

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes
February 13, 2013

ATTENDANCE: Mary Barrett, Pat Barrett, Stacey Bieler, 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, Dana Kanhai, Jo Pamment and Lisa Homeniuk.

OPENING REMARKS: Pam Sievers

- Thanks to ET and the Lending Center for today's refreshments.
- Joy Walter, who has been working in Study Abroad, has been named to take Nicole Namy's place. She grew up in Bangladesh. We hope she will be able to attend the next Board meeting.
- Ravi Ammigan will be leaving MSU for the University of Delaware at the end of May.
- Jeff Riedinger will be leaving his position as Dean of ISP and moving to Washington State.
- Ralph Smuckler, one of the early Deans of ISP at MSU, died recently. He, and his wife Lillian, lived in the Washington DC area.

JANUARY MINUTES: Fred Fritz – M/S/A

TREASURER'S REPORT - January 2013

Accounts at MSU Federal Credit Union

Savings Account (Shares)

1-1-13	Balance Forward	\$ 5.75
1-31-13	Ending Balance	\$ 5.75

Insured Money Management Account

1-1-13	Balance Forward	\$ 9,563.57
1-31-13	Deposit Dividend + 1.62	\$ 9,565.19
1-31-13	Ending Balance	\$ 9,565.19

Percentage yield: .20% from January 1, 2013 through January 31, 2013

Checking Account

1-1-13	Balance Forward	\$ 631.37
1-30-13	Check to Josue Melendez-Rodriguez for gift cards for raffle prizes for completing CVIP questionnaire. This money was reimbursed to CVIP by Josue's professor, Dr. Paul Freddolino.	
	\$ 50.00	
1-31-13	Ending Balance	\$ 581.37

Total= \$10,152.31

As far as I know, no receipts were submitted to OISS in January on CVIP's behalf.

Electronically Submitted on 2-11/13.

Dottie Schmidt

2ND QUARTER GOAL REPORTS: The report was circulated. Pat Barrett reported that Richard Hesse will be stepping down from the office because of health reasons. He had been working on organizing the CVIP electronic files under the Organizational Structure and Management Goal heading. As for the goals as a whole, we are pretty much on target.

UPDATES/STATUS REPORTS:

- **Communication and Marketing Report:** Barb Sawyer-Koch and Stacey Bieler met on January 28 to discuss the feedback we received from the presentation we made to the board at the December board meeting.

In answer to our question, "What would you vote to be the next step we should pursue?" board members voted (by email):

- 5: give talks at retirement groups
- 3: create a new and attractive general brochure
- 3: Get news of our services to international students through the international Student nationality groups and through the IS Club.
- 1: Recruiting friends and acquaintances
- 1: social networking including blogs
- 1: giving talks at service groups
- 1: getting the MSU Alumni Club involved
- 1: Connect with Residence Education

Barb agreed to write a rough draft for the new brochure and send it to Stacey for editing.

Electronically submitted 2/12/13

Stacey Bieler

- **Give and Take Center Task Force:** Dottie, Erika and I met with Paul Rinella on January 22. The Give or Take Center will lose its funding on July 1st, 2013. It currently has 2 part time paid staff and is open 20 hours per week. The current space in the Spartan Village Community Center will still be available after July 1. International people make up about 90% of the use of the Give or Take Center. If CVIP were to take over this project, it would be important to have 4 contiguous apartments or other space to house all our lending capabilities in one location. ie. Give or Take, Lending Center, Small Appliance Lending and World Gift Shop storage. An idea of using international volunteers to man the center needs to be explored. The topic was tabled until the March meeting. *Barbara Sawyer-Koch*
- **Database Committee:** Work on the data base is continuing with help from a new member to our committee, Tom Almer. *David Horner/ Pat Barrett*
- **CVIP Evaluation Project:** No report. *Josue Melendez-Rodriguez*
- **Volunteer Management:** Pam will do a spread sheet including Purdue and UW Madison who have similar programs requiring volunteers. *Pam Sievers*

VOLUNTEER RECOGNITION PROCESS: CVIP Awards given at Annual Meeting--Please write 3-5 sentences including who and why and send them to the CVIP Executive Committee by Friday, February 22.

WORK SESSION REPORTS/ FOLLOW UP:

- **Financial Policies/ Procedures/ Practice:** David represents the sub-group on Financial Policy and Planning from the October 2012 retreat. He acknowledged that Cathy Adcock was essential in providing information for these issues. At the end of David's report, Pam said that she would review the membership of the financial committee and ask them to move forward on some of the issues brought up. If you wish to receive an electronic copy of the handouts David presented please email him. *David Horner.*
- **Volunteer Recruiting/ Practices:** How can we recruit volunteers?, What's in place?, and What needs to be done?

