

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes

June 5, 2013

ATTENDANCE: Peg Arbanas, Mary Barrett, Pat Barrett, Stacey Bieler, Mary Hennessey, Dana Kanhai, Sue McDonald, Dottie Schmidt, Pam Sievers, Carol Towl, Michael Harrison, Jo Pamment, Iris Horner, Susan Ventocilla, Cheryl Highstreet, Wendy Pope, Rick Emerson, David Horner and Christine Van Nada.. OISS Staff: Joy Walter. Jim Stedman, Visitor

OPENING REMARKS: Pam Sievers, President

- Introduction of new Board Members - At Large Members: Michael Harrison, Susan Ventocilla, Rick Emerson and (Harsha Patel was absent)
- Handouts: (1) CVIP Statement of Volunteer Expectations (all Board members to sign and return to Office), (2) CVIP Board Roster 2013, (3) Agenda
- Will be ordering name tags for new members

JUNE MINUTES: Fred Fritz/Susan McDonald – M/S/A (motion made/seconded/approved)

TREASURER’S REPORT – Dottie Schmidt - May 2013 – M/S/A

Accounts at MSU Federal Credit Union

Savings Account (Shares)

5-01-13 Balance Forward	5.75
5-31-13 Ending Balance	5.75

Insured Money Management Account

5-01-13 Balance Forward	12,066.84
5-20-13 Deposit 500.00 VIPP contribution in honor of CVIP 50 th Anniversary	12,566.84
5-31-13 Deposit Dividend + 2.21	12,569.05
5-31-13 Ending Balance	12,569.05

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

Checking Account

5-01-13 Balance Forward	681.37
5-31-13 Ending Balance	681.37

Total= \$13,256.17

Report submitted electronically

Dottie Schmidt

ANNOUNCEMENTS:

Annual report – Due to Fred on June 28, 2013

Refreshment sign-up

Board Retreat, September 11. 8:30 – 1:30

August Volunteer Needs sign-up

YEAR END REPORT – M/S/A

YEAR END DASHBOARD REPORT:

Accomplishments – new office (keys in OISS), conference room, new brochure, International Student Rep Board

DISCUSSION – WISH LIST OF ACCOMPLISHMENT FOR NEXT YEAR

- Social Media
- Database – perhaps outsource development
- Welcome packets for new students - (food/bedding); 24-hour welcome package, assign an American “buddy” for first few days. Joy will ck on MSU policy on student to student buddy.
- Continue to look at Strategic Planning
- Read student essays to get tips on their frustrations
- Contact CATA, taxi companies, to help students get from airport to campus

CONFERENCE REPORTS

- Volunteerism Conference (National Extension sponsored) – attended by Mary Hennessey
 - Need to recruit differently for different generations.
- NAFSA – David Horner and Joy Walter attended.
 - Suggested we attend poster fair next year at this conference.

(pls ask if there are conferences you would like to attend)

PROGRAM/COMMITTEE REPORTS –

- Dana Kanhai – Question on giving out spouse email address during interview – should receive OK from spouse (personal information)
- Joy (OISS) – Peter Briggs met with 600 Chinese Students, in China, for orientation
 - Master Card Students

EDUCATION PROGRAM SPEAKER – Amber Cordell, International Student Advisor, OISS/Orientation Coordinator

UPCOMING EVENTS:

- August 8, 4:00 – 5:30, Orientation for airport Greeters
- August 12 – 18, Airport Greeters
- August 15, 16, early arrivals, MSU Hostels open
- August 17 – Residence Halls open for International Students

- August 19 – 3 pm? – Welcome Orientation at Breslin Center
- August 23 – 4 pm? Family Resource Fair, Spartan Village
- August 24 – 10:00 – noon, Graduate Student Resource Fair, Ballroom Union
- August 27, 1:00 – 3:00, New Faculty Orientation, Kellogg Center

- September 4 – Exec Committee Meeting
- September 11 – Board Retreat
- November 17 – Global Fest (@ Brody)

Submitted by Secretary, Sue McDonald