

COMMUNITY VOLUNTEERS FOR INTERNATIONAL PROGRAMS (CVIP)

Board Minutes

May13, 2016

ATTENDANCE: Peggy Arbanas, Mary Barrett, Pat Barrett, Stacey Bieler, Rick Emerson, Karyn Goven, Michael Harrison, Mary Hennessey, Cheryl Highstreet, David Horner, Iris Horner, Larry Karnes, Barb Sawyer-Koch, Erika Larson, Sue McDonald, Bernard Pope, Wendy Pope, Dottie Schmidt, Carol Towl.

Joy Walter, OISS (Office of International Students and Scholars).

WELCOME: 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.

The CVIP treasury increased by \$2.23 during April, 2016. This represents dividends paid to our IMMA account (\$2.21) and an additional \$.02 to the Scholarship account.

Our closing balances as of 2-29-16 were:

\$13,419.24 - IMMA

\$ 261.68 - Scholarship

\$ 2.63 - Checking

\$ 5.75 - Share Account

\$13,689.30 Total

Also, Financial Committee meeting is this Friday.

OISS – Joy Walter

New support staff will be added since many Student Grad Assistant's have graduated.

Summer trips planned for Mackinac Island and Lake Michigan.

Wedding gift was presented to Joy.

Admin Services – Pat

New Office Staff member, from Bangladesh, will be covering office on

Wednesday mornings

Membership dropped from 990 to 960 due to culling of list.

Public Relations - Newsletter – 700 sent via email, and 240 via U.S. Mail.

OLD BUSINESS

Working Committee Reports

Rick – Editorial Calendar committee has met

Lending Center – Stacey

Family Housing at new “1855 Place” will be open for 2016/17 school year.

LC was viewed in order to make proposed move in summer 2017 to new building in Spartan Village.

Short-term housing at Spartan Village will be available for VIPP, FRIB workers, etc. until 2019 and possibly beyond.

Need co-chair for LC committee. Stacey is leading presently and is asking for co-chair.

Chair Evaluations – Stacey

Most turned in. Thank you.

Spring Luncheon – Rick Emerson

Everything is set

NEW BUSINESS

ULC Memorandum of Understanding (MOU) – Stacey

University Lutheran Church and CVIP have created and signed a MOU confirming church's continued support of our organization.

Summer Coffee Hour – Mary/Joy

June/July in VETP classroom, Room 306, 4-6 pm. OISS will provide coffee.

Fall Orientation Activities – Joy

“Be A Spartan” portal – this is for pre-orientation, was just sent out. James Dorsett, OISS Director, is going to China for pre-departure Orientation. Typically, 400 attend in each of 2 cities.

Orientation Week – August 22-26. Resource Fair in Union this year, due to Breslin Ctr under construction.

Volunteers will be needed at International Center Welcome Table.

Reducing welcome at airport – greeters only on weekends.

Fall Retreat – Rick Emerson

September 14, 2016 hold the date

Committee Reports

Cheryl Highstreet – ISC will need co-coordinator from November – May. Jan Bernsten will not be returning.

Carol Towl is also looking for co-chair for ISpeak

IMPORTANT DATES

June 1	Executive Meeting
June 8	Board meeting
September 14	Fall Retreat
August 15 – 19	Volunteers needed in Inter'l Ctr
August 22-26	Orientation Week

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. Ongoing projects include the organization of CVIP files and the computer archives.

Regular volunteers are Katy Bahrami, Ou Ni, Bernard Pope, Carol Towl and Pat Barrett. This month, we welcomed a new volunteer, Sumaiya Sarken, who will staff the office on Wednesdays.

