



**COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)**  
**Board Minutes**  
January 13, 2016

**ATTENDANCE:** Peggy Arbanas, Pat Barrett, Stacey Bieler, Rick Emerson, Karyn Goven, Mary Hennessey, David Horner, Mary Hennessey, Erika Larson, Bernard Pope, Wendy Pope, Dottie Schmidt, Pam Sievers, Jim Stedman, Carol Towl, Marjory Weldon. Joy Walter, OISS.

**WELCOME: Stacey Bieler, President**

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

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

Current Balance: \$13,680.24

December, 2015

**SUMMARY**

*\$210 contributions to Scholarship Fund*

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- \$59.10 Yonker Book Sale Bonus
- \$3.02 dividends
- -\$5,100 to MSU-CVIP- Scholarship Fund
- -\$14.11 expenses - Stamps

**Balance: \$13,680.24**

**Scholarship Fund: Additions**

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\$210.00 Contributions to scholarship fund

\$59.10 Yonker Book Sales Bonus

**Scholarship Fund: Subtraction:**

\$5,100 to MSU Scholarship Fund

**Dividends:**

\$3.02 Total Dividends (\$2.89 – IMMA; \$.13 – scholarship)

**Expenses:**

\$14.11 – stamps

**Balance:**

\$13,410.26	IMMA (27)
\$ 261.60	Scholarship (70)
\$ 2.63	Checking (87)
<u>\$ 5.75</u>	<u>Shares (07)</u>
\$13,680.24	Total

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**OISS – Joy Walter**

First coffee hour is this week. Ambassador Leadership Program getting started. Spring/Summer Events are on OISS calendar. Intercultural Sensitivity Training is coming up.

**Admin Services – Pat Barrett**

A new office person for Wednesday, from Sri Lanka. Schedule for office workers completed. Membership- increased by six (going to VETP). Website – give Pat any new photos. Launch is delayed by 2 months.

**OLD BUSINESS**

**Leadership – Pam Sievers**

Challenge onfilling positions. Many members travel and not available. Need to fill V.P. and Secretary. Will continue to seek new volunteers.

**Performance Evaluation Committee – Sue McDonald**

Rick, Carol, Sue – met and made some changes to form. Updated version has been forwarded to Stacey.

**Volunteer Recognition Committee – Rick**

Jim, Rick, Pam – thinking of more general recognition so all volunteers can be recognized. CVIP vs Program recognition. Provide money for awards from CVIP pocket? General Gathering – i.e., picnic, 4-H gardens, Broad Museum.

**Lending Center – Stacey**

Met with Joy and Liz Matthews (OISS Asst Director for Program & Outreach). Asked about costs for PhD students. 914 Students and 237 faculty live in Spartan Village. What does it cost to live there? Contacted other universities to see what they offer and the associated costs. Had responses from 5 so far.

OISS reimbursed CVIP for shopping to re-stock Lending Center.

New VIPP director – Stacey will visit. What are they doing for new students.

Meet with person in charge about possible location after Spartan Village closes.

## **NEW BUSINESS**

### **Committee Reports**

International Spouse Connection – January 29, 2016 at 1 pm. Talk on Islam. All CVIP Board members are invited.

Two weeks from tonight – I-Speak

Next Home Visist – April 21, 2016.

**February Food** – Lending Center (Sue/Erika) and Home Visits (Jim Stedman)

### **IMPORTANT DATES**

January/February – OISS Coffee Hours at 4-6 on Fridays

January 29, 12:30 pm (note time change) – International Spouse Connection talk on Islam (University Lutheran Church, basement)

February 3 – CVIP Executive Meeting

February 7 – International Friendship Orientation, International Center

February 10 – CVIP Board Meeting

Submitted by Secretary, Sue McDonald

**2015-2016  
CVIP COMMITTEE REPORTS**

**ADMINISTRATION**

**Office:** The CVIP Office is staffed for approximately two hours per day, Monday to Friday. Mail, email and telephone messages are answered and/or forwarded to the appropriate person. Regular workers consist of Katayoun Bahrami, Ou Ni, Bernard Pope, Carol Towl and Pat Barrett. Recently we have interviewed several potential volunteers who have offered additional help. Unfortunately we lost the services of two of those interviewed because they obtained paying jobs elsewhere! However we are fortunate to have help from Kukapalini (Kuka) Mathialakan from Sri Lanka. She will be covering the office on Wednesdays. We have recently posted a schedule for covering the Office during the first four months of this year.

*Submitted by Bernard Pope, Office Manager*

**Publicity:** No report this month.

**Membership:** There are currently 980 records in the CVIP membership list, six more than last month. All of the new applicants this month hope to become VETP tutors.

Membership Co-Managers Pat Barrett and Ou Ni will devote the following month to updating the membership data base. However, they will have to ask the program chairs for help in this effort. Soon each of the chairs will receive a list of their members on the current data base. It is hoped that long-inactive members can be identified and dropped from the list, unless it is probable that they will become active participants in the future.

Unfortunately for us, our newest membership volunteer, Pratigea Paudel, has left us for a real salaried job. We wish her good luck in her new career.

*Submitted by Pat Barrett, Membership Co-Manager*

**Website:** The revision of the CVIP website has been delayed again, due to issues related to the new website design. The outside contractors will begin holding group seminars in the near future, in order to teach the ISP site managers how to construct their new websites. The CVIP website manager will be included in a seminar during the first week in March.

*Submitted by Pat Barrett, Website Manager*

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**International Friendship – Larry Karnes**

Additional applications were reviewed and final interviews were conducted for new friends and students who have applied to the program for participation beginning this semester. It appears we will only have about 15 students to match this semester.

An Orientation/"Meet Your Student" meeting will be held in the International Center on Sunday, February 7 for new friends and students.

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**I SPEAK – Carol Towl**

While MSU was on winter break, we were fortunate to have Dr. Antoinette Tessmer, an MSU professor of finance who is originally from Belgium, as a presenter for the International Interest Group of the MSU Community Club on December 16. About 28 women attended and were

delighted to sample authentic Belgian waffles Antoinette prepared following her excellent PowerPoint presentation about her homeland..

Hien Hoang, a foreign language teaching assistant who remained in East Lansing during the vacation provided a great program about her homeland, Vietnam, for the Allen Center Senior Citizen Coffee Hour on January 6.

We plan a pizza supper, orientation and sharing session for I SPEAK international volunteers on Wednesday, January 27, at 6:30 p.m. in room 201 of the International Center. If any of you Board members would like to join us to meet some of the volunteer speakers, hear a brief sample presentation by one of them, and/or volunteer to be a driver for the I SPEAK program, contact me so we can count you in our reservations!

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#### **Leadership – Pam Sievers**

The Leadership Committee followed up on the people who had expressed an interest in volunteering at The Global Fest, and continue to contact/ speak with and meet with people who apply online.

We are also working to fill the slate of officers for 2016-17, so if you're called, please consider saying yes. 😊

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#### **Lending Center – Erika Larson**

The Lending Center has opened again after taking 2 weeks off for the Christmas and New Year holidays. Otherwise the Lending Center is continuing pretty much the same as always.

Students continue to borrow, those leaving return items, and donations continue to come in.

Thank you to OISS for donating money so more supplies could be bought and to many others who have been making donations of items.

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#### **World Gift Shop – Wendy Pope**

There is no report this month for the World Gift Shop.

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