

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)
Board Minutes
 October 8, 2014

ATTENDANCE: Peggy Arbanas, Mary Barrett, Pat Barrett, Stacey Bieler, Rick Emerson, Karen Goven, Mary Hennessey, Cheryl Highstreet, Erika Larson, Sue McDonald, Jo Pamment, Harsha Patel, Bernard Pope, Wendy Pope, Barb Sawyer-Koch, Dottie Schmidt, Jim Stedman. Guest: Midge Morrow, IFP

WELCOME: Stacey Bieler, President

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

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

The only activity during August and September 2014 in CVIP's MSUFCU accounts were Dividends of \$2.26 and \$2.18 and a \$20 check payable to the State of Michigan for our Non-Profit Corporation update.

CVIP August/September 2014 Treasurer Report

August balance was: \$13,322.57
 September's balance: \$13,324.75

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

IMMA -27 Beginning Bank Balance	\$13,278.46	
Deposits		
Dividend	\$2.26	
Ending Bank Balance		\$13,280.72

Checking - 87 Beginning Bank Balance	47.74	
#0991 State of MI - renewal of Non-Profit Status	<u>-20.00</u>	
Ending Bank Balance		<u>27.74</u>
Sub Total CVIP		13,314.21

Scholarship Savings 70 Beginning Balance	8.36	
Deposits		
Ending Scholarship Bank Balance		8.36

TOTAL CVIP Resources		13,322.57
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CVIP September 2014 Treasurer Report

Shares -07 - Beginning Bank Balance	\$5.75	
Ending balance		\$5.75
IMMA -27 Beginning Bank Balance	\$13,280.72	
Deposits	\$2.18	
Dividends		
Ending Bank Balance		\$13,282.90
Checking - 87 Beginning Bank Balance	27.74	
Ending Bank Balance		27.74
Sub Total CVIP		13,316.39
Scholarship Savings 70 Beginning Balance	8.36	
Deposits		
Ending Scholarship Bank Balance		8.36
TOTAL CVIP Resources		\$13,324.75

OISS UPDATE – Stacey

- Farewell reception for Peter Briggs was very successful and emotional.
- New OISS Director – there will be 3 presentations by prospective candidates, October 8, 20 and 29. CVIP Board members are welcome to attend.
- NAFSA conference registrations are due by Friday October 10.
- Organizing Meeting for Global Festival is Friday or next Monday.

HOME VISITS – Barbara Sawyer-Koch

Jim Steadman is new Chair. Home visits are scheduled for Thursday, October 23. Drivers are needed for the 9 homes.

GLOBAL FESTIVAL GIFT SHOP – Wendy Pope

This year Global Fest and Global Gift Shop will take place at MSU Union from Noon until 5 pm on Sunday, November 23. Letters asking for donations have been sent.

VOLUNTEER EXPECTATIONS

Annual signatures are required. Please have all volunteers sign form and return them to CVIP office.

NEW BUSINESS

NAFSA CONFERENCE

Held in Grand Rapids, October 29-31. Early registration due on Friday, Oct. 10. Money from Higbee Endowment is available for attending this conference (transportation, registration, etc.)

INTERNATIONAL FRIENDSHIP PROGRAM – Midge Morrow

IFP is seeking families for VIPP students that will be at MSU until May. These are older students, typically working on PhD's.

FUNDRAISING – Dottie Schmidt

Yunker's Community Days booklets are available (November 14-15). Price remains at \$5/booklet.

CVIP LETTERHEAD – Dottie Schmidt

Dottie suggested a need for a ream of CVIP letterhead. CVIP office staff is responsible for CVIP logo, thus, letterhead (which logo is password protected). Stacey suggested perhaps 100-200 sheets would be adequate. Barb will investigate using *VistaPrint*.

CONSTITUTION REVISION COMMITTEE – Stacey Bieler

Pat Barrett, Pam Sievers and Rick Emerson have agreed to serve.

CVIP ARCHIVES – Stacey Bieler

Stacey attended a course given by archivist from Yale University. Items from last 8 years should be considered "current". Anything older should be archived. Three boxes of materials were given to MSU Archives on 25th Anniversary. We are collecting CVIP materials from 1961 to 2006. Stacey circulated questionnaire seeking to locate material within this timeframe. Please return complete form prior to October 22.

ANNOUNCEMENT

Pat Barrett – Please send all Committee Reports to office. Copy your monthly emails to CVIPMSU@gmail.com.

IMPORTANT DATES

October 23 – Home Visits

November 5 – Executive Committee Meeting

November 12 – Board Meeting (Global Gift Shop and IFP are hosts)

November 23 – Global Festival at the Union

- 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

SEPTEMBER 2014 CVIP Committee Reports

Administration

Office: The CVIP Office will be staffed weekdays by the following volunteers: John Alzubaydi (Mon.); Bernard Pope (Tues.); Pam Sievers/Pat Barrett (Wed.); Carol Towl (Thurs.); and Ruby Bato (Fri.).

Membership: The CVIP Membership list continues to grow, despite sixty-plus individuals and families who were dropped from the list for reasons of relocation or the inability to actively participate in any CVIP programs. Presently the list contains approximately 950 members (individuals and families).

Membership handled the mailing of the World Gift Shop donation letter during the last month. Approximately 1/3 of the membership received their letters through the U.S. mail, while the remaining 2/3 got theirs by email.

