

Charlottesville Sister Cities Commission

AGENDA

Meeting Wednesday, July 12, 2023

CitySpace Large Conference Room

- I. Approve Minutes from February 7 Outreach Meeting: April 4 Grants Committee Meeting: June 6 CSCC Meeting.
- II. Secretary's Report
- III. Chairman's report - Meeting Format Change and Today's meeting objectives.

Chairman's Recommendations:

- 1. City and Committee Reports change - In Writing 5 days prior to meeting.
- 2. Scheduled Meeting Time: 4:30 - 5:30 pm
- 3. Scheduled Rotating Committee Meetings: 5:30 - 6:00 pm

IV. Request for Support and Funding - Ghana Delegation - Nana Gharthey

V. Today's Objective - Review and select key activities for FY 24.

VI. Open Topic (5 minutes)

VII. Adjournment

VIII. Scheduled Rotating Committee Meetings: Education and Besancon today, July 12, 2023 from 5:30 - 6:00

IX. Next Meetings:

CSCC Meeting - Tuesday, August 1st, 2023, 4:30 - 5:30 pm, City Space Large Conference Room - Meeting Objectives - Review the assumptions and exploratory results for Huehuetenango in preparation for an update to council. An information packet will be provided to all commissioners NLT July 24th.

Communications / Outreach Committee Meeting - Tuesday, August 1st, 2023, 5:30 - 6:00 pm, City Space Large Conference Room.

Charlottesville Sister Cities Commission

MINUTES

June 6, 2023

CitySpace Large Conference Room

Present: Claire Denton-Spalding via zoom, Kimberly Hayes via zoom, Edward Herring, Stella Mattioli via zoom, Sylvia New Strawn, Elizabeth Smiley, Adrienne Ward, Vivien Wong

Absent: Alicen Brown, Nana Gharthey, Michael Grinnell, Daman Irby

Non-Voting Members Present: Maxicelia Robinson, Deputy Clerk of Council

The Commissioners participating remotely cited the following allowable reasons, per *FOIA Va. Code Sec. 2.2-3708 (Effective Sept 1, 2022)*:

- Claire Denton-Spalding *(B.4) unable to attend in person due to illness and participating remotely from her home*
- Kimberly Hayes *(B.4) unable to attend in person due to work obligation out of town and participating remotely from New York*
- Stella Mattioli *(B.4) unable to attend in person due to City Rep business and participating remotely from Poggio a Caiano, Italy*

Meeting opened at 4:40pm

Edward Herring presided for Daman Irby A quorum was present

I. Approval of Minutes

- a. February 7 Outreach Committee Meeting Minutes - a vote to approve these minutes was deferred; Elizabeth asked Claire to make a revision, specifying that these are Communications Committee meeting minutes
- b. April 4 Grants Committee (Travel Scholarship) Meeting Minutes - Adrienne reported that these minutes have been reviewed by all members of the committee except for Alicen Brown. A vote to approve the minutes was deferred.
- c. May 2 CSCC Meeting Minutes
Motion (Sylvia New Strawn) to approve the minutes as written
Motion Seconded (Vivien Wong)
Motion passed unanimously

II. Secretary's Report (Elizabeth Smiley)

- a. Decision on July meeting date
Of the two alternative dates proposed (Monday July 10 & Wednesday July 12), it was determined that Wednesday July 12 is convenient for the greatest number of participants. **Action item:** Max will arrange for the CitySpace conference room to be reserved.
- b. Update on open Commission positions
Two commissions expire on June 30, leaving open positions: **At-Large** (currently filled by Adrienne Ward) and **Higher Education Representative**

(currently filled by Daman Irby). Our liaison at UVA, Stephen Mull (Vice Provost for Global Affairs) has not yet made a recommendation to fill the Higher Ed Rep position.

Student Representative Vivien Wong will resign her unexpired term later in the summer, as she is leaving for college in August.

Michael Grinnell is resigning from his unexpired term as **At-Large** member and Treasurer on August 31. We will need to vote someone to fill the office of Treasurer at our annual September Retreat.

