

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes
December 14, 2011

Board Members Present: Bonnie Bankson, Stacy Bieler, Mary Barrett, Pat Barrett, Kathy Bossen, Carol Bryson, Marion Chapman, Cheryl Highstreet, Lisa Homeniuk, David Horner, Iris Horner, Lillian Kumata, Dottie Schmidt, Barbara Sawyer-Koch, Pam Sievers, Carol Towl, and Christine Van Nada.

Staff Present: Nicole Namy

AGENDA: Approved.

INTROUCTIONS: No visitors.

ANNOUNCEMENTS:

- Dr. Jerry Benson predecessor to David of OISS passed away at age 94.
- Thank you card sent to Dawn Pysarchik
- Peoples Church Giving Tree program- different trees decorated to represent different organizations. A tree representing CVIP was decorated with the different volunteer opportunities.
- \$5000 transfer of funds from OISS account- have been stalled due to logistics of rules and regulations with new EBS system that MSU has adopted. David will follow up with Nancy about transfer of funds for the scholarship committee
- Arts Council of Greater Lansing – Global Festival to be part of the alliance that promotes art and cultural festivals around Greater Lansing.
- \$7700 was generated from sales from the World Gift shop- new record set.
- 131 Younker booklets were sold , \$650 store and a \$197 bonus for working at the store. Total raised from books- \$852.50

APPROVAL OF NOVEMBER MINUTES: The second draft of the November minutes was approved as emailed.

TREASURER'S REPORT:

Report approved.

NEW BUSINESS:

- Retreat Update:
 - David updated members that the funding for the retreat has been approved. Mary made reservations at Brody Square. Due to the location of the meeting room in the cafeteria- still would need to charge for breakfast and lunch.
 - Planning committee would be meeting immediately after board meeting to review agenda for retreat.
 - Assignment- ask each person what outcome would you like to see from the retreat?

- Suggestions included:
 - Mary-What have we done that followed up on last year
 - Christine-everyone walk out with greater awareness of strategic plan and how to move forward from theoretical and how to implement.
 - Lisa- what didn't come about and why? Accomplishments
 - Pam-What do we need to do or things we shouldn't be doing?
 - Pat- a recruitment plan.
 - Lillian- More visibility, let people know about CVIP- even on campus
 - Barb- Do the CVIP committee have assignments to interact with community entities. Example, LATTICE and I-SPEAK
 - Carol- Since we have so much new undergrads, do we have new needs? How do we evaluate that? The nature of it has changed-how does that change our organization?
 - What is our capacity to change? To meet different needs
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- Cheryl Highstreet- A request was made by International Spouse Connection to affiliate with CVIP. This spouse group is run independently by Angel Kwan and the advisors include Cheryl and Barbara Toman. The spouse group meets Friday from 1-3pm and makes arrangements for children. Friday planning meeting are run by members to help with future planning; members keep in touch with prior member through newsletters, and really try to communicate with others; mom to mom. Activities also include campus events and potlucks with a range of 6-25 people attending. Recruitment would be important. Jo Pamment thought of including students from English language program and refugees. Cheryl shared that more and more house-husbands with wives coming as students participate. This will be voted on in January.
- Pam- shared that IFP had the front page of the State News. Articles needed for the newsletter.
- Kathy Bossen- Stepping down as co-chair of I-SPEAK due to health reasons. Looking for a co-chair, she will continue to drive and advise with students. Possibility of Barb becoming co-chair.
- Lisa **Homeniuk** shared that Global Festival was very successful and thanked all that worked to make it possible. November 11th is the date set for next year's Global Festival. She also suggested that the Global Festival World Gift shop chairs should be board members. In the past, they were not interested but suddenly have found interest in being part of the board. Also, they are looking for new chairs for World Gift Shop and will invite current chairs to the retreat.

- Christine Van Nada reported that Every Tuesday is also looking for new leadership for next year. A suggestion was made to send out open positions to membership so people are aware of positions.
- Stacey Bieler as part of the Admin Group report shared that as part of the 50th anniversary, the timeline boards could be considered traveling exhibits and was looking for suggestions of locations in the area. Suggestions included: A + English school, monthly retiree's meeting, Trustee's, Friendship House. Can be used as recruitment tool as well. Maybe make a rotation at the various churches? Spartan Village community center, Coffee Hour, Religious Advisors group, Peoples Church. Also there is a 6 minute slide show that can also be shown.
- There was a discussion of purchasing a projector for CVIP. After much debate, it was decided that further research would be needed in order to make an informed decision.
- A new office manual was completed.

