

**COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS
(CVIP)**

August 10, 2011 Board Minutes
8/17/11 revision

President David Horner **convened** the meeting at 9:31 am.

Board Members Present: Peggy Arbanas, Bonnie Bankson, Mary Barrett, Pat Barrett, Carol Bryson, Marion Chapman, Fred Fritz, David Horner, Iris Horner, Cheryl Highstreet, Lisa Homeniuk, Lillian Kumata, Erika Larsen, Barb Sawyer-Koch, and Pam Sievers.

Staff Present: Nicole Namy

Guests: Candice Glenday and Steffanie White Votta

AGENDA: Approved.

ANNOUNCEMENTS:

- Thanks to the **Executive Committee** for providing refreshments.
- Our guests Candice Glenday and Steffanie White Votta were introduced to the Board. Both are interested in CVIP and came to learn more about our mission and program.

TREASURER'S REPORT: June & July 2011

Accounts at MSU Federal Credit Union

Savings Account

6-01-11 Balance Forward	1277.76
6-30-11 Dividend	<u>.26</u>
6-30-11 Ending Balance	1278.02

Percentage yield: .25% from June 1, 2011 through June 30, 2011

International Friendship Program Account

6-01-11 Balance Forward	450.00
6-30-11 Ending Balance	450.00

Checking Account

6-01-11 Balance Forward	1041.85
6-27-11 Check to State of MI to expedite changes to Articles of Incorporation	<u>16.00</u>
6-30-11 Ending Balance	1025.85

Savings Account

7-01-11 Balance Forward	1278.02
7-31-11 Dividend	<u>.27</u>
7-31-11 Ending Balance	1278.29

Percentage yield: .25% from July1, 2011 through July 31, 2011

International Friendship Program Account

7-01-11 Balance Forward	450.00
7-31-11 Ending Balance	450.00
Checking Account	
7-01-11 Balance Forward	1025.85
7-27-11 Check to IRS for application for 501(c) 3	
	<u>850.00</u>
7-31-11 Ending Balance	175.85

Expenses paid by OISS on CVIP's behalf – June & July 2011

No report yet.

Dottie Schmidt

INFORMATIONAL ITEMS:

- Former intern Dasha Shamrova is well and currently living in Moscow where she was recently hired by a non-profit. She credits her CVIP experience for helping her to secure the position.
- 50th Anniversary Planning in conjunction with City of East Lansing is rolling along. The assistance provided by city staff is much appreciated.
- 501c3 Application: Completed. Thanks to all who helped with this process.
- Annual Report: Available in hard copy or electronically.
- August 22 – New Student Resource Fair/ 4:30- 6:00 pm/ Breslin Center.
- August 23 - New Faculty Orientation/ 1:30 - 3:00 pm / Big Ten Rm. in Kellogg Center.
- August 26 – Welcome Festival/ 3:30 – 5:30 pm / Spartan Community Center.
- The June 20th e-vote that supported two changes to our Articles of Incorporation and approve a new Conflict of Interest Statement had twenty responses - 16 replied affirmatively and 4 did not respond.

Suspend Article X of the constitution which requires a month's notice and a vote at a regular meeting for any changes to the constitution. The suspension would be for the votes proposed in this email only.

Approve a new Conflict of Interest statement.

Approve the amendments (Article VIII and new Article X) to CVIP's Articles of Incorporation with the State of Michigan. Note that the current constitution does not have procedures for amending this document.

Motion passed. "E-mailed 8-15-11 by President David Horner."

ACTION ITEMS:

- **Logo** – Adopted unanimously. We are indebted to the work of Kathryn Gardner for the work that she contributed to the design of the logo.

- **Tracking CVIP Volunteer hours** – Dave will resend the tracking form. Keep track of those hours!
- **Approval of Mission Statement from Strategic Plan** – Approved unanimously.
“CVIP promotes mutual cross-cultural education, understanding, appreciation and friendship b/w the Greater Lansing Community and MSU’s international students, scholars and their families through a variety of programs and services.”
- **Motion:** Lillian Kumata motioned to move the Gift Shop from the responsibility of the Scholarship Committee to the Global Festival Committee. Adopted.
- **Office Coverage** – A sign-up list was sent around for August 15- Sept. 16. A list will be circulated at the September Board meeting for the remainder of fall semester.
- **Update CVIP tri-fold display board:** Pam Sievers and Steffanie White Votta will update the board and tri-fold.
- **Suggestions for At-Large Board appointments** – David Horner sent a list around for nominations. David will hope to have all appointments by September.
- **New Finance Committee** – David seeks to establish a finance committee so as to pull all the various accounts together and to suggest best practices as CVIP lives into its new 501c3 status. Steffanie White Votta offered her assistance as she has extensive work experience in these matters.

