

# COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes  
January 9, 2013

**ATTENDANCE:** Peg Arbanas, Mary Barrett, Pat Barrett, Stacey Bieler, Marion Chapman, Fred Fritz, Mary Hennessey, David Horner, Iris Horner, Lillian Kumata, Erika Nwankwo Larson, Barbara Sawyer-Koch, Sue McDonald, Dottie Schmidt, Pam Sievers, Carol Towl, and Christine Van Nada. **Staff:** Josue Melendez-Rodriguez **Guest:** Isaac Kalumbu

## OPENING REMARKS: *Pam Sievers*

- Welcome and happy new year to everyone.
- We are glad Marion Chapman who is with us today after health problems.
- Please have items for Church appreciation lunch by noon next Tuesday.
- We have received the exemption from a license for exemption to raise funds.

## DECEMBER 2012 MINUTES: Fred Fritz – M/S/A

**TREASURER'S REPORT - December 2012:** Dottie offered a verbal report, report received electronically later on 1/09/13. **M/S/A**

### Accounts at MSU Federal Credit Union

#### Savings Account (Shares)

12-1-12 Balance Forward	\$ 5.75
11-31-12 <b>Ending Balance</b>	<b>\$ 5.75</b>

#### Insured Money Management Account

12-01-12 Balance Forward	\$ 9,561.76
12-31-12 Deposit Dividend + 1.81	\$ 9,563.57
12-31-12 <b>Ending Balance</b>	<b>\$ 9,563.57</b>

Percentage yield: .22% from December 1, 2012 through December 31, 2012

#### Checking Account

12-01-12 Balance Forward	\$ 666.00
12-24-12 Check # 983 to Pam Sievers for flowers for Nancy Rademacher	\$ <u>34.63</u>
12-31-12 <b>Ending Balance</b>	<b>\$ 631.37</b>

**Total= \$10,200.69**

Two receipts were submitted to OISS in November; they were not previously reported.

Lillian Kumata Stamps: \$45

Grand Traverse pie for the CVIP alumni group: \$41.43

Dana Kanhai A game for the Spouse Connection group: \$28.38

No receipts submitted to OISS in December for payment on CVIP's behalf.

I received a letter from MSUFCU written on December 19, 2012 saying that our data file was accessed by an outside, unauthorized source. The Credit Union does not believe there has been any misuse of any information in our file. They offer several options to insure that no misuse of our information will be used in the future.

One option is to add a code word to our account. I propose that we do so.

*Dottie Schmidt*

## NEW BUSINESS:

- Mid Michigan MSU Alumni Spartan Insight/ Tuesday, January 22, International Center, Room 303 5:30 PM – Refreshments/ 6:00-7:15 PM – Program – Peter Briggs. Registrations are requested.
- Homer Higbee Award – please get your nominations in to Pam.
- Paul from the University Housing called regarding the Give and Take Center – would we take over management by fall of 2013? Pam solicited a task force to evaluate the request - Barbara Sawyer Koch/Chair, Lillian Kumata, Dottie Schmidt, Sue McDonald, Erika Larson, and Peggy Arbanas.

#### UPDATES:

- Database Progress - David Horner moving along.
- Marketing/ Communication - Stacey Bieler/ Barbara Sawyer Koch – nothing to report at this time. Responses are in. Sue McDonald will contact the International student group. Sue will act as our liaison.
- CVIP Evaluation Project - Josue Melendez-Rodriguez: Still in process. Still looking for some responses to come in. It is too early to forecast results.

#### DISCUSSION:

- Volunteers Management - Pam Sievers: Recommended policies were distributed and reviewed. Possible adoption and action will be deferred until February.
- The International Speakers Program chair, Carol Towl, reported that their yahoo email account was hacked and used to send spam to everyone on their contact list. It was recommended that anyone with a yahoo email account consider switching their accounts to a more reliable email provider.

#### ACTION ITEMS: None

**GUEST SPEAKER/ EDUCATION:** Isaac Kalumbu, PhD, Asst to the Director, African Studies Center and Program Manager, MasterCard Foundation Scholars Program; 884-0516; [kalumbu@msu.edu](mailto:kalumbu@msu.edu) ( Fred Fritz excused himself at this presentations as he had a work related meeting to attend.)

#### PROGRAM REPORTS:

**Every Tuesday:** Every Tuesday will reconvene for the semester next week, January 15, with our yearly calendar project. A note for those who have been thinking of checking out ET: Douglas J salon has agreed to send its J Team, a community service group, to do chair massages and hand and arm massages for our Day of Beauty on Jan. 29. We still need to line up hair styling and make-up experts, but it should be a fun day! *Report Submitted on 1-08-13.* **Christine Van Nada**

**Home Visits:** *No report submitted.*

**Global Festival:** *No report submitted.*

**I SPEAK:** Student volunteers have been on vacation most of the time since our last CVIP board meeting, so the I SPEAK committee has little to report. Mitsuko Marx took Mada, a student from Malawi, to the Senior Coffee Hour at Allen Community Center on January 2. Several requests for speakers have come in and will be scheduled this month as soon as MSU students confirm their Spring Semester Schedules.

