

Charlottesville Sister Cities Commission

AGENDA

Meeting November 9, 2023, 4:30 pm - 6:00 pm

CitySpace, Large Conference room

I. Call to Order – Claire Denton Spalding, CSCC Vice-chairperson

II. Approval of Minutes - October 17, CSCC Meeting

III. Budget Report

IV. Business Items

- a. Request for CSCC City rep travel funds – Nana Gharthey
- b. Request for Travel Scholarship – CHS Band Supporters
- c. Amendments of All-Virtual Meetings & Remote Participation Policy
- d. Proposed Name Change to Existing Committees
 - Communications & Community Engagement Committee (currently Social Media and Community Outreach Committee)
 - Grants & Scholarships Committee (currently Grants Committee)
- e. Committee Assignments

V. Planning and Implementation Review for the Huehuetenango visit

VI. Questions and Answers with Fred Blanton, Virginia rep, Sister Cities International
(5:30pm to 6:00pm)

Next Meeting:

CSCC Meeting - December 5, 2023, 4:30-6:00 pm, City Space Large Conference Room

Schedule CSCC committee meetings.

**Minutes from the Charlottesville Sister City Commission Meeting
October 17th 4:30 City Space**

Present: Edward Herring, Alicen Brown, Stella Mattioli, Nana Gharthey, Sylvia New Strawn, Casey Eriksen and Murray Susen

Absent: Claire Denton Spalding, Elizabeth Smiley

Via Zoom: Kim Hayes (joined at 5:30pm)

E. Herring called the meeting to order at 5:34pm. He noted we had a quorum for voting purposes.

Approval of Minutes: Herring asked for a motion to approve the August 1 Communications and Outreach Committee meeting minutes, S. New Strawn made the motion, seconded by S. Mattioli, vote CARRIED.

Motion to approve the September 11 Sister Cities Annual Retreat minutes provided by E. Smiley. [REDACTED] made the motion, seconded by M. Susen, vote CARRIED with amendments.

Chair Report: Welcome and Introduction – E. Herring then introduced the two new members, Casey Erikson who teaches Spanish in the Charlottesville school system and Murray Susen an 11th grader at Charlottesville High. Then the members of the commission introduced themselves to the new members. There are still two vacancies. Edward introduced Will Cooke a teacher who has received grants from us who gave a wonderful speech thanking the Commission. He talked of Poggio a Caiano and its citizens and how beautiful the city was.

E. Herring talked of the **All-Virtual Meeting Remote Participation Policy**. M. Robinson commented on city protocol. A. Brown read out the passages from the draft policy that needed altering. A decision was made on each paragraph. A long discussion ensued as to the length of time needed to inform the chairman and city of absences. Motion to approve the policy by A. Brown, seconded by S. New Strawn, vote CARRIED with amendments. Members agreed to review the policy at the next meeting for revisions.

Besancon Student Exchange: A. Brown led a discussion of the next school trip with itinerary and calendar.

Secretary's Report: Removed from agenda.

Budget & Finance Report: M. Robinson commented on the budget, the balance is \$35,609.

Committee Assignments

Motion to change the title of the Email Coordinator Officer to Communications Officer by S. New Strawn, seconded by C. Eriksen, vote CARRIED

Motion to establish a Program & Events Committee by C. Eriksen seconded by [REDACTED], vote CARRIED.

E. Herring appointed 2023-2024 Officers: Claire Denton Spalding - Chair of the Communications & Community Engagement Committee, S. New Strawn - Chair of the Programs & Events Committee, C. Eriksen - CSCC Treasurer, Kim Hayes – Chair of Grants Committee.

N. Gharthey raised an objection to the changing of committee names and he worries that outreach is very hard work and needs a separate committee. He feels outreach does not work at the moment.

Activities and Committee Updates

Huehue: Edward talked about the Huehue visit which is in the works. Edward requested \$3,000 to cover expenses for hosting a Huehue delegation. Motion by S. New Strawn, seconded C. Eriksen, vote CARRIED.

Grants Committee: K. Hayes remotely gave a report on the Grants committee, a grantee has not given the city the correct receipts for their proposed grant budget. Hayes recommended that the grantee submit new receipts associated with the grant project to be considered by the commission for reimbursement. M. Robinson then gave the reasons why the city did not issue a reimbursement for some of the expenses that the grantee submitted receipts for.

