

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes

April 9, 2014

ATTENDANCE: John Alzubaydi, Peggy Arbanas, Mary Arbanas, Pat Barrett, Jan Bernsten, Stacey Bieler, Marion Chapman, Rick Emerson, Mary Hennessey, Larry Karnes, Erika Larson, Sue McDonald, Wendy Pope, Barb Sawyer-Koch, Dottie Schmidt, Pam Sievers, Carol Towl, Christine VanNada, Susan Ventocilla. OISS Staff: Joy Walter.

INTRODUCTIONS: Pam Sievers, President

- John Alzubaydi, CVIP Office Administration
- Bernard Pope, Wendy's husband

SECRETARY'S MINUTES – March 2014 - Susan McDonald – M/S/A (motion made/seconded/approved)

TREASURER'S REPORT – March 2014 - David Horner – M/S/A

Accounts at MSU Federal Credit Union

CVIP March 2014 Treasurer Report

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

IMMA -27 Beginning Bank Balance	13367	
Deposits		
Dividend	<u>\$2.27</u>	
Ending Bank Balance		\$13,369.56

Checking - 87 Beginning Bank Balance	67.74	
Reinstatement of withdrawal fee	<u>5.00</u>	
Ending Bank Balance		<u>72.74</u>
Sub Total CVIP		13,448.05

Scholarship Savings 70 Beginning Balance	8.36	
Deposits		
Ending Scholarship Bank Balance		<u>8.36</u>

TOTAL CVIP Resources **\$13,456.41**

In addition to the \$2.27 dividend in our IMMA account, the credit union reimbursed the \$5.00 withdrawal fee charged last month as I changed the account from "paper" to "on-line". The latter type of account does not require a minimum balance in the checking account. We write so few checks that it is more efficient for us to have as many of our funds in the IMMA, earning interest (as small as it is).

Report submitted electronically

David Horner

Annual Meeting Overview – Stacey Bieler

-First Wednesday of May this year

Spartan Village Linen Advocacy Efforts – Susan Ventocilla

-It is hoped that MSU will have linen options available for new residents of Spartan Village. We will ask Peter Briggs to help us monitor this.

Buddy Program Pilot – Pam Sievers

-Proposal made by Executive Committee to pilot this program in August 2014. Program would provide newly arrived international students/families with a local “buddy” (family, friend, grad student) to assist with settling-in. This pilot is specific to residents of Spartan Village and would last no longer than two-weeks. Voted on and passed.

Leadership Committee Report – Peggy Arbanas

Action will be taken on these positions at Annual Meeting.

Officers for 2014 - 2015

President	Stacey Bieler
Vice President	Jo Pamment
Secretary	Sue McDonald
Treasurer	David Horner

Program Chairs

Global Festival Gift Shop	Wendy Pope
Home Visits	Iris Horner
International Friendship Program	Larry Karnes
International Speakers Program	Carol Towl and Mary Hennessey
International Spouse Connection	Cheryl Highstreet and Jan Bernsten
International Student Lending Center	Erika Larson
Scholarship Program	Peggy Arbanas and Dottie Schmidt
VETP	Mary Hennessey

Committees

Leadership	Barbara Sawyer Koch
Administrative Services	Pat Barrett
Finance	David Horner
Alumni Group	Mary Barrett and Ann McCall
Historian	Stacey Bieler

Weather Cancellation Policy – Pam Sievers

-Board meetings will be canceled due to weather if East Lansing Public Schools are canceled. Action will be taken on this at the May Annual Meeting.

Transportation/Driver Sign-Off

Additions/changes were offered to the draft form

OISS UPDATE – Joy Walter

August 18 – Resource Fair

August 22 – Spartan Village Welcome

August 11 Week – Airport Welcome

Discussion on venue for Global Fest

Globie Awards - Larry/Sue Karnes

Volunteers have indemnification via MSU due to affiliation thru MSU.

IMPORTANT DATES

May 7 – Board Meeting followed by Annual Spring Luncheon

May 30 – Annual Report submittals due

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.

Submitted by Secretary, Sue McDonald

April 2014 CVIP Committee Reports

Admin Services

Office: During the last two months, a number of our Office volunteers had to be away on their scheduled days. Many thanks to others on our staff who willingly stepped in and substituted for those who were absent.

The current project at the Office is the structuring and extension of the CVIP Computer Archives. When complete, the Archives will hold copies of important CVIP records, including Board minutes, directories, annual reports, awards, and special activities and occasions, such as the 50th Anniversary celebration.

Membership: As of April 8, the CVIP Membership list contained 986 names of families and individuals. Why is the number approximately the same as two months ago? Recently we dropped a large number of former members from our list who were no longer participating in CVIP. However, new members are joining CVIP every week, especially in the VETP and IFP programs. Thank you to all the program chairs for their cooperation in helping to keep the membership list up to date.