III. Email Communications Report (Adrienne Ward)

a. Discussion of email communications, use of email account, and role of Email Account Coordinator

As departing Email Coordinator, Adrienne offered a review of our email account:

- The account is used primarily to receive general inquiries about the Commission
- This account is also used to send and receive information about our Grants and Travel Scholarship programs; all grant/scholarship applications are mailed to this account
- The Email Coordinator must remember to forward all submitted grant and scholarship applications to the Grants Committee Chair
- Whoever is in this role will need to respond to FOIA requests in a timely manner (a reminder from Max)

During our September Retreat we will need to vote on a new permanent Email Coordinator. Kimberly offered to be the Interim Email Coordinator from July 1-September 30. Vivien made a recommendation that the Commission consider appointing two (2) members to be Email Coordinators. Max suggested that if there are two coordinators, there be a clear division of responsibility with regard to who answers which types of email.

Motion (Edward Herring) to appoint Kimberly and Sylvia as interim email co-coordinators effective July 1 until our Retreat in September, when a slate of officers will be voted upon. These two will determine between themselves how to split the role and the responsibility.

Motion Seconded (Adrienne Ward)

Discussion: Adrienne suggested that Sylvia be the primary coordinator with Kimberly as a second-in-command.

Motion passed unanimously

IV. Chair's Report

a. Vote to appoint an Interim Chair

(This discussion and vote were led by Maxicelia Robinson)

Edward has nominated himself for the position of Interim Chair. Edward offered the following to support his candidacy: his interest in serving in this position; his current term does not expire until 2025; his level of familiarity with both Besançon and

Huehuetenango; his prior experience on the Commission; his connection and familiarity with Charlottesville High School; his calm demeanor; and a schedule that will allow him to devote the time to the position. Upon request, Elizabeth reviewed the Committee responsibilities of the Chair according to the Commission's By-Laws. Max called for additional nominations (there were none)

Motion (Claire Denton-Spalding) to appoint Edward Herring as Interim Chair, effective immediately (June 6, 2023) until September 30, 2023.

Motion Seconded (Sylvia New Strawn)

Motion passed unanimously

b. Vote to appoint an Interim Email Account Coordinator, effective July 1, 2023

(This was already voted on earlier in meeting)

c. Discussion of CSCC Annual Report

- Edward passed out a draft report for review. *(attached)*
- While the Annual Report is due by the end of our fiscal year (June 30), the report should be presented to City Council at the second council meeting in June every year. We have been granted an extension until July 5; the written report will be included in the agenda packet distributed to Council on July 12.
- Edward will present our Annual Report to City Council at their regular meeting on July 17. He will develop a powerpoint presentation by June 15 and circulate it to the Commission for review and comments. He requested comments by June 25.
- The Commission will need to approve the final draft of the Annual Report at our meeting on July 12.

V. City Rep Updates:

a. Besançon (Elizabeth Smiley)

- Elizabeth reported a successful conclusion to the musician exchange with Damian Groleau's visit in early May; she will ask John D'earth to prepare a summary report on the exchange to present at an upcoming meeting
- The "Sister Revolutions" grant project podcast interviews are taking place this week in Besançon and our partners there have already met with the grant co-producers, Ben Bernard and Sage Tanguay.
- Elizabeth plans to join Edward at the July 17 City Council meeting to make a brief presentation (with slides/photos) on her City Rep trip to Besançon this past April.

b. Huehuetenango (Edward Herring)

i. Discussion and Vote to retroactively approve Huehuetenango as a Friendship City

- Max, Daman and Edward met following our May meeting to work on this.
- Edward confirmed that Sister Cities International does have our Friendship City relationship with Huehue registered.
- It was clarified that at the point at which we received a letter from Mayor Cano in Huehue accepting our invitation to affiliate, the Commission should have taken

another vote to officially establish the affiliation and appoint a new City Committee to oversee the activities of the Friendship City process.

