

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes

December 11, 2013

ATTENDANCE: Peg Arbanas, Mary Barrett, Pat Barrett, Stacey Bieler, Rick Emerson, Karyn Goven, Michael Harrison, Mary Hennessey, Cheryl Highstreet, Erika Larson, Sue McDonald, Jo Pamment, Harsha Patel, Wendy Pope, Barb Sawyer-Koch, Pam Sievers, Jim Stedman, Carol Towl, Susan Ventocilla. OISS Staff: Joy Walter. Guest (personal interest), Naveed Ullah, PhD Student

INTRODUCTIONS: *Pam Sievers, President*

- Jan Bernstein – ISC co-chair
- Liz Matthews – new OISS staff person

CELEBRATIONS/ACKNOWLEDGEMENTS:

- Successful Global Festival! -- recognize Gen-Gen, Mitsuko, Dottie, Wendy and Joy
- Jo Pamment's retirement

SECRETARY'S MINUTES – November 2013 - Susan McDonald – M/S/A (motion made/seconded/approved)

TREASURER'S REPORT – David Horner – November 2013 – M/S/A

Accounts at MSU Federal Credit Union

November 2013 Treasurer Report

Shares -07 - Beginning Bank Balance	\$5.75
Ending balance	\$5.75

IMMA -27 Beginning Bank Balance	\$12,583.82
Deposits	
Church Women United	\$150.00
Dividend	<u>\$2.09</u>
Ending Bank Balance	\$12,735.91

Checking - 87 Beginning Bank Balance	\$592.74
Expenses	
Check #988 - State of Michigan	<u>-\$20.00</u>
Ending Bank Balance	<u>\$572.74</u>

Sub Total CVIP **\$13,314.40**

Scholarship Savings 70 Beginning Balance	\$0.00
Deposits	
GF Gift shop cash/check sales	\$6,503.76
GF Gift shop credit card sales	\$1,666.99
Yunker Books	\$605.00
Dividend	<u>\$0.31</u>
Ending Scholarship Bank Balance	<u>\$8,776.06</u>

TOTAL CVIP Resources **\$22,090.46**

Expenses paid by OISS – none reported

Report submitted electronically

David Horner

CHINESE NEW YEAR CELEBRATION

- February 1, 2014 at Meridian Mall, Okemos. OISS sponsors this afternoon activity. Mary H. and Carol T. will work at CVIP table.

BOARD RETREAT FOLLOW-UP

- Five goals/action plans were adopted. Reviewed feedback. Move on to “next steps”.

Goal 1: Develop training materials including procedural manuals for all leadership positions – officers and position chairs.

Goal 2: Develop program specific policies and procedures (in writing).

Goal 3: Develop and implement a communication/PR/marketing plan.

Goal 4: Complete the strategic planning process.

Goal 5: Identify and engage in advocacy efforts on behalf of the international students/scholars.

SPARTAN VILLAGE LINEN ADVOCACY

- Barb and Susan V. will take lead

FRIENDS OF OISS MEETINGS

- Routine meetings chaired by OISS Director. Focus is on cross-campus interactions. Future of Spartan Village, Guest House Program, Counseling Center staffing, etc.

OISS UPDATE – *Joy Walter*

Full time office manager position is pending.

PROGRAM COMMITTEE REPORTS – included with minutes

IMPORTANT DATES

Executive Meeting – January 8 (change to accommodate holiday)

VETP Tutor Orientation

Board Meeting – January 15

Executive Meeting – February 5

International Friendship Orientation – February 9

Board Meeting - February 12

REFRESHMENT SCHEDULE: January – Members-at-Large and OISS

Submitted by Secretary, Sue McDonald

December 2013 CVIP Committee Reports

Admin Services

Office: During the last month, the CVIP Office has been fairly quiet. However, the World Gift Shop "thank you" letters were being prepared to put in the mail, and the name tags for the World Gift Shop and Welcome Table volunteers were put away for another year. Work continues on storing the CVIP archives on the office computer. When complete, the digital archives will include the CVIP annual reports, board minutes, lists of awards, programs for the annual luncheon meetings, board directories, master copies of brochures and posters and much more.

