



## COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

### Board Minutes

February 11, 2015

**ATTENDANCE:** Peggy Arbanas, Mary Barrett, Pat Barrett, Stacey Bieler, Marion Chapman, Mary Hennessey, David Horner, Larry Karnes, Erika Larson, Sue McDonald, Harsha Patel, Barb Sawyer-Koch, Dottie Schmidt, Jim Stedman, Carol Towl. Joy Walter – OISS. Guests: Ms. Sanchez – ISC. Don Sawyer-Koch.

**WELCOME:** Stacey Bieler, President

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

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

Below is a summary of the treasury report.

Highlights for February are:

- \$ 3.09 - Dividends
- \$59.00 - Global Festival bounced check was redeemed
- \$50.00 - contribution

### CVIP January - December 2015 Treasurer Reports Report - February 2015

Shares -07 - Beginning Balance	\$5.75		
Ending balance			\$5.75
IMMA -27 Beginning Balance	\$13,375.90		
Dividend	\$3.08		
Ending Balance			\$13,378.98
Checking - 87 Beginning Balance	\$12.74		
Ending Balance			\$12.74
Scholarship Savings 70 Beginning Balance	\$5.93		
Bounced check - redeposit	\$59.00		
Contribution	\$50.00		
Dividend	\$0.01		
Ending Balance			\$114.94

**TOTAL CVIP Resources**

**\$13,512.41**

From previous minutes

## CVIP December 2014 Treasurer Report

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

<b>IMMA -27 Beginning Balance</b>	\$13,379.08		
Dividend		3.41	
<b>Ending Balance</b>	<b>\$13,379.08</b>	<b>\$3.41</b>	<b>\$13,382.49</b>

<b>Checking - 87 Beginning Balance</b>	\$27.74		
#992 - EL Library memorial Al Wolfe	-\$25.00		
<b>Ending Balance</b>			<b>\$2.74</b>
<b>Sub Total CVIP</b>			<b>\$13,390.98</b>

<b>Scholarship Savings 70 Beginning Balance</b>	\$5,292.19		
NSF Check + \$15 fee	-\$74.00		
Deposits - Yonker books		\$405.00	
Gift Shop		\$112.00	
Donations		\$500.00	
Dividend		\$0.50	
<b>Ending Scholarship Balance</b>	<b>\$5,218.19</b>	<b>\$1,017.50</b>	<b>\$6,235.69</b>

**TOTAL CVIP Resources** **\$19,626.67**

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

- New Director - James Dorset will start March 16, 2015. Will try to have coffee meet & greet at McDonel Hall on March 27.
- Also will try and schedule him to attend the April Board meeting
- Feb 20 Chinese New Year Gala at Breslin Center. Tickets \$20.00.
- Feb 21 Chinese celebration of Chinese New Year at Meridian Mall
- Chinese “gang” trial in East Lansing has brought much attention in China. Parents are calling. MSU calling it an isolated incident and emphasizing there are no gang problems on campus
- MAIE (State Education Conference) March 12 and March 13 in Mt. Pleasant. Joy will attend. Pam also submitted a proposal.

### **FRIENDS OF OISS – Stacey**

- Who could attend Feb 17 Spartan Village Redevelopment Meeting?
- African Master Card Applications are up
- Chinese undergrad applications are down

### **ADM SERVICES UPDATE – Pat Barrett**

- Bernard Pope – new Office Manager
- Calling for new Website photos
- Office is getting a new computer

### **OLD BUSINESS**

### **STRATEGIC PLAN – Stacey**

Voted on, Passed and Adopted

### **CVIP GOALS 2014-15 Handout - Stacey**

- Goal C. Communications and Marketing (1). Form a Marketing Committee. Jim Stedman volunteered to lead.
- Goal D. Program (2). Mary H. and Carol T. volunteered to be on Evaluation Committee.
- Goal E. Volunteer Management (1) Mary H will lead to use the CVIP database to communicate with all volunteers.
- Goal E. Volunteer Management (2). Stacey will send out job descriptions to all for updates.
- Program Chairs - Finance Budget Forms will be due at next Board meeting.

### **NEW BUSINESS**

\*Marion Chapman – Church Women collected \$100 for Ebola effort. Reminder of Interfaith Conference - February 24, 2015

### **IMPORT ANT DATES**

March 4, 9:30 – Executive Committee

March 11, 9:30 Board Meeting

March 12, 13 – Michigan Association of International Educators conference at Mt. Pleasant

March Treats – PR and Office

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

**2014-2015  
CVIP Committee Reports**

**INTERNATIONAL SPOUSE CONNECTION**

The International Spouse Connection had four well-attended sessions in February, starting off with Mitsuko Marx teaching us how to make elegant designs with oragami. We celebrated on February 13 with a Valentine's party. Paola Sanchez gave a presentation about how Americans celebrate Valentine's Day. The following week, Judi Harris, Refugee Services Director at St. Vincent Catholic Charities, talked to the group about opportunities for volunteering with refugees new to the Lansing area. It turned out that several of our members had language skills specifically needed for recent arrivals, and they did the paperwork to get them started volunteering. On February 27, our Spouse Leader Stéphanie Fares Sabbag had arranged a guided field trip at the MSU Museum on campus. Our members took many photos, particularly of themselves next to the elk, moose, antelope, deer and bear featured in the museum.

--Submitted by Jan Bernsten

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**I SPEAK**

Only two speaking requests were filled by I SPEAK between February 11 and March 11. On February 25, Jenny Huang, Ruo Qiu and Haoyue Zhang gave presentations about Chinese New Year in six different classrooms throughout the day at Okemos Public Montessori School. On February 26, Dong He, a visiting scholar in the electrical engineering department, along with his wife, visited the Ingham County Youth Facility. Dong gave a PowerPoint presentation showing the celebration of Chinese New Year.  
--submitted by Carol Towl

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