Beginning next month, this membership report will offer a breakdown of members into various categories, including the number of members actively participating in our programs, the number of donors to the Lending Center and the World Gift Shop, the number of student volunteers, and the number of non-participating members, such as those who have volunteered for VETP or IFP but are presently unassigned.

Thanks to all the program chairs for their cooperation in helping to keep the membership list up to date.

Website: During the last month, the most notable changes to the website were made by the Scholarship Committee, who changed "CVIP Scholarship Program" to "Lillian Kumata Scholarship." On the whole few other changes were made.

--submitted by Pat Barrett

Global Gift Shop

Mona Brandou, Gengen Chan, Betty Vlahakis, Mickie Marx and I met several times in September for pricing and packing. We had received a large number of items from the Ishino family.

Thanks to Pat Barrett the letter to friends of CVIP asking for donations was sent out.

We plan to continue collecting, pricing and packing during October and November. The GGS will take place from noon - 5.00pm on November 23, 2014 at the MSU Union as part of the Global Festival.

--submitted by Wendy Pope

IFP

The IFP Committee was very busy during the past two months processing new applications from students and community volunteers, interviewing new applicants, and matching volunteers with students. Our Fall semester orientation meeting was held at the International Center on October 5. We were able to match 47 international students from 21 different countries, including Belgium, Botswana, Brazil, China, Germany, Ghana, India, Indonesia, Iraq, Kenya, Malawi, Malaysia, Nigeria, South Korea, Taiwan, Tanzania, Uganda, Uzbekistan, Vietnam, and Zimbabwe.

Applications from new friends and new students are now being accepted for participation beginning in Spring semester. The next deadline for student applications will be early January.

--submitted by Larry Karnes

I SPEAK

Although most international students were on vacation this summer, I SPEAK filled one speaker request during MSU's Summer Semester. On August 7, Reema Al Dhaneem from Saudi Arabia and Jing Kong from China spoke to two groups of high school students at the Eaton County Youth Facility.

Now in Fall Semester, we have several requests from service clubs and senior citizen groups. Mitsuko Marx visited with the senior citizens at Allen Neighborhood Center about her international experiences when no international students were available on September 3. Barbara Kotei, a Master Card Foundation Scholar from Ghana, spoke to this same group on October 1.

Meantime, speakers from Nigeria, France, Turkey and Mexico visited audiences at Bickford Assisted Living Facility, Crosaires Elder Care, Eaton County Youth Facility and the LATTICE international book club. Joy Walter from OISS helped us to plan a pizza supper, orientation, information-sharing and sign-up session attended by 17 international volunteers on September 18. This helped us to recruit speakers for assignments we have already for October and November.

--Submitted by Carol Towl

ISC

ISC has had a very busy and very successful fall semester. We have averaged 15-20 attendees per session, many of them new this fall. Our activities have included a wide variety of topics:

9/5 - We had an introductory sessions where we had members interview each other in pairs and then introduce their interviewee to the group.

9/12 - We hosted a baby shower for one of our spouse leaders, Halima, from Oman. We brought cards, played a game, had cake, and discussed how various countries greet babies, local customs, etc.

9/19 - We had a very informative presentation by one of our members about her native country, Belgium. Not only did she tell us facts and present historic/interesting places, she discussed some of the problems the country faces that are posed by two very different cultures within its borders, the Flemish and the Walloons.

9/26 - Two of our Latin American members, who are also jewelry makers, brought samples of some of their jewelry, discussed working with Peruvian silver, and had members make their own simple bookmark or bracelet.

10/3 - We had game day. The intent was for members to bring a simple game from their country and teach it to the group. However, only Jan and Cheryl brought a game, so we spent most of our time playing Uno, which everyone enjoyed immensely. This is an activity which we can repeat using different games.

10/10 - We will have a tour of the East Lansing Library along with an introduction to the many activities it sponsors for internationals.

Our members continue to be very enthusiastic. They represent a wide variety of countries and cultures and are very supportive and helpful to each other. They are a lot of fun!

--submitted by Cheryl Highstreet and Jan Bernsten

Scholarship

Peggy and I have been quite busy along with the help of several others. We have made changes to the CVIP web page, the Scholarship page and the OISS Home web page to reflect the accurate name of the CVIP Scholarship now to be known as the Lillian Kumata Scholarship. Our thanks to Pat Barrett for helping us through these changes.

--Submitted by Dottie Schmidt and Peggy Arbansas

VETP

Things have been booming in VETP! I have received many applications from people who want to be tutors, or students who want conversation partners, or want to know more about our conversation classes

I have always interviewed potential tutors – now I am interviewing students as well, so I can match them with someone with similar interests.

At the end of September, VETP had 11 conversation classes going. Nine classes are led by community members, 1 by a graduate student and 1 by an undergraduate.

Classes ranged in size from 2 people to 12 people. Our tutors have to be flexible because they never know how many to expect! Most of the students are graduate students, visiting scholars, or spouses.

Many students attend multiple classes. I am working on a system to figure out how many students we are serving, but if we want to count “face hours” – there were 181 “faces” in all our classes in September.

We have 30 conversation partners serving 38 students (some tutors have more than one conversation partner). Our native English-speaking partners are made up of 13 community members, 3 graduate students and 14 undergrads.

I keep in touch with students and tutors by email. I suggest web sites that might help them, and give them information about events in the area to share with their students. I've been asked to write letters of recommendation for tutors. I update the VETP Facebook page frequently and we now have 107 “likes”.
--submitted by Mary Hennessey
