



# WORLD ROOTS

Newsletter of the RPCVs of Wisconsin - Madison

## Message from the President

Greetings,

Does it seem to you like summer is slow acoming' this year? It does to me. But come it surely will. The garden is coming up, and we've already enjoyed spinach and radishes, some few herbs. It's a pleasure to watch it all happen. The rabbits are keeping a close eye on those crunchy sunflower seedlings, too.

Doesn't summer seem like the right time for camping in Wisconsin? Take some time this month to enjoy a short camping trip to Token Creek County Park the weekend of June 20-21. It's close to Madison, so you can come just for a picnic with the hard-core campers on one of the days. Details are inside.

Last month I reveled in all the fun, social things I could do with a summer of "only" working full time. This month, in addition to weeding the garden, I wanted to be sure to call your attention to the many group volunteer activities. Why spend your precious summer hours working on group activities? For some, it's the re-connection with Peace Corps service and like-minded souls. For others, it's the knowledge that the work this group does has great value to current Peace Corps Volunteers, providing resources and support for their efforts.

There are a number of opportunities to get involved with the International Calendar. Please give this serious consideration as there is some danger of 2010 being the calendar's last year unless we find more help. I do not want to be an alarmist, but many of the people who have been fully committed to calendar production over the last many years are feeling a need to move on.

In addition, Officer and Board elections are coming up in the fall, and it will be time to look for new candidates for Vice-President and Secretary. Our current VP, Lee Row, will be running for President, and our current Treasurer, Ana Zambie, will be running again. We will have some good expertise in the group. We do need candidates for Vice President, Secretary and up to two 'at large' Board members. Would you like to be part of the inner workings of the group? Send Lee an email (leerow@sbcglobal.net), since as current VP, she is responsible for identifying Board candidates.

There are several additional volunteer opportunities, including one for at least one other person to be part of a Social Committee with Marisa Trapp. We also need Coordinators for Global Education and Speakers Bureau, the Family Brunch Coordinator, and various types of assistance on the Poster Committee. And these are just the things that are "permanent!" Some of these "permanent" positions require regular attention, some once a year, some at various times. And then, there are always ad hoc opportunities with both the Calendar and Poster Committees to do odd bits and pieces. Call us, e-mail us, write to us! We want to hear from you!

## Help Wanted Issue

### Dates in Brief\*

#### June

- 4 - International Dinner\*
- 9 - Poster Com Mtng Char\*
- 17 - Gen Mtng, Red Gym
- 20 - Summer Camping\*
- 23 - Cal Com Mtng RAS home
- 28 - Book Club\*

#### July

- 2 - International Dinner\*
- 11 - Calendar Unveiling, Tom\*
- 14 - Poster Com Mtng, Char\*
- 15 - General Mtng, Red Gym
- 26 - Book Club\*

#### Aug

- 6 - International Dinner\*
- 11 - Poster Com Mtng, Char\*
- 19 - Gen Mtng, Red Gym
- 23 - Book Club\*
- 25 - Cal Com Mtng, Tom home
- 25 - Atwood Summerfest

\* More info inside

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## *RPCVs of WI – Madison Officers & Contacts*

### **Elected Officers**

President	Kate Schachter	234.1795	<a href="mailto:kateschachter@yahoo.com">kateschachter@yahoo.com</a>
Vice President	Lee Row	<b>Help Wanted!</b> 232.9065	<a href="mailto:leerow@sbcglobal.net">leerow@sbcglobal.net</a>
Secretary	Meghan Meeker	<b>Help Wanted!</b> 630.7707	<a href="mailto:meghanmeeker@yahoo.com">meghanmeeker@yahoo.com</a>
Treasurer	Ana Zambie	234.0281	<a href="mailto:annzam2001@yahoo.com">annzam2001@yahoo.com</a>
Board Member	Walt Zeltner	873.5257	<a href="mailto:zeltner@chorus.net">zeltner@chorus.net</a>
Board Member	Char Thompson		<a href="mailto:charkt@charter.net">charkt@charter.net</a>
Deadwood/Book Club	Mary Ann Feutz	(262) 224.3753	<a href="mailto:mafeutz@uwalumni.com">mafeutz@uwalumni.com</a>

### **Event Chairs**

Family Brunch	Clare Vogel Friedrich	<b>Help Wanted!</b>	<a href="mailto:vogelclare@gmail.com">vogelclare@gmail.com</a>
Freeze for Food	Rick Lackey	213.8878	<a href="mailto:meisa@charter.net">meisa@charter.net</a>
	Peter Joyce	245.0626	<a href="mailto:peterjoyce@sbcglobal.net">peterjoyce@sbcglobal.net</a>
Tabling Events	Troy Rutter	245.9964	<a href="mailto:txrutter@att.net">txrutter@att.net</a>
International Dinners	Tom Brodd	251.6193	<a href="mailto:twbrodd@aol.com">twbrodd@aol.com</a>
50 <sup>th</sup> Anniversary	Judy Figi	<b>Help Wanted!</b>	<a href="mailto:salonesix@aol.com">salonesix@aol.com</a>

### **Other Contacts**

Calendar Coordinator	Tom Brodd	251.6193	<a href="mailto:twbrodd@aol.com">twbrodd@aol.com</a>
Calendar Customer Service	Ken Coffeen	<b>Help Wanted!</b> 224.1164	<a href="mailto:kencoffeen67@tds.net">kencoffeen67@tds.net</a>
Business Manager	<b>Help Wanted!</b>		
Donation Coordinator	Walt Zeltner	873.5257	<a href="mailto:zdogg47@gmail.com">zdogg47@gmail.com</a>
Global Education	<b>Help Wanted!</b>		
Membership	Heather Hempel Gomez	843.3973	<a href="mailto:rpcvmsnmembers@gmail.com">rpcvmsnmembers@gmail.com</a>
Newsletter Editor	Lee Row	232.9065	<a href="mailto:worldrootsnews@yahoo.com">worldrootsnews@yahoo.com</a>
Peace Corps Recruiter	John Sheffy	262.1121	<a href="mailto:peacecorps@cals.wisc.edu">peacecorps@cals.wisc.edu</a>
Registered Agent	Terry Stark	233.9140	<a href="mailto:terry.stark@yahoo.com">terry.stark@yahoo.com</a>