Motion to allow grantee to submit other receipts for expenses associated with the grant project for consideration of reimbursement by E. Herring, seconded by S. New Strawn, vote CARRIED.

Motion to extend deadline for 2023-2024 grantee project, les amities musicales to May 2024 by K. Hayes, seconded by E. Herring, vote CARRIED. M. Robinson suggested that the grant recipient re-submit their application in the next grant cycle since the grantee could not begin the

project until after the commencement of the 2024-2025 grant cycle.

K. Hayes to provided update on remaining 2022-2023 and 2023-2024 grant awards at November meeting.

Request for Sister City rep travel funds – N. Gharthey
Request for travel funds deferred to November meeting.

Motion to approve up to \$4000 contribution for cost of shipping supplies to Winneba with conditions setforth by the CSCC by C. Eriksen, seconded by M. Susen, vote CARRIED. N. Gharthey must provided receipt(s) for expense and verification of Winneba Foundation contribution toward shipping costs.

Several agenda items were not covered.

S. Mattioli left the meeting at 6:10pm.

S. New Strawn left the meeting at 6:25pm.

Adjournment @6:40PM

Respectfully submitted by Sylvia New Strawn

Charlottesville Sister Cities Commission (CSCC)

Policy for All-Virtual Public Meetings and Remote Participation

The Charlottesville Sister Cities Commission (CSCC) is regarded as a public body set forth by [Resolution](#) by City Council of the City of Charlottesville. Therefore, pursuant to Virginia Code 2.2-3708.3, a public body is authorized and required to adopt a uniform policy for all-virtual public meetings conducted by the public body and procedures for remote participation.

Enabling Statute

[VA Code Chapter 37 Virginia Freedom of Information Act § 2.2-3708.3](#)

The term “**meeting**” includes regular, special, committee, and annual retreat meetings of the Sister Cities Commission. Any gathering of 2 or more members of the Commission, where the purpose of the gathering is the discussion or transaction of the business of the entity, is a “meeting”.

- I. Members of the Sister Cities Commission may use remote participation instead of attending an in-person meeting of the Commission, in accordance with this subsection and the applicable provisions of the Freedom of Information Act (FOIA).
 1. A commission member desiring to use remote participation must seek approval from the chairperson of the commission by submitting a written request via electronic mail, no later than three (3) business days prior to the start of the meeting, except in the event of an emergency, and indicate the basis on which they satisfy at least one of the criteria set forth within FOIA Section 2.2-3708.3(B)(1)-(4).
 2. The Commission Chairperson shall verify that the criteria are satisfied. If the request for remote participation is approved by the chairperson, the chairperson shall notify both the commission member and the staff liaison of the determination in writing via email no later than two (2) business days prior to the start of the meeting. The chairperson shall be responsible for ensuring that the minutes of the commission meeting identify, by a general description the remote location from which the member participated, and otherwise reflect the basis for remote participation under FOIA Section 2.2-3708.3(B)(1)-(4).
 3. If the member’s participation from a remote location pursuant to this subsection is disapproved by the chairperson because such participation would violate the commission’s policy for electronic meetings and/or FOIA regulations, then the chairperson shall be responsible for notifying the member no later than two (2) business days prior to the start of the meeting and ensuring that the disapproval is recorded in the minutes of the commission meeting with specificity.

4. No member of the commission may use remote participation due to a medical condition of a member of the member's family requiring the member to provide care that prevents the member's physical attendance more than two (2) consecutive meetings, or any four (4) meetings held per calendar year.
5. No member of the commission may use remote participation due to the member's principal residence being more than 60 miles from the meeting location identified in the required notice for such meeting more than three (3) meetings per calendar year. The member's "principal residence" shall be regarded as the "home address" listed on the member's Charlottesville Boards and Commissions Application.

Members must report a change of principle residence/ home address to the commission chairperson, secretary, and staff liaison. Notification may be submitted in writing via email or letter within seven (7) days of relocation. Letters may be mailed to: Office of the Clerk of Council, P.O. Box 911, Charlottesville, VA 22902. Members may also contact the Clerk's office at (434) 970-3113 to report their address change.

