

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes
December 12, 2012

ANNOUNCEMENTS:

- A card was sent around for the ULC Staff. Marion Chapman is hospitalized. Carol Bryson has undergone surgery and is recovering. Dottie Schmidt and Pam Sievers filed some information with the IRS regarding the 501c3.

ATTENDANCE: Mary Barrett, Pat Barrett, Stacey Bieler, Carol, Lisa Homeniuk, David Horner, Iris Horner, Dana Kanhai, Lillian Kumata, Erika Nwankwo Larson, Barbara Sawyer-Koch, Sue McDonald, Jo Pamment, Dottie Schmidt, Pam Sievers, Carol Towl, and Christine Van Nada. **Staff:** Mary Hennessey **Guests:** John Alzubadi

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

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

Accounts at MSU Federal Credit Union

Savings Account (Shares)

11-1-12 Balance Forward	5.75
11-30-12 Ending Balance	5.75

Insured Money Management Account

11-01-12 Balance Forward	9,559.80
11-30-12 Deposit Dividend + 1.96	9,561.76
11-30-12 Ending Balance	9,561.76

Percentage yield: .25% from November 1, 2012 through November30, 2012

Checking Account

11-01-12 Balance Forward	666.00
11-30-12 Ending Balance	666.00

Total= \$10,233.51

No receipts submitted to OISS for payment on CVIP's behalf. *Submitted electronically 11-12-12*

Dottie Schmidt

DISCUSSION ITEMS:

- Data Base Report – David Horner distributed a draft of data fields to go into the data base. Suggestions are still being received. This is being done to help gather information to generate reports for the programs. May is the goal date.
- Marketing/ Communications Report – Working on getting our “Brand” out around campus. We have prepared a questionnaire. We have a general brochure which needs some editing to include the “why” of what we do. We need to better connect CVIP to the International Festival. CVIP business cards are now available. How might we better inform international students about CVIP services? Perhaps a CVIP member present at the International Student Club or at national groups? How might CVIP get the word out to Academic Departments to Departmental secretaries and graduate advisors? How do we communicate with Residential Life? Members will be polled by e-mail for priorities. Stacey Bieler and Barbara Sawyer-Koch.

GUEST SPEAKER/ EDUCATION: Karen McKnight Casey, Director of the Academic Service-Learning and Director, Center for Service-Learning and Civic Engagement. Phone: 517-353-4400; E-mail: caseyk@msu.edu

Karen distributed information and offered an overview of service learning at MSU. Service learning is more than volunteering; service learning is an intentional education placement with learning goals, and assessment.

How might CVIP and Service Learning partner? Service Learning could list CVIP board volunteers and CVIP student volunteers for indemnification purposes. Service learning students might serve a variety of CVIP programs. Call Karen to set up a meeting to discuss how placement might be structured.

ACTION ITEMS: University Lutheran Church Staff Luncheon: Tuesday, January 15. Lunch to be ready by noon; plan for 10 people; we'll set the table, serve and clean up

- Set up/ Clean Up – Pam & Sue
- Main entrée is going to be Curry Chicken and Rice - Barbara
- Vegetable – Carol T and Peggy A
- Fruit – Stacey and Erika
- Dessert – Dottie
- Rolls/ Butter – Sue M
- Sweet Potatoes – Marion C

PROGRAM REPORTS:

Every Tuesday: Every Tuesday wrapped up the semester last week with our traditional potluck lunch. It was a fun time of sharing favorite dishes and planning for next semester, but also sad as we said good-bye to some of our friends. Two of them, both new to us this fall, one Iranian and one Portugese/British, said how much they wished they had discovered us earlier in their time here.

Our international participants vary widely in age, education, and continent of origin. This semester we have a fairly regular South American contingent including a pediatrician who just had her own first child, and some women with grown children. From Japan we have several student wives with preschoolers in tow, and one young single woman who is a nanny for an American family. In between, we have European, Middle Eastern and Indian participants of all ages and stations.

Here is our tentative schedule for Spring Semester 2013. As always, feel free to join us!

January

- 15 Calendar/scrapbooking
- 22 International Noodle Cooking
- 29 Day of Beauty (and Elena's birthday!)

February

- 4 Valentine's cards
- 19 Belly Dancing
- 26 Ink painting

March

- 12 Planting seeds
- 19 Spring/Easter decorations
- 26 Field Trip to Fenner Nature Center

April

- 2 Potluck and good-byes

Electronically submitted 12/12/12

Christine Van Nada

Home Visits: *Electronically submitted 11/01/12*

Iris Horner

Global Festival: We had a wrap up meeting for Global Fest on Monday, Dec. 10. We discussed negatives and positives about the Festival. Almost all of the committees submitted written reports that I have not had an opportunity to read as of yet.

We also discussed location for the 2013 Fest. It is still unclear if the Union will be a viable option. If we do it there, we may have to cut out the Global Café and possibly the children's area.

