

**COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)**

**Board Minutes – DRAFT #2**

January 15, 2014

**ATTENDANCE:** Jan Bernsten, Marion Chapman, Rick Emerson, Karyn Goven, Michael Harrison, David Horner, Erika Larson, Sue McDonald, Barb Sawyer-Koch, Dottie Schmidt, Pam Sievers, Jim Stedman, Carol Towl, Christine VanNada, Susan Ventocilla. OISS Staff: Joy Walter.

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**INTRODUCTIONS:** *Pam Sievers, President*

- Jan Bernsten – ISC co-chair, attending meetings while Cheryl Highstreet gone

**SECRETARY’S MINUTES – December 2013 - Susan McDonald – M/S/A** (motion made/seconded/approved)

**TREASURER’S REPORT – December 2013 - David Horner – M/S/A**  
Accounts at MSU Federal Credit Union

**CVIP December 2013 Treasurer Report**

|  |        |        |
|--|--------|--------|
| <b>Shares -07 - Beginning Bank Balance</b> | \$5.75 |        |
| Ending balance                             |        | \$5.75 |

|  |             |             |
|--|-------------|-------------|
| <b>IMMA -27 Beginning Bank Balance</b> | \$12,735.91 |             |
| Deposits                               |             |             |
| Contribution                           | \$75.00     |             |
| Dividend                               | \$2.17      |             |
| Ending Bank Balance                    |             | \$12,813.08 |

|   |          |          |
|---|----------|----------|
| <b>Checking - 87 Beginning Bank Balance</b> | \$572.74 |          |
| Expenses                                    |          |          |
| Ending Bank Balance                         |          | \$572.74 |

**Sub Total CVIP** **\$13,391.57**

|   |              |        |
|---|--------------|--------|
| <b>Scholarship Savings 70 Beginning Balance</b> | \$8,776.06   |        |
| Deposits  |              |        |
| Contributions                                   | \$160.00     |        |
| Younker book bonus                              | \$71.89      |        |
| Dividend  | \$0.41       |        |
| Payment to MSU RL0033298 Scholarship Fund       | -\$9,000.00* |        |
| Ending Scholarship Bank Balance                 |              | \$8.36 |

**TOTAL CVIP Resources** **\$13,399.93**

\*(Scholarship money transferred to university funds (in case of refund, money can be returned to MSU)

Expenses paid by OISS – none reported

*Report submitted electronically*

**David Horner**

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## **PEGGY HAZEN HIGBEE ENDOWMENT**

- \$1500.00 this fall. Need to develop plan on what to use the money for.

## **CHINESE NEW YEAR CELEBRATION**

- February 1, 2014 at Meridian Mall, Okemos. 1:30 – 6 pm. OISS is one of the sponsors for this activity. Mary H, Carol, Larry and Christine will work at CVIP table.

## **2013 – 2014 GOALS REVIEW – Program Policies and Procedures**

- Handouts on draft policy, and procedures templates. Which programs need policies? i.e., drivers? Other issues?
- Provide general administrative policy for each program.
- Policies provide committee guidance.
- General discussion on what is the purpose of the Board? (a) it is required by law, (b) provide cohesive look at programs, (c) oversight, sharing of ideas, support, (d) ensure working for same goal.
- Reminder from Pam: any time CVIP wants to speak with university departments or units, please give Peter Briggs, OISS Director, heads-up, as a courtesy.
- **Draft Policies** are due by next Executive Committee meeting (February)
- **Draft Procedures** are due by March Executive Committee meeting
- Evaluation of the Board and Programs (Dasha reviewed prior). Look at instrument to conduct evaluation. Could conduct evaluations at Retreat.
- Every Tuesday – evaluating if it will be able to start up again this fall.

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.

## **STRATEGIC PLANNING COMMITTEE UPDATE**

- Take current plan and revise
- Look for other asset groups that can provide services – doesn't have to be CVIP

## **OISS UPDATE – Joy Walter**

Extra busy due to recent snow days (university shut down). Mandy Maxwell is grad student studying Chinese student experience. Peter Briggs, Director, is retiring October 2014.

## **PROGRAM COMMITTEE REPORTS – included with minutes**

### **IMPORTANT DATES**

Executive Meeting – February 5

International Friendship Orientation – February 9

Board Meeting - February 12

**REFRESHMENT SCHEDULE: February** – Every Tuesday and Lending Center

Submitted by Secretary, Sue McDonald

January 2014

## CVIP Committee Reports

### Admin Services

**Office:** During the holiday time when most MSU students were away from campus, the CVIP Office was closed. Due to an ice storm and a heavy snowfall followed by extremely cold weather, the office did not officially open until January 13, when travel conditions had improved. However, members of the Office team checked the mail and phone messages periodically during late December and early January.

**Membership:** The CVIP Membership list contains approximately 970 names of families and individuals. In December, a number of new volunteers were added to the list. These were mainly new tutors for VETP and volunteers and donors involved with the World Gift Shop at the Global Festival.