If a member's new address is outside of the City of Charlottesville and Albemarle County area the staff liaison for the commission shall verify if the member continues to meet the requirements of eligibility for a Charlottesville board as set forth by City Council.

Residents of the City of Charlottesville are given preference for Council appointments to Charlottesville boards and commissions. Additionally, "when City Council makes appointments it is with the expectation that the appointee is willing and able to attend meetings and to devote the necessary time to be a full and meaningful participant on the board" [Resolution](#).

6. No member of the commission may use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year (rounded up to the next whole number) whichever is greater as set forth within FOIA Section 2.2-3708.3(B)(1)-(4).
7. The requirements of this subsection shall be applied strictly and uniformly to the entire membership of the commission, without exception, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

II. Remote Participation

1. Members must be on-camera throughout the duration of the commission meeting. On-camera presence is mandatory to establish a meeting quorum and for voting proceedings. Members will not be deemed present and voting if the member is not on- camera for the

chairperson to establish a quorum and for voting proceedings.

2. Members should join the meeting early to make sure that their microphone and camera are working properly.
3. Members may not participate in more than one meeting simultaneously.
4. Members who wish to speak are responsible for unmuting their microphone prior to speaking.
5. Members must actively participate in the meeting.
6. A meeting host may mute/ deactivate a participants' microphone when they are not speaking for the purpose of eliminating inadvertent background noise.
7. Members microphones may not be muted for the purpose of enforcing decorum.

III. Meeting Etiquette

1. Minimize distractions.
2. Mute your microphone when you are not talking.
3. Dress appropriately.
4. Be courteous.

IV. ALL-VIRTUAL PUBLIC MEETINGS

“All virtual meeting” refers to a meeting at which (i) the members of the commission attending the meeting gather or assemble through electronic communication means (“zoom”, or other similar means within the FOIA definition of “electronic communication”), (ii) the purpose of the gathering or assemblage is the discussion or transaction of any public business, and (iii) all public attendance is by electronic communication means.

1. The Commission may hold all-virtual meetings. Twenty-five percent (25%) of the total number of meetings held by a City Board during a calendar year (rounded up to the next whole number), or two (2) meetings per year—whichever is greater—may be all-virtual meetings.

2. Every all-virtual meeting conducted by the commission shall be in compliance with the requirements set forth within FOIA, Va. Code Sec. 2.2-3708.3(C).
3. A City of Charlottesville administrative support personnel shall generate the Zoom webinar link for all-virtual meetings and remote participants. Personnel will email the link for all-virtual meetings to members of the commission. Meeting links will be posted on the City website for public access.
4. City administrative support personnel shall operate all City-owned audio/visual equipment for all-virtual meetings and remote participation.
5. Every all-virtual meeting shall be “hosted” by a City of Charlottesville administrative support personnel. Personnel may assign the chair and co-chair or designee as co- hosts of the meeting.
6. Communication sent via the “chat” function in the webinar is a public record.
7. **Contents of the Required Meeting Notice** - The required meeting notice will state that the meeting will be an all-virtual public meeting. The required meeting notice will also include a specific statement notifying the public that the method by which the City Board chooses to meet shall not be changed unless the City Board provides a new meeting notice in accordance with the provisions of § 2.2-3707.
8. **Public Access** - The electronic communication means used will allow the public to hear all members of the commission participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the commission as well.

Personnel shall provide a phone number or other live contact information by which a member of the public may alert the City Board if the audio or video transmission of the meeting provided by the City Board fails. Personnel will monitor the designated means of communication during the meeting, and after receiving an alert the City Board will take a recess until public access is restored (if the transmission fails for the public).

9. **Agenda packets and materials** - The agenda packet and, unless exempt, all materials furnished to members of the commission for an all-virtual meeting will be made available to the public in electronic format at the same time that such materials are provided to members of the public body. “Made available in electronic format at the same time” means that the materials are either (i) posted on the City’s website, or (i) provided immediately.

10. **Location(s) of members of the public body** - No more than two members of the City Board participating in an all-virtual meeting will be physically together in any one remote location, unless that remote location is open to the public to physically access it.
11. **Minutes of all-virtual meetings** - Minutes for an all-virtual meeting will include a statement that the meeting was held by electronic communication means and will specify the type of electronic communication means by which the meeting was held.