

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes

April 10, 2013

ATTENDANCE: Peg Arbanas, Mary Barrett, Pat Barrett, Stacey Bieler, Marion Chapman, Fred Fritz, Mary Hennessey, Lisa Homeniuk Dana Kanhai, Erika Nwankwo Larson, Mickie Marx, Ann McCall, Sue McDonald, Barbara Sawyer-Koch, Dottie Schmidt, Pam Sievers, Carol Towl, and Christine Van Nada.. OISS Staff: Joy Walter and Jose Melendez-Rodriguez.

OPENING REMARKS: Pam Sievers

- The meeting began with members offering fond remembrances of long time Board member Lillian Kumata who died recently. Lillian contributed so much to CVIP and will be greatly missed.
- Carol Bryson is recovering and doing well.
- 8/16 is International Student registration.

MARCH MINUTES: Fred Fritz – M/S/A with correction from 1st draft to 2nd draft.

TREASURER’S REPORT - March 2013 – M/S/A

Accounts at MSU Federal Credit Union

Savings Account (Shares)

3-01-13 Balance Forward	5.75
3-31-13 Ending Balance	5.75

Insured Money Management Account

3-01-13 Balance Forward	12,066.84
3-20-13 Deposit 500.00 VIPP contribution in honor of CVIP 50 th Anniversary	12,566.84
3-31-13 Deposit Dividend + 2.21	12,569.05
3-31-13 Ending Balance	12,569.05

Percentage yield: .21% from March 1, 2013 through March 31, 2013

Checking Account

3-01-13 Balance Forward	681.37
3-31-13 Ending Balance	681.37

Total= \$13,256.17

No receipts were submitted to OISS on CVIP’s behalf in March.

Report submitted electronically on 4-09-13.

Dottie Schmidt

ADOPTION OF VOLUNTEER MANAGEMENT POLICIES: M/S/A.

CVIP EVALUATION PROCESS: Jose reported that over 500 persons responded to the survey, many have offered rich comments which will be shared upon completion of the process.

ANNUAL MEETING: Pam ran through a check-list to ensure that we will be ready for the event.

GIVE OR TAKE CENTER RECOMMENDATIONS: Barb Sawyer-Koch offered an update on her meetings with MSU leaders regarding the Give and Take Center and her recommendation that the MSU Retiree Association take on the Center and not CVIP. Board members present agreed that CVIP is presently not taking the Center at this time.

PROGRAM REPORTS:

Every Tuesday: Every Tuesday had three meetings in March. We planted seeds to start indoors for eventual replanting outside; we made spring/Easter decorations; and we enjoyed a field trip to Fenner Nature Center. Each was moderately attended with about 5 - 6 international participants and 4 - 5 American participants.

Every Tuesday wrapped up for the school year with our traditional potluck and planning session.

Surprisingly, only one international friend showed up. While she and the American participants enjoyed a lively conversation and planning time, we are mystified about the poor attendance. The potluck has always been a high-turnout event, drawing most of the women who had visited even once or twice during the semester.

Some questions we are exploring before fall semester:

- Is our spotty attendance mainly a publicity problem?
- Has the international population changed drastically without the ET programming changing to keep up?
- With Cherry Lane apartments gone and Spartan Village on its way out, are we losing the primary audience ET was created to serve?
- Are the benefits of ET being provided through other programs?

We welcome any thoughts or input you may have as we explore the future of Every Tuesday!

Report submitted electronically on 4-09-13.

Christine Van Nada

Home Visits: *No report submitted.*

Global Festival: *No report submitted.*

ISC:

2013 Schedule

The following four topics / activities were scheduled and carried out for the period March 15 – Apr 5:

- Academic and career interests – this topic generated lively discussion about our past and current experiences and our hopes and dreams for continuing our studies and work.
- Cooking demonstration – W. Liu, D. Kanhai and B. Toman brought and made dishes on site.
- Visit to MSU Children's Butterfly Garden
- Book and movies that we love – while this topic was scheduled, a low turnout and the addition of a new member resulted in a mini-orientation for the new member about life in East Lansing.

Three sessions remain for this Spring/Winter semester and will culminate with the customary pot luck on April 26.