PROGRAM REPORTS

Every Tuesday: Every Tuesday finished the semester on Dec. 6 with our usual delicious potluck and planning session. About twenty women were in attendance, with eight infants and toddlers along. This has been a bumper year for children at ET, arriving in front packs, backpacks, slings and strollers. All the young mothers provide a great deal of mutual encouragement for each other.

Last week the Scholarship Committee interviewed a young woman who had waited a year in the US for her visa status to allow her to enroll at MSU. After learning about CVIP's programs through the scholarship process, she wrote: *"I wish I knew CVIP one year early when I stayed at home, then I wouldn't feel lonely and desperated. You have so much interesting activities. I wish I could participate some next semester."* Comments like this remind us why we do Every Tuesday. This semester we have been available to over 50 women from at least 16 countries, providing a place to connect with their new community and make new friends.

Below is the tentative schedule for Spring semester. A number of the activities will be partially or entirely led by international women. Feel free to join us any time!

January 17 Calendars and Scrapbooking
 24 Day of Beauty (make up, henna, hair)
 31 Soups from different countries

February 07 Making Valentine Cards
 21 Folk Dancing and Belly Dancing
 28 Drama Queen (acting games)

March 06 NO MEETING-- MSU Spring Break
 13 NO MEETING-- Second Tuesday
 20 Egg Decorations
 27 Field Trip (Maybe the MegaMall Antique Shops)

April 03 Potluck!

(At the planning meeting, we discussed having two extra Every Tuesday meetings in April, on the 17th and 24th, because MSU will still have classes then. It was decided that we will wait until next Spring to see if there are many people interested in two more meetings.)

Submitted electronically on 12/13/12

Christine Van Nada, ET co-chair

Home Visits: *No Report.*

Global Festival: *See Lisa [Homeniuk's](#) comments above.*

International Friendship Program: Little formal activity has occurred since our November 7 meeting when we confirmed the date of our next orientation (February 26) and repositioned our assignments and committee organization. Members of the program did participate in interviews that resulted in a wonderful front page article in *The State News*.

Committee Members:

Bonnie Bankson – Database Coordinator

Stacey Kotecki – Coordinator, returning friends

Sue McDonald – Marketing Coordinator

Midge Morrow – Student Coordinator

Pam Sievers – Committee Chair, Interim Coordinator New Friends

Cindy Walter – Assistant Student Coordinator

We are very fortunate to have Larry Karnes who is currently interviewing new friends and their references. Larry and his wife have a long time history of very active involvement in the program. *Submitted electronically 12-14-11.*

Pam Sievers

Lending Center: *No Report.*

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**Erika Nwankwo Larson**

**Scholarship Program:** The Scholarship Committee met on Friday, December 2, to interview applicants for the Spring Term 2012 CVIP Scholarship. Eleven applicants were interviewed, but two did not qualify because they had assistantships that provided tuition.

From the remaining nine applicants, we awarded four scholarships. Eunyoung Lee from South Korea, Jing Yang from China, and Xinjuan Deng from China will receive scholarships of \$2500 to be applied toward their tuition. Thasanee Satimanon from Thailand will receive tuition for one credit hour. Applicants have been notified of the results of the interviews, and letters will be sent to those who have been awarded scholarships.

On Friday, December 9, Lillian Kumata and Carol Bryson met with the Gift Shop Committee of the Global Festival to coordinate the job descriptions of the two committees, Scholarship and Gift Shop. As a result of the meeting, each committee is now clear on its responsibilities *Submitted electronically 12-12-11.*

**Carol Bryson**

**International Speakers Program/ I Speak:**

Twelve members of the Advisory Committee for I SPEAK met on Monday, Dec. 5, to share thoughts, ideas and tentative plans while enjoying a Mediterranean supper provided by OISS. Several new ideas:

- Connect with one or more afterschool child care centers at elementary schools to provide regular international student visits for speaking, sharing culture and crafts. Possibly use one school for pilot program, then add other schools.
- Plan a SPEAK OUT event at East Lansing Public Library. Mary Hennessey offered several suggestions for International Student participation in a book club and other programs there, as well.
- Publicize I SPEAK through translation assignments carried out by OISS, especially in Fall Semester when public schools seldom request speakers.

**Nov. 16:** Carol Towl took Husam Abdulrahman, a Ph.D. student from Libya, to speak at the International Interest Group of the MSU Community Club about his home country and to share observations from his trip to Libya the past summer. IIG members were very interested in the events in this country that has been in the news recently, and they had many question for Husam.

