



COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes **FINAL**

November 12, 2014

ATTENDANCE: Peggy Arbanas, Ruby Bato, Stacey Bieler, Mary Chapman, Karen Goven, Mary Hennessey, David Horner, Erika Larson, Ann McCall, Sue McDonald, Bernard Pope, Wendy Pope, Barb Sawyer-Koch, Dottie Schmidt, Pam Sievers, Jim Stedman, Carol Towl. Gengen Chan, Mitsuko Marx – Gift Shop. Joy Walter – OISS.

WELCOME: Stacey Bieler, President

ANNOUNCEMENTS

Al Wolf passed away and had been actively involved with CVIP in the past. Motion was made and passed to donate \$25 to East Lansing Public Library in his memory.

Dottie Schmidt - Eileen and Bill McGee were co-chairs of Coffee Partners with Margaret and Bill Gunn. The group met monthly to offer social activities with the students at A+ English. Bill passed away on November 5. Motion was made and passed, to donate \$35 to Scholarship Fund in Bill's honor.

Youngers Fundraiser Booklets – Dottie Schmidt
\$5.00 for each book. Books still available.

Erika – Her husband's 90th birthday party is Saturday and everyone is invited.

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

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

The only change in our financial picture during October was \$2.89 in Dividends to our IMMA that increases our total funds available at MSUFCU to **\$13,327.64**.

ARCHIVES – Stacey Bieler
Still collecting information.

BUSINESS CARDS – Barb Sawyer-Koch
Barb handed out 5 CVIP business cards to each Board member. Will have cards available at Global Fest.

CVIP LETTERHEAD – Dottie Schmidt
There is a small supply of letterhead available in the office. CVIP has color printer and can print more as we need it.

FRIENDS OF OISS MEETING – Stacey Bieler

Three dorms open during winter break.

9,000 freshmen applications – 20% of international students have attended high school in U.S.

CHURCH WOMEN UNITED – Marion Chapman

Presented check for \$125.00 to CVIP.

NAFSA REGION V CONFERENCE REPORT (National Association for Foreign Student Advisors) – Jim Stedman

Jim provided summaries on the breakout sessions he attended at the conference held in Grand Rapids.

PEG HIGBEE ENDOWMENT

\$1600. Developing procedures to use funds. Examples of use of these funds – Jim Stedman going to NAFSA and Stacey Bieler going to Archive's training.

OISS (Office for International Student and Scholars) Update – Joy Walter

- Introduced Skyin – new OISS staff member – Communications and Career Development.
- Director Search – a recommendation has been made
- Essay Contest – 110 were submitted – Winners have been selected
- High volume of work being directed toward immigration issues
- International student organizations hosts Thanksgiving Dinner at Spartan Village on November 26. Last year 600 students attended.
- Global Fest – 36 countries involved. 20 performing. Performance workshops are new this year. Gift Shop is on lower level.

GLOBAL FEST – Wendy Pope

Still receiving donations. Challenge to work with semi-circle tables this year. Bernard handed out schematic of gift shop area. Discussion followed regarding layout of the new area.

BY-LAWS COMMITTEE – Pam Sievers

Proposed revisions will be done by end of January.

IMPORTANT DATES

December 3, 9:30 – Executive Committee

December 10, 9:15 – Board Meeting (Refreshments – Lending Center)

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

2014 CVIP Committee Reports

Administration

Office: We continue to staff the Office five days per week. Pat Barrett will cover Wednesdays. Pam Sievers will be available as a substitute.

We are pleased to report that the Office was used for CVIP activities on two occasions, to interview a prospective volunteer and to edit the *CVIP Newsletter*. We encourage all program and committee chairpersons to utilize the Office for their work.

The Office arranged for the mailing of 283 printed copies of the *CVIP Newsletter* and sent out 685 copies of the email edition.

The telephone traffic was light for the period, and all inquiries were answered.

-Submitted by John Alzubaydi

Membership:

This membership report will offer a breakdown of CVIP's 952 members into various categories (as of November 10, 2014). However, since many CVIP members participate in two or more programs, the total of the program and group numbers will be greater than 952.

Programs:

Global Festival Gift Shop Salespersons (GS)=105

Global Festival Welcome Tables (WT)=28

Home Visits=60 (Includes both hosts and drivers)

International Friendship Program (IFP)=402 (381 of these are actively involved in befriending students)

International Spouse Connection (ISC)=5 (Program leaders)

I SPEAK=11 (Includes both committee and drivers)

Lending Center (LC)=27 (LC Volunteers=17, Donors=10)

Lillian Kumata Scholarship (LKS)=240 (GS Donors of Items=202, Donors of Money=38)

VETP=90 (Many are students; some applicants do not have assignments as yet)

Groups:

CVIP Alumni Group=13

MSU Students=48 (IFP=4, VETP=41, GF=3; includes both Americans and Internationals)

MSU =36 (Persons involved in international education; i.e. OISS, Regional Study Centers, etc.)

Non-active Interested Parties=43 (Local community=38, Elsewhere=5)

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

-Submitted by Pat Barrett and Ruby Bato

Website:

The main work on the website during the last month included the updating of the Board Member Page, changes to the online membership applications, and updating the Calendar of Events and About CVIP.

Program Chairs - take note: the next improvement in the website should be the replacement of any outdated text and stale pictures on your program pages.

CVIP Newsletter:

Thank you to all the board who submitted article and pictures. Pat Kline, Pat Barrett and Stacey Bieler were editors for the Fall 2014 CVIP Newsletter. 685 notices were sent out to members by email that the Newsletter was available on the CVIP Website. 283 were sent by mail to members. 30 extra paper copies were printed to be given to people who visited the CVIP Table at the Global Festival and to others interested in CVIP in the next six months.

