

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes
November 14, 2012

Welcome to Mary Hennessey, new director of VETP and John Alzubadi, volunteer in many programs.

ANNOUNCEMENTS: Thanks to Lisa Homeniuk, Barbara Sawyer-Koch, and Iris Horner for talking with Blue Cross Blue Shield. Thanks to Stacey and Pat for producing the latest newsletter. We received a thank you card from Nancy Rademacher for best wishes after surgery.

ATTENDANCE: Mary Barrett, Pat Barrett, Stacey Bieler, Carol Bryson, Marion Chapman, Cheryl Highstreet, Lisa Homeniuk, Dana Kanhai, Lillian Kumata, Erika Nwankwo Larson, Barbara Sawyer-Koch, Sue McDonald, Jo Pamment, Pam Sievers, Carol Towl, and Christine Van Nada. **Staff:** Mary Hennessey **Guests:** John Alzubadi & Intern: Josue Melendez Rodriguez

- **OISS UPDATE:** A grant was submitted to Master Card for bringing African students; CVIP was referenced as program strength. Five students need a home for Thanksgiving dinner.

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

TREASURER’S REPORT - October 2012: M/S/A

Accounts at MSU Federal Credit Union

Savings Account (Shares)

10-1-12 Balance Forward	\$ 5.75
10-31-12 Ending Balance	\$ 5.75

Insured Money Management Account

10-01-12 Balance Forward	\$ 9,557.77
10-31-12 Deposit Dividend + 2.03	\$ 9,559.80
10-31-12 Ending Balance	\$ 9,559.80

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

Checking Account

10-01-12 Balance Forward	\$ 686.00
10-26-12 Check to State of MI for \$20 to maintain non profit status	666.00
10-31-12 Ending Balance	\$ 666.00

Total= \$10,231.55

Receipts submitted to OISS for payment on CVIP’s behalf.

CVIP working retreat October 10, 2012	\$210.47
Harold Sollenberger (Cellophane sleeves for Global Festival stamps)	\$42.58
Barbara Sawyer-Koch (Vista print order for new CVIP Business cards)	<u>\$73.45</u>
Total	\$326.50

Submitted electronically 11-04-12

Dottie Schmidt

UPDATES:

- Younkers Community Day Sales - We had 15 members who each took and paid for 5 books. Three members paid for 3 books and returned 2. One paid for 4 books and returned one. I sold 29 books

(which includes my daughter selling 5 to her co-workers and another friend taking 5 and selling them at her place of work. Erika, Sue, Christine and I each spent 2 hours at Younkers trying to sell but only sold 4 books during that entire time although we did manage to promote the Global Festival while there. Lillian took an extra 10 books and has sold 4 in addition to her first 5.

Next year, if we could get just a few members willing to take extra books and try to help sell them on face book (which is how Dana Kanhai sold her 5 and this was also a suggestion of Younkers), we could probably do a lot better.

Lillian has the remaining 26 books left (# 79 was cut up and put on a poster, # 120 is missing). If you know anyone else who would like a Younkers book, you can get them from Lillian.

- The Global Festival went well despite scheduling conflicts with the MSU Women's Basketball, The Broad Museum opening, and the EL Film Festival. The Gift Shop had receipts in excess of \$7,000.00. Thanks to those who worked the Gift Shop.

DISCUSSION ITEMS:

- The Board voted to host an appreciation luncheon for some Tuesday in January for the staff of University Lutheran Church for their long-term commitment to CVIP.
- After discussion, the January Board Meeting will remain scheduled for the 9th.

PROGRAM REPORTS:

Every Tuesday: Every Tuesday continues to enjoy fun activities and a good turnout. For quilting day, Merrill Hagen and two friends provided materials and instruction for beautiful appliqué wall hangings/pillows with a fall motif. It took two more weeks of bringing the sewing machines to ET before everyone finished their projects, but the final results were gorgeous.

Zumba was fun and inclusive, as instructor Cassie Heos led us in moves that could be modified for the young and pregnant as well as the mature and less flexible, or performed all-out on the dance floor.

Cooking together is always a blast, and everyone enjoyed rolling, cutting and frosting Halloween cookies and stirring up Chex Party Mix. It was interesting to try to explain that Chex mix actually is a traditional American party food. Alice has a newspaper clipping with the recipe from 1950!

