

Charlottesville Sister Cities Commission

Meeting - February 12, 2024, 4:30 pm to 6:00 pm

Small Conference Room – CitySpace, 100 Fifth St NE, Charlottesville, VA 22902

1. Call to Order
2. Minutes submitted for approval:
 - a. Grant Committee Minutes - December 6, 2023
 - b. CSCC Minutes - December 7, 2023
 - c. Besancon Committee Minutes - December 14, 2023
 - d. CSCC Minutes - January 3, 2024
3. Chairman's Update
 - a. New Commissioner introduction: Ms. Cherry Stewart
 - b. Recommendation for Review: Establishing a non-profit support organization
 - c. Miscellaneous Expense Approvals (See Besancon Exchange Update)
4. Secretary's Update
5. Communications Update
6. City Updates
 - a. Huehuetenango – No update
 - b. Besancon – Report submitted
 - i. Student Exchange, Feb. 11-18, 2024
 - ii. Besancon First Visit, April 12-17, 2024
 - iii. Les Amitiés Musicales Grant Project
 - c. Winneba – No update
 - d. Poggio – No update
7. Committee / Officer Updates
 - a. Finance
 - b. Grants
 - c. Education
 - d. Programs and Events
8. New Business: Comments and questions / Ex-officio commentary
9. Adjournment

Next CSCC Meeting, March 12, 2024

Minutes from the Grants Committee Meeting
Charlottesville Sister Cities Commission
December 6, 2023
Small Conference Room, CitySpace
5:00 - 6:00 PM

Attendance:

Kim Hayes - Committee Chair
Edward Herring
Casey Eriksen - *virtual*
Max Robinson - Ex officio

The committee reviewed and updated discussed the following grants:

Based upon a recommendation by ex officio Robinson and additional commentary by Edward Herring, the committee voted to delay the official 2024 Grant season until July, 2024.

Criteria for our grants were discussed and agreed that they needed to be more specific and that the grants must also benefit the residents of the City of Charlottesville.

We have to ensure that the assigned project liaison has a more established role in following the progress of the grants in the future.

SISTER REVOLUTIONS - Dr. Benjamin Bernard \$ 3980

There is still an outstanding amount that the grantee has not been able to reconcile. We discussed the criteria for remaining payments and determined that we would require a receipt and that a second trip could not be considered. The cost for a French Translation was suggested as an acceptable bill, but the question was raised if that was already included in the initial project. Kim would work with Dr. Bernard to obtain a recommendation.

TWO CITIES PODCAST - Elias Alonzo, for Ixtatán Foundation, non-profit \$ 4000

We reviewed the POD Casts we had received and determined that the grantee did not completely fulfill all aspects of the grant in terms of who was interviewed and the access of the pods to the public of Charlottesville. Edward agreed to reach out for more information and close the loop.

MAPPING & ART Alexandria Searls, for Lewis and Clark Exploratory Center \$ 4000.

We did not have an update on this grant at the time of the meeting. Kim agreed to reach out to her. The deliverable was expected for the Spring of 2023 but appears to be delayed.

MISMATCH - Darnell Walker \$ 4000 We did not have updated information about the deliverable. The grant was mentioned in Stella's December report but no concrete dates have been announced. It is understood that some parts of the project are finished and the grantee is adding some voice-over work to parts.

BESANÇON MUSIC - Daniel and Shelby Sender \$ 4000

Besancon Music Grant: Based upon information available as of the date of the meeting, the Daniel Sender Grant to perform in Besancon was closed out with a recommendation that Mr. Sender should re-apply for the coming year if he is able to make sufficient arrangements.

We discussed the budget - there is \$ 11,000 left for the year considering the commitments. This includes the Music Grant.

CHS Band Boosters - The boosters request for \$ 3,000 was discussed and a recommendation for \$ 1500 was approved.

Hold Over from 2022 - There is one grant for \$ 500 from 2022 that is still open, even though we have not had a recent update.

The committee agreed that we needed to tighten up our grant policies before we start a new cycle in 2024.