### **Listserv**

RPCVs of WI – Madison [http://groups.yahoo.com/group/rpcv\\_madison/](http://groups.yahoo.com/group/rpcv_madison/)

### **Websites**

RPCVs of WI – Madison	<a href="http://www.rpcvmadison.org">http://www.rpcvmadison.org</a>	Thanks to Kim Malueg!
International Calendar	<a href="http://www.rpcvcalendar.org">http://www.rpcvcalendar.org</a>	
NPCA	<a href="http://www.peacecorpsconnect.org/">http://www.peacecorpsconnect.org/</a>	
Peace Corps Online	<a href="http://www.peacecorpsonline.org">http://www.peacecorpsonline.org</a>	
Peace Corps	<a href="http://www.peacecorps.gov">http://www.peacecorps.gov</a>	
Our address		PO Box 1012, Madison, WI 53701

### **FIND ARCHIVED GROUP INFORMATION**

Are you looking for old meeting minutes, copies of newsletters, group photos, copies of the Constitution and Bylaws? Newsletters are posted on our website, but most of these other items are posted only on our Yahoo! Group pages.

Meeting minutes are added to this area, for ready access by anyone. If you want to know how to access these files, or how to use the listserv to its fullest advantage, contact Kate Schachter, 608.234.1795 or [kateschachter@yahoo.com](mailto:kateschachter@yahoo.com) for a mini-training at a local coffee shop with Wi-Fi access.

# Meeting Minutes

May 20, 2009

Tom Brodd, Meghan Meeker, Lee Row, Kate Schachter, Char Thompson, and Rick Brooks were present.

President Kate Schachter called the meeting to order on the Memorial Union Terrace.

## Announcements

### NPCA Group Leaders Forum

Kate will attend the NPCA Group Leaders Forum in Washington, D.C. on June 27<sup>th</sup>. She will take the 2010 calendar and International Posters to share with the other attendees.

### Camping Trip

Our annual camping trip will take place on June 20-21<sup>st</sup> at Token Creek Park in the Town of Burke off Hwy 51. The 427-acre park is best known for its five shelter facilities and ample open space for large group picnics and outings. Recreational facilities include five volleyball courts, equestrian trails, miles of trails and a new 18-hole disc golf course.

### Dane Buy Local

Rick Brooks encouraged our group to join the Dane Buy Local (DBL) initiative as a way to sell the International Calendar in local shops. Benefits of the \$100 annual membership include a listing with photo and description of our group on the online member directory at

[www.danebuylocal.com/directory](http://www.danebuylocal.com/directory), special advertising opportunities, a newsletter, and networking events. After discussion, we decided to postpone the decision on whether to join DBL until a future meeting when more members are present. Since this would be an unbudgeted expense, we would have to agree if the DBL membership dues should come from the group, calendar and/or poster revenue. Tom suggested that we announce the DBL membership proposal in the next newsletter and plan to vote at the August meeting. Rick will send Lee information for publication in the newsletter.

## Member Privacy Policy

Kate presented the newly created Member Privacy Policy, which enables members to restrict their contact information from being shared with NPCA and the Peace Corps Recruiter Offices. We will attach this privacy policy to the membership renewal materials.

Members need only sign and return the privacy policy if they wish to keep their contact information confidential. Heather, our membership coordinator has set up a new email account, [rpcvmsnmembers@gmail.com](mailto:rpcvmsnmembers@gmail.com), for membership-related correspondence.

## Annual Meeting & International Potluck Picnic

After researching potential venues, Helene Pesche recommended



holding the Annual Meeting & Picnic at Burrows Park, 25 Burrows Road, on the east side of Madison. Helene provided several possible dates, which we checked against the group activities calendar, before selecting Sunday, September 13<sup>th</sup>. **Editor's note: Tenney Park renovations have been postponed and the Picnic will be held there September 13<sup>th</sup>. See Page 11.**

## Financial Report

In the absence of Treasurer Ana Zambie, Kate distributed copies of the cash flow statement for April 2009.

## Committee Reports

### Calendar Committee

Tom will host the calendar unveiling party at his house, 1527 Jefferson Street, Madison, on

Saturday, July 11. The party starts at 5:00 PM, with a potluck to follow. Members can purchase calendars at the special price of \$4 each. Lee reported that the Calendar Committee has already sold about 17,500, which is almost half, of the 2010 calendars.

### International Poster Project

Char reported \$647.96 in new sales of the International Poster.

### RPCV Mentoring Program

Lee reported that all of the recent RPCV mentees have moved to Washington, D.C. Currently, there are no new mentoring requests.

### Newsletter

Laura Buchs has offered to co-edit the newsletter once Lee assumes the presidency in September, if it reverts to a quarterly publication schedule. Anyone who prefers to put together a monthly edition is welcome to take over the editorship.

### MorePeaceCorps

Kate read an update from Judy Figi of MorePeaceCorps. President Obama's version of the Fiscal Year 2010 budget includes a 10% increase in Peace Corps funding, but this is not enough to reach the goal of doubling the number of volunteers. Judy encourages us to write President Obama in support of a greater budget increase and

to urge our Representatives to co-sponsor the Peace Corps Expansion Act (HR 1066). We can thank Rep. Tammie Baldwin for already signing on, but Reps. Ryan, Kind, and Sensenbrenner have yet to do so.