Group Leadership

- Both Wei Lui and Dana Kanhai continue to organize and lead the group.
- Wei Lui was absent for one session on the 29 March.

Advisors

- Barbara Toman and Janice Bernsten continue to be involved with ISC and to attend group meetings. Their contributions and participation continue to be a positive experience for the ISC membership.

Report submitted electronically on 4-09-13.

Dana Kanhai

I SPEAK: An orientation/sharing session and pizza supper for International volunteers for I SPEAK on March 26 was attended by 12 international students, one of whom is an international exchange student. Joy Walter brought Bess Carey from the Study Abroad Office as her guest. We look forward to partnering with Bess' office, especially when we get requests for speakers from Europe. The majority of Bess' exchange students are from Europe, and we get very few volunteers from Europe for I SPEAK. Enkele Rama from Kosovo gave a sample presentation, along with comments about how he put it together. Sign-up sheets were available for up-coming speaker requests, and the students signed up to fill many of the requests. Joe Hutting, a new volunteer driver from the community, also attended.

Since the last Board meeting, we have provided speakers for Okemos Kiwanis Club, Eaton County Youth Facility, Allen Neighborhood Senior Citizen Coffee Hour, Bickford Assisted Living and Memory Care Facility, and East Lansing Public Library International Book Club.

We are busily planning for eight international students to participate in Holt High School's Annual World Language Week on April 16 and 18.

A presentation at the meeting of MSU Retirees Club by Pam Sievers, Barb Sawyer-Koch, Carol Towl and Dwi Yuliantoro brought us three new volunteer drivers. *Report submitted electronically on 4-09-13.*

Carol Towl

Lending Center: The Center went about the same as usual, maybe we had a few more students leaving MSU than we had in February, but we also have had many first time visitors come in.

We also continue to have a steady flow of locals as well as students making donations. In spite of that, our shelves are looking pretty bare.

I am in the process of signing workers up for the months of June and July so I will not be the only one helping new students, accepting returned items from those leaving MSU, and being at the Center to receive donations and preparing them for display. We will be closed then (June & July) to all other students so we will have enough for the students to pick from when we open mid August. *Report submitted electronically on 4-05-13.*

Erika Nwankwo Larson

Scholarship: The Scholarship Committee will be interviewing eligible scholarship applicants for Fall term, 2013, on Friday, April 19, 2013. The applications are due at the OISS office on Friday, April 12, 2013.

Those receiving scholarships will be announced in May. We will also invite the scholarship recipients for the 2012-2013 academic year to the May luncheon so that they can be introduced to CVIP.

It is with sadness that we will be doing the interviewing without Lillian Kumata. As one of the founders of the CVIP Scholarship, she has been instrumental in the success of the program and a loyal advocate. We will miss having her as our mentor and fellow committee member. *Report submitted electronically on 4-05-13.*

Carol Bryson

Volunteer English Tutoring Program: This month I have worked on recruiting more tutors. I got a few nibbles from an announcement in the Lansing State Journal. I have made procedures for new tutors to follow, including an application, interview with me, tutor handbook, observation in current classes, and a packet of information on CVIP.

We are having a pot luck at the end of the semester for tutors and students and their families on April 24 at 6 pm. Most tutors will be continuing in the summer. I have let tutors know about the ESL workshop at the A+ English Language School and I plan to attend that on May 10. *Report submitted electronically on 4-09-13.*

Mary Hennessey

COMMITTEE REPORTS

Executive: *No Report submitted.*

Pam Sievers

Leadership: The Leadership Committee met on March 28, 2013. Present were: Peggy Arbanas, Stacey Bieler, Iris Horner, Lillian Kumata and Mary Hennessey.

Mary showed us the Capital Area United Way Volunteer Page and explained what was involved in getting VETP listed with them. Mary will help the committee by getting CVIP listed with “international” and “friendship” as a couple of key words where potential volunteers can find a list of some of the CVIP programs we offer and their contact information.

We then discussed the volunteer training packets which Dana Kanhai and Stacey are working on. We still need an improved general CVIP brochure. Stacey will check with Pam and Joy on the status of this.