1. All of us need to be on the alert among our friends and acquaintances for people we could be informing about CVIP, and asking and inviting to help CVIP in some small way to get them started.
2. Have an exhibit booth at fairs, churches, service organizations, etc.
3. Get listed with the Lansing Volunteer Center.
4. Take part in the Giving Tree at the People's Church.
5. Hand out CVIP informational brochures at the Global Festival welcome tables.
6. It is important to have Power Point presentations and new, updated brochures with an insert about "volunteer opportunities" available.

A Power Point is available on a USB flash drive for anyone wishing to use it. It is also now on the CVIP desktop computer.

We do have the newsletters and the 50th Anniversary booklet with members talking about why they are involved some of which is being included in the Board Manual for new volunteers.

All general volunteer applications should go to the Leadership Committee who would call and talk with the potential volunteer about CVIP and what's involved with the various committees. We would interview them to try and find out their area of interests and skills along with the amount of time they might be able to give.

It was suggested that:

1. Program chairs like ET, Lending Center report back to their other volunteers about some of the CVIP Board meeting discussions and issues.
2. All Board members should carry business cards to give to any interested person.
3. E-mail blasts to our membership list, social networking on Facebook and Twitter to let people know of volunteer opportunities would be good to do.
4. Keeping the Volunteer Opportunities list updated, posted and included in more professional looking brochures is necessary.

The second area discussed was the **Training and Retaining of Volunteers, What's in Place? and What do we need to do?**

The need for breaking responsibilities up into smaller jobs and mentoring new volunteers were the two most important areas listed.

Giving awards or recognition such as we do at our annual luncheon is important.

A general orientation packet for potential new volunteers which includes only some of the information from the Board Manual would also be good to have available.

New volunteers should be given an orientation and a Board Manual which Stacey and Dana Kanhai are currently working on. The Board Manual would probably include:

Brochures/flyers highlighting CVIP programs.
 History of CVIP (found in 50th anniversary booklet, pages 3-4)
 Board Roster
 Code of Ethics
 Recent CVIP Newsletter
 Current goals/ Strategic Plan/Dashboard report
 MSU International student statistics
 (Budget)
 (Expectations of a CVIP board member)
 Most recent minutes, including financial report
 ISP Organization chart
 Volunteer Opportunities
 Program of recent Annual Meeting
 Board responsibilities – what are the expectations of board members - serving on committees like financial, etc. *Iris Horner*

READ/SKIM FOR LATER:

Constitution and Bylaws (found at the back of the previous year’s Annual Report)
 Previous Year’s Annual Report (could be sent as a PDF to save printing)
 CVIP’s 50th Anniversary 1961-2011 booklet

PROGRAM REPORTS:

Every Tuesday: Every Tuesday has had varied attendance for the first four meetings of 2013, ranging from about 15 international participants down to just three. We have recognized that there is a significant conflict with a beginning English class offered through Friendship House, that meets at the same time and in the same building as Every Tuesday. Attempts have been made to reach the director of Friendship House to discuss this conflict, as the target audience for both events is identical, and a number of former ET participants have expressed dismay that they are not able to do both.

Meanwhile, good times continue to be had at Every Tuesday. Here's a conversation from last week, when our activity was making Valentine cards. Mikako, holding a candy "conversation heart" that says Head/Heels: What does this mean? Me: I think that means "head over heels." (Mikako looks confused.) It's part of an American phrase, "Head over heels in love." Ummm...kind of like if you are tumbling down a hill, "head over heels." Mikako: Why is it love? Me: I think it means that you are so confused because you are in love, that you may fall down and roll down a hill...maybe. Mikako: Like, "I'm crazy about you?" Me: Yes, a lot like that. Mikako: What about this one, it says..."Sugar...Lips???" What do you mean if you give this to someone?

You get the picture. I had never previously considered how a child's tradition like candy hearts could be completely opaque to a non-native speaker!

Report Submitted on 2-13-13.

Christine Van Nada

Home Visits: *No report submitted.*

Global Festival: The tentative date for the 2013 Global Festival is November 17. Since the MSU Union is no longer feasible as a venue, OISS is looking for a new "home" for the Festival. I will be stepping down as co-chair of the committee in May. *Electronically submitted on 2-12-13.* *Lisa Homeniuk*

I SPEAK: Many thanks to Josue Melendez-Rodriguez for setting up a new e-mail account for I SPEAK ! This account is in Gmail, considered to be more secure than Yahoo, our former provider. Josue also set up a strong password for us to use in this account. Our new e-mail address is ispeak.cvipmsu@gmail.com Please delete our old Yahoo address from your e-mail address book and enter this new one. Mail sent to the

old address, sbcvip@yahoo.com goes somewhere in cyberspace, and the sender isn't even notified that it is not delivered. The task of reconstructing our address book with the list of international contacts and community clients has been labor-intensive. Our goal is to notify all these folks about our new address so we can re-establish communications. Nicole and Josue are helping us reach out to public school teachers, using a master list they have.

