



CALHOUN COUNTY	VOLUNTEER COORDINATOR NETWORK	
8:30 – 9:30 AM Tuesday, February 24, 2015	<i>Meeting Minutes</i>	UWBCKR Board Room 34 Jackson St. W. Battle Creek, MI

Meeting Name	Volunteer Coordinator Network (VCN) Meeting		
Meeting Date	Tuesday, February 24, 2015		
Meeting Time	8:30 – 9:30 AM EST		
Venue	UWBCKR Board Room	City	Battle Creek, MI
Attendees	Abby Lumbard – HandsOn, Dawn Craig – VA Medical Center, Kitty Knoll – Senior Services of Southwest Michigan, Susan Cook – Community Healthcare Connections, Windi Glessner – HandsOn, Ben Nyhoff – HandsOn, Todd Greenman – VA Medical Center, Tom Kubasiak – Habitat for Humanity, Amanda Mullen – Lutheran Social Services, Kathleen Allen – CentraCare, Amanda Hammock – Junior Achievement		

1. Welcome (8:35 AM) 1 min HOBC

2. HOBC Updates (8:35 – 8:45 PM) 10 min HOBC
 - a. Youth Day of Caring Update
 - i. Project requests due by March 6th
 - ii. Projects can be submitted at www.handsonbc.org → For Organizations → YDOC 2015
 - iii. Funding will be available for materials, etc.
 - b. SummerServe
 - i. Application to host SummerServe students due March 20th
 - ii. Form also available at www.handsonbc.org → For Organizations → SummerServe 2015
 - c. Spring Break
 - i. Youth groups are already looking to want to volunteer over spring break
 - ii. HandsOn intern will send out request for projects
 - d. 3 R's of Volunteer Management Training
 - i. HandsOn will present this training at KCC on March 6th
 - ii. Open to experienced or new volunteer managers or lead volunteers
 - iii. Register here: <http://www.kellogg.edu/wp-content/uploads/2015/01/NPT-Registration-Form.pdf>
 - e. Governors Service Awards
 - i. Due the February 27th
 - ii. Packet can be found here: <http://www.michigan.gov/mcsc/0,4608,7-137-8168-344020--,00.html>

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f. North Ave Church of God Groups

- i. Church congregation of approximately 300 is looking for several small group volunteer projects toward the end of April.
- ii. Contact Lori Rupe to discuss projects and scheduling
 1. Lrupe123@sbcglobal.net
 2. 269-565-3046

g. GiveGab Update


- i. HandsOn has officially selected GiveGab as the volunteer management software that we will transition to
- ii. Transition will take place over the next several months
- iii. Trainings and support TBD

3. Agency Introductions (8:45 – 8:55 AM) 10 min All

a. Name, Agency, Role

b. Upcoming events / Volunteer Needs

- i. Kitty Knoll – Meals on Wheels
 1. Meals on Wheels is starting a new route in Albion this week
 - a. Community groups, local business, and Albion college all involved
 2. Volunteer recruitment is going well and has led to trying to finding places for people
- ii. Dawn Craig – VA Medical Center
 1. National Salute week was last week and was a success
 2. Valentines Party also a success
- iii. Susan Cook - Community Healthcare Connections
 1. No major events coming up
- iv. Windi Glessner
 1. Send any needs listings or opportunities you'd like posted on Facebook to Windi
- v. Tom Kubasiak – Habitat for Humanity
 1. Habitat is getting ready for first collegiate challenge group
 - a. First group comes in 2 weeks
 - b. Hopeful that new dorms will be operational
- vi. Todd Greenman– VA Medical Center
 1. Students from Central Michigan University were instrumental in putting on the Valentines party for Vets
 - a. Next year CMU may contact Habitat for housing

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- 2. Volunteer Recognition Awards luncheon will take place in April
- vii. Amanda Mullen – Lutheran Social Services
 - 1. No upcoming events until June
 - 2. LSS needs volunteers to do one-on-one English teaching with clients and to help get clients set up to succeed
- viii. Kathleen Allen – Centracare
 - 1. Building is finished
 - 2. Will have volunteer luncheon
- ix. Amanda Hammock – Junior Achievement
 - 1. JA always has need to place volunteers in classrooms
 - 2. Volunteers get a kit to teach 5 week financial literacy courses

4. Volunteer Recognition Efforts 20 min All

a. Community Volunteer Awards

- i. The network was asked for feedback and ideas for the annual event
 - 1. Recognize the quarterly spotlight volunteer awards at the event
 - 2. Those who attended were very happy with the format from 2014
 - a. “If it isn’t broke don’t fix it”
 - 3. People more likely to come to reception as opposed to formal dinner
 - 4. The group gave feedback that nominations and what nominees receive are an adequate honor for non-winners
 - 5. HandsOn encouraged network to consider nominating individuals from multiple categories
 - 6. HandsOn emphasized taking pictures ahead of event to highlight nominees

b. Agency recognition events, efforts, & ideas

- i. The network was asked to share their agencies volunteer recognition efforts
 - 1. Meals on Wheels
 - a. Informal breakfast different days with different volunteers
 - b. Rollups, wraps, coffee
 - 2. Junior Achievement
 - a. Free golf outing at Gull Lake Country Club for volunteers
 - b. Also working on a newsletter which will highlight volunteers
- ii. VA Medical Center
 - 1. Annual volunteer luncheon
 - a. VA pays for lunch for volunteers getting award
 - b. Other volunteers are charged for

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- c. Held at McCamly, Battle Creek Country Club, Holiday Inn,
- d. This year it will take place at Fountains at Parchment to be centrally located between Grand Rapids, Kalamazoo, Battle Creek
- e. VA changed venue in the past so volunteers recognized could stand at table when name was called to have award run out to them which worked well
- 2. Recognize SummerServe kids with pizza party & certificate
- 3. Put names of volunteers in the volunteer newsletter
- 4. Survey after luncheon to inquire how volunteers like to be recognized
- iii. The network offered more general ideas for volunteer recognition
 - 1. Thank them informally, recognize their hard efforts verbally
 - 2. Volunteer corner in the Shopper
 - a. Recognize quarterly volunteer award in Shopper?
 - 3. Asked how they wanted to be recognized and most volunteers said simple “thank you” was enough

Wrap up (9:20 – 9:30 AM)

10 min

HOBC

- c. Next VCN meeting: 8:30 – 9:30 AM on Tuesday, March 24, 2015

See you March!