

# INTERN COMMITTEE MEETING

September 20, 2023

Google Meet

4:30 - 5:30 PM

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Meeting Called by: Charlotte Taubel

Note Taker: Kristen Angel

Attendees: Charlotte Taubel, Kristen Angel, Chris Holden, Mayssa Farah, Tracy Schaefer, Adrian Reenshuler, Angie Lapensky

Not In Attendance: Anne Jennen, Elen Gilder

## Meeting

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### 4:30- Ice Breaker and Introductions

Welcome new members: Adrian Reenshuler – Host Family Coordinator; Charlotte Taubel – Intern Director

Intern Committee Open Positions: Intern Communications Director; Intern Volunteer Coordinator

### 4:40- General Updates

Charlotte

- Interns - all visas were approved; all made it here in time for orientation week.
- Social security cards were new to the process this year. Help with driving is needed; room for improvement next year.
- Folders/Drive
  - Working to set up a Shared Drive to host all our intern committee documents. Will discuss best options with Lynnea and DMTS.
- Best practices
  - Host families will now have access to the same information as info/directory data. Opt-in/out available to families.
  - Use BCC when communicating with host & partner families.
- Roles:
  - Mayssa - Rally Month
  - Adrian - New Host family coordinator
  - Angie - partner family coordinator (with Elen)
  - Kristen - helping Mayssa with Rally Month

- Tracy - Extended French PTO Chair

#### **4:50- Host Family Updates**

**Charlotte/Adrian**

- Home visits frequency - Motion to change to every year
  - Approved to home check every year (previously every other year)
- Alternate host families - will not do background checks at the same time as host families to speed up the process when an alternate family is needed.
- transportation/budget/Rides/neighborhood network
  - Current budget available for \$100 visa cards to use towards Uber/ride share. Will research best options and discuss with PTO about purchasing those.

#### **5:00- Partner Family Updates**

**Angie/Elen**

- Angie will send note out about transportation opportunities
- Partner family events - looking for ideas for two events (potluck in Nov?)

#### **5:05- Social**

**Anne**

- Welcome BBQ - success
- Overnight - great feedback from interns. Reserved again for next year (Girl Scouts location - Marine on St Croix)
- Sept 22 - Parade and homecoming - looking for participants to join in the parade
- Sept 30 - Pain et fromage with Bethel students
- October 9 – 4:30-7pm pizza/winter gear/gala prep (volunteers?)

#### **5:10- Extended French**

**Tracy**

- Some families took interns to a Saints game; more to come

#### **5:20- Looking Ahead/Misc.**

**Charlotte**

- Intern birthdays
  - Volunteer needed to help write cards until volunteer coordinator is in place – Charlotte will write and mail these for now
- Meeting format
  - Ideally in person for future meetings

Motion to Adjourn Meeting: Charlotte Taubel

2nd motion to Adjourn Meeting: Chris Holden

**Meeting adjourned**

**Next Meeting: October 17**