Despite our interrupted communications, we are getting requests to provide speakers to service clubs and schools. Requests from two senior assisted-living facilities suggest a new market for our speaker services.

Electronically submitted on 2-12-13.

Carol Towl

International Friendship Program: The International Friendship Program had a very successful potluck on Saturday, January 12, in the south lounge of the Spartan Village Community Center. It was estimated that 60 – 65 people attended, and it is hoped that we can do this again sometime.

We held our third and final matching orientation for the year on Sunday, February 10. Stats for this match:

Students/ Scholars:

5 Male and 19 Female

14 single and 10 married

Countries Represented:

17 China; 1 Egypt; 1 Indonesia; 2 Iran (married couple); 1 Malawi; 1 Vietnam; 1 South Korea

Degree Programs;

3 Bachelor; 5 Master; 9 PhD; 7 VIPP

Friends:

12 new friends/ families and 9 returning (3 have 2 students)

Members of the committee celebrated after the matching over dinner, and the leadership torch has been officially passed to Larry Karnes. Thank you to Larry, Midge Morrow, Cindy Walter, Pat Klein, Sue McDonald, Teri Walters, Renee Burck, Bonnie Bankson, Pat Laurence, Stacy Kotecki and Susan Ventocilla-Gailley who have all supported this program this year. *Electronically submitted on 2-12-13.*

Pam Sievers

International Spouse Connection: 2013 Schedule: The ISC 2013 Spring Schedule will run from January 11 - April 26 2013. The following five topics / activities were scheduled and carried out for the period January 11 to February 8:

- Getting to know each other - during this session, we welcomed new members and shared information about ourselves to get more acquainted with each other.
- Family vacation photos and stories – members shared family photos and significant life stories.
- Presentation about Russia – an ISC member shared a PowerPoint presentation on her country, Russia, and also prepared traditional Russian cuisine for members to enjoy.
- Japanese Oni Festival; Taboo! Word Game; and discussion about what is taboo in various cultures – an ISC member shared information about the popular Japanese Oni Festival and also brought some Japanese snacks to share with the group. The word game Taboo! was also played and the group followed the game with a lively discussion about various behaviors that are considered taboo in their culture and in American culture.
- Chinese Spring Festival – one of the ISC group leaders, Wei Liu, showed a PowerPoint presentation about the Chinese Spring Festival and the group discussed similarities and differences in similar festivals in their own countries. Wei also prepared traditional spring festival cuisine to share with the group.

Group Leadership:

- Wei Liu has assumed the role of group leader since Jing Yang is on maternity leave. Wei has been an exceptional group leader bringing many new ideas to the group and contributing positively to leading the sessions.

Advisors:

- Diane Del Buono attended three sessions in January. However for family reasons, it was necessary for her to resign the role. Her presence was greatly appreciated and ISC members enjoyed her contributions to the discussions.
- Barbara Toman has been attending group meetings since the beginning of the year and ISC membership has greatly appreciated her continued involvement.
- Janice Bernsten has been involved with Friendship House and the ISC group in previous years and has recently resumed attending ISC meetings. Her participation in the group has been a positive experience for the ISC membership. *Electronically submitted 2-12-13* **Dana Kanhai**

Lending Center: The Lending Center is doing just fine:

- On the up side we finally reached the saturation point with blankets this year. We finally have several blankets that have stayed on the shelves through several open times. All the others flew off the shelves the minute the doors were opened.
- We'll need a lot more bedding before we open next fall, but for now we are holding our own.
- We had some water in the Lending Center. Actually it was quite a lot of water from an apartment above our two apartments, from an overflowing toilet. Most of the water affected apartment E where there is carpeting. That carpeting was like a sponge sucking up most of the water. MSU maintenance cleaned up the most of it, but 8 fans and a dehumidifier took 3 - 4 more days to dry up all the moisture that was left in the carpeting, between the walls and under the fixtures. I don't know about the ceiling yet.
- The most damage was done to the bottom boxes of the stacks of Global Festival Gift Shop items. Dottie, Stacy, and David came and within one hour had stacked the dry boxes up off the floor and dried and repacked the wet ones. The 8 fans and dehumidifier have already taken care of the rest of the problem. SO, good news all around. *Submitted electronically 2-12-12.* **Erika Nwankwo Larson**

Scholarship Program: The Scholarship Committee has asked OISS to announce to all international students that the deadline for applying for the CVIP Scholarship for Spouses of International Students for Fall Term 2013 will be April 12, 2013. The announcement will be sent by the first of March with a reminder approximately two weeks prior to the due date. Interviews of qualified applicants are planned for Friday, April 19. If you know of someone who would be a good applicant, please encourage them to apply. Applications can be downloaded from the CVIP web site and handed in at the OISS office.

