

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes
September 12, 2012

ATTENDANCE: Margaret Arbanas, Mary Barrett, Pat Barrett, Stacey Bieler, Marion Chapman, Cheryl Highstreet, David Horner, Iris Horner, Lisa Homeniuk, Lillian Kumata, Erika Nwankwo Larson, Barbara Sawyer-Koch, Ann McCall, Sue McDonald, Jo Pamment, Dottie Schmidt, Pam Sievers, Carol Towl, and Christine Van Nada.. **Staff:** Jose Melendez-Rodriguez and Nicole Namy. **Guest:** Dana Kanhai

INTRODUCTIONS: Sue McDonald and Dana Kanhai

ANNOUNCEMENTS:

- Thanks to Global Fest for providing the refreshments today.

JUNE 2012 MINUTES: Fred Fritz – M/S/A

TREASURER’S REPORT - June, July, August 2012: Dottie Schmidt – M/S/A

June 2012 (revised)

Accounts at MSU Federal Credit Union

Savings Account (Shares)

6-01-12 Balance Forward	4,211.48
6-27-12 Transfer to Checking --50.00	4,161.48
6-27-12 Transfer to IMMA -- 4156.48	5.00
6-30-12 Deposit Dividend +.75	5.75
6-30-12 Ending Balance	5.75

Percentage yield: .25% from June 1, 2012 through June 30, 2012

Insured Money Management Account

6-01-12 Balance Forward	5,005.91
6-27-12 Transfer from Shares +4156.48	9,162.39
6-27-12 Transfer from Checking +887.93	10,050.32
6-30-12 Deposit Dividend + 1.17	10,051.49
6-30-12 Ending Balance	10,051.49

Percentage yield: .25% from June 1, 2012 through June 30, 2012

Checking Account

6-01-12 Balance Forward	887.93
6-27-12 Deposit from Church Women United +150.00	1,037.93
6-27-12 Transfer from Savings +50.00	1,087.93
6-27-12 Transfer to IMMA --887.93	200.00
6-30-12 Withdrawal Account Fee -2.00	198.00
6-30-12 Ending Balance	198.00

July 2012

Accounts at MSU Federal Credit Union

Savings Account (Shares)

7-01-12 Balance Forward	5.75
7-31-12 Ending Balance	5.75

Percentage yield: .25% from June 1, 2012 through June 30, 2012

Insured Money Management Account

7-01-12 Balance Forward	10,051.49
7-31-12 Deposit Dividend + 2.13	10,053.62
7-31-12 Ending Balance	10,053.62

Percentage yield: .25% from July 1, 2012 through July 31, 2012

Checking Account

7-01-12 Balance Forward	198.00
7-31-12 Withdrawal Account Fee -2.00	196.00
7-31-12 Ending Balance	196.00

Total= \$10,255.37

August 2012

Accounts at MSU Federal Credit Union

Savings Account (Shares)

8-01-12 Balance Forward	5.75
8-31-12 Ending Balance	5.75

Percentage yield: .25% from June 1, 2012 through June 30, 2012

Insured Money Management Account

8-01-12 Balance Forward	10,053.62
8-31-12 Deposit Dividend + 2.13	10,055.75
8-31-12 Ending Balance	10,055.75

Percentage yield: .25% from August 1, 2012 through August 31, 2012

Checking Account

8-01-12 Balance Forward	196.00
8-31-12 Withdrawal Account Fee -5.00	191.00
8-31-12 Ending Balance	191.00

Total= \$10,252.50

Bills paid by OISS on CVIPs behalf:

6-14-2012 Pam Sievers for paper products for the Annual Meeting	83.93
7 -5-2012 Pat Mukherjee for materials for pricing Gift Shop items	56.04
8-24-2012 Spartan Business Forms for IFP materials	252.00

Total= \$10255.24

Submitted electronically 9-11-12.