- Max has recommended that the Commission retroactively vote to record the establishment of our Friendship City relationship on July 1, 2021 (the date on which Mayor Cano's letter was received).
- The City's legal counsel must approve a retroactive vote before we take that action.
- The previously proposed October 2023 visit has been placed on hold.
- Going forward, we must be careful to refer to any upcoming visit as an Exploratory Visit (per SCI Guidelines) and not as an official delegation visit.
(Secretary's Note: Both the Commission's adopted Guidelines for Affiliating with a New Sister City and the SCI Guidelines can be found on the Commission's shared google drive, in the "Organizational Docs" folder)
- Max also advised the commission that a Sister City MOU with Huehue may not be signed until City Council approves the CSCC recommendation to sister and adopts a Resolution declaring their intent to sister with Huehue, and the Huehue governing body adopts a similar resolution of intent. The New City Committee may seek the commission's approval to sister no less than three years from the date the commission approved a friendship relationship.

c. Poggio (Stella Mattioli)

The CHS Choir is traveling to Poggio and will perform a concert on June 15 as part of their visit. Stella will provide a more detailed report on this visit at our July meeting.

d. Winneba - no report

VI. Committee Updates:

a. Grants (Kimberly Hayes)

- Due to his schoolwork and exams, 2022 grantee Henry Pollard ("Teenage Life During Covid" Digital Photography project) was unable to meet the June 9 deadline previously set for submission of all outstanding reimbursement receipts. He contacted the committee and was granted an extension until June 20.
- Adrienne reminded us that all the information we have about our grants program is well documented on our shared google drive.

b. Education - no report

c. Communications (Claire Denton-Spalding)

Claire distributed information on the graphic designer hired and draft text of the proposed "Rack Card" for review *(documents attached)*.

d. Outreach (Claire Denton-Spalding)

Claire reminded Commissioners to send her information and publicity on any and all Sister City/Grants/other projects and events, so that she can arrange for media coverage to keep the community informed about the work of the Commission.

(Secretary's note: Communications and Outreach are not separate committees. There is now one committee called "Social Media and Outreach." For future meeting agendas, this will need to be the designated committee reporting. Following the July Commission meeting, the Secretary will change the name of the related folder on the Commission's shared google drive from "Communications Materials" to "Social Media & Outreach")

e. Budget & Finance (Edward Herring, for Michael Grinnell)

- Edward reviewed the budget as of 5/23/23.
- Max noted that we have previously expressed an interest in the possibility of creating line items in the budget for individual City Rep allowances. We may want to review and explore this as a specific item going forward.

VII. Other Business

- Adrienne thanked the commission for its support over the past three years of her term. Others thanked Adrienne for her service.
- Max clarified that the length of our monthly meeting was set by the Commission some years ago and is not determined by Council. If we wish to lengthen or extend our monthly meeting time, we are free to request this.
- Edward call for a motion to adjourn the meeting
Motion to adjourn meeting (Elizabeth Smiley)
Motion Seconded (Adrienne Ward)
Meeting adjourned at 6:36 pm

Respectfully submitted,

Elizabeth Smiley
Secretary and Besançon Rep

*Next Meeting: **Wednesday July 12, 4:30-6:00 pm, CitySpace Large Conference Room***

Attachments: Proposal for Rack Card submitted by graphic designer
Draft text for Rack Card

(Attachment: Proposal submitted by graphic designer)

anne chesnut GRAPHIC DESIGN

1120 Pheasant Crossing. Charlottesville VA 22901
anne.chesnut@gmail.com E | 434.973.4166 L | 434.242.5225 C

Attention

Claire Denton-Spalding
cdenton.spalding@gmail.com E

Charlottesville Sister Cities Graphic Work

Project scope

Part A

Design and layout for creation of Sister Cities brand including:

- creation of logo designed to work as both b/w and color and provided in multiple formats for different uses: jpg, eps, png, tif
- brand standard to accompany the logo including application guidelines, related typefaces, and color palette

Part B

Optional application of logo and brand to published materials: example 1, poster or flyer, and example 2, pop-up banner