Charlottesville Sister Cities Commission

MINUTES

Meeting December 7, 2023

CitySpace Small Conference Room

Present: Claire Denton-Spalding, Casey Erickson, Kimberly Hayes, Edward Herring, Stella Mattioli (participating remotely), Syliva New Strawn, Elizabeth Smiley, Murray Susen

Absent: Alicen Brown, Nana Ghartey

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

Meeting opened at 4:36 pm Edward Herring presided A quorum was deemed present

- I. Chair (E. Herring) called the meeting to order
- II. Secretary's Report (E. Smiley)
 - a. October minutes

Elizabeth was unable to retrieve the missing information from either the meeting transcript or audio due to poor sound/recording quality.

Motion (E. Smiley) to approve the October minutes as previously presented, with two names missing from the voting record

Motion seconded (S. New Strawn)

Motion carried unanimously
 - b. November minutes

Motion (M. Susen) to approve November minutes as written

Motion seconded (C. Denton-Spalding)

Motion carried unanimously
 - c. Elizabeth reminded commissioners to upload all commission-related documents to the shared google drive. Edward asked Elizabeth to provide an orientation to the documents stored on the drive at an upcoming meeting.

Action item: Edward will put this on the Agenda for a meeting in early 2024
- III. Chair's Update (E. Herring)
 - a. Huehue Delegation Visit - *report attached*

Edward reviewed the key events of the visit and reported that there were over 1000 "hits" on our facebook page related to and during this delegation visit.
 - b. VA Sister Cities Statewide Meeting on December 2 - *report attached*

Edward represented our Commission at the meeting, organized by Fred Blanton, SCI VA State Representative, and hosted by the Richmond Sister Cities Commission. Edward noted that the Richmond commission is set up much like ours, but that they have established a foundation which allows them to raise money and to coordinate administrative support for the activities and programs

with all 7 of their sister cities. Max signaled her support for our exploring the development of a similar foundation. Former commissioners as well as other community leaders would be invited to become members of an exploratory committee.

Action item: Max will research whether the development of a sister city foundation is something that City Council will have to approve. Edward would like to go ahead and form an exploratory committee; Casey volunteered to be on the committee and all other commissioners are invited to contact Edward if they would like to be involved.

Ratification of said committee required by vote:

Motion (E. Herring) to ratify the establishment of a committee that will explore the feasibility of establishing a foundation whose purpose would be to raise funds and support the activities of the CSCC.

Motion seconded: (C. Denton-Spalding)

Motion carried unanimously

- c. Maintaining Momentum and Energy - no additional discussion

IV. Communications Update (C. Denton-Spalding)

- a. Claire's committee worked with the City's communications department on promotions for the Huehue Delegation visit, including scheduling both radio and tv interviews. The print media were less responsive and Claire will concentrate on working with her contacts in radio and tv for upcoming events.

- b. Business cards and name tags for commissioners

There is interest in having name tags made for Commissioners to wear at CSCC events, as well as business cards that Commissioners can use when meeting with city partners or traveling to Sister Cities on CSCC business. Edward circulated Commission business cards he had ordered for himself prior to the Huehuetenango delegation visit. He requested approval from the Commission to be reimbursed for this purchase.

Motion (E. Herring) to approve reimbursement of \$49 he spent on CSCC business cards for himself

Motion seconded: (C. Erickson)

Motion passed with one abstention

Max noted that the City has never previously made business cards or name tags for its board and commission members. Discussion followed.

Action item: Claire proposed she work with Max to determine best options for name tags, business cards, or both. She will bring a recommendation/request for approval to the January meeting. She requested that the Commission allocate up to \$100 to be spent on these items once a decision has been reached.

Motion (C. Denton-Spalding) to approve allocating up to \$100 to pay for generic business cards and name tags

Motion seconded (E. Herring)

Motion passed unanimously

c. Website

Murray has volunteered to help manage our website. Claire will provide him with an overview and then they will meet with Max to explore whether or not to use the City's website or to continue hosting our website independently. There was additional discussion about whether to continue with WIX or switch platforms. As of now, we are subscribing to WIX on a month-to-month basis. Kimberly recommended looking into Square Space as an alternative platform.