Dottie Schmidt

UPDATES:

- Iris shared information about the revised Yonkers program.
- Pam requested someone to update the display by Global Fest.

ACTION ITEMS:

- Moved to appoint Sara Bannon to Vision Committee and appoint Dana Kanhai as Co-Chair of International Spouses. **M/S/A**
- Moved CVIP adopt Volunteer English Tutoring Program (VETP) as a CVIP program. **M/S/A** - two abstentions.
- Moved to adopt 2012 - 2013 Goals as recommended by the Executive Committee. **M/S/A**.
- Set Work Session for Wednesday, October 10, 9:00 am – 1:00 pm. **M/S/A**. Mary Barrett and Iris Horner will coordinate the meal; OISS will provide the funding.
- CVIP will continue discussion with VIPP regarding providing tours to interested VIPP participants – **M/S/A** – two nays.

UPDATES:

- No word on office move.
- CVIP currently has five persons and Jose staffing the office.
- Iraqi Project is wrapping up; it was a good experience for the seven participants. Pam thanked David for his leadership.
- The Exec Com will not appoint an additional Program Rep this year as there is ample program representation.

PROGRAM REPORTS

Every Tuesday: Every Tuesday is poised to begin next week, September 18. Flyers are being distributed through OISS, the sponsored student network, A+ English Language School, the East Lansing Public Library and Spartan Village. The fall schedule of activities is below.

We have encountered a shortage of American volunteers, as our one co-chair has taken a job that will prevent her attendance on Tuesdays, and another has delivered a son this week. If you know women who love to meet people, learn about them and introduce them to our community, please direct them toward Every Tuesday!

Remember that we meet at 1 pm to 3 pm Every Tuesday except the second Tuesday of each month, in the basement of the University Lutheran Church.

<p>FALL 2012 SCHEDULE OF ACTIVITIES</p> <p>September 18 – Decorating with pots and plants 25 - Horrock’s Farm Market Trip</p> <p>October 2 – Luncheon at Alice’s Farm (meet at 12 noon) 16 -- Quilting 23 – Zumba 30 – Making Halloween treats</p> <p>November 6 – Day of Beauty 20 – Thanksgiving Dinner 27 –Holiday Crafts and Ornaments</p> <p>December 4– Potluck Luncheon</p>

Electronically submitted 9/12/12

Christine Van Nada

Home Visits: *No Report*

Iris Horner

Global Festival: *Still waiting on Union construction.*

Lisa Homeniuk and Nicole Namy

I SPEAK: The International Speakers group was more active this summer than in previous years, thanks to a few international students who stayed for MSU’s Summer Semester. Three volunteer speakers made presentations for senior citizen groups, a children’s summer garden project, and Eaton County Day

Treatment Alternative School. Since the opening of MSU's fall semester, two students have presented for Kiwanis and Allen Senior Center. Partly as a result of our contacts, Pam Sievers has been invited to share information about CVIP in presentations to two service clubs.

Barb, Carol and Mitsuko Marx have been the presence for I SPEAK at several of the orientation and welcoming events for international students, including the first weekly international Coffee Hour. In the process, eight new volunteers have been added to our list. Josue Melendez will be helping us to edit the list to remove students who have graduated or moved away. *Electronically submitted 9/12/12 Carol Towl & Barb Sawyer-Koch*

International Friendship Program: During the summer, most of our efforts are in contacting people on the database to determine their status and check their interest in hosting a new student. Many thanks to Josue Melendez-Rodriguez, our CVIP Intern, who did most of this work, and to Iris Horner who helped clean up the list. Renee Burck and Stacy Kotecki contacted friends who were matched last October and are coming up on the end of their one year commitment.

Sue McDonald submitted press releases to the Lansing State Journal and the Towne Courier in addition to sending notices to numerous churches, schools and other community groups. We also developed a new promotional card for both students and community volunteers.

