

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes

October 10, 2012

ATTENDANCE: Mary Barrett, Pat Barrett, Stacey Bieler, Carol Bryson, Marion Chapman, Fred Fritz, Cheryl Highstreet, David Horner, Iris Horner, Lisa Homeniuk, Dana Kanhai, Lillian Kumata, Erika Nwankwo Larson, Barbara Sawyer-Koch, Ann McCall, Midge Morrow, Sue McDonald, Pat Mukerjee, Jo Pamment, Pam Sievers, Lois Sollenberger, Carol Towl, and Christine Van Nada.. **Staff:** Nicole Namy. **Guests:** Cathy Adock & Melissa Sherry.

BREAKFAST: Thanks to Iris and Mary for the wonderful food.

OISS UPDATE: Peter Briggs reported via Nicole Namy the following:

- 2012 Enrollment data distributed. 6,599 students overall; 3,950 undergraduates; this suggests moving program focus to younger students.
- 1,000 scholars; 1,000 dependants.
- OISS is doing more outreach to campus neighborhoods.
- Peter is working with local business leaders to hire international students and retain the students in our area.
- OISS is short-staffed at present; one staff person is leaving and three other staff positions is open. With one staff person on vacation, currently only 6 staff are available.
- Nancy has booked physical plant for CVIP move date. The move indicates the Dean's appreciation for CVIP.
- OISS is doing more Holiday programming for students.
- The Chronicle of Higher Education will shadow OISS this year.
- ISA is celebrated 10 years next year. This year is the 10 year anniversary of the essay contest.
- The Union has notified OISS that this year is the last year to house the International Festival.
- The Museum is opening the same weekend as the Global Festival.

SEPTEMBER 2012 MINUTES: Fred Fritz – M/S/A

TREASURER'S REPORT - September 2012: M/S/A

Accounts at MSU Federal Credit Union

Savings Account (Shares)

9-01-12 Balance Forward	5.75
9-30-12 Ending Balance	5.75

Insured Money Management Account

9-01-12 Balance Forward	10,055.75
9-17-12 Transfer to Checking -500.00	9,555.75
9-30-12 Deposit Dividend + 2.02	9,557.77
9-30-12 Ending Balance	9,557.77

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

Checking Account

9-01-12 Balance Forward	191.00
9-17-12 Transfer from IMMA +500.00	691.00
9-30-12 Withdrawal Account Fee -5.00	686.00
9-30-12 Ending Balance	686.00

Total= \$10,249.52

Submitted electronically 10-08-12

Dottie Schmidt

UPDATES:

- The CVIP office is moving to the 3rd floor of the International Center, adjacent to the Latin American and Caribbean Studies Suite. - it has more space and a nice view. **Pat Barrett**
- VIPP Proposal:
Conversations with Dennis Hart and Enkhee Diffendahl on whether CVIP could potentially leading tours for Visiting Scholars and families are ongoing. **Pam Sievers**
- VETP Director Search: Mary Hennessey of the East Lansing Library has accepted the position. She will begin the week of October 22nd. Other candidates have been notified. **Pam Sievers**
- Global Fest on track despite the Union construction. A new site has yet to be determined for 2013. This is the last year for our Global Gift Shop Coordinators. **Lisa Homeniuk**
- Volunteer application form was distributed. Leadership is looking for someone for International Spouses. Christine is stepping down from the Scholarship committee. ET needs a co-chair. **Stacey Bieler**
- Friday the 12th is newsletter deadline. **Stacey Bieler**
- 150 Yonkers books are available for purchase; please help sell. The Sale is November 9 & 10. **Iris Horner**

PROGRAM REPORTS

Every Tuesday: Our first Every Tuesday activity of the Fall was a great success, even though we made a great big mess, painting pots and filling them with houseplants. Everyone seemed excited about creating something beautiful for their home, especially those who have only been in the US for a few months, and who live in a very "spartan" university apartment! Once each lady had created their first pot, they divided up the left-over plants into every available bag, box and plastic plant pot, so that their homes could overflow with greenery. Thank you to all who donated plants and cuttings for this project. You would have been thrilled with the enthusiastic and appreciative reception your greens received.