Amber Cordell and Peter Briggs from OISS will try to pencil in dates (November 15, 16, and 17) at the Union and at Kellogg and maybe Wharton, and then explore those options in earnest. It was suggested to pursue some form of co-sponsorships to offset some costs. I will keep you posted. *Submitted electronically 12/11/12.*

Lisa Homeniuk and Nicole Namy

I SPEAK: The I SPEAK committee has provided speakers for four occasions this month. Eva Kassara from Tanzania gave an excellent presentation for the International Interest Group of the MSU Community Club. A special thanks to Dwi Yuliantoro who helped at the last minute to get the state-of-the-art projection equipment at the new MSU Credit Union to work for that occasion!

Eva also spoke for the Senior Citizens Coffee Hour at the Allen Neighborhood Center. This group always gives international speakers a warm welcome.

May Mansy presented her home country, Egypt, to the Kiwanis Club of Lansing. May also was one of two speakers at the Eaton County Youth Facility. Enkele Rama, an Albanian from Kosovo, was the second speaker for this alternative high school. Both audience groups responded enthusiastically.

Eva Kassara's essay was awarded an honorable mention in the OISS Essay Contest for 2012. Her essay is included in the booklet of winner's essays. You may ask for a copy of the booklet, or see all the essays on-line at this link: <http://oiss.isp.msu.edu/feature/essay/win.htm> *Report Submitted on 12-07-12*

Carol Towl & Barb Sawyer-Koch

International Friendship Program: *No Report submitted.*

Pam Sievers and Midge Morrow

International Spouse: International Spouse Connection (ISC) has held the following discussions/activities during the last month:

- November 16th we had a discussion/presentation of famous people from any walk in life from the countries of our members. This proved to be very educational for all of us! Dana had her computer with her and it proved very helpful in supplying any additional information we wanted.
- November 30th we had a field trip to the new Broad Museum.
- December 7th we had our end of semester pot luck, which is always a popular event. We are collecting recipes from our members for the dishes they bring with the intention of publishing an international cook book in the future.

In addition to the sessions we have held, we have been busy preparing for next semester when 2 of our 3 leaders will be temporarily unavailable. We are happy to report that Diane Delbuono will fill the role of community advisor to the group in my absence, and Wei, an enthusiastic member from China, will fill in for Jing Yang, who will be on pregnancy leave. The leaders have met and have the schedule for January through May pretty much completed. The spouse leaders met with Wei on 12/5/12 for an informal orientation, and I will meet with Diane on 12/13/12 for the same purpose. *Submitted electronically 12/07/12*

Cheryl Highstreet

Lending Center: Nothing to report for December; everything is moving along, donations trickling in and items being borrowed. *Submitted electronically 12/12/12*

Erika Nwankwo Larson

Scholarship Program: Six qualified applications for the CVIP Scholarship were received in November, and interviews were held on November 30. Four scholarships were awarded, for an approximate total of \$6,300.

One scholarship of \$2,500 toward tuition went to Jisun Oh, an accomplished violinist, who hopes to complete her PhD. next semester.

Three one-credit scholarships were awarded, all to students who need to be enrolled to finish their dissertation work next semester. Thasanee Satimanon received a one-credit scholarship from CVIP last year, for Spring Semester 2012. Her dreams of returning to Thailand to help improve agricultural education and practices have been delayed due to serious ongoing medical issues.

The other two recipients of a one-credit scholarship are a married couple, Rituparna Mitra and Onur Agirseven. Onur may be familiar to some CVIP members as the former president of the International Student Association and as a prominent part of the Global Festival in years past. This couple has also experienced some serious medical issues as they have approached the end of their MSU career.

As often seems to happen, the academic careers of these excellent students have stretched past the financial resources available to them through scholarships, grants, assistantships, etc. They are living frugally, “shopping” at the MSU Food Bank, working at on-campus jobs while writing their dissertations. It is a joy to be able to relieve the financial pressure they each face by covering a portion of their tuition at a critical time in their pursuit of their doctorate. *Submitted electronically 12/11/12*

Carol Bryson & Christine Van Nada, Co-Chairs

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. As mentioned in last month’s report, Erika, Sue McDonald, Marion Chapman and Christine Van Nada and Iris Horner each spent 2 hours at the store trying to sell booklets but only sold 4 during the whole time. Thus this way of trying to sell booklets is not worth our time but it did help qualify us for a bonus check. Additional sales by Iris, Lillian and friend brought our total to 122 booklets sold for a total of \$610.

This year there was a change in bonus checks which is now based on a percentage of the total number of books sold. Our bonus check will be \$34.83. Thus the total raised from Younker Community Day booklet sales is \$644.83.