The Yahoo e-mail account that has been used for the International Speakers Group for the past seven years was the victim of a hacker in late November. We were able to restore it briefly by changing the password. However, we were soon locked out again. The security question that would allow re-entry seems to have been altered, and respondents at the phone help desk refuse to help us when we cannot provide the response to this question that is on record in their system. Now that MSU is back in session, we hope to consult their IT staff for assistance. *Report Submitted on 1-08-13.* **Carol Towl**

**International Friendship Program:** The IFP committee met January 3, 2013 to complete plans for the pot luck on Saturday, January 10 and confirm details for the next matching orientation on February 10. Many thanks to Sue McDonald and Susan Ventocilla-Gailley for contacting our volunteer friends during the month of December to notify them of the pot luck. We are anticipating 60+ people on Saturday which is very exciting. This is the first organized event like this since at least September, 2010, and is in response to the request for more organized activities.

Initial contacts and interviews were completed for six new “friend” applicants and several students, and recruiting messages have gone out to the local papers. We are hoping to be able to connect many new matches in February. *Report Submitted on 1-08-13.* **Pam Sievers**

**International Spouse:** *No report submitted.*

**Lending Center:** Thankfully, we continue to receive donations to replenish our supplies, and the departing students are returning their borrowed items as well. Since we heard that they’ll cease making our familiar and cheap 3-way light bulbs, we spent the rest of our \$100 Meijer Gift Card buying up Meijer’s 3-ways a \$1.24 a piece. That gives us a Christmas tree storage tub full. I’m not sure what we’ll do after these are gone, but if I’ve learned anything, I know it doesn’t do any good to worry. We don’t even know if the Lending Center will be in existence once they take down the Spartan Village!! I am in prayer over the situation, and I welcome all your prayers.

We continue to get TVs, microwaves and other appliances. I think it’s such a waste to not have a “Give or Take” situation for all the electrical items. The international students’ items with the American wiring continue to land in the garbage. To me, that’s a terrible waste as well as irresponsible of the university to allow all that waste. The university supports the present Give or Take Center to recycle clothing, why not electronics? Techies could work there for pay while getting experience. The University is concerned with their reputation as recyclers; well here they have a perfect opportunity to expand. *Submitted electronically 1-07-12* **Erika Nwankwo Larson**

**Scholarship Program:** There has been no activity to report in the Scholarship committee this month. *Report Submitted on 1-08-13.* **Christine Van Nada**

**Volunteer English Tutoring Program:** *No report submitted.* **Mary Hennessey**

## COMMITTEE REPORTS

**Executive:** *No Report submitted.* **Pam Sievers**

**Leadership:** Leadership Committee members: Peggy Arbanas, Mary Barrett, Stacey Bieler, Cheryl Highstreet, Iris Horner and Lillian Kumata met on Monday, December 10<sup>th</sup> to discuss the Board Manual and continue discussion on recruiting new volunteers and finding people to fill Board positions.

Pam Sievers came and shared what she put together as a Board Manual to orient Sue McDonald and Mary Hennessey to CVIP. Pam has done an excellent job helping these new people understand more about CVIP and we appreciate her lead in getting this going. Stacey will work with Dana K. to develop a more formalized handbook for new people. *Electronically submitted 1/08/13.* **Iris Horner**

**Membership:** Although the CVIP Membership list contains 926 names of individuals and families, the real number is a bit higher. The list is in the process of being updated, especially with the addition of new volunteers from VETP and the World Gift Shop. Many thanks to Pam Sievers for furnishing an update of the volunteer situation in the IFP and Dottie Schmidt for the World Gift Shop update. *Electronically submitted 1/08/13.* **Pat Barrett**

**Office** The office was closed from December 19<sup>th</sup>, 2012 to January 6<sup>th</sup>, 2013. So far the office is staffed by our volunteers every working day of the week. Our new office volunteer, Ruby Bato, comes in on Friday mornings to assist with the CVIP Membership list, while Richard Hesse works the afternoon shift. As of the 8<sup>th</sup> of January, we have not completed our office move, as our outer office space is still cluttered with bookshelves and cabinets belonging to the Center for Latin American and Caribbean Studies. Hopefully, we can finalize our move during January. *Electronically submitted 1/08/13.* **Pat Barrett**

**Website:** A few small changes have been made to the CVIP website during the last month. However, beginning around Christmas and continuing until January 3<sup>rd</sup>, there was a problem with the time that it took our web pages to “load” so that it looked as if the site were frozen. Thanks to the ISP website crew who solved the problem and brought things back to normal on the 3<sup>rd</sup>. *Electronically submitted 1/08/13.* **Pat Barrett**

**Public Relations:** Stacey Bieler and Barb Sawyer-Koch made a presentation about CVIP Communications and Marketing to the CVIP board at the December meeting. The report was divided into general communications as well as international students, MSU campus and the Greater Lansing community. A good discussion followed at the meeting. More than 12 board members responded within a day or two by email with their suggestions of what to focus on as well as suggestions for further contacts. *Electronically submitted 1/08/13* **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:** *No Report submitted.* **Jo Pamment**

**CVIP Alumni:** *No Report submitted.* **Mary Barrett and Ann McCall**

## UPCOMING EVENTS:

- Saturday, Jan 12 – IFP Pot Luck, Spartan Village
- Tuesday, Jan 15 – ULC Church Staff Luncheon
- Tuesday, January 22, Mid-Michigan Alumni Club
- Wednesday, Feb 6 – Executive Committee Meeting
- Sunday, Feb 10 – IFP Orientation, International Center
- Wednesday, Feb 13 – Board Meeting– Financial Practices/ Procedures/ Policies – ET and Lending Center 2<sup>nd</sup> Quarter Report

## REFRESHMENT SCHEDULE:

February	ET/Lending Center	May	Annual Meeting
March	Administrative Services	June	Home Visits/Leadership
April	IFP – Scholarships		

Respectfully submitted, Fred Fritz