Design and layout

A | Logo/brand

Designer

Concept & prototype development, version #1

- Creation of several different logo designs shown in black and white and with optional color scheme

- Organization of options and related typefaces and color palettes for review
in PDF format for review 8.00 – 12.00

Committee

Prototype review

- *The city committee makes a selection from the choices in the review PDF. —*

Designer

Finalization, version #2*

- Logo selection will be finalized; 1.00 – 1.50
mark will be provided in b/w and color as a jpgs, pngs, and eps files

- Brand guidelines or cheat sheet will be provided as a PDF
summarizing graphic standards such as logo use, color palette,
and related typefaces 1.00 – 2.50

9.50 – 16.00 hrs

Design range low range 10 hours x \$80/hr = \$ 800.00 mid range 14 hours x \$80/hr = \$1,129.00 high range 16 hours x \$80/hr = \$1,280.00**

Reimbursable, only if applicable, such as stock photography.

***Additional client edits, If applicable**

Client AAs beyond first 2 rounds (versions 1 & 2) will be billed by quarter hours at the rate of \$80/hour.

****Design estimate based on multiple non-profit branding campaigns**

anne chesnut GRAPHIC DESIGN

1120 Pheasant Crossing. Charlottesville VA 22901

anne.chesnut@gmail.com E | 434.973.4166 L | 434.242.5225 C

B | Optional, poster or flyer design

Design and layout

Version #1

- design of an 8.5x11" flyer or a 11x17" poster
- utilizing brand; logotype, typography, palette and other graphic or photographic elements
- using copy content provided by the committee; possibly modified to not overcrowd space

- designs provided for review as a PDF 1.50 – 3.00

Version #2*

- design finalized from committee's selection with any edits
- final file provided as a print production ready PDF and a cropped PDF for electronic use 0.50 – 1.50 2.00 – 4.50 hrs

C | Optional, pop-up banner

Design and layout

Version #1

- design to measurement specifications provided by the committent
- utilizing brand; logotype, typography, and palette
 - designs provided for review as a PDF 2.00 – 3.00

Version #2*

- design finalized from committee's selection with any edits
- final file provided file for production as an EPS or PDFx depending on vendor

1.00 – 2.00 3.00 – 5.00 hrs

Reimbursable, *only if applicable, such as stock photography.*

***Additional client edits, If applicable**

Client AAs beyond first 2 rounds (versions 1 & 2) will be billed by quarter hours at the rate of \$80/hour.

***Design estimate based on multiple non-profit branding posters, flyers, and pop-up banners*

(Attachment: Draft text for Rack Card)

Front

The Charlottesville Sister Cities Commission exists to promote understanding of and foster relationships among individuals, communities, and cities of the world through cultural, economic, educational, and humanitarian activities.

Through our programs, events, and project grants, residents of Charlottesville connect with residents of our Sister Cities to collaborate, coordinate, and build lifelong friendships.

Sister City: Besançon, France - Poggio a Caiano, Italy - Winneba, Ghana

Friendship City: Huehuetenango, Guatemala

The City of Charlottesville shares a variety of things in common with its Sister Cities: University communities. An emphasis on the arts. Memorable landscapes. A connected history. And an ever-widening cross-cultural network of friends and colleagues committed to peace through people.

Get Involved

- The **Travel Scholarship Program** provides grants to enable a broader cross-section of community residents to participate in traveling delegations or student exchange programs with one of Charlottesville's Sister Cities
- **Sister Cities Grants** are awarded on an annual basis to individuals, nonprofits, arts organizations, schools, and businesses who propose projects involving Charlottesville Sister Cities. Projects include podcasts, music exchanges, and art exhibits.

- We host **events** throughout the year with Charlottesville residents and Sister City visitors, so make sure to check out our website, Facebook, and Instagram for more information.

Back

Besançon, France

Sister City Since 2006

Besançon is a city of art and history, known for its love of culture and music. Schools in Besançon and Charlottesville have created particularly strong relationships and regularly host student exchanges. Our Sister City relationship grew out of friendships established nearly two decades earlier, thanks to the efforts of Charlottesville residents who lived and worked in Besançon, and who recognized the many remarkable parallels between our cities.