PROGRAM REPORTS

Every Tuesday: *No Report.*

Christine Van Nada, ET co-chair

Home Visits: *No Report.*

Lisa Homeniuk

Global Festival: The GF Co-Directors (Peggy, Nicole and Lisa) met with Tami Kuhn in the Union in July to plan for the November 13 Global Festival. We discussed printing the posters and flyers and will have the same numbers as last year. They should be ready by September. We are presently waiting to preview both before the final version goes to the printer this month. Tami is arranging this.

We discussed the crowded space issue and think we will need to use the 3rd floor in some way. We decided the Children’s Game Area can be moved from the 1st floor hall to the 3rd floor. More student exhibits are expected this year. We discussed possibilities and took a tour of the 3rd floor.

The World Gift Shop committee has been meeting in the Lending Center to price and repack the items not sold last year. Pat Mukherjee, Gengen Chan., and Mona Brandou. have repacked at least 80 boxes and are now ready to receive new donations. They have been working hard to get ready for donations. New boxes for packing will be available at the end of August. The letter requesting new donations is ready to mail and the date for the mailing is August 15. Pat Barrett will help with the mailing.

The date for the fall GF Committee meeting will be September 13 in the MSU Union at 10:30 AM. If you are interested in attending the planning meeting please call Peggy 669-1239. *E-mail submitted 8-10-11.* **Peggy Arbanas**

International Friendship Program: The IFP Committee met in July for the purpose of developing our recruitment plans, planning the tailgate party and reviewing our schedule for the fall. (Note: we have since been informed by the MSUF Credit Union that we will not be able to use space in their tent to promote the program due to contractual language in their contract with MSU Athletics.)

We have communicated with all of our “friends” who have been engaged in the program since 2007 to determine their current level of involvement and interest in being matched with a new student this fall. To date, we have 30 people who have agreed to take a student, and this is very encouraging for the committee.

Recruitment plans include:

- Communicate with area high school international clubs
- Contact selected area service organizations with request to be a program speaker or promote through their newsletter.
- Nicole and/ or Peter will address the Lansing Rotary at the end of September and include a recruitment appeal in their remarks.
- We are communicating with area churches/ temples and other faith based communities.
- We are appealing to our current and previous “friends” to help us recruit - they will be the best recruiters.
- We are working on a work place campaign where we have an enthusiastic host volunteer and we hope to target 2 - 3 more of these. We’re hoping the MSUF Credit Union may be willing to support this idea as well since the tailgate tent didn’t happen.
- Informational booth at the 50th anniversary.
- Lastly, we are looking for additional committee members willing to call “friends” who have applied to be a part of the program to complete the interview process.

E-mail submitted 8-10-11.

Pam Sievers

Lending Center: The center received a \$100 gift and many donated items. One to three new workers are needed depending on how much time each can commit. **Erika Larson**

Scholarship Program: The Scholarship Committee, comprised of Lillian Kumata, Lois Sollenberger, Christine Van Nada, and Carol Bryson, met several times this summer. The first meeting was held in conjunction with the Gift Shop Committee. At this meeting we discussed the responsibilities of each committee. As of the 2011-2012 year, the two committees will operate separately, with the Gift Shop Committee reporting to the Global Festival Committee.

In early August, Lillian, Christine, and Carol met at the CVIP office to clean out the scholarship files and to decide what files currently stored there should be retained. We decided to begin storing much of the data in computer files, and Christine, with the help

of Carol Towl, has begun this process. We will retain paper files for the most recent scholarship winners; paper files will be kept for five years.

The committee has tentative dates for the application procedure for spring 2012 and for the interviewing of applicants. At our next meeting the first of September we will finalize a letter to be sent requesting donations for the Scholarship Fund. As the cost of tuition continues to rise, we need to increase our efforts at fund raising. *E-mail submitted 8-10-11.*
Carol Bryson

Speakers Bureau: No Report. *Carol Towl & Kathy Bossen, co-chairs, & Mitsuko Marx, Nicole Namy, Liaisons to OISS*

COMMITTEE REPORTS

Executive Committee: No Report.

