Minutes from the Charlottesville Sister City Commission Meeting
October 17th 4:30 City Space
Present: Edward Herring, Alicen Brown, Stella Mattioli, Nana Ghartey, 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. XXXX 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 XXXX, 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. Ghartey 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. Ghartey
Request for travel funds deferred to November meeting.

Motion to approve up to $4000 contribution for cost of shipping supplies to Winneba with conditions set forth by the CSCC by C. Eriksen, seconded by M. Susen, vote CARRIED. N. Ghartey 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