Winneba, Ghana

Sister City Since 2010

Winneba is a coastal town bordered to the east by the Ayensu River and the west by the Mankro mountain range. The main industries of Winneba include fishing and pottery. Charlottesville and Winneba's relationship is built on the sharing of traditions, history, arts, and culture through exchange programs.

Poggio a Caiano, Italy

Sister City Since 1976

Already inhabited in the Roman era, Poggio a Caiano was an important medieval crossroads located in Tuscany. Charlottesville's sisterhood with Poggio is rooted in Thomas Jefferson's friendship with statesman Filippo Mazzei.

Huehuetenango, Guatemala

Friendship City Since 2021

Huehuetenango is a city and municipality in the highlands of western Guatemala, with coffee as its primary export. As Friendship Cities, Charlottesville and Huehuetenango are learning more about each other's culture and discovering areas for collaboration.

Connect with Us

Website: <https://www.cvillesistercities.org/>

Facebook: <https://www.facebook.com/CharlottesvilleSisterCities/>

Instagram: <https://www.instagram.com/sistercitiescville/>

Charlottesville Sister Cities Commission

MINUTES

February 7, 2023, 4:00 - 4:30 PM

CitySpace Large Conference Room

Present: Claire Denton-Spalding, Kimberly Hayes, Stella Mattioli, Sylvia New Strawn

Non-voting Members Present: Maxicelia Robinson, Deputy Clerk of Council

Meeting opened at 4:00 pm Claire Denton-Spalding presided

- I. Purpose and Objectives
 - A. Claire Denton-Spalding prepared an Outreach Strategy document for review during the meeting.
 - B. She began the meeting by stating the purpose and objectives of the Outreach Strategy to ensure all members are able to articulate the shared vision for outreach and have a consistent strategy for outreach.
 - C. Outreach Strategy Presentation Link: [P 020723 SC Outreach Strategy.pptx](#)
- II. Outreach Plan Review
 - A. Claire Denton-Spalding presented the Outreach Strategy
 - B. The vision for CSSC outreach is to increase awareness of the Charlottesville Sister Cities (CSC) program to build a robust network of residents who want to attend events and apply for grants.
 - C. The outcomes of this outreach strategy are to have high attendance at CSC events and many applications for grants coming from our network of supporters, build nonprofit and media connections to help spread the word about CSC initiatives, and gain recognition as an entity within the Charlottesville government.
 - D. More specifically, the goals we would like to achieve are to
 1. Compile a database of supporters through our website mailing list and social media
 2. Increase online engagement
 3. Build relationships with Charlottesville nonprofit and media institutions
 4. Identify opportunities to share information about CSC (e.g., events, clubs)
 5. Ensure outreach for initiatives (e.g., events, grants) is incorporated into the planning process
 - E. To be able to achieve these goals, we need to use the tools we have at our disposal and build additional tools, like a mailing list sign up on the website, a logo for CSC and branding standards, digital materials, print and event materials, and a communications packet (e.g., elevator pitch).
 1. Kimberly Hayes suggested adding an electronic press kit, which would include a PDF with FAQs, boiler plate for press releases, headshots, and JPEG versions of the logo.
- III. Roles and Responsibilities
 - A. To be successful with this outreach effort, the meeting participants volunteered to lead specific roles:
 1. Kimberly Hayes volunteered to be Social Media Lead. The Social Media Lead manages social media, including developing content and managing a posting calendar
 2. Sylvia New Strawn volunteered to be Partnership Lead. The Partnership Lead identifies and reaches out to potential nonprofit, business, and government partners.
 3. Stella Mattioli volunteered to be Media Lead. The Media Lead interfaces

with local media to spread the word about events and initiatives

IV. Next Steps

- A. Update the CSC website to include a mailing list option
 - 1. Maxicelia Robinson said that she would need to review mailing list requirements to be sure we are in line with privacy concerns.
- B. Hire graphic designer to make logo and branding guidelines
 - 1. Maxicelia Robinson noted that to change the logo, we would need to coordinate with the City of Charlottesville's Communications Department. Any changes to the logo would have to live within the City of Charlottesville.
 - 2. Maxicelia Robinson noted that any swag created would need to have a long shelf life to be useful for more than one event.
- C. Meet with nonprofits and media institutions to share information about CSC
 - 1. Maxicelia Robinson said that Charlottesville has a community media center that can assist with getting the word out about events.
- D. Identify free or low-cost events / venues for sharing information about CSC