Membership The CVIP Membership data base lists 960 members (individuals and families). Only 5 members were added during April. This month Co-Managers Ou Ni and Pat Barrett used the membership list to send the CVIP Newsletter out to approximately 700 members by email and 240 members by U.S. mail. In addition, Ou updated the membership list for all of the CVIP programs (except for IFP, Home

Visits and Scholarship, whose data were unavailable at this time).
Website Co-Managers Pat Barrett and Katy Bahrami have the revision of the CVIP website well underway. At present, the new site is more than half finished, thanks to Katy's excellent work. However, the most difficult conversions may lie ahead, because the CVIP website features a number of online applications and downloadable files, unlike most ISP sites. We hope to complete the website revision in June or early July.
Hours worked during the month of April (to be added later)

IFP (International Friendship Program – Larry Karnes

Applications are being received from students to participate in the International Friendship Program beginning in the fall semester. Planning continues for recruitment efforts to attract new friends to be available for fall semester. All recently active friends will also be contacted in the coming months for their availability.

March hours: 5

April hours: 6

I SPEAK – Carol Towl

Rabia Faizan from Pakistan has given two presentations in April and May, one for the International Interest Group of the MSU Community Club, and one for Allen Neighborhood Center.

Four speaking assignments are scheduled before we close out our year, two for Eaton County Youth Facility, and two for Allen Neighborhood Center. After July 6, our program will be on break until the beginning of Fall Semester.

All international students and scholars who have given presentations during the 2015-2016 academic year were offered Certificates of Participation. Sixteen asked to receive the certificates. We thank the MSU Alumni Association for again providing each of these volunteers with the gift of a Spartan green USB flash drive bearing the logo of the Alumni Association.

Volunteer Hours, April 13 –May 11:

I SPEAK Hours: 10 hrs. CVIP: 4 hrs. Admin. (Hours reported by Bernard Pope)

ISC (International Spouse Connection) – Jan Bernsten

We had a wonderful mix of activities in April, starting with Katy Bahrami's presentation on how the New Year is celebrated in Iran. She even included a video of President Obama's family celebrating Nowrouz in the White House! On April 8 we enjoyed a docent-led tour at the Broad Museum. Since one of our members is from Bangladesh, we were delighted to go to the museum when two important Bangladeshi artists were being featured. The next week, we welcomed Saya Kaneda who taught us how Japanese Origami paper folding can be used to decorate greeting cards. Our members made Father's Day and Mother's Day cards and were delighted with the results. At our fourth April meeting, Katy Bahrami presented the first of our international movie offerings; the group watched Before Sunrise together. Our final meeting was the Spring Potluck at Jan Bernsten's house. We enjoyed eating everything from dumplings with strawberry sauce (Poland) to German gummy bears. We said goodbye to three of our members who were going home to their countries at the end of the semester.

VETP (Volunteer English Tutoring) – Mary Hennessey

In April we had 86 people attend our 5 VETP classes.

We received 8 applications from international people who wanted Conversation Partners. The breakdown is as follows:

- 1 was from an undergraduate
- 4 were from grad students
- 2 were from visiting scholars
- 1 was "other" (spouse)

We received 2 applications from native English speakers who wanted to be tutors (conversation partners). Both were from community

members.

I am contacting all the tutors, especially ones I haven't heard from for a while, to see if they are leaving, graduating, here for the summer, and here for the fall. I am currently updating my records with all that information.

We had a pizza party for tutors where they could meet other tutors and share experiences. 19 people came. OISS provided the pizza and pop. 5 vetp students took part in Home Visits. Others said they were interested, but had class at that time.

I went to the CVIP Alumni lunch to tell about what is happening in CVIP. But since all the attendees had been at the CVIP Board meeting the day before, there wasn't much new I could share. We did discuss Spartan Village and the new university apartments.

Danielle Fowler is helping with our website. It should be finished shortly.

In Pam's absence, I answered 2 inquiries from people interested in being part of CVIP

I worked 45 hours for VETP in April, 2016. I spent 6 hours on Home Visits.

World Gift Shop – Wendy Pope

We (Mona, Gengen and I) have had three sessions at the Lending Center.

We have been checking the returned items and repricing and repacking.

We have already received several new items for this year's gift shop.

We

will be pricing and packing these soon.

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