V. City Rep Updates

a. Huehuetenango (E. Herring)

Edward proposed that as a next step we organize a delegation visit to Huehue. There was discussion of whether this should be in 2024 or 2025. Casey recommended waiting until 2025 so that we can work up a budget for a trip and include it in our next allocation request to City Council.

b. Besançon (E. Smiley) - *November report, attached*

Elizabeth reported on the upcoming Besançon Committee meeting scheduled for **December 14**. This meeting is open to the public. The main goal will be to begin planning for a proposed small delegation visit from 2-3 Besançon officials in April. There will be subsequent updates and when a budget has been determined, Elizabeth will bring any requests for funding to the full Commission for vote approval. Elizabeth had two (2) April 2023 Besançon Trip Reports printed to have available in the Clerk of Council's office; she requested reimbursement for the printing costs of \$51.66. She shared two posters, given to us by visitors from Besançon, which if dry-mounted can be stored with other Sister City gifts and materials at City Hall and used for display purposes at CSCC events.

Motion (E.Herring) to approve up to \$100 to cover reimbursement costs of 2 Sister City 2023 Trip Reports and anticipated costs to have 2 Besançon posters dry mounted for display

Motion seconded (S. New Strawn)

Motion passed unanimously

- c. Winneba (E. Herring reporting for N. Gharthey)
Nana returned to Ghana on December 6 and will remain there for several months. There is no Winneba Foundation delegation trip planned for December but there are plans for a trip in May 2024.
- d. Poggio (S. Mattioli) - *November report, attached*
Stella gave a status update on the Darnell Walker “MisMatch Around the World” grant-funded video project. Edward asked for the grantee to provide a “roll-out” plan for how the videos will be made available to the Charlottesville community. Claire offered to help with publicity.
Action item: Stella will follow-up to connect Claire and Darnell to discuss how the CSCC can assist with local promotion of the videos.

VI. Committee/Officer Updates

- a. Finance (C. Erickson)
Current total balance: \$30,714.06. Pending expenditures: \$21,086.22 for outstanding grants and the Winneba supply shipment allocation. Casey supports the proposed suspension of the Grants cycle (see below) because there are a number of grants-related expenses that need to be reconciled before we know our true balance and the remaining available funds for this fiscal cycle. He recommends we increase our requested allocation for the next fiscal year in consideration of both inflation and the need to support ongoing Huehuetenango Friendship City activities and exchanges. In response, Max reminded us that City Council will view funding for Huehue activity differently while and as long as it remains a Friendship City. (Note: If we do decide to sister with Huehuetenango, we can submit a recommendation to Council to become Sister Cities as early as July 2024).
- b. Grants (K. Hayes)
This is the time of year when we would normally launch the next grants and travel scholarship cycles. The Grants committee met on Dec 6 and out of that meeting, are recommending that we pause the next Grants cycle until the start of the 2024 fiscal year. This will allow us to reconcile outstanding 2023 grants not yet completed and will allow the Grants Committee to further refine the criteria for grant application submission.

Motion (K. Hayes) to pause launching the next grants cycle until July 2024

Motion seconded (S. New Strawn)

Motion carried unanimously

Kimberly reported that a Charlottesville High School Band Booster member contacted the Grants Committee with a request for funding to subsidize travel expenses for an upcoming Marching Band trip to Rome, Italy. If the Commission wishes to support this request, a proposed option is to fund \$750 for each of 4

students (total of \$3000). Discussion followed. There was general agreement that this does not meet the criteria for a Sister City exchange, therefore no motion was made on this item.

Action item: Kimberly will inform the Band Booster member that while the Commission did consider the request, it was not approved.

- c. Education (E. Herring reporting for A. Brown) – *November report, attached*
Twenty-five Besançon students from the Lycee Pasteur will be in Charlottesville **February 12-18**. The Commission has been asked to participate and provide support with events on Feb 13 and 14—the two days when the students will not be attending CHS and have other excursions. On Feb 13 they will visit UVA, where they will be hosted by the Center for Politics. On Feb 14, they will visit Monticello. Edward has obtained free tickets for the Monticello tour. There are several potential requests for CSCC funding related to this student exchange visit:
- A request for \$45 to cover 10 lunch vouchers for the CHS cafeteria for the students whose host families will not be providing lunch during the days at CHS
 - A request that the CSCC cover the cost of box lunches for the students during their Monticello visit (we have paid for these during prior Lycee Pasteur student exchange visits)
 - A request for \$240 to cover (?) – *needs further specificity*

Voting on these funding requests was deferred to our January meeting, pending updates and additional information from Alicen.