Meeting adjourned at 4:25 pm

Respectfully submitted,

Claire Denton-Spalding, Communications and Outreach, Member-at-Large

Sister Cities Commission Grants Subcommittee
Minutes, 2023 TSP evaluation meeting
Tues, April 4, 2023, Virtual/zoom, 4:30pm

Present: Alicen Brown, Daman Irby, Vivien Wong, Adrienne Ward, Max Robinson

- Reminder about anonymity in discussing applications; applicants identified by initials
- Brief review of program policies
 - \$8000/year dedicated to TSP, at \$2000/city;
 - Maximum individual travel scholarship = \$1000;
 - In the case that \$ for a city goes unrequested (i.e., no applications, that city's funds can be used for eligible surplus applications for another city);
 - # cycles/year still undecided*

*At our March 2023 meeting we did not make decisions for program long-term, whether 1 or 2 cycles/yr, but decided to run an interim program for 2023, to address immediate requests (and mediate the delay caused by postponement of TSP discussion at Feb meeting)

- Brief review of criteria for funding travel to Sister Cities
 - Travel objective must align with CSCC mission
 - Applicant offers compelling and/or reasonable explanation of need
 - Residency in Cville/Albemarle? (address provided on application)
- Discuss applications – 9 applications in all, as follows:
 - Besançon: 1 app;
 - Huehue: no applications
 - Poggio: 3 apps;
 - Winneba: 5 apps;
- Recommendations
 - The Grants/TSP Committee recommends funding travel for:
WC - \$4000 for travel to Poggio (\$1000 apiece to 4 students on CHS trip)
VP - \$1000 – for travel to Winneba with the Cville-Winneba Foundation trip
DT - \$1000 - for travel to Winneba with the Cville-Winneba Foundation trip
 - The Committee does not recommend funding travel for RGW, KJ, TR, YR, MT, CM; for any single or combination of the following reasons:
 - Unclear or inappropriate travel objective
 - Little or no explanation of how travel connects with CSCC mission
 - Little or no discussion of financial need

- Application lacking in basic information, eg specific funding amount requested
- Residency issues – city funding intended for Cville/Albemarle County residents; applicants from other counties ineligible
- Discussed next steps, including:
 - informing applicants of decisions, who/when;
 - creation of expectations doc, and financing doc, to be included with letter to scholarship recipients;
 - need to develop formal rubric for evaluation

Meeting adjourned 6:00pm

Prepared by: Adrienne Ward, Grants Committee Chair

WINNEBA REPORT UPDATE

Below are some Winneba updates from the past year:

The Sister City relationship between Charlottesville and Winneba continued to grow and strengthen this past year. We are very pleased at the depth of ongoing collaboration between our two communities. In January and May of 2023, the Charlottesville-Winneba Foundation organized two more group trips to Winneba, allowing three dozen Charlottesville-area residents to experience the vibrant culture, rich heritage and warm hospitality of Winneba and Ghana. These were the 10th and 11th Sister City delegations from Charlottesville to Winneba since this Sister City relationship was initiated in 2009. As with past Charlottesville-Winneba Foundation delegations, almost every member of these groups reported having a very positive (if not life-changing) experience in Ghana. Note that almost all of the cost of these trips is paid out of pocket by travelers or supported with charitable contributions. Meanwhile, all of the other collaborations we have undertaken with Winneba continued to bear fruit this fiscal year, from the UVA School of Architecture's ongoing environmental conservation partnership in Winneba to the Helen Project International's women's entrepreneurship program in Winneba to the many other initiatives that Charlottesville has continued to support with substantial contributions of time, money and volunteer energy - including schools, hospitals, orphanages, libraries, reading programs, sea turtle conservation efforts, a vibrant fire safety partnership between the Charlottesville Fire Department and the Winneba Fire Service, and much more.

