fall CVIP retreat on September 17<sup>th</sup>. Looking at completing a strategic plan, possibly completing SWOT analysis.

Recommendations to Board:

- Develop Logo
- Continue to gather information, especially from MSU’s Office of General Counsel, about CVIP becoming a 501c3 organization. How would this effect CVIP’s relationship with MSU?
- Establishing an Advisory Board
- Asking Board to do some homework so they can come to the retreat knowing what they have accomplished, challenges encountered, etc.
- Look at Leadership succession planning

**Report from ISP Dean’s Office:** Peter Briggs No report

**OISS Report:** Nicole Namy

Dasha is a Fulbright Scholar who will be working with OISS in the fall. She will be here for one year and is particularly interested in volunteer organizations such as CVIP. She needs to work 16 hours per week. She has experience with volunteer work in Russia.

**Haslett A+ ESL Report:** Jo Pamment

Our semester ends on May 20<sup>th</sup>, and summer school begins, June 1st through 30<sup>th</sup>, 9-12 a.m., Monday through Thursday. We will be registering and testing new students the week of May 24<sup>th</sup>.

The Transformation of Adult Education in Michigan has begun. We will continue our funding and program for the next year while structuring the new Region 11 Adult Learner Collaborative Board, and then the new funding process will begin in 2011-2012.

**VETP Report:** Dottie Schmidt No report.

**VIPP Report:** William Eubank No report

**Church Women United:** Marion Chapman No report

**Executive Committee:** David Horner Minutes of a meeting held May 5, 2010

**Annual Meeting and Luncheon:** Most of the arrangements for this will follow the traditional pattern, with punch and socializing at 11:30 and lunch at 12:00. Scholarship award winners are invited, and four of the five are able to come. The time schedule for the program was discussed. In addition to having Dawn as the speaker, we will ask Isaac to play some of his music. David will ask Dawn to speak about some of the current developments in the MSU international program.

**Nominations slate:** Fred Fritz presented his nominations so far, with most positions filled except for president. David consented to continue for another year. Fred will send out the ballot to the Executive Committee members and announce the results at the annual meeting. Iris is resigning as chairperson of Friendship Family, but in response to a letter she sent out, she received 77 responses. She is pursuing this in more detail, and the future shape of Friendship Family will be determined by what develops. The president is responsible for appointing many of the positions, and several candidates were discussed.

**Intern:** A new intern, Dasha, will be working with CVIP part time next semester, also working with Nicole.

**Volunteer Application:** On our website there will be an application where anyone can sign in to volunteer: <http://oiss.msu.edu/volunteer/>, and a standard thank you letter will be sent to anyone who volunteers.

**Recognition for Departing Leaders:** At the annual meeting, we want to recognize any leaders who are departing. Because so many of our leaders often switch from one job to another, the question of how to acknowledge a “departing” leader’s service was discussed.

**Iraq Project:** A group is coming here July 29 to Sept. 15, and we may be interested or involved in providing some activities for them.

**Fall Retreat:** The theme for a fall retreat will be Strategic Planning, with intent that many new ideas would be suggested.

## OLD BUSINESS

## NEW BUSINESS

## PROGRAM REPORTS

**Global Festival:** Peggy Arbanas No report

**Home Visits:** Lisa Homeniuk No report

**Scholarship:** Lillian Kumata

The Scholarship Committee received 11 applications for Fall 2010. One of the applicants was not qualified since she was not taking a class at MSU at this point. The interviews were held on Friday a.m. May 7 and on Monday a.m. May 10. It is always difficult to make decisions since we are able to give only three scholarships for Fall term. The need seems to keep increasing. This term, the interviewers were Carol Bryson, Christine Van Nada and Lillian Kumata. Following the board's suggestion, we increased the interviewers to three and had new members. I think they enjoyed the experience and hope they will continue to assist. We all agreed that it was depressing to see all the need and not have sufficient funds to help everyone.

We have not made the decision on the recipients because we are checking with some of the academic advisors and professors. I will have the names for the next meeting. We are planning to give three scholarships.

We will be sending out letters soliciting funds and items for the Gift Shop. I received an email today asking if we could use some international items that were given to a faculty member. I responded saying we would gladly accept them and have made plans to meet her at the Lending Center. So many departments get gifts from students and visitors which can accumulate quite rapidly. I wonder what might be a good way to get the word out to departments that we would appreciate their donating items to us. The Dean's office in International Programs has contributed very nice things.

**Every Tuesday:** Christine Van Nada No report

Every Tuesday is in recess until fall semester.

**Lending Center:** Erika Nwankwo Larson No report

**Speakers Bureau:** Carol Bryson and Carol Towl co-chairs, Mitsuko Marx and Kathy Bossen members

The final Speakers Bureau event of the academic year went very well.

**Friendship Family:** Iris Horner

Iris will donate her Homer Higbee Award to the CVIP treasury to provide for a token gift for any Friendship Family CVIP awardees. The first will be presented today.

Two meetings will be held to discuss the future of the Friendship Family Program: on Friday, May 14 in Room 6 of the International Center from 4-5:30pm and on Saturday, May 15 at the Traverse City Pie Company on the corner of Grand River and Hagadorn Road in East Lansing at 10am.

**DATES TO REMEMBER**

- Have a wonderful summer!