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

**Website:** Several updates were made to the Board Members' page. New pictures added to the program pages would be a good way to begin 2014.

--Submitted by Pat Barrett

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### International Friendship Program

The International Friendship Program is busy accepting and reviewing new applications for participation in the program beginning this semester. Interviews of new student and friends are currently being conducted. The deadline for student applications is January 17 and the next orientation meeting is scheduled for February 9.

We continue to seek both new and returning community friends for participation in the program. Please let us know if you are ready to be matched with a new student!

--Submitted by Larry Karnes

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### I SPEAK,

We already have had several requests for speakers from public schools since vacation, resulting from a post card and an e-mail invitation to teachers and educators sent by Joy Walter of OISS, reminding teachers that we offer a wealth of international speakers to enrich their classes during Spring Semester.

An orientation and sharing time is to be scheduled early this semester. This meeting is a good way to recruit speakers to sign up for existing assignments.

At present, we have 13 volunteers from the community to drive speakers to their assignments. Three or four of these are gone for parts of the winter, so we need to recruit some additional drivers.

--Submitted by Carol Towl

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### Lending Center

The Lending Center continues to be busy as ever. We have a regular stream of new students coming in. Our supplies are down, but students continue to find items to borrow. Our biggest need right now is for more volunteers. Two of our regulars have quit to take full time paying jobs. Two others that we thought would be coming back in January are not as available as we had hoped. We are very short of workers. Dottie West will be joining us in February. Christine VanNada has offered to help out, thankfully, but we still need regular volunteers.

---Submitted by Erika Larson

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### Scholarship

Our goal for Spring semester 2014 is to sort and organize the scholarship files in the CVIP office and to set our deadline for student applications for Fall Semester 2014. We expect to interview student applicants in April.

--Submitted by Peggy Arbanas & Dottie Schmidt

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### Volunteer English Tutoring

The new semester has brought a lot of activity to VETP.

This semester we will have 11 classes throughout the week.

Our new tutor orientation had to be canceled since so many people could not make it for various reasons. I am meeting individually with everyone who expressed interest in being a tutor. Out of 11 potential tutors, I have matched 3 with students, and am waiting to hear from 3 more students to see if they are still interested. I have 5 tutors who want to start a little later in the semester, and a couple of people who are still thinking about it.

Meanwhile, I currently have about 30 students who have applied for an individual tutor. I usually encourage them to attend the VETP classes while they wait for a personal conversation partner, and most of them do. That satisfies many of them, but I keep their names on a waiting list for an individual tutor anyway.

More next month as things fall into place.

--Submitted by Mary Hennessey

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**D R A F T   T E M P L A T E**

**CVIP PROCEDURES**

**(Name of Committee, i.e., I-Speak, Lending Ctr)**

**PURPOSE/GOALS OF PROGRAM**

(insert mission statement of CVIP – do this for all programs to ensure volunteers are aware of the scope of CVIP)  
Provide goal or purpose of the Committee/program this procedures is addressing (Lending Center, I-Speak, IFP, etc.)

**RESPONSIBILITIES OF VOLUNTEERS**

Examples:

Receive Orientation/Training  
Attend meetings  
Complete forms, count cash, track hours worked  
Report emergencies

**RESPONSIBILITIES OF COMMITTEE CHAIR**

Examples:

- Program Chair attends monthly CVIP Board meetings.
- Submits monthly activity report to CVIP Board.
- Contacts people interested in Volunteering.
- Provides orientation/training to Volunteers.
- Code of Ethics – obtain signature
- Provides Annual Report to CVIP Board.
- Written procedures and position descriptions are to be reviewed yearly and filed with the CVIP office administrator.
- Establish emergency procedures (injured Volunteer, car accident for drivers, who to call, etc.)
- Work with OISS

**TIMELINES**

Provide times when this program has functions to be performed.

Examples:

Beginning of each semester – student arrivals  
August – International students arrive  
Matching orientation  
Spring luncheon  
Public Relations, Marketing dates  
Global Fest – to-do list, by deadline

Attach Position Description for Volunteer “staff” and Chair

## **CVIP Policies and Procedures**

The main purpose of policies and procedures is to understand direction and control and identify and articulate responsibilities.

Why does CVIP need them? Policies and procedures are always put in writing to help in governance, compliance and smooth continuity of processes and programs; they can also aid in recruitment for leadership positions.

What is a Policy? Policies provide consistent direction and make sure adequate controls are in place for the organization (example: financial, safety, human resources). Only the Board of Directors can adopt a policy.

What are Procedures? Procedures are the how, who, and when, for CVIP and its programs.

### **Example of program policies:**

Issues relating to drivers

Issues relating to minors – as volunteers or program participants

Placement of a single female student with a single male volunteer

Others?

### **Procedures: Should include, only if appropriate**

Money handling

Keys – who has them, how to sign out

Communication plan – with program volunteers, with CVIP board/exec committee, clients?

Emergencies – what is an emergency who to contact, follow up required

Timeline

Marketing/Promoting of program

Relationship to OISS Liaison

Others???