**Nov. 22:** Iris Horner took Yuwares Malila from Thailand and Lyonel Laulie from Chile to the Eaton County Day treatment Center to speak to the students in the alternative high school there and to share song and dance with them. Yuwares performed Thai classical dance to traditional music, and Lyonel played Chilean music on his guitar. Iris brought back feedback sheets that told how much the students and teachers enjoyed and appreciated the international sharing. Iris also reports that she was pleased to visit and experience the atmosphere of daughter Tamiko Rothhorn’s work place.

**Nov. 22:** Kathy Bossen drove Husam Abdulrahman to the Meridian Senior Center to give his presentation about Libya. Kathy took along an international friend, and Bill and Mitsuko Marx also attended to support the size of the audience. Only five of the Seniors group attended. With declining attendance from this group, we may suggest supplying speakers only when we get a special request from Cherie Wisdom, the director.

**Dec. 7:** Mitsuko Marx took Sara Bano from Pakistan to share her culture with Seniors at the Allen Senior Center. This group consistently provides an interested audience of 10-18 people.

We look forward to the increase in number of requests from public schools that usually **come** during Spring Semester. *Submitted electronically 12-07-11. Carol Towl & Kathy Bossen, co-chairs, & Mitsuko Marx, Nicole Namy, and Jessica Mesaros , Liaisons to OISS*

## COMMITTEE REPORTS

**Executive Committee:** *No Report.*

*David Horner*

**Leadership:** *No Report*

*Cheryl Highstreet*

**Membership:** CVIP has a record of 878 members, including both families and individuals. The membership categories currently consist of the programs, committees and inactive members. A rough breakdown follows (Note: some members are counted in more than one program):

- Every Tuesday 18
- Global Festival 14

- Home Visits 52
- International Friendship Program 359
- International Speakers Program 12
- International Student Lending Center 24
- Scholarship Donors (Items & Money) 309
- Gift Shop & Welcome Table Volunteers 116
- Inactive: MSU Members 48
- Inactive: Community & Affiliate Members 40

An ad-hoc committee will begin meetings next semester to discuss membership policy, including the issue of how long to carry inactive members. Please see David Horner if you are interested in joining this discussion. The committee's recommendations will be presented to the Board for approval before the CVIP Constitution and By Law revision is completed. *Submitted electronically 12-12-11.* **Pat Barrett**

**Office:** The *CVIP Office Manual* will be ready for next semester, in time for the orientation of any new Office volunteers. Thanks to our intern, Jessica Mesaros, and Pam Sievers for their help in updating the manual. A big thank-you also goes to Pam for her dedicated volunteer work in staffing the Office this semester. *Submitted electronically 12-12-11.* **Pat Barrett**

**Website:** Thanks to **the** program chairs who have updated their website pages. However, additional changes in text and pictures may be needed, so program chairs should check their pages and send any desired changes to Pat Barrett. Thank you! *Submitted electronically 12-12-11.* **Pat Barrett**

**Public Relations:** *See Stacey's above comments.* **Stacey Bieler**

**Visioning:** *No Report.* **Barb Sawyer-Koch**

## ADJUNCT REPORTS

**OISS/ ISP Dean's Office Report:** *No Report* **Nicole Namy**

**Church Women United:** *No Report.* **Marion Chapman**

**A+ English Language School/Okemos Adult Education, English as a Second Language, ABE and GED:** *No Report* **Jo Pamment**

**CVIP Alumni:** **Mary Barrett and Ann McCall**

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

**Volunteer English Tutoring Program Report:** *No Report.* **Dottie Schmidt**

## UPCOMING EVENTS

January 4th – Executive Committee

January 11th - Board meeting

February 1<sup>st</sup> - Executive Committee

February 8<sup>th</sup> - Board Retreat – Brody Square

**REFRESHMENT SCHEDULE:**

January: Scholarship  
February: Lending Center  
March: Every Tuesday  
April: OISS  
May: Everyone  
June: Executive Committee.

Meeting adjourned at 11:30am  
Respectfully submitted,  
Nicole Namy

**ADDENDUM:** Proposal to define various concepts of membership: Pat Barrett, Chair, Peggy Arbanas & Lillian Kumata (tentative), Pam Sievers

**QUESTION: HOW SHOULD WE DEFINE DIFFERENT CATEGORIES OF MEMBERS IN CVIP?**

Perhaps we should begin by determining who qualifies for membership in CVIP. The CVIP Constitution states that “*Membership in CVIP is open to all persons who have indicated their willingness to accept the purpose of the organization and who wish to contribute through service or gifts.*” This is inclusive rather than exclusive, as it does not define “service” or “gifts” but over time we have developed a working policy for admitting new members (see “Volunteers” below). Note that CVIP volunteer members receive the *CVIP Newsletter* and other mailings (soliciting donations and thank-you notes), but nothing else.

