

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes

August 13 2014

ATTENDANCE: Peggy Arbanas, Stacey Bleler, Karen Goven, Michael Harrison, Mary Hennessey, Cheryl Highstreet, Erika Larson, Sue McDonald, Jo Pamment, Wendy Pope, Barb Sawyer-Koch, Dottie Schmidt, Jim Stedman, Christine VanNada, Susan Ventocilla. OISS Staff: Joy Walter.

WELCOME: Stacey Bieler, President

Guests: Bernard Pope

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

TREASURER'S REPORT – David Horner – No report was available at meeting but was provided via email at a later date.

The last financial report was April, 2014. From May through July we earned a total of \$6.70 in dividends in the IMMA account and had expenditures of \$125 for gift cards (IFP and P. Briggs) at the annual meeting.

As of July 31, 2014 our balances at MSUFCU were:

\$13, 278.46	IMMA -27
\$ 5.75	Shares - 07
\$47.74	Checking - 87
* \$ 8.36*	Scholarship - 70
\$ 13,340.31	Total CVIP resources

LINEN SERVICE - SPARTAN VILLAGE - Susan Ventocilla

Met with Spartan Village staff and with Peter Briggs. This service will be provided.

BUDDY PROGRAM - Pam Sievers

A summary was mailed to all. Feedback was positive.

OISS UPDATE – Joy Walter

- Had tent at Great Lakes Folk Festival this year
- New hire - Community Coordinator - Skyin Yin, a MSU graduate
- New student brochures are printed and available

FALL RETREAT – September 10, 2014

8:30 am – 1:30 pm, Brody Hall again

Parking passes are available for Kellogg Center

May invite community person's and guests to attend

NEW BUSINESS

REFRESHMENT SIGN-UP SHEET

POT LUCK??

Susan Ventocilla asked if there was interest in doing another potluck. Include Master Card students? Last time was IFP focus so Susan will email Larry.

LILLIAN KUMATA SCHOLARSHIP FUND - Christine Van Nada

Need to determine final, official name. Also determine appropriate memorial (plant a tree, purchase a park bench)

REPORTING OF HOURS

Erika asked if monthly report could also include the number of hours worked. Sue could pull hours from report and include on spread sheet.

INFORMATION - Please let Jo Pamment know how you get Volunteers and how you train them.

IMPORTANT DATES

August 18 – Welcome Orientation/Resource Fair at Breslin

August 22 – Family Resource Fair, Spartan Village

September 10 - CVIP Retreat, Brody

September 28 - East Lansing Welcomes the World - EL Public Library

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

AUGUST 2014 CVIP Committee Reports

IFP

The IFP committee met in August to review key dates for the Fall semester, discuss the Fall orientation sessions, and explore additional program outreach activities. The next orientation will be held on October 5.

During the summer, all "community friends" who were matched with international students during the last academic year were contacted and asked about their experiences, status, and availability to be matched with new students this year. Applications from new friends and new students are being processed and interviews are being conducted. The next deadline for student applications is September 12.

--submitted by Larry Karnes

ISC

ISC (International Spouse Connection) has had a very busy summer. We began summer semester on May 30th and concluded last Friday, August 8th. We met every Friday with the exception of July 4th. We varied our sessions between field trips and presentation or demonstrations by our members. Our field trips included our annual, and very popular, trip to pick strawberries at the Huhn Strawberry Farm in Eagle. We also visited the MSU Demonstration Gardens and the Children's Garden. This year we also had our picnic at Lake Lansing Park South. Unfortunately, it rained quite hard. Fortunately, our original spot was very close to the pavilion!

--Our presentations/demonstrations included a wide variety of subjects from travel tips to cooking demonstrations. We learned about topics from India/Nepal to how to make Brazilian candies. Cooking continues to be a popular topic no matter who is demonstrating!

--Our attendance remained good despite the fact that we had many members home for the summer, off on vacation or moved permanently. We look forward to even greater participation fall semester and we intend to recruit new members at the Family Resource Fair during orientation.

--submitted by Cheryl Highstreet and Jan Bernsten

Scholarship

Peggy and I have been mulling over what to do about the small number of applications we get for the CVIP Scholarship. We know one thing that would help is to set the deadline for applications early and publicize it a lot in many different places. We are seeking ways to identify married students so we can target them with our advertising. This does not seem to be a statistic MSU collects. The deadline for applications for Spring 2015 is December 2 with interviews taking place later that week.

We did end up giving one \$2500 scholarship for Fall 2014. At the time the application was due our candidate was in Indonesia. Finally, when all three of us were in town, we sat down to interview him.

On August 6 we met at the CVIP Office to begin sorting some scholarship committee items that have been accumulating for many years. Also, four boxes of scholarship documents have recently been moved from Lois Sollenberger's house to the CVIP Office. On August 6, we met with Peter Briggs to discuss his opinion about any changes he would recommend to the criteria for the scholarship. Also discussed were ways we might find out which of MSU's international students are married and how long we should retain certain documents in our files.

--Submitted by Dottie Schmidt and Peggy Arbansas

VETP

It has been a busy summer at VETP. Some tutors have moved on, other new tutors have joined us, and some tutors took the summer off. In all, we had 26 active tutors.

I interviewed seven new tutors, and they jumped right in as conversation partners, or assisted at classes. One is even substituting for a vacationing tutor's class. Three new tutors were just here for the summer (visiting home, or preparing to work abroad). Two were MSU undergrads who will be continuing to be conversation partners in the fall, and two are community members.

In all, 20 tutors acted as conversation partners, with 25 students participating (some tutors took more than one student as a conversation partner). I try to contact each conversation partner at least once a month to see if they are still meeting, or are having any problems. Sometimes people drop out or move away without notifying me, but I try to keep track of most of them.

We started out with 7 conversation classes at the beginning of the summer, and ended with 5. Attendance in each class ranged from 2 people to 14.

The schedule for the fall is coming together, with 9 conversation classes tentatively scheduled.

I decided to keep office hours and posted them on Facebook and on the office door. I think this helped people know when I would be in. I worked about 10-12 hours each week.

I met with Larry Karnes one day, and we discussed the similarities and differences between our two programs. (IFP and VETP). We hope to do this occasionally to compare notes and share ideas.

VETP is having a pot-luck for students and tutors and their families on Wednesday August 13 at Patriarche Park.

--submitted by Mary Hennessey

2014 - 2015

Refreshments

OCTOBER ISC

NOVEMBER GLOBAL GIFT/IFP

DECEMBER LENDING CENTER

JANUARY VETP

FEBRUARY A+ ENGLISH

MARCH PR/OFFICE

APRIL SCHOLARSHIP