

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

Board Minutes
September 14, 2011
2nd Draft

President David Horner **convened** the meeting.

Board Members Present: Peggy Arbanas, Bonnie Bankson, Mary Barrett, Pat Barrett, Stacy Bieler, Carol Bryson, Marion Chapman, Fred Fritz, Candice Glenday, David Horner, Iris Horner, Lisa Homeniuk, Lillian Kumata, Erika Nwankwo Larson, Barbara Sawyer-Koch, Ann McCall, Jo Pamment, Harsha Patel, Dottie Schmidt, Lois Sollenberger, Carol Towl, Christine Van Nada and Steffanie White Votta.
Staff Present: Nicole Namy and Jessica Mesaros.

AGENDA: Approved.

ANNOUNCEMENTS:

- Thanks to our Office and PR units for providing refreshments
- Welcome to Jessica Mesaros, the new OISS Intern from the MSU School of Social Work. She expects to be with us for 1 year, coming here from Columbus, Ohio.
- We also welcomed two visitors from the Lending Center; Candace Glenday and Harsha Patel. Mrs. Patel came from India 32 years ago. She lives in Okemos. We greeted Lois Sollenberger, whom we seldom see at Board meetings.

APPROVAL OF AUGUST MINUTES: The second draft of the August minutes was approved as emailed.

TREASURER’S REPORT: Erika Nwankwo Larson moved and Lisa Homeniuk seconded that the Treasurer’s report be approved. Motion carried.

Treasurer’s Report August 2011

Accounts at MSU Federal Credit Union

Savings Account

8-01-11 Balance Forward	1278.29
8-31-11 Dividend	<u>.27</u>
8-31-11 Ending Balance	1278.56

Percentage yield: .25% from August 1, 2011 through August 31, 2011

International Friendship Program Account

8-01-11 Balance Forward	450.00
8-31-11 Ending Balance	450.00

Checking Account

8-01-11 Balance Forward	175.85
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8-17-11 Gift from Church Women United	<u>150.00</u>
7-31-11 Ending Balance	325.85

Expenses paid by OISS on CVIP's behalf – August 2011: Still no report.

Dottie Schmidt

INFORMATIONAL ITEMS:

- Jennifer New and Crew made another delivery to the Lending Center on September 13. Three vanfuls arrived and already the items are flying off the shelves.
- Iris Horner has the Younkers Community Day coupon booklets available. It is hoped that all Board members will take 5 to sell. Please contact Iris if you need more. All proceeds go to the Scholarship Fund. A sign-up sheet was circulated with times and dates to work at Younkers selling the booklets. Community Days are Friday and Saturday, November 11 and 12: two days this year!

ACTION ITEMS:

- Tracking CVIP Volunteer hours: A sample time sheet was passed around and discussed. It will also be available online at our web site. The chair of a program or committee should collect all the hours of all the people who work with that group and submit them as one group. If you work with more than one group, keep track of your hours for each group separately. Time is to be compiled from the first to the end of each month. Send your hours to Dottie Schmidt. Thanks.
- Office Coverage update: The goal is that at sometime during the day (8am-5pm) someone will be in the office. A sign up sheet was circulated. Some OISS interns are using the office so they can also answer questions about CVIP.
- 10:30 – Group picture of all in attendance for the 50th!! *A big thank you to Tom Bieler for making us all look young and beautiful! DS*
- Strategic Plan – next steps: Pam Sievers will take the initiative on this. She will make a presentation next month.
- 50th Anniversary Planning in conjunction with City of East Lansing.

PROGRAM REPORTS

Every Tuesday: Every Tuesday will kick off our fall season next Tuesday, September 20. We are pushing the publicity angle this week, with emails, our face book page, visits to the A+ English Language School and the East Lansing library English conversation group, and a broader distribution of flyers than in recent years. We will be looking for fresh volunteers, as well, since we lost several very involved participants to relocation, and one of our co-chairs has unavoidable work conflicts on Tuesdays this year. Please pass on to your interested friends that we have a lot of fun and the potlucks are great! Below is the schedule of activities for fall semester.

FALL 2011 SCHEDULE OF ACTIVITIES

September

20 - Cake Decorating

27 - Apple Orchard Trip

October

4 – Cooking Apple Recipes

18 – Luncheon at Alice’s Farm (meet at 12 noon)

25 – Pumpkin Carving and Fall Decorations

November

1 – Bread Baking

15 – Dancing/Exercise

22 – Thanksgiving Dinner

29 – Kanzashi Flowers and Holiday Ornaments

December

6– Potluck Luncheon

Christine Van Nada, ET co-chair

Home Visits: *No Report.*

Erin Boland

Global Festival:

Date for 2011 Global Festival is Sunday, November 13.