**Constitutional Membership:** the CVIP Constitution and By Laws offer fairly explicit guidelines for membership as determined by one’s status in the organization:

- All CVIP Program chairs and all members of any CVIP Committee or organizational category (such as CVIP Historian or ISP representatives) are automatically considered as members.
- In addition, the CVIP President may appoint up to five Members-at-Large, who automatically become members.
- Finally, the representatives of Affiliate organizations (such as Church Women United) are members.

**Volunteers:** at present, we have several avenues by which we admit volunteer members:

1. Direct participation in one of our programs (for example, all IFP hosts and drivers for Home Visits become members)\*
2. Donation of money or international items for the Global Festival World Gift Shop to fund the CVIP Scholarship Program.\*\*
3. Donation of money to the CVIP organization (as a 501 (c) (3) organization).

4. Status as a participant in any CVIP Program who serves as an organizer or coordinator but who is not a program chair or co-chair (for example, Cindy Walter is a CVIP member by virtue of her help with the administration of the IFP student admissions process).
5. Position as a head of a University or ISP division (for example, Dr. Lu Anna K. Simon, James White, Dennis Hart, John Schwille).
6. Position as the head of a non-University organization (for example, Patrick Scheetz, President of the MSU Retirees Association).
7. Former members of CVIP who are currently inactive (for example, Bill Eubank, Jerry Benson, Dorothy Riley, Nancy Kopka, members of the Couples Supper Club).
8. Persons who express an interest in CVIP and who request a subscription to the *CVIP Newsletter*.
9. MSU students who participate in CVIP Programs are not admitted to membership.\*
10. \* Exceptions include **MSU students** who serve on certain CVIP Committees or Programs (for example, student members of the Global Festival Committee, student members who serve as hosts for the IFP, student members of the Office staff).

\*\*Exceptions include **individuals** who donate household items to the Lending Center and **organizations** who donate to CVIP or the Scholarship Program (for example, donations received from Church Women United and other affiliate organizations are acknowledged but only their representatives or heads become members).

**Issues:** in addition to the question of membership categories, there are several problem areas in our present membership policy.

- First, there is no clear policy as to the limits of membership status, especially regarding MSU students and the categories of “potential members” and “interested persons”. Some persons were added to the membership list as potential members but who have not taken part in any CVIP activity or made any sort of donation.
- Second, a policy is needed regarding the termination of membership due to inactivity. We have persons on our membership list who have not participated in a CVIP program for five years or more.
- Third, the Membership Committee has no practical way to accurately record the various periods of participation of volunteers. For example, Pat Barrett volunteered in the World Gift Shop from 2008-2010 but not in 2011. The Gift Shop Committee (a part of the Global Festival Committee) requests a list every year of past gift shop volunteers for recruiting next year’s volunteers. In the same way, the Scholarship Committee asks for a list of money donors and a list of gift donors every year. There is no practical way for the Membership Committee to keep an accurate record of who volunteered when and for which program.

**The Question:** Now, to the question of defining different categories of membership, we already divide the membership along Program and Committee participation (for example, those who participate as Office volunteers are defined as members of the “Administrative Services Committee” with participation in “Office”. Likewise, those who donate money to



the Scholarship Program are defined as members of the “Scholarship Money Donors”, as opposed to the “Scholarship Gift Shop Donors.”)

We **could** have two different categories of membership according to a member’s (1) participation or service or (2) donation of money or gifts to CVIP or its programs. For what reason, though?

We **could** make five different categories of membership based on an individual’s or family’s (1) participation or service to a CVIP program or committee, (2) donation of money or items to CVIP or one of its programs (for example, the Scholarship Program), (3) status as the head of a University division/unit or as the representative of like-minded organizations (for example, GLUNA and University Lutheran Church), (4) potential members (those who show an interest in CVIP and its programs) and (5) inactive members who have retired from CVIP membership. Nice categories, but do we need all of them?

We **could** also have only two different categories based on status: (1) community volunteers living in the greater Lansing area and (2) MSU student volunteers. The fewer, the better, but what purpose do these two categories serve?

*Submitted electronically by Ralph “Pat” Barrett on 12/12/12*