-Submitted by Pat Barrett

Global Gift Shop

Our group has continued with pricing and packing. We have received many donations in recent weeks, maybe more than we can price and pack for this year. Bernard & I attended a meeting at the Union to discuss the Global Festival. We saw the location of Room 50 and were told that we were to use round (or semi-round) tables if possible. A further meeting has taken place and our layout now includes many rectangular as well as several round/semi-round tables. I will bring a copy of our proposed layout to Wednesday's meeting.

I met with Stacey to discuss my position and any issues that I had. We are cramped for space at the Lending Center so Stacey was able to find some extra space for us for the next couple of weeks.

--submitted by Wendy Pope

Home Visits

The Home Visit and tour was a success with ten host homes open for tours, conversation and mid-morning refreshments. We had seventy English Language Students from fifteen countries divided between the host homes in which nineteen drivers picked the students up, driving them to the host homes and then returning to the school. .

The previous home tour sponsored by CVIP in April 2013, we had thirteen host homes and fifty students with a similar number of drivers. I would say that the CVIP 2014 Fall Home tour was with more students.

Comments

From the hosts:

-It is a pleasure to meet such beautiful and interesting people.

-I love talking with international students and hearing about their lives in their home country and their experiences so far in the USA.

There has been fear of the US before arriving from their perception through TV and newspapers but they all stated they are enjoying their stay and feel very much at home.

From the drivers:

-Good time speaking with students and driving them around, the students I drove thought the hosts were very classy with beautiful and interesting homes.

-Enjoyed mixture of cultures and conversations.

Driver said, "It was a good visit, wasn't it?" Student said "No", it was a GREAT visit.

I would like to thank Karyn Govan and the staff at the English Language School for all of their assistance during several meetings and dividing the students for the home tours, providing name tags and coordinating the drivers and students. This year we did not have enough drivers from our volunteers so many of the language teachers drove as well as several students.

-Submitted by Jim Stedman

International Friendship Program

The IFP Committee met on November 7 to review the current semester's application, matching, and orientation process and identify improvements. There was also considerable discussion on additional outreach activities to solicit new friends for participation. At least 20 new students have applied for next semester and we currently do not have enough volunteers to match all of them.

The next deadline for student applications for Spring semester is January 16, 2015, and the orientation is tentatively scheduled for February 8.

--submitted by Larry Karnes

I SPEAK

Since our last Board meeting on Oct. 8, I SPEAK has provided speakers in response to four requests. Yamina Lordemus (spouse from France) spoke to the International Interest Group of the MSU Community Cub. Natalia Giarola (Brazil) and David Makacha (Zimbabwe) spoke to two classes of high school students at the Eaton County Youth Facility. Ameer Janabi (Iraq) introduced his country's culture to the Kiwanis Club of Lansing. The senior citizens at Allen Neighborhood coffee hour welcomed Dion Efrijum Ginanto and his wife Ira, and were delighted to see a PowerPoint presentation featuring Dion and Ira's traditional Indonesian wedding.

We have six additional requests for speakers for November and December that already have speakers assigned. We have one request for a panel of three or more international students that we may not be able to fill this close to the end of Fall Semester

--Submitted by Carol Towl

Lending Center

Only yesterday did the Lending Center have fewer visitors as normally happens after the August and September crush. Our supply is severely diminished, yet the students continue to pour in. We had numerous donations, thankfully, because the students seem to recognize what's new and snatch it up right away.

-Submitted by Erika Larsen

Lillian Kumata Scholarship

We are looking forward to the Global Festival and are happy to report that Dottie has contacted Scholarship award winners from Spring and Fall 2014 and one person has volunteered to work at the November 23, 2014 Global Festival Gift Shop.

Several applications for the scholarship have been received in the CVIP office already, even though our due date for scholarship applications is December 2, 2014 for the Spring 2015 semester. So we are hoping to have a number of applications from eligible married students.

Peggy talked to the OISS advisors at their weekly staff meeting November 4. We went over the revised application, our CVIP web site and the OISS procedure for collecting applications. There was a chance to explain the reason we have a deadline date and not a rolling deadline. The reason is that decisions need to be made in plenty of time before the semester begins so that students are not assessed late fees. We also talked about changing the criteria for eligibility, if we do not get enough applications for Spring semester 2015 from eligible students. Hopefully with better information to students who are eligible at least students will know about this scholarship opportunity.

-Submitted by Peggy Arbanas

Volunteer English Tutoring Program

We had a tutor meeting for all VETP Tutors on October 22 in the VETP Classroom. OISS provided sub sandwiches and Joy gave a talk about what's happening in OISS and with the international student population on campus. Twenty-five tutors attended. They gave great input into why they became a VETP Tutor, and suggestions they had for recruiting even more people.

One of our tutors is a graduate student in the College of Education, and he and I are working on a possible project that would pair his students with an international student for conversation, and to study children's books from their countries.

Applications continue to roll in from student and potential tutors. I spent much of my time interviewing and talking to potential tutors and students. In October I made 11 new conversation partner matches, bringing the total now to 41 conversation partners. The tutors are made up of 17 community members, 5 graduate students, and 19 undergrads.

We still have 11 conversation classes going.

One conversation partner/tutor and her husband have been coming in to help me with paperwork in the VETP Office. Robert helped me make some spreadsheets so I can better keep track of statistics. Peggy has been helping compile a list of area ESL classes, as well as putting together volunteer packets and other tasks. I appreciate their help!

I continue to post things on our Facebook page, answer telephone and email inquiries, send a newsletter to the tutors with information on resources and local events, and try to keep in touch with the tutors and students.

During October I spent 82 hours with VETP, 3.5 hours with Home Visits and 1 hour with I-Speak.

--submitted by Mary Hennessey

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