### Archiving Project

Char reported that Amy O'Shea has ordered the archival supplies at a total cost of \$307.29, including shipping. We had approved \$258 in the April meeting, and although \$200 was discussed during the budget meeting in January, no money was set aside in the final budget. Lee suggested that Ana use money from the newsletter fund, as she has been able to reduce the printing and mailing costs by sending more digital copies of the newsletter via e-mail.

### *Social Committee*

Marissa Trapp has volunteered to serve as the Social Committee's first member. Kate suggested that we encourage all those who coordinate group activities, like the Family Brunch, Friday socials, Annual Meeting and Picnic, etc., to join the new Social Committee and attend at least one annual planning meeting.

### **Third Goal Opportunities**

#### *PCV Recruiting Event*

Kate reported that Carrie Teiken, of the Peace Corps Regional Recruiter Office in Chicago, is coordinating a recruiting event in Madison on July 8<sup>th</sup>. This event will specifically target older prospective volunteers.

#### *Literacy Network*

Lee encourages us to consider volunteering with the Madison Area Literacy Network. More information is available at [www.litnetwork.org/index.html](http://www.litnetwork.org/index.html).

#### *YES Exchange Students*

The Youth Exchange and Student Program (YES) is seeking hosts for exchange students from Yemen, Bangladesh and Morocco. Learn more about YES at [www.yesprograms.org/](http://www.yesprograms.org/).

### **Adjournment**

Char motioned to adjourn, Tom seconded, and all approved.



## *Poster Committee*

### **May 12<sup>th</sup>**

Rochelle Goedken, Stephanie Motz, Phyllis Noble, Helene Pesche, Kate Schachter, and Char Thompson were present

#### **Website update**

Rochelle, Stephanie, Phyllis and Char met prior to the meeting and completed editing the photo-stories of the poster photos for posting on the website. The group reviewed and made suggestions.

#### **Marketing and Outreach**

*Learning Shop* headquarters in Appleton

Phyllis and Steph will call...after the website is updated.

Phyllis will compose a letter for marketing purposes, to include quotes praising the calendars and

## **Book Club**

The Book Club meets on the 4th Sunday of the month at 2 PM. Contact Mary Ann ([mafeutz@uwalumni.com](mailto:mafeutz@uwalumni.com)) if you would like to be included in the Book Club e-mails. Feel free to join any or all of the book discussions!

<b>June</b>	<b>The House of the Spirits</b>	<b>Isabelle Allende</b>
<b>July</b>	<b>The Janissary Tree: A Novel</b>	<b>Jason Goodwin</b>
<b>Aug</b>	<b>Lightning Bird: The Story of One Man's Journey into Africa's Past</b>	<b>Lyall Watson</b>
<b>Sept</b>	<b>Our Lady of the Assassins</b>	<b>Fernando Vallejo &amp; Paul Hammond</b>

their usefulness in classrooms, and send to Learning Shop, Friends of International Education, Department of Public Instruction, etc. She will route to the committee for input.

#### *DPI*

Char will follow-up with Gerhard Fisher...after the website is updated.

There is a mini-conference in Eau Claire of Cooperative Educational Service Agency (CESA 10) that may be worth investigating. Contact names for promotion are available at [dpi.wi.gov/cesa.html](http://dpi.wi.gov/cesa.html).

We should market to local school districts, but start with Dane County via personal visits to Social Science teachers...after the website is updated.

Helene will get us a Wisconsin school directory.

*Other Madison venues* for tabling were discussed, including: Orton Park Festival, Yahara River Festival, and Fete d'Marquette, but the general feeling was that these were community music events, and less sales opportunities. Char will ask Judy Miner of WNPJ if we can participate in their Farmer's Market booth. Rochelle will contact Troy to make arrangements for tabling events.

#### *Early childhood center*

Child Care Information Center (CCIC) – has a newsletter that may be a place to advertise. They also have a lending library, and have encouraged use to attend the Wisconsin Early Childhood Association (WECA) conference in the

Wisconsin Dells this fall. Red Leaf Press in Minneapolis is like the Learning Shop here in Wisconsin. Helene will send contact information to Phyllis, though perhaps the Minnesota RPCVs should follow up with them.

#### *4C (Community Coordinated Child Care)*

*Madison* – Phyllis will contact George Hagenhauer, Asst. Director.

#### *Peace Corps Connect*

Kate will work on this after school is finished (May 15).

#### *Letter to RPCV groups*

Char will email the marketing letter after Phyllis has prepared it, and re-contact them...after the website is up.

#### *WorldWide Schools*

Peace Corps legal says they can't sell anything. We will not pursue further contact with them until sales volume is up.

#### *Peace Corps website*

Char will follow-up. We can't advertise, but *can* post events (e.g., release date, tabling events, etc.). We may be able to pursue something through Third Goal activities, and Phyllis will locate that contact information and send to Char for follow-up. The WorldView ad costs \$3,000; too expensive for the budget, and it would only be pursued as a cooperative ad with the calendars.

#### *School of Education*

Margot is showing the posters at the UW. Phyllis will ask Margot if she has a contact at Helen C. White library.

Teach for America  
Phyllis will contact.

#### American Library Association

Char took an order form to the Sequoia branch; Phyllis will contact the Pinney branch, Madison.

#### Museums of Natural History

The Chicago RPCV group could contact places like the Field Museum. Char will contact Mike McCaskey (RPCV-Ethiopia). Bob will be driving to Chicago, and Phyllis will make sure he is able to deliver sets to the RPCV Chicago group.

#### Accounting

##### Sales

March	\$878.00
April	1,734.84
May	530.93
<b>Subtotal to date</b>	<b>\$3,143.77</b>
invoices outstanding	86.30
<b>Total Sales to date</b>	<b>\$3,230.07</b>

*Petty Cash* = \$183.70 (used for conference fees and mailings)

##### Inventory

Original printing	1001
Sold	208
Donated/replacements	68
<b>Remaining in inventory</b>	<b>725</b>

#### Feedback

Chris Antonuzzo, school librarian in Oregon WI, provided geography and cultural universal themes. These are widely accepted as courses of study.