- d. Programs & Events - 2024 Calendar (S. New Strawn)
Sylvia announced that the interactive exhibit about our Sister Cities will be at the McGuffey Art Center on **Saturday, April 20** as part of the 2024 Tom Tom Festival. This exhibit is a collaboration between McGuffey and former CSCC Grantee Alexandria Searls, Executive Director of the Lewis & Clark Exploratory Center at Darden Towe Park.

VII. New Business: Comments & Questions

- a. Requests for reimbursement
Max reminded us that the proper process for requesting reimbursements is to bring requests to the Commission for approval prior to incurring expenses.
- b. We will need to reschedule our January meeting due to a conflicting City Council meeting that afternoon. Edward will request an alternate meeting date and will forward it to us as soon as it has been confirmed.

VII. Meeting adjourned 6:15 pm.

Respectfully submitted,
Elizabeth Smiley
Secretary & Besançon Rep

Upcoming Meetings:

Besancon Committee Meeting (virtual) - December 14 5-6 pm

Next Commission Meeting - January TBD 4:30 - 6 pm

[Attachments](#)

DRAFT

Charlottesville Sister Cities Commission
Besançon Committee
MINUTES

December 14, 2023

5:00 - 6:15 pm (Zoom)

Action items in red

Present: Claire Denton-Spalding, Casey Erickson, Kimberly Hayes, Edward Herring, Maxicelia Robinson (Deputy Clerk of Council), Elizabeth Smiley (Chair)

Elizabeth welcomed committee members and reviewed the Agenda, noting the primary goal of the meeting was to begin the planning process for the anticipated mini-delegation visit from Ville de Besançon officials in April 2024.

1. Review of current Besançon Sister City projects and events

- a. "Sister Revolutions" (2023 Grant Project) - quick recap of the project, the two principals, status of completion
- b. "Les Amitiés Musicales" (2023 Grant Project) - status update on the project; travel to Besançon deferred until May 2024. [There was a brief sidebar about the Grants Committee decision to suspend all grants activity and the implication for this outstanding project. Elizabeth and Edward agreed to have follow-up conversation outside of this meeting.]
- c. Lycée Pasteur student delegation visit (February 11-18, 2024)- planning is well underway for this exchange with CHS.
- d. Proposed Gospel Music Exchange (2025)- in very preliminary discussion; proposed along the same format as exchanges that occurred over several years back in the early 2000s.

2. Mini-Delegation visit April 2024

- a. Proposed dates, visitors, and expectations were reviewed.
 - Elizabeth emphasized that this is not considered a formal Mayoral Delegation visit.
 - The two primary visitors are **Florent Werguet**, Director of International Relations for the Ville de Besançon, and **Sadia Gharet**, Deputy Mayor in Charge of International Relations. A possible third visitor, **Patrice Duran**, is the Director of the Academy of Besancon (Dept of Education).
 - This will be a first visit to their North American Sister City on behalf of the current municipal government in Besançon.
 - The visit is being promoted in both cities as an opportunity to recognize the 20th anniversary of the signing of our Proclamation of Friendship.
 - The vision for the delegation visit would be a combination of events highlighting both our community and our sister city relationship, open to

the public whenever possible. We also envision at least one event with city officials.