David Horner

Leadership: On July 22, Lisa Homeniuk and Iris Horner met with Steffanie White Votta and were very impressed with her past experiences and international interests. Steffanie has a degree in Economics and Political Science and has a strong background in financial processes for startup businesses. We look forward to having Steffanie become an active member of CVIP.

Current Leadership Team members are: Cheryl Highstreet, Iris Horner,(co-chairs), Peggy Arbanas, Mary Barrett, Lisa Homeniuk and Stacey Bieler. We need to be vigilant in helping to recruit and welcome potential new volunteers and leaders for CVIP. This will make it easier to help fill Committee and Board vacancies in the future.

A list of Volunteer Opportunities will be available for the New Faculty Orientation and other venues where appropriate. We will try to keep this updated as information for needs is given to us. *E-mail submitted 8-17-11.*

Iris Horner

Membership: Pat is meeting with Will Metz, a data base specialist, this afternoon to consult about the membership list.

Pat Barrett

Office: Pat thanks all who have staffed the office so well this summer. He is grateful to know that it will continue to be staffed in the fall in his absence.

Pat Barrett

Website: The website has experienced several problems lately and has had portions down or not working properly. The ISP staff has put much time into attempting to remedy things.

Pat Barrett

Public Relations: No Report.

Stacey Bieler

Visioning: The Visioning Committee is need of several new members. Because of this recent transition the Committee has not met.

Barb Sawyer-Koch

ADJUNCT REPORTS

Church Women United: No Report.

Marion Chapman

A+ English Language School/Okemos Adult Education, English as a Second Language, ABE and GED: We will be testing and registering students for our Fall

session August 29, 30, 31 and Sept. 1. Classes begin on September 6th. Morning ESL classes will be from Monday through Thursday, 8:30 to 11:30 a.m., and Adult Basic Education (ABE) and GED classes will be in the afternoons from 12 to 4. Our morning childcare program usually fills fast and has a maximum of 15 children from the ages of 30 months to 5 years. See you all in September. *E-mail submitted 8-10-11.*

Jo Pamment

CVIP Alumni: *No Report*

Mary Barrett and Ann McCall

International Spouse Connection: *No Report.*

Cheryl Highstreet

OISS Report/ ISP Dean's Office: OISS expects in excess of 2,200 new students this fall with at least 70% coming from China. The office is very busy getting ready for orientation; a reception table will be set a week early this year at the airport because of students arriving early. CVIP is now on Face Book; please send information – text, pictures, and dates – to help populate the page.

Nicole Namy

VETP Report: *No Report*

Dottie Schmidt

NEW INITIATIVES:

Community Economic Development Inclusiveness Project – Nicole Dandridge
ESL partnerships with ELC, Service Learning Center, OISS, Provisional Students
NAFSA: - Jane Dunham – Spouse Programming Friends - www.spouseprograms.org.

UPCOMING EVENTS

August 16 - Lending Center opens
August 18 - Move in date for new international students
August 22 – New Student Resource Fair/ 4:30- 6:00 pm/ Breslin Center
August 23 - New Faculty Orientation/ 1:30 - 3:00 pm / Big Ten Rm. in Kellogg Center
August 26 – Welcome Festival/ 3:30 – 5:30 pm / Spartan Community Center
September 2 - first home football game and Iraqi scholars depart
September 7 - Executive Committee
September 14 - Board Meeting – Group picture!!
October 2 - 50th Anniversary and EL Welcome to Our Community –
Hannah Center, EL 3:00 – 5:30 pm
October 5 – Executive Committee
October 12 - Board meeting
October 23 – IFP orientation – 3/F International Center – 3:00 PM
November 2 – Executive Committee
November 9 - Board meeting
November 13 – Global Festival
December 2 – Executive Committee
December 9 - Board meeting
January - TBD – Retreat

REFRESHMENT SCHEDULE:

September: Office/PR- Pat & Stacey

October: OISS
November: Leadership – Cheryl & Iris
December: Global Festival
January: Scholarship
February: Lending Center
March: Every Tuesday
May: Everyone
June: Still open

Meeting adjourned at 11:46 am.

Respectfully submitted,
Fred Fritz –Secretary