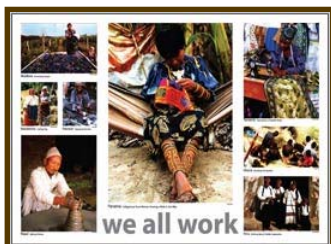
*Five themes of geography are:*

Location  
Place  
Human environment interaction  
Movement  
Regions

*Six cultural universals:*

Institutions  
Recreation  
Arts  
Beliefs  
Economy  
Language

The meeting adjourned at 7:30pm. The next meeting is Tuesday, June 9, at 5:30pm at Char's house, 2716 Gregory St.



## Calendar Committee

April 28<sup>th</sup>

Char Thompson of the poster committee spoke to the calendar committee on having the poster project mentioned somewhere in the calendar. Since the calendar has been proofed and is going to the printer next week, this isn't possible this year. Kate Schachter, group president, spoke about collaborating on marketing efforts in the future. There was a mixed reaction from the members of the calendar committee on the poster committee proposals. Calendar committee members generally feel that the projects are different and each should maintain its own budget and marketing activities.

Due to Ken and Jo leaving their respective calendar positions at the end of this year's (2010) calendar production, it was decided that their job descriptions should be written up and put out on the RPCV groups' listserv to look for replacements. The members of the calendar committee were also encouraged to actively seek people to fill those positions. Sandra also mentioned that she also may be leaving her position with the calendar and will let the committee know at a later date if she will stay; Tom asked Sandra to let the committee know by the packing party (early September 09) what her decision is, so there would be time to find a replacement if she decides not to continue. Ken's job is one of the few that is a paid position and the committees' current thinking is to leave the pay at the current rate, i.e. \$17/hr. Jo says that her job could be broken down to two or three tasks.

During discussion with Sue Kummer during the proofing of the calendar, she said that she most likely would be working on only the next one or two calendars as she is approaching retirement. Sue said she would recommend a person who has worked on some aspects of the calendar in past years and has worked on other calendar production and design.

The committee decided to hold back \$50,000 from last years' sales for production cost for the 2009 calendar.

As of the date of the meeting April 28, 2009 there are orders for 11,500 calendars.

The date for the 2009 calendar unveiling party was set for Saturday July 11<sup>th</sup> and the party will be at Toms' house.

## Announcements



### RPCV Summer Campout 2009

Token Creek County Park  
Group Campsite

There is only one group campsite at Token Creek and we have it reserved for June 20, 2009. It has picnic tables, bathrooms and a handy shelter, too.

Take Hwy. 51 north out of Madison. Turn right at the first opportunity after passing under 90/94 (about 1/4 mile). The entrance to the park will be on your right.

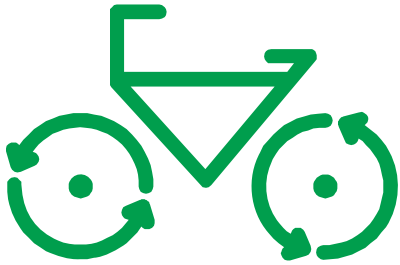
Besides several playground areas for children (my daughter Gabriela will love that), hiking and prairie restoration, Token Creek Park offers the novelty of a frisbee golf course. So bring frisbees if you have them. We'll use them. May Gabriela and I borrow a couple?

Of course, non-campers are welcome, too. Token Creek is close enough to stop by in the afternoon, maybe go for a hike and of course enjoy the yummy potluck dinner, then return home to sleep in the comfort of your own bed. Don't forget your potluck dish!

The park has no entrance fee. Camping fees are \$3/adult and \$1/child. Questions: Please contact Terry at 233-9140 or [kencoffeen67@tds.net](mailto:kencoffeen67@tds.net). Hope to see you there and you can be sure

we'll have better weather than last year - guaranteed!

## Biking Directions to the Campground



Ken cannot recommend biking to the park except for the most experienced rural road bike riders.

Sadly, most of the last 2.5 miles to the park would be on narrow rural roads with a rather high speed limit and very poor to nonexistent shoulders. It is too bad because it would be easy to get from most anywhere in town to this last rather dangerous section of the route.

For those who might feel they can deal with the conditions I will describe the route from Reindahl Park on Madison's east side:

From the east edge of the park take Portage Rd north. This road is a wide urban street quite suitable for bikes for 1.5 miles. The next half mile is the worst section as it is an extremely poor pavement consisting of patches upon patches. It is also narrow and curving.

At the intersection of Hansen Road there is a jog to the right in the route, across a new bridge over the interstate followed by a new traffic circle. A left turn at the traffic circle gets you back on north-bound Portage Rd.

This short modern section is followed by road conditions I would describe as average for Dane County rural town roads. About 1.2 miles further on and at a point 3.8 miles north of Reindahl Park, a biker should turn left onto Anderson Road. (This has no connection to the road of the same name near MATC Truax.) Just before the intersection, the house on left is #5931 Portage Rd.

Just 0.3 mile west on Anderson is a **BIKES ONLY** entrance to the park. There is no car parking

allowed in this area outside the park. The group camp site is at least another 1000 feet inside the park on the right of the main park drive.

## Help Wanted

*We could try to guilt you into volunteering, but that's just not our way (yet).* The fact is, there are a number of interesting ways to be involved in the group just now and call for many different levels of involvement and time.

Please take the time to read through them and see if there's something you would like to do - or if there are skills you could share or pick up as a volunteer.

We've done our best to tell you about each opportunity and how much time it would require. Many of them can be broken up into smaller parts and shared - or expanded with your good ideas! Please contact Kate (234.1795) [kateschachter@yahoo.com](mailto:kateschachter@yahoo.com) to discuss.