Our third meeting was the annual visit to Alice Cook's farm for a picnic-style lunch, farm tour and hayride. This is the premier event of the season, and well over thirty adults participated, plus about ten toddlers and infants, who enjoyed the big lawn, the riding toys, and the sunshine. Alice's hard work and generosity make it a possible for our ladies to be welcomed into an American home, learn something about the family farm, and enjoy great fun bumping around the fields together in a hay wagon.

A special thank you to Pat Mukerjee, Iris Horner and Mitsuko Marx, who have temporarily added Every Tuesday to their already-full CVIP plates in order to get us through a shortage of American participants.

Your help has been much needed and much appreciated. Next week Sarah Phillips plans to return, along with Gavin, fresh off the production line and ready for his public debut. *Electronically submitted 10/10/12*

Christine Van Nada

Home Visits: *No Report*

Iris Horner

Global Festival: There is a very strong probability that this will be the last year that the Union will be able to host the Global Festival. With the first floor renovations and with other renovations in the plans, they will no longer have the space to host the Festival as we know it. We have decided to hold off on actively exploring new venues until we finish this years' Fest. At that time, we'll explore other options. We welcome any input.

Our biggest obstacle so far is that the Union renovations are not complete. They are now targeting Nov. 2 as a completion date, which means that it will be a mad dash that week to get in and proceed with the exhibit layout. It will not affect the rehearsal schedule or the Gift Shop activities.

We are still awaiting a meeting with Signature Catering to firm up details for the Global Café. The posters and flyers are in. They can be picked up in the Union Activities Board office on the 3rd floor of the MSU Union.

The Gift shop request for donations has been sent out and donations received to this point have been priced. Lillian will begin recruiting volunteers. The three co-chairs have asked that this be their last year as chairs and have requested CVIP find replacements.

Jeff Lapinski, our GF publicity coordinator has already sent out information to area schools and organizations, news and otherwise and is working with Nicole and Amber and their interns, Mark, Stephanie, and Josue in OISS and Stephanie M. in ISP to complete the publicity circuit to include social media. All of the banners have been updated and will be distributed on schedule. *Electronically submitted 10/11/12*

Lisa Homeniuk and Nicole Namy

I SPEAK: *Electronically submitted 9/12/12*

Carol Towl & Barb Sawyer-Koch

International Friendship Program: The International Friendship Program had a very successful matching orientation on Sunday, September 30, at the International Institute.

Summary of the 32 students:

- 22 Female, 10 Male
- 29 Single, 3 with Families (1 with spouse and 2 children here, 1 with son here, 1 with spouse and infant at home)
- 14 Countries: China 13, S. Korea 4, Vietnam 3, Indonesia 2, 1 each from Germany, Israel, Malaysia, Uzbekistan, India, Senegal, Iran, Bangladesh, Japan, & Taiwan
- Bachelors 6, Masters 7, PhD 6, VS & VIPP 8, FLTA 5

Summary of Friends: 11 new; 21 returning

For the first time, interview times were set up at the International Center where Midge conducted face to face interviews with her students. This seemed to be a good model and will be replicated. Cindy continues to recruit heavily among the scholars in the Language Arts program at Wells Hall – good job ladies! Members of the committee celebrated the successful afternoon with a BBQ and potluck at Pam's home. The next match/ orientation is Sunday, November 4. *Submitted electronically 10/03/12 Pam Sievers and Midge Morrow*

International Spouse: ISC has had a very successful September with record attendance at several of our meetings.