Date for 2012 Global Festival will be Sunday, November 11 - this is not a home football week-end.

Children’s Games: Mary had a good suggestion that we look into the possibility of using space in the 1st floor food court for the children’s area. We met Michele Cooper who will coordinate this area, see our updated GF Committee Roster. Tami will check on the area in the food court that we can use. Tami said that there will be many balloons for kids and for decorating.

Posters and Flyers: They are expected soon. Tami will send the files to each member so that we can print copies. She will have the hard copies in her office probably before our next meeting on the 27th.

Volunteer Needs: Lisa Homeniuk asked for reports on volunteers needed. We reviewed the list Carlos sent and forwarded it to Lisa. He is asking for volunteers to help move boxes from the Lending Center to the Union, unload them and then after the festival, to pack up and move the unsold items back to the Center.

Ruth reported that 2 to 4 volunteers with cars are needed for the PR committee to help distribute posters in late October. She will contact Carlos to see if he has volunteers to distribute posters on campus in early November.

Lillian Kumata will take care of WGS volunteers. Anyone who wants to volunteer for unpacking on Friday, setup on Saturday or working on Sunday need to send/give their name to Lillian. She has many volunteers already from previous years, but can almost always use more. *E-mail submitted 9-13-11. Peggy Arbanas*

International Friendship Program: As of Sunday, September 11, 2011 at 5 PM we have the following for the Fall IFP Orientation:

- 56 Students from 16 countries.
- 24 Male/ 32 Female.
- China - 30, Malaysia - 2, Jordan - 2, South Korea - 1, India - 3, Japan - 1, Brazil - 1, Nigeria - 1, Uzbekistan - 1, Tajikistan - 1, Kenya - 2, Saudi Arabia - 3, Iran - 3, Vietnam - 2, Taiwan - 2, Germany - 1.
- Bachelors - 20, Masters - 20, PhD - 3, Visiting Scholars - 6, ELC - 4, Fulbright - 2, and unknown - 1.
- Ages: 17 to 19 - 10; 20 to 22 - 20; 23 to 25 - 10; 26 to 28 - 10; 30 to 41 - 6.

E-mail submitted 9-11-11. Midge Morrow

Since our last meeting, the IFP team has been very busy recruiting both community volunteers and students in anticipation of the upcoming matching process. Recruiting however is only part of the process and numerous calls and follow up must be made and data entered to ensure we have sufficient information to make good matches. The orientation will be Oct 2 immediately prior to the 50th celebration and we anticipate 56 students matched. We have added 4 new volunteers to help with the process this fall, all of them with current or past experience as host volunteers. *E-mail submitted 9-13-11 Pam Sievers*

Lending Center: The Lending Center has been very, very busy this August and September. We had our shelves full to the ceiling when we opened but they emptied out by the end of August. We didn't have as many donations over the summer as we have had in the past, but then they started pouring in once MSU started classes; we had so many visitors and donations coming in at the same time that it was pretty chaotic for a while. Many of our workers have filled in and worked extra hours to do what had to be done.

We have added several volunteers to the staff: Sue McDonald, Candice Glenday, Harsha Patel, Gengern Chan, Jacquie Foss, and Peggy Champion. Many thanks to present and past CVIP workers for talking to these people and referring them to me. Thankfully, all our slots are now filled. THANK YOU AGAIN. *Erika Nwankwo Larson*

Scholarship Program: The Scholarship Committee met on September 8 and decided that increasing tuition costs necessitate a change in the scholarship stipends awarded each semester. Beginning with Winter Term 2012, the award amount will be \$2,500. The amount of money raised through the Global Festival Gift Shop, the Youngers booklet sales, and donations will determine the number of awards made for the academic term. A letter asking for donations to the Scholarship fund will soon be sent to core faculty in the area studies centers and to local service organizations. The committee has revised the Scholarship application form. A notice about the CVIP Scholarship Program will be sent to students by the first of October, and applications will be due by Monday, November 28, 2011.

Christine Van Nada and Carol Towl continue to input information from scholarship files into a newly created data base. The Scholarship Committee is also preparing instructions regarding the receipt of scholarship funds.

These instructions will be distributed to the CVIP Office Staff and OISS.

E-mail submitted 9-13-11.

Carol Bryson

Speakers Bureau: Speakers Bureau continued to fill several requests after the close of Spring Semester at MSU.

May 16: Seven students from four different countries participated in Whitehills Elementary School's International picnic.

May 20: Walid Fakhouri (Jordan) and Husam Abdulrahman (Libya) participated in the International night at Montessori Radmoor School in Okemos.

June 1: Husam Abdulrahman gave a presentation for the senior citizens at Allen Neighborhood Center.

July 6: Erwin Alles (Netherlands) and Husam Abdulrahman (Libya) gave presentations about their homelands to two groups of students at the Eaton County Day treatment center in Charlotte.