### Global Education Coordinator

#### Overview

As part of our Third Goal, one of the missions of the RPCV group is to share what we learned during our service with people in our communities. It is the function of the Global Education / Speakers Bureau Coordinator to be a point of contact for the general public, to respond to requests for assistance, and to communicate requests for event speakers to the group. It may be useful to maintain a list of group members who have expressed an interest in and willingness to share their story, to make it easier to connect people.

#### Work Description

Receives requests for classroom or event speakers  
Forwards requests to listserv  
Be listed as the Speakers Bureau representative for the group on the website, NPCA  
ConnectedPeaceCorps, and in the newsletter

#### Needed

Access to a computer and the Internet

### Time Commitment

As needed, 1-5 hours/month

### Documents/Reports Prepared

Keep a list of requests and speakers as necessary

### Family Brunch Coordinator

#### Overview

The Annual Spring/Early Summer Brunch is always held on a Sunday morning (about 10am-1pm) at the Coliseum Bar Banquet Rooms. This brunch is an opportunity for families of PCVs to meet other families, RPCVs, and soon-to-depart PCVs. A few speakers present some photos and anecdotes about their experiences. Contact Clare at [vogelclare@gmail.com](mailto:vogelclare@gmail.com) or 414.861.2989 to discuss co-coordinating for 2010 before taking over for 2011 and beyond.

#### Work Description

The brunch coordinator is responsible for reserving a venue and date (normally late spring at the Coliseum Bar Banquet Halls); inviting 4 or 5 speakers to present at the brunch and make Power-Point slideshows; designing a simple invitation and program for the event; collaborating with the Chicago recruiting office to make sure they can send out all the invitations, print the programs and come to the event with necessary materials (laptop, projector, recruitment forms, nametags, etc.); collecting checks and forms from families coming to the event; and serving as an MC for the event (very light duties, just welcoming the group and introducing the speakers).

#### Skills Needed

Some computer skills to design the invite flyer and program; organizational skills; and a willingness to speak in front of a group

#### Time Commitment

No more than 20 hours per year, spread out over 6 months. The week before the event gets a bit busier.

#### Documents or Reports

The list of attendees should be recorded and kept in the binder. Also, immediately after the event, it's a good idea to write a short article and take a few photos for the newsletter. In the past I've

made region signs for the tables so people can sit with people who served or have kids serving in that region of the world. These can be kept for future years as well.

## **Chair 50th Anniversary Committee**

### **Overview**

This committee will lead the organization of our local Peace Corps 50th Anniversary events. The goal is to identify ways in which the RPCVs of WI-Madison would like to celebrate this milestone and work to make those events realities. We have a list of potential activities and have designed a survey to administer to the group to collect more information. The NPCA offers support to group leaders working to make a big event out of the date. The first chair of this committee (Laura Buchs, former group president) has promised to co-chair. Rose Ann Scott is working with an art curator on an exhibit of art and artifacts brought back from service as part of this event. The Chair of this committee will not be alone!

### **Work Description**

The Chairperson's main role is to keep this committee moving forward: set goals, establish time lines to meet goals, set a meeting schedule, and advertise opportunities for involvement to the members/listserv. The Chairperson is not responsible for planning all the activities, but serves as a manager to guide activities from start to finish. The Chairperson will solicit members' participation to plan activities and will help facilitate them.

### **Skills Needed**

The Chairperson should be willing and able to work as part of a team as well as direct committee members individually. The Chairperson must be comfortable communicating with group members, leaders and the larger national Peace Corps community. Event planning and volunteer management experience would be helpful but not necessary. The Chairperson needs to have solid computer skills and have regular access to the Internet to maintain communication with committee

members and others. Enthusiasm for the 50th Anniversary celebration will be the Chairperson's biggest asset.

### **Time Commitment**

The committee will probably want to meet monthly the closer we get to the 50th Anniversary and during the major planning stage. Previous meetings typically lasted for 1.5 hours. The Chairperson's time commitment will in part depend on whether or not s/he takes on any of the planning of events aside from organizing the committee. Between meetings one could expect to spend an additional 1-2 hours each week sending/responding to emails. This time commitment will increase during the major planning stage when the committee is in full swing and then naturally end, preferably with a celebration.

## **Help Wanted**

### **Board Members and Officers**

#### **President**

#### **Responsibilities** (1-7 are from the *Bylaws*)

1. Opens the meeting at the appointed time; sets agenda and announces the business of the day; determines that a quorum is present before voting on motions (if no quorum is present, no other business may proceed) and puts to a vote all questions legally moved, and announces the results of the vote.
2. Enforces the constitution and by-laws, and decides questions of order according to Robert's Rules of Order. The President may appoint a parliamentarian and sergeant at arms.
3. Authenticates, by signature when necessary, all papers and declarations of the will of the members legally voted as motions; represents the corporation in official capacity as need be.
4. Appoints members of standing, nominating, special, and ad-hoc committees as set forth in the constitution and by-laws.

- a. Votes in any election requiring written ballots and in any vote to break a tie
  - b. The president may vacate the chair to the Vice-President in order to engage in discussion or debate a motion or to a President pro-tem when the Vice-President is absent, but the adjournment ends the appointment. The President may not regain the chair until after the motion in question has been set to a vote.
  - c. The President may not vote on motions (except as in section III, J, 5, 1) but is expected to maintain an impartial attitude toward all sides of an issue and mediate debate among members according to Robert's Rules of Order.
5. Serves as ex-officio member on all committees except the nominating committee but without voting rights in committee.
  6. Performs additional duties as stipulated in the Constitution and Bylaws.
  7. Creates the annual calendar of events.
  8. Writes monthly President's Letter in Newsletter.
  9. Acts as an official liaison between the Madison group, NPCA, and any other agency (e.g., Milwaukee and Chicago groups, etc.). Ensures group communication tools are updated and current (newsletter, membership list, website, Peace Corps Connect, listserv, listserv calendar, etc.), or ensures responsibility is delegated.