Our "Day of Beauty" had to be postponed last minute, replaced by an impromptu day of international games, snacks and socializing. It really underscored the fact that at Every Tuesday, we're all about the relationships. The activities get us in the door; the friendships bring us back! *Electronically submitted 11/13/12*
Christine Van Nada

Home Visits: On Wednesday, October another very successful Home Visits took place. After going to their assigned homes, the students all returned to the church smiling and with many pictures and stories to share. There were 74 students and 19 drivers going to 15 different homes. Largest number since I started helping with this program.

The Home Hosts were just as happy. Here are quotes from 4 of the people who replied to my thank you email:

1. "We had a wonderful time with the students and the drivers. We look forward to doing it again next semester. We LOVE international potlucks so will look forward to the invitation. Thanks."
2. "It was fun! I will do it again if asked."
3. (This host tutors students in her home.) "We toured the house and then I gave them twelve minutes to look at travel photographs while in the classroom. Next, I took them to the "Brain Gym" and toy room downstairs to "play" and do some fun things. As they got ready to leave, one of them said, "I am staying

here!" We all gave a "little giggle!" With their permission, I gave each one a big hug and "Welcome to America!"

4. "It was a pleasure to have you all. I look forward to doing it again."

A special thanks to the following people who opened up their homes: Stacey Bieler, Chris Dolan, Gerry Erickson, Peggy Garver, Sandy Gebber, Helen Hagans & John Casberque, Dr. Alice Hamachek, Pat Hepp, Susan Leavitt, Rebecca Lezmez, Pat Mukarjee, Betty Pond, Harriette Siani, Harold & Lois Sollenberger, and Zoe Yost. *Electronically submitted 11/01/12*

Iris Horner

Global Festival: *No Report submitted.*

Lisa Homeniuk and Nicole Namy

I SPEAK: In the two months since our last report, we have enjoyed more activity than in past Fall Semesters. Our initiative to reach out to service clubs has given us some valuable connections. The Zonta Club of Lansing requested a speaker from Ghana because of a dormant micro-enterprise project they want to support in that country. Felix Yeboah told them about his homeland, showed pictures, and is facilitating a connection there to help the Zontians revive their project of helping women in Ghana to start small businesses to help support themselves and their families. Pam Sievers has given presentations about CVIP, its work and opportunities for volunteers to the East Lansing Rotary Club, the Kiwanis Club of Holt and the Zonta Club of East Lansing.

Afshan Huma from Pakistan and Miaoyun Chen have presented at Allen Senior Center coffee hours. May Mansy from Egypt has given presentations for the Allen Seniors and for the International Interest Group of the MSU Community Club.

An orientation meeting and pizza supper was held on November 1, attended by about 20 international and Study Abroad volunteers. Thanks go to Nicole, Josue and the OISS office for their support of this event.

Report Submitted on 11-17-12

Carol Towl & Barb Sawyer-Koch

International Friendship Program: The International Friendship Program had a second matching orientation on Sunday, November 4, at the International Institute.

So far this fall, we have matched 50 students/ scholars:

34 Female, 16 Male

41 Single, 2 Engaged (to each other), 7 Married (3 Spouses here)

Countries:

1 Bangladesh, 16 China, 1 Germany, 2 Indonesia, 1 India, 2 Iran, 1 Israel,

1 Japan, 2 Malaysia, 1 Nigeria, 1 Saudi Arabia, 1 Senegal, 7 South Korea,

2 Taiwan, 4 Tanzania, 1 Uzbekistan, 6 Vietnam

8 Bachelor

9 Master

15 PhD

1 ELC

7 FLTA

10 VS/VIPP

Summary of Friends

21 new; 28 returning

After a busy fall, the committee is taking a breather before we plan the next matching orientation in February. We are tentatively planning a pot luck for Saturday, January 12 at Spartan Village.

Submitted electronically 11/13/12

Pam Sievers and Midge Morrow

International Spouse: ISC has had a busy and successful month. Our attendance and interest remain high. Oct. 19th: We had a presentation by our member Aiko on midwifery, a profession she pursues in Japan. Oct 26th: We talked about the history of Halloween as it is practiced in the U.S. and then played the word game “Taboo.”