Thus far in Fall Semester we have requests for speakers from Allen Senior Center and from Meridian Senior Center.

Mitsuko Marx and Carol Towl represented the Speakers Bureau at the International Student Resource Fair on August 22. Eleven students expressed interest and signed up to be on the Speakers Bureau list of volunteer speakers. Several of these students were from countries under-represented on our list. Carol signed up six more students at the first Coffee Hour of the semester on Sept. 9.

We are pleased to have help from Nicole's new intern, Anna. She has already edited our data base to remove names of students who have graduated or moved away.

Kathy Bossen and Carol Towl are meeting with Nicole on Sept. 14 to arrange for sending information to public school teachers about our resources, as well as to schedule and to plan an orientation for volunteer speakers. We hope to encourage more speaker requests from service clubs this year, and perhaps schedule a "Speak Out" session for the public at East Lansing Public Library. *E-mail submitted 9/12/11. Carol Towl & Kathy Bossen, co-chairs, & Mitsuko Marx, Nicole Namy and Anna, Liaisons to OISS*

COMMITTEE REPORTS

Executive Committee: *No Report.*

David Horner

Leadership: *No Report.*

Iris Horner

Membership: *No Report.*

Pat Barrett

Office: *No Report.*

Pat Barrett

Website: *No Report.*

Pat Barrett

Public Relations: *No Report.*

Stacey Bieler

Visioning: *No Report.*

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: Registration for the classes began on August 29th, and some classes are closed already. We are keeping waiting lists. I wish we could accommodate more students, but the level of funding has affected our ability to offer more classes.

The child care program is also nearly full.

It is great to hear the enthusiastic voices of both the students and the teachers in the hallways again. *E-mail submitted 9-13-11.* *Jo Pamment*

CVIP Alumni: *No Report.* *Mary Barrett and Ann McCall*

International Spouse Connection: *No Report.* *Cheryl Highstreet*

OISS Report/ ISP Dean's Office:

- Associate Dean, Dawn Pysarchik's, son passed away recently. He was an MSU student.
- Libyan students: Scholarship money that was being held by the US government has been released for up to 1 year; Asylum seekers are still waiting.
- More than 6000 International students have arrived on campus but they are still coming so a final count is not possible yet. OISS will be presenting some educational opportunities called "Life in the USA" The first one will deal with transportation in the Lansing area and walking on campus. This is partly in response to the newly arrived student who was hit by a car. She is recovering at Sparrow Hospital and will soon be having rehab. Her mother and sister are here with her.
- There were about 500 people at the first Coffee Hour. Some professors are requiring attendance at the Coffee Hours so their students have a form that must be signed saying they attended. The MSU Department of Public Safety (Police) has FREE car seats to loan, along with instructions for their use and what size child needs what type of seat.

Nicole Namy

VETP Report: *No Report.*

Dottie Schmidt

NEW INITIATIVES: The rest of the meeting was devoted to discussion about the CVIP 50th Anniversary Celebration to be held on October 2. The IFP orientation program will be held the same day from 2-3pm at the Hannah Center. Then the public will be welcomed and festivities and food will be available from 3-5pm.

- Stacey Bieler: Publicity—The Celebration Book (formerly known as the Memory Book) is about 90% finished. The City will have this printed for us. The traveling display boards are almost ready. Each board represents a different decade in the life of CVIP.

These will be displayed at the International Center, EL Library, and Hannah Center etc. A Power point will be shown in the Hannah Center Auditorium during the event.

- A lengthy discussion was had about donations. Should donors have their names in the program?
- Barb Sawyer-Koch: Barb has been handling food donations among other things. She needs help picking up food from the donating businesses on October 2. She also thinks we need more professional looking formal name tags. She is talking with Scott Westerman of the Alumni Association about ordering 50 name tags for us. Stephanie White Votta volunteered to help Barb with volunteer coordination.

UPCOMING EVENTS

October 2 - 50th IFP Orientation 2:00 – 3:00, Hannah Center
Anniversary and EL Welcome to Our Community –
3:00 – 5:30 pm

October 5 – Executive Committee

October 12 - Board meeting – Refreshments provided by OISS

November 2 – Executive Committee

November 9 - Board meeting

November 13 – Global Festival

December 7 – Executive Committee

December 14 - Board meeting

January - TBD – Retreat

REFRESHMENT SCHEDULE:

October: OISS

November: Leadership – Cheryl & Iris

December: Global Festival

January: Scholarship

February: Lending Center

March: Every Tuesday

April: OISS

May: Everyone

June: Executive Committee.

Meeting adjourned.

Respectfully submitted,

Fred Fritz –Secretary

Dottie Schmidt - Secretary pro-tem