#### **Skills Needed**

Meeting facilitation skills, good people skills, computer competence

#### **Time**

Preparing for and facilitating meetings – 5 hours/month  
Reading and responding to e-mails – 2 hours/month  
Writing letter for newsletter – 2 hours/month

#### **Reports or Documents**

Monthly meeting agenda  
Annual NPCA Group Reaffiliation, includes activity report  
Annual Calendar of Events

President's article for the Newsletter message

### **Vice President**

#### **Responsibilities** (1-4 are from the Bylaws)

1. Assists the President in the accomplishment of his or her duties.
2. Replaces the President in his/her absence or when he/she vacates the chair. All duties, rights, and responsibilities of the President then become those of the Vice-President as long as he/she holds the chair.
3. Serves as the chairperson of the Nominating Committee.
4. Performs additional duties as stipulated by the constitution and bylaws.
5. Attends monthly meetings.
6. Plans to take on the President position the following year.
7. Enrolls as an official group representative on the NPCA Group Leaders Forum.
8. Becomes familiar with how the group functions and refers individuals to resources.

#### **Skills Needed**

Time management and good follow-up on projects (including e-mails)

Interest in the success of the group and its members.

Computer expertise is important, but skills beyond e-mail, Word and Excel are not required.

#### **Time**

Regular meeting – 2 hours

Other – 2-10 hours, depending on need and level of participation.

**Important:** we expect the VP to become the President in the following year

#### **Reports or Documents**

None, except when engaged in duties of the President

### **Secretary**

#### **Responsibilities** (1-7 are from the Bylaws; 1c exclusive)

1. Takes, reproduces, and disseminates to all members the minutes of all monthly meetings:
  - a. The minutes must be maintained in a log or archive which is available to members for any proper purpose at any reasonable time. The Pres-

ident may appoint a historian to help maintain archives.

- b. The secretary must arrange for a substitute secretary to take minutes whenever he/she will be absent from regular monthly meetings.
  - c. Sends completed minutes to newsletter editor for inclusion in the newsletter, posts minutes to listserv
2. Takes charge of all documents, records, papers, etc., that belong to the corporation and hands them over to the President upon leaving office.
  3. Chairs meetings in the absence of the President and Vice President with all the duties and responsibilities incumbent upon them while holding the chair.
  4. Notifies all members of events and special meetings.
  5. Conducts correspondence as directed; reads important correspondence at meetings and notes the response in the Minutes.
  6. Maintains a membership list and updates address and telephone numbers, and any other membership records in cooperation with the President, the Treasurer, and the Membership Committee. Maintains the mailing list in cooperation with the newsletter editor.
  7. Performs additional duties as stipulated in the constitution and bylaws.

#### **Skills Needed**

Ability to listen and focus, filtering the essential points from the larger discussion

Computer skills and access

#### **Time**

Five hours/month

#### **Reports or Documents**

Minutes of monthly meetings

### **Treasurer**

#### **Responsibilities:** (1-9 are from the Bylaws, exclusive of 2a and 3a)

1. Receives and banks all monies due the corporation, and issues receipts.
2. Maintains the financial books and reports account balances at each monthly meeting.
3. Reconciles monthly checking and savings statements.

4. Pays by check (countersigned by president, if necessary), or by cash all debts incurred by the corporation, receives receipts for all cash expenditures, and maintains a file of receipts.
5. Coordinates picking up and handling of bills or checks.
6. Disburses petty cash as stipulated in the constitution and bylaws or as required following legal motions to that effect.
7. Keeps records of dues payment by members, issues notices when a member is in arrears and facing expulsion and/or loss of voting rights (section II.E.2.), and voting if so requested by the President.
8. Serves on the finance committee as a member with full voting rights.
9. Makes all records available to members for any proper purpose at any reasonable time following written request to that effect. Reports such requests to the membership at monthly meetings.
10. Prepares an income statement every six months and submits the statements to the general membership and for the newsletter.
11. Performs additional duties as stipulated in the constitution and bylaws.
12. Enrolls as an official group representative on the NPCA Group Leaders Forum, downloads member and payment data, and interfaces with group Membership Coordinator for membership renewal payments.

#### **Skills Needed**

Knowledge of Excel

Enjoy working with money and budgets

#### **Time**

5-10 hours/ month depending on the month

#### **Reports or Documents**

Monthly Cash Accounting report for the meeting  
Annual budget  
Download reports from NPCA Group Leaders Forum.

### **Board Member (2)**

#### **Responsibilities**

1. Attend monthly meetings.
2. Participate in decision making.

3. Reflect the will of the members.

#### Skills Needed

Memory of past activities/practices of the group

#### Time

Three to four hours for monthly meetings. Additional time depends on tasks taken on.

Following are examples of duties that might be accomplished by any officer or member and are not unique to the VP position:

- Attend and actively participate in strategic planning meetings
- Promote review and revision of the Constitution and Bylaws
- Follow-up with NPCA as needed
- Coordinate NPCA presence in Madison
- Attend group committee/project events when possible (e.g., calendar or poster production activities, social events, etc.)
- Help members navigate group resources (e.g., address changes, newsletter access, website information, etc.)

#### Reports or Documents

None

## Help Wanted

### Calendar Positions

#### Calendar Business Manager Overview

The Business Manager oversees all business aspects of International Calendar production, marketing and sales. S/He should be comfortable making decisions based on need, historic practice, market conditions and special circumstances. The Calendar and the Calendar Committee have changed much over time. The Business Manager needs to be someone open to change, but focused on keeping the Calendar a viable fundraiser for all those who have come to rely on it and able to make decisions with that in mind.

#### Work Description

The Business Manager needs to be available periodically throughout the year, depending on Calen-

dar production, marketing and sales activities. S/He sets up an annual schedule of business activities for the Calendar and serves as the group contact for vendors such as UPS, USPS, credit cards, phone, and other services. The Business Manager analyzes contracts and agreements and negotiates and signs them, makes equipment and supply purchases, oversees inventory control, sets up shipping arrangements, resolves data problems, re-conciles order processing with bank deposits, oversees data processing, evaluates and chooses shipping options, maintains historic data, prepares reports, answers questions, markets the calendar to other RPCV groups, and more.

