



**COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)**  
**Board Minutes**  
March 9, 2016

**ATTENDANCE:** Peggy Arbanas, Mary Barrett, Pat Barrett, Jan Bernsten, Karyn Goven, Michael Harrison, Mary Hennessey, Erika Larson, Barb Sawyer-Koch, Sue McDonald, Dottie Schmidt, Carol Towl, Marge Weldon.  
Joy Walter, OISS (Office of International Students and Scholars).

**WELCOME:** Mary Hennessey, substituting for Stacey Bieler, **President**

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

**TREASURER'S REPORT – David Horner – M/S/A**  
Report was submitted via email to all CVIP Board members.

Current Total Balance: \$13,679.77

Increased by \$2.15

This represents dividends paid to our IMMA acct (\$2.13)

Additional \$.02 to Scholarship

CLOSING BALANCE as of 2/29/16

\$13,414.75 – IMMA

\$261.64 – Scholarship

\$2.63 - Checking

\$5.75 – Share Acct

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**OISS – Joy Walter**

Personal note: 3 new babies born recently in office!

Two new spousal hires (staff) – advocacy coordinator Andrew and Takashi, Immigration.

Student Events - 19<sup>th</sup> – Malaysia Night

OISS Globie – accepting nominations til 18<sup>th</sup>

March 25 – coffee hour – Welcoming Community – networking opportunity, 4-6 pm

**Admin Services – Pat**

Bernard worked on handling gifts policy. Membership – 5 new interests

Website – Mgrs will be trained this month.

## **OLD BUSINESS**

### **Working Committee Reports**

-Feb 17<sup>th</sup> – Committee on Brochures met  
-Feb 22 – Meeting on handling of checks  
Barb and Dottie – interest groups mapping

-Stacey has drafted letter regarding L.C. Sent to Ryan Thelen, ISP Office  
VIPP sent Stacey 12 completed questionnaires.

## **NEW BUSINESS**

-Appreciation Awards – due March 16 to Stacey  
-Spring Newsletter – articles due April 6. Interested in pictures and **human** interest stories, too.

### **Program Chair Evaluations**

Mary H. will send to all program chairs. May 11<sup>th</sup> deadline for response.

Spring Luncheon – sign up sheet is being circulated

### **Committee Reports**

Erika – need items for L.C. She will be officially done as L.C. Chair at end of April.  
Barb S-K – brought up suggestion to put flyers out during move-out week to take advantage of unwanted items (for L.C.) Would need someone to take this project on.  
Karen – handed out brochure for A+ International Festival. 33 countries are being represented  
18<sup>th</sup> – ESL Conference – speaker on Learning Disabilities and one on Naturalization process. Joy and Amber will present on diversity.

## **IMPORTANT DATES**

March 16– Nominations for CVIP Appreciation Awards due to Stacey  
March 23, 3-5 pm – International Awards Ceremony, Huntington Club, 4<sup>th</sup> Floor, Spartan Stadium  
April 6 – Newsletter articles/pictures due to Stacey  
April 6, 9:30 – CVIP Executive Meeting  
April 13, 9:30 – CVIP Board Meeting  
April 21 – Home Visits  
May 11, 10 am – Board meeting/Deadline for turning in evaluations  
May 11, 11 am – Annual Meeting/Spring Luncheon  
November 13 – Global Festival

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, Kuga Mathialakan, Bernard Pope, Carol Towl and Pat Barrett. Ongoing projects include the organization of CVIP files and the computer archive. Also this month, Bernard spent significant time helping define procedures for recording gifts to the scholarship fund.

**Membership** Only five applicants were added to the data base in February. All of these were prospective VETP tutors; four were students and one was a community volunteer. Entries in the data base now number 1007.

**Website** After a long delay, the revision of the CVIP website will begin in March. February saw only minor updates to the website.

**Public Relations** No report at this time.

Hours worked during the month of February:-

Pat Barrett 10 hours  
Carol Towl 4 and 1/2 hours  
Ou Ni 5 and 1/2 hours  
Kuga Mathialakan 6 hours  
Katy Bahrami 10 hours  
Bernard Pope 6 hours

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### **International Friendship (IFP) – Larry Karnes**

Applications are being received from students to participate in the IFP beginning in the fall semester. The IFP committee will meet in the coming weeks to review the this year's application and matching process , and begin preparations for recruitment efforts for new friends to be available for fall semester.

HOURS 30

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### **I SPEAK – Carol Towl**

Michael and Ndeshi Conteh presented their homeland, Namibia, to about 20 members of the International Interest Group of the MSU Community Club on February 17.

Ndeshi, as a health care professional in her home country, also agreed to visit with the residents at Bickford Assisted Living and Memory Care Facility on March 3. Dottie Schmidt provided transportation for this event, and reports that this visit was well received.

A school snow day caused cancellation of the Allen Neighborhood Senior Citizen Coffee Hour on March 2. Gulnara Suleymanova from Azerbaijan will give her presentation to this group on April 6 instead.

In process currently is the matching of 8 presenters with drivers for the annual Holt High School World Language Week scheduled for next Monday and Tuesday, March 14 and 15.

Volunteer Hours, Feb. 11 – March 9:

I SPEAK Hours: 20 hrs. CVIP/Admin. Hours: 6 Total Hours: 26 hours

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### **ISC (International Spouse Connection) – Jan Bernsten**

Members of the International Spouse Connection had a variety of activities in February, starting with a field trip to the MSU Museum. The participants especially liked the old country store where the docent led several really enjoyable activities. We celebrated Valentine's Day decorating heart cookies and making Valentines for our loved ones. The highlight of the month was a presentation by our member Ram about his country Nepal. We learned a great deal, and saw pictures not only of the beautiful scenery, but also of the devastation caused by the earthquake in Kathmandu last year. We ended the month with a field trip to the MSU recycling center and visit to the surplus store. HOURS: 10

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### **Lending Center – Erika Larson**

Activity at the L.C. Is picking up speed with students going home and new students coming in. We visited 5 resale shops and an estate sale to find items to restock our nearly depleted shelves. We spent \$103.69 for bed linens, plates, and towels, then \$19.71 for 3-way bulbs. HOURS: 42

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### **VETP (Volunteer English Tutoring) – Mary Hennessey**

In February we had 169 people attend VETP classes.

We have 48 conversation partners meeting.

We received 17 applications from people who wanted individual tutors (conversation partners):

- 2 were from undergraduates
- were from grad students
- 8 were from visiting scholars
- 1 was "other" (post-doc)
  - emailed from Khartoum, and wanted a correspondence course.

We received 6 applications from people who wanted to be tutors (conversation partners).

- 4 were from undergrads
- 1 was from a grad (law school) student
- 1 was from a community member

I "manned" the CVIP table at the Chinese New Year celebration at the Meridian Mall for one hour.

I also attended a meeting of the International Interest Group of the MSU Community Club and listened to the presentation by an I-Speak volunteer.

I tried to recruit some new conversation partners, by asking at the MSU Community Club (above), and by posting a message on the Facebook page of the MSU Retirees Association.

I also emailed the Grand River Connection, an organization of young professionals in the Lansing area, describing VETP, and asking if they might be interested in being conversation partners. I haven't heard back from anyone from these groups yet.

I worked 50 hours for VETP in February.

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