In spring of 2023, the Charlottesville-Albemarle Rescue Squad agreed to donate a recently-retired ambulance to one of the hospitals in Winneba, which like the donated CFD fire truck from last year is sure to be a highly-visible (and greatly appreciated) reminder of the partnership between our two cities. The Charlottesville-Winneba Foundation is preparing to ship the ambulance overseas to Ghana in summer 2023.

In late July 2023, a small delegation from Winneba will be visiting Charlottesville for about a week, in conjunction with the annual African American Cultural Arts Festival. The Mayor (aka Municipal Chief Executive) of Winneba will be attending, along with 3 other municipal officials. Preparations are now underway for their visit. This is the first official delegation from Winneba to visit Charlottesville in many years, and the first time in at least 10 years that one of Winneba's Mayors has visited Charlottesville. At the Charlottesville Sister Cities Commission meeting on July 12, hopefully the Commission will have time to discuss ways that the Commission can support this important visit and help to welcome and engage with our esteemed guests.

Nana Akyeampong Gharthey

CHARLOTTESVILLE

SISTER CITIES

COMMISSION



DRAFT

REPORT TO THE MAYOR AND CITY COUNCIL

JULY 17, 2023

ACTIVITIES OF THE CHARLOTTESVILLE SISTER CITIES COMMISSION 2022/ 2023



OUR SISTER CITIES:

- Poggio a Caino, Italy, Charlottesville's first sister city on 1976.
- Pleven, Bulgaria, Sister city since 2004, in non-active status
- Besançon, France, Sister Cities since 2006
- Winneba, Ghana, Sister cities since 2010
- Huehuetenango, Guatemala, Friendship city since 2021, in exploratory phase.

COMMISSION MEMBERS:

- Alicen Brown, K-12 Education
- Claire Denton-Spalding,
- Nana Gharthey, Winneba
- Michael Grinnell, Treasurer
- Kimberly Hayes, Business
- Edward Herring, Chairman / New City Committee Chair
- Stella Mattioli, Poggio a Caino
- Sylvia New Strawn,
- Elizabeth Smiley, Secretary / Besançon
- Vivien Wong, Youth
- Higher Education, Open
- Maxicelia Robinson, Staff Liaison

BESANÇON, FRANCE:

This year saw the resumption of long awaited in-person exchanges. City Representative Elizabeth Smiley traveled to Besançon in early April to renew links with the Besançon city administration and school officials.

CSCC Business Representative Kimberly Hayes accompanied Ms. Smiley on the visit.



BESANÇON, FRANCE:

Her travel was timed to coincide with a Charlottesville High School student delegation visit, chaperoned by CSCC Commissioner Edward Herring.

One highlight was a dinner offered by CSCC to all our key Besançon contacts in the Mayor's office, School Administration and Partner Schools.



BESANÇON, FRANCE:

During the visit, a group comprised of Sister City Commissioners, Charlottesville teachers, and CHS students were warmly welcomed in Besançon and honored with a reception at the Victor Hugo Birthplace museum. Besançon Representative Elizabeth Smiley presented Deputy Mayor Sadia Gharet with letters from Mayor Snook.

DRAFT

BESANÇON, FRANCE:



BESANÇON, FRANCE:

Member-At-Large Edward Herring read the French version to the audience and translated the French/English presentations for the group. Edward also introduced the participants from CHS and offered greetings on behalf of the Charlottesville City Schools.

POGGIO A CAIANO, ITALY:

Poggio representative Stella Mattioli worked to organize and develop more Sister City activities through personal visits to the city and the furthering of programmatic engagement.



POGGIO A CAIANO, ITALY:

After the Poggio elections on May 15, Ms. Mattioli worked to establish new contacts with the elected mayor and city to assure the continuance of a strong relationship between the cities.