Liaises with Peace Corps Office of Private Sector Initiatives, circulates and publicizes Peace Corps Partnership opportunities, maintains records of PCPP contributions.

#### Skills Needed

Knowledge of generally accepted accounting principles, computer skills, business decision-making, knowledge of business machines and services, good customer service skills, marketing skills

#### Time Commitment

The Business Manager should be available during Calendar Production and Calendar Sales seasons. The time commitment varies through the year, from an hour or two during summer months to 20 or more hours/month in the Sales season, just before the new year.

#### Documents or Reports

Sales reports, cost reports, information for the Treasurer, marketing reports, calendar information as needed, Peace Corps Partnership reports

*Note: This position can be split into components and shared among several people. Please phone Rose Ann Scott (608.241.0845) to discuss.*

#### Marketing and Sales Manager Overview

The Calendar Marketing and Sales Manager supervises the current marketing and sales strategies and looks for new ways to sell calendars.

#### Work Description

This is a sales position to find new markets for the International Calendar, to get orders from current bulk customers, to manage committee members selling to local markets, to encourage current customers of 100 or more calendars to order early in order to ship from Suttle-Straus, to keep updated information on all customers, and to assure customer satisfaction.

#### Skills Needed

Sales and/or marketing experience would be useful. Customer service skills, attention to detail and record-keeping are necessary. Must have high-level MS Word and Excel skills.

#### Time Commitment

We like to get bulk orders of Calendars sent directly from the printer as soon as they are printed, so activities from March – May can take 20 hours/month. Starting in September, the Marketing and Sales Manager should spend at least six hours/month on marketing, and depending on marketing ideas, could spend much more time.

**\*This is a volunteer or commission-paid position.** In the past we have made agreements with people with marketing skills to receive a commission on sales and are open to proposals.\*

#### Documents or Reports

Clean and accurate address lists, sales statistics, inventory reports

#### Photo Coordinator Overview

The Photo Coordinator manages the process of choosing photos for group viewing and judging, liaises between the Calendar designer and the Calendar Committee and others who contribute to calendar content during the design process, guides the artistic support group, corresponds with photographers, assures that credits are correct and complete, and generally assures the quality and continuity of the International Calendar. A calendar of work is available from Lee [leerow@sbcglobal.net](mailto:leerow@sbcglobal.net).

## Work Description

The Photo Coordinator manages all the artistic aspects of calendar production as well as ensures that all the activities necessary to furnish calendar content are completed on time and up to professional standards. The PC oversees everything from reservations for a photo judging room at the Memorial Union to background colors for calendar pages. S/He does not necessarily need to do this, but must have the organizational and artistic and persuasive skills to cause it to be done correctly.

## Skills Needed

Excellent communication skills, organization and management skills, eye for detail as well as ability to see the big picture. Ability to set calendar and timeline for projects and adhere to them. Computer skills for communication and record-keeping.

## Time Commitment

This position can take up to 20 hours/month from January – April

## Documents or Reports

Records of photos and photographers, photographer contact information, photo votes received, calendar of work, and record of work accomplished, record of calendar components received, and, finally, The International Calendar!

## Calendar Order Processing

### Person Paid Position

#### Overview

The person in this position makes sure our calendars get to our customers. This is done by collecting orders from various mail sources, the phone, local sales, and e-mail; entering order data; processing credit cards and checks; printing shipping labels; and sometimes actually mailing calendars. It's also important that all these activities are kept track of and that's part of the job too.

#### Work Description

Pick-up mail at Gordon's house and other mail locations two or three times a week. Receive e-mail orders forwarded from the calendar committee e-mail receivers.

Open mail and sort orders by quantity from largest to smallest.

Process orders using a computer database application about twice a week mainly during the months of September through February, with a limited number of hours of work in other months. Processing involves finding or entering customer address information in database and computing correct payment amount. Process credit card payments using an automated phone system (toll free). Contact customer by e-mail or phone in cases that the correct amount has not been included in the order or in cases where credit card number does not work.

Prepare list of shipping labels for continental US shipping at Weiner's. E-mail and mail labels to Weiner's. Pack Alaska and Hawaii orders and international orders, and mail at post office. Enter local committee salesperson's orders and payments onto database. Verify and balance computer total of payments with manual total of checks and money received. Deposit checks and occasional cash payments at bank.

Report quantity shipped and dollar amounts received to Business Manager. Provide customer assistance in tracing orders not received promptly and adjust other customer problems such as calendars damaged in shipment.

#### Other requirements and details

A computer (not attached to the Internet) and a printer is provided by RPCVs of WI- Madison for the use of the order processing person. An in-home office space of about 40 sq ft is necessary to dedicate as a work area. Time spent in the office is paid on a personal contract basis currently at \$17/hour. The contracted person is responsible for all state and Federal required self-employment taxes. Time and travel out of office is not compensated. Supplies of paper, ink, phone calls and shipping charges are reimbursed at cost.

#### Time

November is our busiest month – about 20 hours/week and a little less in October and December.

Otherwise, from one to four hours/week. Ken spent 186 total hours working on getting out the 2008 calendar.

## 20 June marks World Refugee Day.

This day is celebrated all around the world with events such as conferences, stand up comedies, concerts and memorial services. The day originally marked Africa Refugee Day.



On 4 December 2000, the General Assembly noted that 2001 marked the fiftieth anniversary of the 1951 Convention relating to the Status of Refugees, and that the Organization of African Unity (OAU) had agreed to have International Refugee Day coincide with Africa Refugee Day on 20 June. It, therefore, decided that, as from 2001, 20 June would be celebrated as World Refugee Day (resolution 55/76).

