

CALHOUN COUNTY	VOLUNTEER COORDINATOR NETWORK	
8:30 – 9:30 AM Tuesday, March 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, March 24, 2015		
Meeting Time	8:30 – 9:30 AM EST		
Venue	UWBCKR Board Room	City	Battle Creek, MI
Attendees	Kitty Knoll – Senior Services, Cathy Winer – CCMCF/Marian Burch Adult Day Care, Kathleen Allen – CentraCare, Susan Cook – Community Healthcare Connections, Amanda Jenkot – SAFE Place, Kate DeGraaf – KCC, Lisa Handlang – Southern Care Hospice, Tammy Jimenez – Charitable Union, Ben Nyhoff – HandsOn, Shruti Sabbani – HandsOn, Abby Lumbard - HandsOn		

- | | | |
|--|--------|------|
| 1. Welcome (8:35 AM) | 1 min | HOBC |
| 2. HOBC Updates (8:35 – 8:45 PM) | 10 min | HOBC |
| <ul style="list-style-type: none"> a. Youth Day of Caring Update <ul style="list-style-type: none"> i. May 8th ii. 550 Students are signed up iii. 25 Projects will be completed iv. Agency Luncheon will be April 29th, 12-1pm at United Way Board Room b. SummerServe <ul style="list-style-type: none"> i. Deadline to submit projects extended to April 10th ii. Projects can be for one or multiple students c. Days of Caring process refresher <ul style="list-style-type: none"> i. Company requests help finding a volunteer project ii. HandsOn asks partners to submit project requests iii. Company reviews project requests and makes selection iv. HandsOn alerts partners of selection v. Partner submits Host Site Agreement vi. HandsOn facilitates scheduling and details d. Community Volunteer Award Nomination Packets <ul style="list-style-type: none"> i. Award ceremony July 22 | | |

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

ii. Nominations due May 15 – Submit here:
http://www.handsonbc.org/HOC__cmscontent?CMSId=a0UA0000014b2ryMAA

- iii. Please consider all categories
1. Volunteer of the Year
 2. Youth Volunteer of the Year
 3. Group Volunteer of the Year
 4. Continuing Service Award
 5. Corporate Volunteer Group of the Year
 6. Service-Learning Teacher of the Year
 7. In-Kind Professional Service Provider of the Year
 8. Volunteer Manager of the Year
 9. Board Member of the Year


e. GiveGab Update

- i. Moving forward with transition over next several months

3. Agency Introductions (8:45 – 8:55 AM) 10 min All
- a. Name, Agency, Role
 - b. Upcoming events / Volunteer Needs
 - i. Shruti Sabbani – Intern at HandsOn BC
 1. Helping with SummerServe
 - ii. Kate DeGraaf – Kellogg Community College
 1. Completing a greenhouse on campus
 2. Food from greenhouse and garden is donated to community
 3. Provides opportunity for students can serve on campus
 - iii. Susan Cook – Community Healthcare Connections
 1. Works with nurses, physicians, contractors, mental health providers
 2. Development and marketing coordinator is looking for individuals to help with events

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

- a. Party planner, event coordinator, ongoing
- 3. Snapshot Road Rally coming up
 - a. Treasure hunt with photos
- iv. Amanda Jenkot– SAFE Place
 - 1. Celebrity Server prep
 - 2. May 8th - Will send invitations to group
 - 3. Trash buried under the snow → needs help with property cleanup
- v. Lisa Handling– Southern Care Hospice
 - 1. Continual need for companionship volunteers for patients
 - 2. Caregivers
- vi. Tammy Jiminez– Charitable Union
 - 1. Collecting and distributing Arbors fire donations
 - 2. Dishes, bedding, small appliances, baby items, cribs, etc
- vii. Kitty Knoll – Meals on Wheels
 - 1. Always needs drivers and hoppers
 - 2. Currently part of March for Meals – national campaign
 - a. Mayor will be delivering meals this Friday
 - b. Enquirer spotlighted kitchen – 600 meals per day
- viii. Cathy Winer – CCMCF
 - 1. April 15th Volunteer Luncheon – 130 volunteers
 - a. Awards for 5, 10,15, 20, 25 year service
 - 2. LifeBio
 - a. Volunteers visits clients to ask scripted questions
 - b. Finished product is a framed/booklet life story
 - 3. Alive Inside – <https://www.youtube.com/watch?v=IaB5Egej0TQ>
 - a. Alzheimer’s & dementia clients are given an iPod to listen to music – music triggers brain, memories, etc.
 - b. Volunteers help create playlist
 - c. Looking for iPod donations

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

4. Kathleen Allen - CentraCare

- a. Nurses from KCC get training from CentraCare
- b. WMU physician students also help

4. Position Descriptions, Applications, Orientation 20 min All
- a. *The network walked through a volunteer position description template and were given a tutorial on how to post it to GiveGab*
 - b. *HandsOn highlighted the importance of putting in as many details as possible while keeping it simple; GiveGab’s categories are very broad and allow you to customize*
 - c. *The network discussed their application/orientation processes; it was determined that each organization has its own requirements and necessities for these*
 - d. *SAFE Place highlighted a “video how-to” system for simple tasks like plunging a toilet*
5. Wrap up (9:20 – 9:30 AM) 10 min HOBC
- a. Next VCN meeting: 8:30 – 9:30 AM on Tuesday, April 28, 2015

See you April!