The bad news is that we are still one volunteer short with respect to staffing the Office five days a week. The good news is that we have someone in mind who may volunteer to join the Office team and cover the missing day. More about this next month.

The Office will be closed from December 16 to January 2. However, during this period, members of the Office team will check the US mail and handle phone messages twice a week.

Membership: The CVIP Membership list has increased from 945 to approximately 970 names of families and individuals. The new volunteers added to the list were mainly Global Festival World Gift Shop volunteers, participants in IFP, donors to the Scholarship fund and tutors for VETP.

We appreciate the cooperation of the program chairs in helping keep the membership list up to date. Please give us your new volunteers' names, mailing addresses and if possible, their email addresses. Thank you.

Website: If you have looked at the front page of our website lately, you surely have noticed the new "bulletin board", outlined in glaring red. On the bulletin board we intend to post notices of coming events, important deadlines, interesting pictures of program activities and other items of interest to the community and MSU international students. Program chairs: please submit anything that might be appropriate for the bulletin board to Pat Barrett (ralph.pat.barrett@gmail.com). Thanks!

--Submitted by Pat Barrett

Global Fest

The Global Gift Shop held on November 17 was a great success. There were many positives considering the many changes this year. The amount raised of more than \$8,800 exceeded our expectations. The space at Brody proved to be very good. Many thanks are due to GenGen, Mona, Mickie and Teruko who have worked since April on the pricing and packing of the donated items. We had more than 160 boxes plus other large items.

Carlos Fuentes and his helpers were very efficient in transporting everything in both directions. Thanks are due to Pam for providing wooden planks and to Dottie for providing bricks to keep the boxes off the floor until next year. Additional thanks to Dottie for organizing volunteers and to Joy for arranging many student helpers. David, Larry and others did a great job as cashiers.

Accepting credit and debit cards helped enhance our total amount. I'd like to thank Pam and all board members who helped on one or both days. It was very reassuring to have such support.

Next year I suggest that it would help to have better advertising and, depending on the location, a better position for the cashiers.

I have now collected the donor forms and updated the thank you letter that will accompany them.

Global Fest Welcome Tables – There were only three welcome tables at the Global Festival at Brody Hall this year. These were manned by eighteen volunteers, sitting two to a table for three 2-hour shifts. The majority of the volunteer were over 80 years old or had mobility issues. We are very grateful to Joy Walter and OISS for providing parking at Kellogg Center for these volunteers. --Submitted by Mary Barrett

--Submitted by Wendy Pope

International Friendship Program

The International Friendship Program committee met on November 21 to review our Fall semester matching activities and orientation meetings. Summaries of the number of students matched and their countries have previously been reported.

The International Friendship Program is currently accepting applications from both new friends and new students for participation in the program for Spring semester, 2014. The deadline for student applications is January 17 and our orientation meeting is tentatively scheduled for February 9.

We continue to seek both new and returning community friends for participation in the program.

--Submitted by Larry Karnes

International Spouse Connection

Most of ISC's activities for fall semester have been previously reported. However, since the last board meeting, we have met twice, both times with discussions of holidays, in which our members show a lively interest. On November 22nd we talked about the history and traditions of American Thanksgiving, and one of our American attendees showed memorabilia from her family's various Thanksgiving celebrations. On December 6th, we had our final meeting of this semester with a discussion of the celebration of Christmas around the world. That discussion began with the 10 day celebration in Mexico, and proceeded through Korea, France, Guatemala, Iraq, China and the United States. Members asked many questions about each country's customs and came to a better understanding of how universally this holiday is celebrated, even in non-Christian countries. Both meetings were accompanied with traditional snacks of the season.