Lastly, Pam Sievers, Larry Karnes and Teri Walters are still in the process of completing all of the volunteer interviews and Midge Morrow, Cindy Walter and Pat Klein are completing the student interviews in time for the September 30th matching orientation. Another is scheduled for November 4th.

The committee met in July and early September.

Pam Sievers

International Spouse: Met all summer; new co-chair – Dana Kanhai. Things are rolling. Next meeting is the 9/14.

Cheryl Highstreet

Lending Center: The Lending Center continued to operate throughout the summer semester but in a limited manner. Appointments were kept for students wishing to return items, for donors to donate items, and for newly arriving students to borrow what they needed.

Several very large donations came in from our "New 'n Crew" benefactors, the Prime Time Annual Rummage Sale let us have first dibbs on their "leftovers", and the University Lutheran Church let us have two vans and two cars FULL of leftovers from their rummage sale.

With the housing office helping us reach the newest students at Spartan Village, we are doing a better job of reaching the new arrivals before they go out and spend all their money on the same necessities that we can provide for free. This continues to be an ongoing goal of the Lending Center.

Since our annual report at the end of April we have already had a total of 367 visitors. We were available for departing students to return their items, and with their returns an increasing number are donating additional items, another goal. All together, we have had 69 donors already and loaned out a total of 3,654 items and the school year has barely begun.

We have added two new workers: Mona Brandou and John Alzubaydi, and we have a third who is interested but has not started yet.

Thank you to Nicole Namey and an intern who redesigned our flyer with new attractive photos of our items to be borrowed and some improved wording.

Submitted electronically 9/11/12

Erika Nwankwo Larson

Scholarship Program: *No Report.*

Carol Bryson & Christine Van Nada, Co-Chairs

COMMITTEE REPORTS

Executive: *No Report.*

Pam Sievers

Leadership: *No Report.*

Iris Horner

Membership: Nearly 900 people populate our list; now we are seeking to identify active members.

Pat Barrett

Office: The directory is complete and has been sent out.

Pat Barrett

Website: Chairs are asked to please review your web page for updating..

Pat Barrett

Public Relations: Barbara Sawyer-Koch wrote an article for the *Lansing State Journal* that Stacey Bieler edited. Barbara's article, "Citizen Diplomats Make a Difference" was published in Outlook section of the *LSJ* on Sunday, August 19, 2012.

Barbara Sawyer-Koch and Stacey Bieler had a table at the Orientation for New Faculty and Staff at the Kellogg Center on Tuesday, August 21, 2012. We had good conversations with some new faculty as well as people that were at various other tables. Several people wrote down their names and emails.

Electronically submitted 9/12/12

Stacey Bieler

Visioning: *No Report.*

Barb Sawyer-Koch

ADJUNCT REPORTS

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

Peter Briggs

Church Women United: *No Report*

Marion Chapman

A+ English Language School/Okemos Adult Education, English as a Second Language, ABE and GED: Classes began on Sept. 4. Since we are an open entry/open exit program we will continue testing and registering students. When the classes are full we will keep a waiting list. Our two year Federal grants have been approved, and our State Grant is awaiting approval.

Another one of our students has achieved citizenship. This is a goal of a lot of the students who enter the Beginning Literacy and Beginning classes. *Electronically submitted on 9-04-12*

Jo Pamment

CVIP Alumni: *No Report*

Mary Barrett and Ann McCall

Volunteer English Tutoring Program Report: *No Report.*

UPCOMING EVENTS

Wednesday, Oct 03

Exec Com Meeting

Wednesday, Oct 10

Board Meeting

REFRESHMENT SCHEDULE:

October Executive Committee

March

Administrative Services

November I Speak/ISC

April

IFP – Scholarships

December Holiday potluck

May

Annual Meeting

January ESL/ PR

June

Home Visits/Leadership

February ET/Lending Center

Meeting adjourned at 11:30 am. Respectfully submitted, Fred Fritz

CVIP Annual Goals; 2012 - 2013
By Strategic Plan Goal

Draft

Goal	Progress	Completed	Partial Progress	Not Compl
Program Goal: Ensure that each program is effective in fulfilling the mission of CVIP.				
1. Implement a formal evaluation process for (identify specific programs; I Speak and IFP already do this)				
2. Incorporate VETP into programs (pending board decision), and align with CVIP standards.				
Volunteer Management Goal: Strengthen volunteer coordination and recruitment to promote leadership succession and sustainability.				
3. Develop and initiate an orientation for new board members				
4. Develop a cross-program volunteer screening and training system (that has elements of consistency and can be incorporated into current program training).				
Communications and Marketing Goal: Increase communications with key audiences, and bring awareness to more people about CVIP programs and its impact.				
Resource Management Goal: Ensure that sufficient resources (financial, property and human) are available to meet the program needs of CVIP.				
5. Create and maintain a comprehensive list of volunteer opportunities; utilize local volunteer matching programs to help promote. (Capital Area United Way, Service Learning)				
6. Develop an annual operating budget.				
7. Develop an annual giving plan using the “friends” concept and reach 40 donors totaling \$1500 in gifts.				

8. Develop CVIP website to promote and accept contributions.				
Organizational Structure and Management Goal: To ensure that the organizational structure can adequately sustain its programs.				
9. Review and update the Bylaws				
10. Coordinate/ organize CVIP electronic files and ensure all relevant data and records are stored electronically.				
11. Develop written policies and best practices, approved by the board, and included in new volunteer training. Examples: finance, volunteer screening/ management, records management and retention, (Use Michigan Nonprofit Manual as a guide, along with local content experts)				

9/7/2012

To: Enkhjargal Diffendal, Ph.D.

Date: August 31, 2012

From: Pam Sievers and David Horner

Re: Potential VIPP and CVIP Partnership

Purpose: To provide a brief orientation to resources beyond the MSU Campus for Visiting Scholars and their families. The focus will be on resources to support daily living, social and recreational opportunities.

Program Plan: CVIP will facilitate mini-tours using vans and a driver provided by VIPP.

CVIP will coordinate dates and times (not to exceed 3 hours), draft the schedule of stops and provide a knowledgeable volunteer to serve as the tour facilitator. Each passenger would be given a map of the area with the route highlighted for later reference, as well as a list of highlights.

VIPP will promote and manage the registration process, collecting any required registration fees or site admission fees.

VIPP will compensate CVIP \$125 for each mini-tour.

Projected/ anticipated stops or points of interest:

- Local farmers market
- Zoo
- Local parks and nature centers
- Science and Historical Museums
- River Trail
- Sparrow Hospital
- Post Offices
- Libraries
- Movie Theaters
- Grocery Stores
- Retail outlets

Note: This plan is pending support of the CVIP Board.

Sep-12		Admn	Alum	ET	Lend	Schlp	Global	IFP	ISC	I Spk	Visits	Office
Arbanas, Peggy	X						0.5					
Bankson, Bonnie								8.5				
Barrett, Mary	X		0.5				0.5					
Barrett, Pat	X	51										
Bieler, Stacey	X	6			2							
Bryson, Carol												
Chapman, Marion	X							2				
Fritz, Fred	X	9										
Hagens, Helen												
Richard Hesse												
Highstreet, Cheryl	X								4.5			
Homeniuk, Lisa	X						2					
Horner, David	X	4										
Horner, Iris	X	3										
Kabhai, Dana	X								2			
Kumata, Lillian	X					2	2					
Larson, Erika	X				232.5							
McCall, Ann	X											
McDonald, Sue	X											
Morrow, Midge												
Mukheree, Pat	X							7.5				
Pamment, Jo	X											
Sawyer-Koch, Barb	X											
Schmidt, Dottie	X	2										
Sievers, Pam	X											
Towl, Carol	X				2					27		6
VanNada, Christine	X			5								
Total		75	0.5	5	236.5	2	5	18	6.5	27	0	6