- On 9/14/12 our meeting consisted of an ice breaker where members were given a list of questions and then had to find a fellow member who could answer that question. This brought the members together with lively discussions.
- On 9/21/12 our meeting featured Chien, one of our members from Taiwan, discussing health care, costs and insurance in member s' countries. This gave us a better understanding of the background our members come from and how different health care is throughout the world.
- On 9/28/12 Chien took the information we generated at the previous meeting and used it as a backdrop to her presentation on health care and insurance in this country. She did a very thorough job of answering questions as they arose and presenting the various options open to members and their families. This was a very popular presentation.
- On 10/5/12 our members were asked to bring in a publication from their country. We had several publications from Russia, including Cosmopolitan! A Japanese member initiated us to a cooking site

and a Chinese member discussed a National Geographic article on the Terra Cotta Warriors from her hometown.

We are looking forward to equally interesting and informative presentations in the coming months.

Submitted electronically 10/08/12

Cheryl Highstreet

Lending Center: We have had a very busy start of the 2012 - 2013 year. We had two more organizations add their support by giving us “leftovers” from their rummage sales: Plymouth Congregational Church and Zonta Club, thanks to Barb Sawyer Koch’s efforts. Individual CVIP members have also contributed to our stock. With this overflow of generosity, we fortunately have had many needs satisfied.

Our need for floor lamps and lamps in general, however, is as great as ever. We also need more blankets. We never did have an abundance of bedding, especially blankets, but the early cool temperatures caused the students to look for blankets earlier than usual. Now our need for blankets matches our need for lamps.

With the initial needs now satisfied, we no longer need three workers per opening, so we now have two workers per opening. *Submitted electronically 10/05/12*

Erika Nwankwo Larson

Scholarship Program: The Scholarship Committee met on September 28, 2012, to finalize the scholarship application procedure for Spring term 2013. Applications will be due on Monday, November 26, 2012, and an interview date of Friday, November 30, has been scheduled. OISS will notify international students about the CVIP scholarship and the application deadline at least one month prior to the deadline.

The letter sent in September to all CVIP members and friends by the World Gift Shop Committee asked recipients to consider giving tax-deductible cash donations for the Scholarship Fund. The number of scholarships that can be given in 2012-2013 will depend upon these cash donations and the success of the World Gift Shop at the Global Festival.

Iris Horner is coordinating the sale of Younkers coupon booklets. Proceeds will go toward CVIP scholarships.

Carol Bryson & Christine Van Nada, Co-Chairs

COMMITTEE REPORTS

Executive: *See updates.*

Pam Sievers

Leadership: Stacey emailed three contacts that Pat Barrett had forwarded to her. One person, a MSU student, did not reply. A second person, a faculty member, replied that she was interested in several choices mentioned and would get back to Stacey but hasn’t done so yet. Iris and Lillian met with the third person, who is the wife of a graduate student. It turns out she feels a little uncomfortable with her English and would probably benefit more by some of our programs. Lillian will follow through on getting her to help at the Global Festival.

Iris has two new people driving for Home Visits on Oct. 24th. She met one of them at the MAC who is willing to help drive. Iris encouraged her to check out our web-site which she did and then filled out an application. We think she would make a good candidate for other program participation.

On Oct. 5 Iris, Mary and Stacey met to plan the Volunteer Recruitment and Training session for the Oct. 10th meeting.

We are working on finding people for leading ET, Scholarship and International Spouse Connection (January-April 2013). *Electronically submitted 10/08/12*

Stacey Bieler and Iris Horner

Membership: CVIP has approximately 900 members, including active and inactive members. The main membership list will be updated as program chairs submit their own lists of active and inactive members, along with a list of those who are for whatever reason no longer eligible for membership.