Website: It is Spring Cleaning time again, and the CVIP program chairs are encouraged to sweep out those old tired photos from their website pages and submit some new fresh images to us. We have many program photos in the Archives "Picture Gallery" on our Office computer, in case you have nothing suitable to submit at the moment. Some program deadlines were updated during the last two months, but on the whole few changes were made to the website.

--Submitted by Pat Barrett

Global Fest

There is no report for this month.

--Submitted by Wendy Pope

International Friendship Program

The International Friendship Program is experiencing a relatively quiet period after completing the matching and orientation process for students and community friends for the 2013-2014 academic year.

Interviews are being conducted with new friends who have applied to the program.

An article was prepared for the quarterly CVIP newsletter.

An International Friendship Program Volunteer of the Year was selected and will be recognized at the CVIP Annual Meeting in May.

We are now accepting students' and friends' applications for participation in the program beginning in the Fall semester, 2014.

--Submitted by Larry Karnes

I SPEAK,

I SPEAK always finds spring to be a busy season, especially with requests from public schools. Since the CVIP March board meeting, we have provided speakers for Bickford Assisted Living and Memory Care, Allen Neighborhood Senior Citizen Coffee Hour, and the Kiwanis Club of Okemos.

We are continuing our "fair weather" visits to Eaton County Youth Facility beginning April 10. The week of April 14 we will again be participating in the Holt High School World Language Week by providing seven or more speakers. If any of you would like to volunteer to drive one or +more students to this event, we need a number of drivers on Monday and Tuesday, April 14 and 15. Thanks!

--Submitted by Carol Towl

ISC

After a week off for spring break, ISC members traveled to Japan with Keiko and Yuko Saito on March 14. After a very complete report on the country (during which we learned that most cherry blossoms there are WHITE, not pink), they taught us how to make sushi and we enjoyed a delicious feast. On March 21, we went on a field trip to the Broad Museum of Contemporary Art. Our leader Stéfanie Fares Sabbag had arranged for a special tour for us with a docent who gave us a background on the construction of the museum and helped us to understand several of the exhibits. We then enjoyed coffee and tea in the museum lobby. On March 28, Stéfanie took us on a comprehensive visit to Brazil. She had prepared food from several regions of the country for us. We clearly spend a lot of time eating!

Our group has been joined by two new volunteers who attended all of these sessions. Both have been in the role of a trailing spouse, so are very aware of the challenges facing our group. Their husbands are now on the faculty of the MSU College of Communication Arts and Sciences. Andrea Beasley, from Canada, and Paola Sanchez from Peru, are closer to the age of our participants than Cheryl and me and will be able to provide information on things like how to enroll your children in local schools and other family oriented issues. We are delighted to have them join us.

--Submitted by Jan Bernsten

Lending Center

As of April 30, 2014 we closed the books to the 2013 - 2014 year in order to prepare the Annual Report. We started the new 2014 - 2015 year May 1st. Many students returned items in preparation for leaving town; they seem to have caught on to the idea of donating items as well as taking them. Several have even donated their lamp deposits to the Center.

Asbury United Methodist invited us to take what we wanted from their rummage sale - every little bit helps.

The MSUFCU donated \$100.00 again to the Lending Center for our new 2014 – 2015 year.

The housing office has agreed to encourage exiting students at Spartan Village to donate their unwanted items to the Lending Center.

We will be open for business through May. In June and July we will be busy cleaning, sorting and displaying new donations. We will open the door for donations, returned items from students leaving MSU, and brand new students.

---Submitted by Erika Larson

Volunteer English Tutoring

As we are moving towards the end of the school year, some VETP tutors are leaving (moving, graduating) and some are taking the summer off. I am in the middle of setting up a summer class schedule. There are currently 41 active VETP tutors.

I'm getting in the habit of calling "individual tutors" "conversation partners", as this describes more accurately what they do. I also emphasize that "classes" are more like "conversation or discussion groups".

We had a "Tutor Appreciation Day" at Grand Traverse Pie, where some of the new tutors met others. I don't want the individual tutors to feel that they are alone out there with their students, and I think some of them enjoy meeting and talking to the other tutors. About 10 people came.

I attended a Faculty Learning Committee on "Best Practices to Maximize Learning Experiences of International Students: Focus on China, Korea and India." The faculty member leading this group heard about VETP through one of his students, Chandi, who is a VETP tutor. Chandi attended a meeting and told a little about VETP. I was able to attend this month, and gave a brief description of what we do. I also learned some helpful information about other units on campus and their work with international students. (i.e. The English Language Center's ESL Lab, that offers free help with any academic assignment.)

One of our undergrad conversation partner matches are becoming good friends. Fengze is returning to China this summer, and Greta is planning to visit her next fall. Greta is a freshman Chinese major and in ROTC.

--Submitted by Mary Hennessey