--Submitted by Cheryl Highstreet

I SPEAK,

Speaking activity In the past month:

- Veronica Uzalili from Malawi visited with the Senior Citizens at Crosaires Elder Care.
- David Makacha (Zimbabwe), William Njobvu (Zambia) and Di Liang (China) gave presentations at Eaton County Youth Facility Alternative School. David and William are Master Card Scholars.
- Bahodir Eshchanov and Feruza Tadjibaeva from Uzbekistan gave a presentation for the International Interest Group of the MSU Community Club.
- Olusesan Ogunyoye gave a presentation about his home country of Nigeria for the Senior Citizen coffee hour at Allen Neighborhood Center.

Joy Walter is preparing a post card and an e-mail invitation to teachers and educators, reminding them that we offer a wealth of international speakers to enrich their classes during Spring Semester.

--Submitted by Carol Towl

Leadership

At the Global Festival, three people stopped by the CVIP booth and filled in a volunteer form. Follow-up contact was made and only one has responded so far. Naveed Ullah is interested in helping in a number of different ways. David, Pat and I met with him last week and invited him to attend our CVIP Board meeting on Dec. 11.

We seem to have talked with different people who express an initial interest in helping but don't really want a long term commitment. I'm thinking we should be looking for simple "task at a time" type involvement to get more people started with our different programs. For instance, I have people willing to open their homes for one morning each semester. I then sent many of these people an email asking if they would welcome international students from Africa (the MasterCard students) over for Thanksgiving Day. Four families responded yes and three of our former Iraqi hosts also responded yes. Every family that hosted seemed to really enjoy their students and a few already have plans to see them again. Thus, a form of IFP has begun between these families and students.

Also, I would like to report that our Younker bonus is \$71.89. Bonus checks are now given based on the number of books sold by a group. To give you an idea how many some groups sell: Haslett High School bonus is \$151.50, Lansing Teen Challenge is \$482.45 and Tara's Dance gets \$715.35!

--Submitted by Iris Horner

Lending Center

No news to report.

---Submitted by Erika Larson

Scholarship

The Scholarship Committee is so thankful for the successful fund raising activities this semester. Thank you all for contributing to the Yonkers program and for everyone's support of the Global Festival!

Our only report is that after December 8th we will be interviewing a few students who are eligible for the CVIP Tuition Scholarship for Spring Semester 2014. Once we have made awards we will announce the awards at the January CVIP Board meeting.

--Submitted by Peggy Arbanas & Dottie Schmidt

Volunteer English Tutoring

VETP is winding up now that the semester is over, although some tutors will continue to meet with their students, if both are available.

This semester we had 14 classes throughout the week.

I've tried to come up with a way to keep track of the number of students attending VETP classes, but it is difficult, because many come to more than one class. I have asked the tutors to have students fill out an "information sheet", and turn them in to me. Based on those sheets, we have had approximately 95 students who attended classes this fall. Class sizes vary from week to week, but they have ranged from 20 people in one class to one in another. Average size is about seven.

We have 32 students meeting with tutors individually. We had 30 active tutors (class and individual) this semester.

I have received a number of applications from new tutors recently. Five are retired women who would like to tutor one-on-one, starting next semester. Three are MSU students who would like to tutor individually, or just drop in and assist with classes if they are too busy to commit.

I met with all of the applicants individually, and told them about the program. We will have an orientation next semester, on January 8, 2014 at 7:00. Joy will come and talk a little about cultural differences, and will tell what OISS is, and how they help students. Pam will tell them about CVIP, and I will show them some games and resources I have been collecting to help them in their conversations.

We had a tutor dinner at Brody Hall, and everyone enjoyed meeting other tutors and sharing experiences and ideas. Starting next semester we will have a "tutor roundtable" once a month or so, just meeting casually for coffee and to share.

--Submitted by Mary Hennessey