Recruiting new volunteers was our last and most important item of discussion. We discussed different ways of recruiting which includes every one of our current CVIP Board Members to invite one potential volunteer friend to the luncheon on May 8th.

Stacey will check with the Exec. Board about possibly nominating CVIP for the WKAR program on people who help make the community a better place.

As we talked about potential volunteers, it became clear that we need to have smaller and more specific job descriptions for people to fill. We can't expect people to jump in and volunteer to be chair of a program until they are more familiar with it. That said, Lillian has found a potential new chair to help with the Global Festival Gift Shop. *Report submitted electronically on 4-09-13.* **Iris Horner**

Membership: The CVIP Membership list contains approximately 920 names of individuals and families, both active and inactive. The list is in the process of being updated, with the addition of the new volunteers from IFP and VETP. Ruby Bato has taken on the task of adding new names to the lists of IFP hosts and students. *Report submitted electronically on 4-09-13.* **Pat Barrett**

Newsletter: Five articles are submitted; please get your articles with pictures in! **Stacey Bieler**

Office The outer area of the CVIP Office is now graced with a nice-looking table and four comfortable chairs. The inner office is now equipped with two computers, an excellent all-in-one printer, a HP scanner and a Duplo paper folder. We are also storing CVIP display boards, CVIP banners, and three boxes of CVIP tee-shirts. *Report submitted electronically on 4-09-13.* **Pat Barrett**

Website: Thanks to those program chairs and others who have submitted updates to the CVIP website. Most needed now are updated pictures of program activities to accompany the text. *Report submitted electronically on 4-09-13.* **Pat Barrett**

Visioning: *No Report submitted.* **Barb Sawyer-Koch**

ADJUNCT REPORTS

OISS/ ISP Dean's Office: Please consider helping with airport pick up for new students in August. Residential Life has been approached about Brody serving as the International Festival Site. The Globie Awards are being held Tuesday, April 16th, from 4-6PM on the 3rd floor of the International Center. There will be a short program and then a reception with refreshments. Congratulations to Barb Sawyer Koch who is receiving the award. More info can be found at: <http://oiss.isp.msu.edu/events/?id=44870> **Joy Walter**

Church Women United: Greater Lansing Church Women United has been studying the effects of trafficking and child abuse and making efforts to support legislature and charitable groups to expand services and care for these victims. The CWU State Assembly meeting will be held on April 18-20th to further learning about how to effect change and will give financial support for work to care and cure broken lives.

We look forward to hosting I Speak for our September meeting on the 9th at All Saints Episcopal Church at 800 Abbott Rd. E. L. We welcome guests and will be serving refreshments for all following the 1:00 P.M. program. *Report submitted electronically on 4-09-13.* *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:

- Wednesday, May 1- Exec Com Mtg.
- Wednesday, May 8 – Board Meeting/ Annual Luncheon
- **Wednesday, June 5 – Board Mtg.- New Date**

REFRESHMENT SCHEDULE:

May Annual Meeting
 June Home Visits/Leadership

Respectfully submitted, Fred Fritz

CVIP HOURS											I				
March -13	Ad	Alm	ET	Lnd	Schl	Gbl	IFP	ISC	Spk	Visits	Office	VETP	Lead		
Arbanas, Peggy	✓				1								2		
Bankson, Bonnie															
Barrett, Mary	✓		8	4									2		
Barrett, Pat	✓												2		
Bieler, Stacey	✓	2													
Bryson, Carol															
Chapman, Marion	✓	2													
Fritz, Fred	✓	5													
Hagens, Helen															
Hennessey, Mary	✓								1				40		
Highstreet, Cheryl															
Homeniuk, Lisa	✓														
Horner, David															
Horner, Iris															
Kanhai, Dana	✓							8							
Larson, Erika	✓				41.5										
Marxs, Mickie	✓														
McCall, Ann	✓	5													
McDonald, Sue	✓														
Melendoz -R, Jose	✓														
Morrow, Midge															
Mukheree, Pat															
Pamment, Jo															
Sawyer-Koch,	✓	4													

Barb

Schmidt, Dottie ✓

Sievers, Pam ✓

Towl, Carol ✓

VanNada,
Christine ✓

2

20

6

Total