Nov. 2nd: We had a presentation on Dawali, a Hindu festival, as it is practiced in Trinidad, which has a large Indian population. We also enjoyed a typical snack in Trinidad.

Nov. 9th: Three of our Chinese members prepared dough so that we could all participate in making jiaozi, a special kind of Chinese dumpling. We all agreed the dumplings were delicious! *Submitted electronically 11/13/12*
Cheryl Highstreet

Lending Center: The Lending Center is moving along smoothly. We’ve had an overwhelming fall. We have been invited to clean out “leftovers” from many large rummage sales. Fortunately, or unfortunately, all those wonderful donations are already gone. This year we can’t keep any blankets or even throws on the shelves in spite of the many wonderful donations we’ve received. Second to those, the cooking pots continue to fly off the shelves. We have frying pans, but can’t keep the pots in stock. Thirdly, our supply of lamps has been dwindling; we always need more lamps and lamp parts. *Submitted electronically 11/13/12*
Erika Nwankwo Larson

Scholarship Program: Thanks to everyone for helping with the Global Gift Shop and the sale of Younkers books. The funds from those events will enable the committee to offer several scholarships to spouses of international students in the upcoming academic terms. One of the students who received a \$2,500 scholarship for fall term has returned it since she was awarded a scholarship by her country. This money can now be used for future scholarships.

Scholarship applications for spring term are due on November 26, and we hope to hold interviews for eligible applicants on Friday, November 30. Clarifying what has been previously reported, Christine Van Nada, while stepping down as Committee Co-Chair, does intend to remain on the committee. *Submitted electronically 11/13/12*
Carol Bryson & Christine Van Nada, Co-Chairs

Volunteer English Tutoring Program Report: I started on the job Oct. 22. I met with Pam and Dottie for some orientation, and am familiarizing myself with the office, computer, email and schedules. I am in the midst of meeting with all the tutors to get their feedback and input as to how I can help them, and suggestions they have for the program. I have met Isaac Kalumbu from the MasterCard African Scholars program, and am making other connections. I have been researching other ESL tutoring programs to see how they are run, and have started collecting materials for tutors and their students to use. Three people signed up at the Global Festival for more information about becoming tutors, and I have contacted them. I’ve had two walk-ins looking for tutoring and I connected one with an ongoing class, and will start with my first student on November 13. I’m having fun! *Electronically submitted 11/12/12*

(Current tutors number 12-14. Mary has drafted a form for distribution at student orientation. Mary wishes to write procedures for the orientation of new tutors by January 2013. Tutors will be identified as CVIP volunteers. ISP is going to have an appreciation luncheon for Dottie and all the other VETP volunteer tutors. *Verbal additions at 11/14 meeting.*)

Mary Hennessey

COMMITTEE REPORTS

Executive: Pat Barrett reported on passwords needed to access Board member page on CVIP website.

Leadership: Pam Sievers contacted Jenny B. to work on Scholarship Com. Iris Horner will follow up.

Stacey Bieler contacted Christa G. about participating in ET. She is busy on Tuesdays. Iris met Barbara C. at the MAC and invited her to help with Home Visits. Pam Sievers talked with Diane D. about helping with ISC during the Spring. Cheryl Highstreet will meet with her early December.

Iris Horner led the breakout session on Volunteer Recruiting and Management at the Fall Retreat on October 25th.

Stacey Bieler submitted a half page article to the Fall 2012 Newsletter, "CVIP Volunteer Opportunities We Need You!" describing six positions that are available. *Electronically submitted 11/12/12*

Stacey Bieler and Iris Horner

Membership: We now have approximately 920 individuals and families listed on the membership data base. Many of those listed are inactive members but will remain on the list until they relocate or decease (or inform us that they wish to drop their membership). When we add the names of the VETP tutors and the new World Gift Shop volunteers to our list, the number of active members will reach the highest point in the history of CVIP. *Electronically submitted 11/13/12*