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

Thank you to everyone who supported this fundraiser and helped add the \$644.83 to the Scholarship Fund. *Submitted electronically 12/11/12*

Iris Horner

Volunteer English Tutoring Program: This month I attended 4 evenings of tutor training for the Capital Area Literacy Coalition. I wanted to learn more about their programs and methods, and get ideas for the orientation I am having for our tutors on January 9.

I met with Nicole Namy and Stephanie Ly to talk about coordinating VETP with undergraduate students in service learning, so that they can tutor also. I set up a meeting with Karen McKnight Casey to discuss this further.

I also met with Dana Kanhai to get some ideas about brochures to advertise VETP to potential tutors and to international students. We also talked about a tutor handbook, and setting up a page on Facebook. Dana was great - thanks, Dana!

I continue to meet with tutors and get their input for the program. I sat in on one tutor's class to see how it was run.

I am working on a tutor handbook, which I hope to have for our orientation on January 9. *Electronically submitted 12/10/12* **Mary Hennessey**

COMMITTEE REPORTS

Executive: *No Report submitted.*

Pam Sievers

Leadership: The Leadership Committee had people at the CVIP table at the Global Festival. We had brochures and a clipboard to take down names of interested people. We also had CVIP brochures and business cards on all of the Welcome Tables. We had good conversations. Actual contacts from CVIP Table are:

- Marilyn L. – VETP
- Nicole M. - VETP
- Sierra K. – VETP
- Darlene W. – VETP
- Al and Yvonne H. - IFP *Electronically submitted 11/11/12*

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 most will remain on the list until they relocate or decease (or inform us that they wish to drop their membership). We are now adding the VETP tutors to the data base and hope to hear soon from the program chairs as to any new members and/or inactive members.

Remember, persons/families who have not actively participated in CVIP programs since one year ago should be placed on the inactive member list. *Electronically submitted 12/11/12* **Pat Barrett**

Office: We continue to enjoy our new office space in Room 300F of the International Center. This month the office staff is engaged in updating the membership list (Ruby Bato), monitoring the CVIP email (John Alzubaydi) and organizing the CVIP archives (Richard Hesse). *Electronically submitted 12/11/12* **Pat Barrett**

Website: A number of small changes were made to the website this month. The updating of information sections, such as the CVIP Directory, continue to be our main focus in the near future.

The program chairs are encouraged to review their website pages and submit any changes that they desire. Some of the program pictures on the website are getting a bit too familiar to be effective, at least for those of us who have looked at them for three years now. *Electronically submitted 12/11/12* **Pat Barrett**

Public Relations: *No Report submitted.*

Stacey Bieler

Visioning: *No Report submitted.*

Barb Sawyer-Koch

ADJUNCT REPORTS

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: Yesterday the students in our A+ Ukulele Orchestra had their first public performance (outside of our school). They played for the Haslett Okemos Rotary club and did an excellent job.

We have begun registering for the spring semester. Individuals who have been on a waiting list, but who were unable to enter class this semester, now have a chance to secure a place in the program.

Happy Holidays to everyone from our staff and students. Thanks for all that you have given to our program.
Electronically submitted 12/11/12 **Jo Pamment**

CVIP Alumni: *No Report submitted.*

Mary Barrett and Ann McCall

ACTION ITEMS:

UPCOMING EVENTS:

- Wednesday, January 9 - Board Meeting
- Saturday, Jan 12 – IFP Pot Luck, Spartan Village
- Tuesday, Jan 15 – ULC Church Staff Luncheon
- Wednesday, Feb 6 – Executive Committee Meeting
- Sunday, Feb 10 – IFP Orientation, International Center
- Wednesday, Feb 13 – Board Meeting

REFRESHMENT SCHEDULE:

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

Respectfully submitted, Fred Fritz

Dec-12		Ad	Alm	ET	Lnd	Schlp	Glbl	IFP	ISC	I Spk	Visits	Office	VETP	Lead	
Arbanas, Peggy	✓	2													
Bankson, Bonnie	✓							1.5							
Barrett, Mary	✓						21.5							2.5	
Barrett, Pat	✓														
Bieler, Stacey	✓	6													
Bryson, Carol															
Chapman, Marion															
Fritz, Fred	✓														
Hagens, Helen															
Hennessey, Mary															
Highstreet, Cheryl															
Horner, David	✓	4													
Horner, Iris	✓	4													
Kanhai, Dana															
Kumata, Lillian	✓	2				6	4							2.5	
Larson, Erika	✓				36										
McCall, Ann															
McDonald, Sue	✓														
Melendoz -R, Jose															
Morrow, Midge															
Mukheree, Pat															
Pamment, Jo															
Sawyer-Koch, Barb	✓	2					12								
Schmidt, Dottie	✓	4													
Sievers, Pam	✓	10						10							
Towl, Carol	✓							4		9		6			
VanNada, Christine	✓	3		16		8	8.5								
Yang, Jing															
Total		37	0	16	36	14	46	15.5	0	9		6	0	5	