Electronically submitted 10/09/12

Pat Barrett

Office: The big news this month is that the CVIP office will move from 12C to the 3rd floor of the International Center. The move will take place on Monday, October 22. *Electronically submitted 10/09/12*

Pat Barrett

Website: Thanks to the program chairs of Global Festival, Every Tuesday, Scholarship Program and the International Spouse Connection, all of whom have updated their website pages. The CVIP Website welcomed a new program page this month: the Volunteer English Tutoring Program. *Electronically submitted 10/09/12*

Pat Barrett

Public Relations: *See updates.*

Stacey Bieler

Visioning: *No Report.*

Barb Sawyer-Koch

ADJUNCT REPORTS

OISS/ ISP Dean's Office: *See updates.*

Peter Briggs

Church Women United: Church Women United board members are busily completing the next year's activities and places to meet. Speakers and celebrations are in place and confirmations are being completed so the 2013 yearbook can be printed and distributed. Included in the events are plans for I Speak to present a program including a foreign student to bring us information regarding his/her life and plans following MSU education.

The women will be choosing to attend Global Festival and selecting items for the lending center.

Electronically submitted 10/10/12

Marion Chapman

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

Jo Pamment

CVIP Alumni: *No Report*

Mary Barrett and Ann McCall

Volunteer English Tutoring Program Report: *See updates..*

UPCOMING EVENTS

Sunday, Nov 4, 3:00 pm	Friendship Program Orientation
Wednesday, Nov 7, 10:00 am	Exec Committee
Sunday, Nov 11	Global Fest
Wednesday, Nov 14	Board Meeting

REFRESHMENT SCHEDULE:

November	I Speak/ISC	March	Administrative Services
December	Holiday potluck	April	IFP – Scholarships
January	ESL/ PR	May	Annual Meeting
February	ET/Lending Center	June	Home Visits/Leadership

Meeting adjourned at 9:50 am. Respectfully submitted, Fred Fritz

Board Work Session

Overview/ Expectations

Speakers:

- **10:00 am to 10:30 am** Cathy Adcock, Owner, Adcock CFO Solutions, Financial Policies and Procedures
 - Reviewed “Financial and Control Policies.”
 - Handed out “Financial Policies.”
 - As a group all went through “Financial Self-Assessment.”
 - Cathy began the process and will check back with our progress.

- **10:30 am to 11:00 am** Melissa Sherry, Director of Volunteer Services Sparrow Health System, Volunteer Management Issues. Melissa left materials were left for reference.
Set a volunteer for success:
 - *Possess an on-boarding process.*
 - *Ensure office is easy to find.*
 - *Provide an Accessible on-line application.*
 - *Screen for appropriate placement. Do not guarantee placement unless volunteer meets criteria.*
 - *Receive hospitably.*
 - *Follow through quickly with applicant.*
 - *Offer placement interview.*
 - *Require a an application from each applicant– consider a offering a packet.*
 - *Provide clear expectations and boundaries.*
 - *Offer training- set up for success.*
 - *Provide a criminal background check.*

Work Groups:

Volunteer Orientation/ Training
Financial Policies and Procedures
Volunteer Policies and Procedures
Communications/ Marketing

Report Out:

Work Session concluded at 12:30 pm.

Lunch and Wrap Up

Oct-12		Admn	Alum	ET	Lend	Schlp	Global	IFP	ISC	I Spk	Visits	Office
Arbanas, Peggy												
Bankson, Bonnie												
Barrett, Mary	√											
Barrett, Pat	√	10										
Bieler, Stacey	√	5										
Bryson, Carol	√					3						
Chapman, Marion	√											
Fritz, Fred	√	10										
Hagens, Helen												
Richard Hesse												
Highstreet, Cheryl	√								20			
Homeniuk, Lisa	√						12					
Horner, David	√	5										
Horner, Iris	√	8										
Kanhai, Dana	√							2.5				
Kumata, Lillian	√					2	10					
Larson, Erika	√				94.5							
McCall, Ann	√											
McDonald, Sue	√											
Morrow, Midge	√							62				
Mukheree, Pat	√						30					
Pamment, Jo	√											
Sawyer-Koch, Barb	√							2		3		2
Schmidt, Dottie	√											
Sievers, Pam	√	40										
Towl, Carol	√									4		
VanNada, Christine	√	3			18		3					
Yang, Jing	√								2.5			
Total		81	0	0	112.5	5	55	66.5	22.5	7	0	2