Pat Barrett

Office: On October 22, we moved from Room 12C to our new office space in Room 300F, on the third floor of the International Center. Although our inner office is now open and functioning, we will not be able to complete our move until Latin American and Caribbean Studies has moved their shelves and cabinets out of our outer office area. When this is done, we should have the finest office that CVIP has ever had. *Electronically submitted 11/13/12*

Pat Barrett

Website: Two new pages and a number of updated pictures and texts have been added to our website. The first of the new pages consists of a link to the VETP website, while the second, "Volunteer Opportunities Now," lists the current program and committee needs with respect to volunteers. *Electronically submitted 11/13/12*

Pat Barrett

Public Relations: Pat Barrett and Stacey Bieler worked on the Fall 2012 Newsletter in order to mail it in time to announce the Global Festival. Jing Yang, who was a computer science major in China, was very helpful in formatting the newsletter. She is co-spouse leader of CVIP's International Spouse Connection. Mary Barrett helped with final editing. Thank you to the board members for sending in articles and pictures.

The newsletter was sent out by email (589 copies) and by US mail (336 copies). An extra 64 copies were printed to hand out at the CVIP table at the Global Festival, at PR talks and at the CVIP office.

Electronically submitted 11/13/12

Stacey Bieler

Visioning: *No Report submitted.*

Barb Sawyer-Koch

ADJUNCT REPORTS

CVIP EVALUATION REPORT: Josue has been collecting quantitative and qualitative data to evidence support for CVIP. To date information has come from interviews of MSU people. He intends to put out five varying surveys of ten questions using Survey Monkey. Contact information needed from volunteer management and support staff,; associated agencies such as OISS and 2013 Welcome Week; and previous, current, and potential clients. The final report to be completed by April 2013.

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

Peter Briggs

Church Women United: *No Report submitted.*

Marion Chapman

A+ English Language School/Okemos Adult Education, English as a Second Language, ABE and GED: Three more students have achieved citizenship. This is a goal of a lot of the students who enter the Beginning Literacy and Beginning classes, and thanks to our many volunteers helping them, they make it.

This semester has moved so quickly. Home Visits were a huge success, and as always the student were really excited about them. We look forward to inviting our hosts and drivers back to enjoy our program this week.

Classes are full, and we haven't been able to place the students who have been on the waiting list. However we will begin registering students for the January semester beginning the first week of December.

Electronically submitted 11/13/12

Jo Pamment

CVIP Alumni: *No Report submitted.*

Mary Barrett and Ann McCall

ACTION ITEMS:

The Board reviewed the CVIP Annual Goals: 2012-2013 and marked goals completed, partially completed, or not complete. *See scanned PDF addendum.*

UPCOMING EVENTS:

Thursday, November 15 – Mid Michigan Alumni Spartan Insight Event in partnership with CVIP; Univ Lutheran Church, 5:30 – 7:30 (see additional email from Barbara as it gives a much fuller description)
Wednesday, December 5 - Exec Com
Wednesday, December 12 - Board Meeting

REFRESHMENT SCHEDULE:

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

Respectfully submitted, Fred Fritz and Stacey Bieler

Nov-12		Ad	Alum	ET	Lend	Schlp	Global	IFP	ISC	I Spk	Visits	Office
Arbanas, Peggy	x						8					
Bankson, Bonnie												
Barrett, Mary	x		10	10								
Barrett, Pat	x											
Bieler, Stacey	x	19									2	
Bryson, Carol	x					1	2					
Chapman, Marion	x						1					
Fritz, Fred		7										
Hagens, Helen												
Hennessey, Mary	x										2	
Highstreet, Cheryl	x						7		15			
Homeniuk, Lisa	x						15					
Horner, David												
Horner, Iris												
Kanhai, Dana												
Kumata, Lillian	x						30					
Larson, Erika	x				49							
McCall, Ann					1		2	1				
McDonald, Sue	x											
Melendoz -R, Jose	x											
Morrow, Midge												
Mukheree, Pat												
Pamment, Jo	x											
Sawyer-Koch, Barb	x	6					8	2		2		
Schmidt, Dottie												
Sievers, Pam	x	20						15				
Towl, Carol	x									6		
VanNada, Christine	x			20		1	2.5					
Yang, Jing												
Total		52	10	30	50	2	75.5	18	15	8		