POGGIO A CAIANO, ITALY:

A music group from Poggio a Caiano participated in a local music contest and won the opportunity to perform a concert in Charlottesville.

The CSCC worked with Charlottesville partners to organize the event which took place on December 3rd at The Front Porch.



POGGIO A CAIANO, ITALY:

Members of the Charlottesville High School Choir led by Teacher Will Cooke performed in Poggio on June 15, 2023.

The CSCC assisted with travel funding.



DRAFT

POGGIO A CAIANO, ITALY:



WINNEBA, GHANA:

The Sister City relationship between Charlottesville and Winneba continued to grow and strengthen this fiscal year.

In January and May of 2023, the Charlottesville-Winneba Foundation organized two group trips to Winneba, allowing three dozen Charlottesville-area residents to experience the city.



WINNEBA, GHANA:

The CSCC provided Travel Scholarships to assist in enabling two Charlottesville residents to participate.

These were the 10th and 11th Sister City delegations from Charlottesville to Winneba since this Sister City relationship was initiated in 2010.



OTHER COLLABORATIONS WITH WINNEBA:

1. The UVa School of Architecture's ongoing environmental conservation partnership in Winneba.
2. The Helen Project International Entrepreneurship Program, along with other initiatives supported by the CSCC.

OTHER COLLABORATIONS WITH WINNEBA:

3. The Commission joined in the funding of a shipment of medical supplies, toys, and other donated items from Charlottesville to Winneba.

4. Charlottesville and Winneba maintain a close relationship due to the efforts of the commission members and a close relationship with the Charlottesville-Winneba Foundation.



DRAFT

OTHER COLLABORATIONS WITH WINNEBA:



HUEHUETENANGO, GUATEMALA:

The relationship between Charlottesville and Friendship City Huehuetenango continued to be in the exploratory phase.

The CSCC committee dedicated to this process worked closely with the Ixtatan Foundation to proceed with activities to further determine if the cities are ideal for becoming Sister Cities.



HUEHUETENANGO, GUATEMALA:

The exploratory process began when CSCC Commissioner Edward Herring, chairman of the New City Committee, visited Huehuetenango in February, 2023.

The trip was organized by the Mayor of Huehuetenango and their Sister City Commission.



HUEHUETENANGO, GUATEMALA:



HUEHUETENANGO, GUATEMALA:



HUEHUETENANGO, GUATEMALA:

The results of the visit and the ongoing review of the initial assumptions that began the Friendship process is in progress. It is anticipated that the CSCC will have a next-step recommendation ready for presentation to the Charlottesville City Council in August 2023.

TRAVEL SCHOLARSHIPS PROVIDED PARTIAL FUNDING ENABLING SEVERAL OPPORTUNITIES:

1. Six Charlottesville residents the opportunity to join in planned trips to Charlottesville Sister Cities.
2. A sponsorship for Charlottesville High School's CERN program expanded opportunities for the young citizens of Charlottesville to be directly involved in furthering the Besançon relationship.

TRAVEL SCHOLARSHIPS PROVIDED PARTIAL FUNDING ENABLING SEVERAL OPPORTUNITIES:

3. The CSCC's Outreach Committee has made strides this year in creating a more effective process for reaching citizens of Charlottesville to promote engagement with Sister Cities and CSCC activities.

SUMMARY:

The Commission's grant program experienced a significant rebound in activities, international travel and activity between the Sister/Friendship Cities.

Relationships between the citizens of Charlottesville and those of Besançon, Huehuetenango, Poggio a Caiano, and Winneba continued to develop.

CONCLUSION:

With international travel now returned, the CSCC continues its vital role in connecting the citizens of the Charlottesville with those of the world, particularly those is Besançon, Huehuetenango, Poggio a Caiano, and Winneba.

NEXT STEPS:

The Commission's wishes to return to the City Council in August to present its proposed plans and activities for the coming year (FY 24).

Additionally, we will present an update on our review of Huehuetenango with our recommendation for the next step in the Friendship process.