Report submitted on 2-12-13

Christine Van Nada

Volunteer English Tutoring Program: The Volunteer English Tutoring Program had an "Orientation" meeting on Wednesday January 9. We went over the new VETP volunteer handbook and had some discussion. Nicole Namy was a guest speaker about cultural differences, and Pam Sievers talked about CVIP. About 14 people attended - mostly current volunteers, with about 3 who came to find out more about the program.

We currently have 10 tutors who holds classes weekly, and 6 individuals, who tutor one-on-one.

We have about 50 students who have been coming. Some may come once to a class, and others are coming to multiple classes. Class sizes have ranged from 3 to 18. Each week is different!

We have 5 service-learning students who started the week of January 28. Most are freshmen who are doing this for a class. They have been assisting in classes, with the hope that maybe someday they can team-teach a class of their own.

I also have heard from about 3 other MSU undergrads who would like to assist as regular volunteers..

Submitted electronically 2-12-12

Mary Hennessey

COMMITTEE REPORTS

Executive: *No Report submitted.*

Pam Sievers

Leadership: On January 16, Stacey Bieler met with Dana Kanhai, the co-chair of International Spouse Connection, whose background is in organizational psychology.

President Pam Sievers had put together a manual to give to new CVIP board members. Stacey and Dana talked about the various pieces of the manual, which could be read sooner, or later.

It was very helpful for both of us because Dana had recently gone through the process and could tell what questions she had since it was the first board she has served on.

We also discussed finding volunteers, figuring out the best fit for people, mentoring new people, offering opportunities to improve their skills and learn new ones, etc. We talked about necessary steps in succession planning, of looking and encouraging someone to replace you. Thank you, Dana, for your input!

Stacey sent an updated Board Manual list to the rest of Leadership Committee for their comments.

Electronically submitted 2/12/13.

Stacey Bieler

The Leadership Committee met on Friday, Feb.8 to discuss CVIP Board Position vacancies and how we might fill these positions. A full report will be presented at the March board meeting.

Electronically submitted 2/13/13.

Iris Horner

Membership: The CVIP Membership list contains approximately 910 names of individuals and families, although the real number may be a bit higher. The list is in the process of being updated, especially with the addition of the new IFP volunteers who took part in the IFP orientation/matching meeting last week. Ruby Bato, who volunteers in the office on Friday mornings, continues to add new names to the list and delete those who have retired from CVIP participation. *Electronically submitted 2/13/13.*

Pat Barrett

Office The big news this month is that our outer office space will be free of bookcases and cabinets belonging to the Center for Latin American and Caribbean Studies. Pam Sievers will assist the regular office volunteers in organizing this space during the rest of February. *Electronically submitted 2/13/13.*

Pat Barrett

Website: A few small changes were made to the CVIP website during the last month. In addition, the CVIP Calendar of Events was brought up to date. The next task will be the updating of the CVIP Directory, which can be found on the Board Member Page.

The date base team continues to examine the CVIP online applications to determine how they can best be made compatible with the new CVIP Access data base. *Electronically submitted 2/14/13.*

Pat Barrett

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: Three classes were full at the end of the first week of the second semester, and we have a waiting

list. We are exploring the possibility of having summer school, depending on funding. We will let you know when it is scheduled. *Electronically submitted on 2-12-13.* **Jo Pamment**

CVIP Alumni: *No Report submitted.*

Mary Barrett and Ann McCall

UPCOMING EVENTS:

- 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 2nd Quarter Report
- Wednesday, March 6 – Exec Com Mtg.
- Wednesday, March 13 – Board Mtg.
- Wednesday, April 3 – International Awards Ceremony.
- Wednesday, April 3 – Exec Com Mtg.
- Wednesday, April 10 – Board Mtg.
- Wednesday, May 1- Exec Com Mtg.
- Wednesday, May 8 – Board Meeting/ Annual Luncheon
- Wednesday, June 5 – Exec Com Mtg.
- Wednesday, June 12 – Board Mtg.

REFRESHMENT SCHEDULE:

March	Administrative Services
April	IFP – Scholarships
May	Annual Meeting
June	Home Visits/Leadership

ANNOUNCEMENTS:

HOURS: *None submitted to Secretary.*

ADJOURNMENT:

Respectfully submitted, Fred Fritz and Dottie Schmidt