International law defines refugees as people who are unable or unwilling to return to their countries because of a well-founded fear of persecution based on their race, religion, nationality, political opinion, or belonging to a particular social group.

Activities on the World Refugee Day focus on raising awareness about the plight of refugees and displaced persons; highlighting the situation of "forgotten" refugees and refugee situations; and reinforcing the obligation of states to protect refugees and internally displaced persons.

“ I urge you to celebrate the extraordinary courage and contributions of refugees past and present.”

- Kofi Annan  
Former United Nations General Secretary ”

Save the date: SUNDAY SEPTEMBER 13, 2009

for the

# Annual General Meeting & Picnic

*Helene Pesche has graciously reserved the Tenney Park Shelter  
From 3:30 to 10 PM*

☞ Elect Officers ☞

☞ Renew your membership ☞

☞ Get Calendar deals ☞

☞ Get Poster deals ☞

☞ Bring new RPCVs ☞

☞ Bring friends ☞

☞ Bring the family ☞

☞ Bring a dish to pass ☞

*We will start around 4:30 PM. Details to follow on the listserv. If you haven't already,  
sign up now! [http://groups.yahoo.com/group/rpcv\\_madison/](http://groups.yahoo.com/group/rpcv_madison/)*

## NPCA News

### 2009 SARGENT SHRIVER AWARD

The National Peace Corps Association announced June 12<sup>th</sup> that John Hatch, founder of the microfinance organization FINCA International, is the 2009 recipient of the prestigious Sargent Shriver Award for Distinguished Humanitarian Service.

The Shriver Award is presented by the National Peace Corps Association to a Returned Peace Corps Volunteer who continues to make a sustained and distinguished contribution to humanitarian causes at home or abroad, or is an innovative social entrepreneur whose actions will bring about significant long-term change. Established in 1986, and with over 20 recipients to date, it honors the tremendous contributions of the first Peace Corps Director, Sargent Shriver, in the founding and development of the Peace Corps.

John Hatch began his service to the Peace Corps in 1962, as a community development volunteer in Colombia and later as a regional Peace Corps director in Peru. After completing his PhD, Hatch founded the non-profit microfi-

nance organization FINCA International whose mission is to provide financial services to the world's lowest-income entrepreneurs so they can create jobs, build assets and improve their families' standard of living.

Hatch's long-time friend and colleague, and former Peace Corps volunteer, FINCA President and CEO Rupert Scofield commented, "It was in the Peace Corps that John first developed his lifelong respect and admiration for the hardworking poor, and their mastery of the art of survival. He has been FINCA's guiding star and moral compass for nearly 25 years, keeping us focused on one thing: the eradication of poverty worldwide."

## MorePeaceCorps News

### House Appropriations Subcommittee Votes \$450 Million for Peace Corps

Despite limited funds to work with, the House Appropriations Subcommittee for State, Foreign Operations and Related Programs today took a major step forward to provide the resources for a bigger, better and bolder Peace Corps. In its "mark up" of programs within the International Affairs budget for

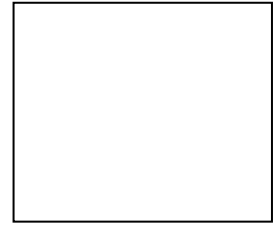
Fiscal Year 2010, the subcommittee agreed to recommend a \$450 Million appropriation for the Peace Corps. This was announced on MSNBC's Hardball with Chris Matthews by Subcommittee Chairwoman Nita Lowey.

Eighteen months ago, the National Peace Corps Association launched the MorePeaceCorps Campaign. Inspired by the spirit of Peace Corps pioneer Harris Wofford, led by our Campaign Coordinator Rajeev Goyal, Nepal 01-03, supported by Donald Ross, Nigeria 65-67, and his team at M+R Associates and fueled by the contributions of volunteer advocates across the nation, we went to work: writing letters, making phone calls, hosting MorePeaceCorps House Parties, organizing meetings with lawmakers, submitting letters to the editor and op eds, taking part in a National Day of Action, marching in parades, rallying and much, much more.

It is very important to recognize that *much more work remains*, But today's action is an historic step forward! It is *your* historic step forward. Congratulations!

Watch the announcement video:  
[www.youtube.com/watch?v=UYTHhReptFo](http://www.youtube.com/watch?v=UYTHhReptFo). (Search Matthews, PC)

**PO BOX 1012  
Madison WI 53701**



All RPCV of Wisconsin-Madison members receive a monthly Newsletter, World Roots, on payment of annual dues shown below. To avoid record-keeping hassles, we prefer members pay through September of the year joining, then pay for a full year membership in September. Members who join between September and December should pay \$15; members who join between January and April should pay \$10; members who join between May and August should pay \$5. Reduced rates are available for those in extreme financial circumstances. You can also join the National Peace Corps Association (NPCA) through us by paying an additional \$35. We encourage you to join the NPCA, which provides us a way to affect national issues. **\*\*New RPCVs receive a complimentary year's membership.\*\***

Please note that overseas rates do not include NPCA membership. See above for calculations

- Individual - \$15/\$10/\$5
- Joint - \$20/\$14/\$7 (Two people receiving one newsletter)
- I am also enclosing \$35 for each NPCA membership
- I do not want to join, but would like to receive World Roots and am enclosing \$7 (\$15 for overseas) to cover costs.
- I'm Moving! Please change my mailing address.
- Overseas Individual - \$24/\$16/\$8
- Overseas Joint - \$29/\$20/\$10

\$ \_\_\_\_\_ TOTAL ENCLOSED

I would like to receive my Newsletter  on paper, by mail  electronically, by e-mail

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #s (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail: \_\_\_\_\_

Country of Service: \_\_\_\_\_

Service Dates: \_\_\_\_\_

PC Job: \_\_\_\_\_

Birth date : (Optional - M/D/Y) \_\_\_\_\_