- b. We reviewed three (3) events that are already under discussion. Elizabeth is in conversation with both grantees regarding the details of their proposed events and will provide the Committee with additional updates and details as they become available.
- The “Sister Revolutions” podcast launch which is being largely organized by Grantee Ben Bernard. To be held at UVA, with co-sponsorship from one or more University departments/organizations. Target audience is the larger academic community, but the event would be open to the public.
 - A “Les Amities Musicales” concert for violin and piano, featuring music by Besançon-born composers. Grantees Daniel & Shelby Sender are working on location and dates. This would be free and open to the public and is likely to be on the Sunday of the delegation visit.
 - Presentation and slideshow on Besançon, offered by Florent Werguet (in English) during his visit at a date, location and event to be determined.
- c. There followed discussion of possible additional events and activities for the visit. These include: an official reception hosted by the Commission; some type of meet-and-greet with Mayor Snook and/or City Councilors; meetings with the Director or Board of the Alliance Française of Charlottesville (AFC); tours of Monticello, Charlottesville, the University, and the Maison Française at UVA. Several considerations were noted:
- Tuesday April 16 may be the better date for an official reception, and we will need to see if the Mayor is available. If we host an official reception, then even if all the City Councilors show up, it would not be considered a meeting. This event could be similar to the one we recently hosted for the Huehue delegation. Ideas for location? The CitySpace space worked well for the Huehue reception. **Max will check on Mayor Snook’s availability for the 4/15 and/or 4/16. Max noted that the CitySpace is not available on 4/16.**
 - Is there interest in a specific meet-and-greet with the Mayor and City Council? **Elizabeth will find out how interested Deputy Mayor Sadia Gharet is in meeting with Mayor Snook one-on-one.**
 - The visitors are interested in a visit to Monticello, especially as their visit coincides with Jefferson’s birthday. **Edward offered to reach out to Monticello about securing free tickets for 4 people and a French-speaking tour guide. This might include a private tour of areas that aren’t typically open to the public.**
 - Alliance Française meetings with Director and/or Board members. In addition, is there an event that the AFC might be interested in hosting or co-hosting with CSCC? **Edward offered to make a first contact with Lucy**

Wellford, the Board Chair for the AFC, who can then let Director Muriel de Wekker know about the various events. Elizabeth and Lucy can then meet after this first contact.

- We need to consider meals that we want to host or co-host and develop invitation lists accordingly.
 - The visitors will not be here long enough to attend the *Lewis & Clark Expedition Center* Sister City Map exhibition at McGuffey on April 19 (a Tom Tom Festival event), but perhaps Sylvia New Strawn could work with the exhibit curator Alexandria Searls to offer the visitors a private preview? EBS will follow up with Sylvia about this.
 - Claire mentioned that we will want to include time for media interviews, and suggested specifically that we try to have a tv interview during the visit. EBS suggested seeing if Ben Bernard and his co-producer Sage Tanguay would want to interview the visitors at WTJU for the podcast launch during their visit. Claire offered to be the point person for these possible media interviews.
- d. We then discussed the development of a task list and timetable for planning. Elizabeth asked Committee members to let her know if there are specific tasks they would like to focus and follow up on.
- Elizabeth will work on a *Draft Itinerary* and circulate it to the Committee for feedback. The Itinerary will include all the scheduled events but will also have unscheduled times, in the event that other possibilities emerge, such as informal meetings or get-togethers that haven't been pre-planned
 - Max will check with City Council and the Mayor's office to determine if there are any other events or conflicts on their calendars that coincide with the delegation visit. She will also inform Council of the upcoming visit once the dates have been firmly established.
 - If the third visitor does join the delegation, he will be asking us to help set up visits with our local, and possibly state, education administrators. We will need to coordinate this with Alicen (EBS will reach out to her as needed).
 - Max noted that communication will be key and that we want to avoid the communication break-downs that occurred with the recent Huehue delegation visit.

There followed discussion of advance and onsite logistics for the visit, as follows:

- Transportation from/to Airport - the City will not cover this (i.e. if we rent a car or van to transport visitors) due to liability issues. City would also have concerns about private citizens providing this service. Max suggested that by hiring a professional driving service, we would be more likely to obtain City Council approval and avoid the liability risks.

- Accommodations - Both Florent and Sadia have expressed a desire to stay with host families during the visit. The potential third visitor would likely expect to stay in a hotel. Florent has asked if we would be able to assist with this? Edward noted that in the past, delegation visitors have covered their own hotel expenses.
 - Transportation to and from events - this will have to be provided by community members/volunteers.
 - Translators - We will need this, as Sadia Gharet does not speak much English. Casey suggested reaching out to people at UVA; Edward offered to contact Janet Horne, Chair of UVA French Dept, but EBS asked that he hold off on that contact for now. She would like to see if the Alliance Française might offer translation assistance first. We should think about incentives for voluntary translating—if someone serves as a translator, could they be invited to a dinner or reception event?
 - Photography/video coverage (will discuss further at future meetings)
 - Determine if we will provide a ceremonial gift (yes- deferred to a future meeting)
- e. Volunteer recruitment strategy - EBS asked for ideas about how to develop volunteer corps to assist with various aspects of the visit. Kimberly suggested we use the free website Volunteer Match, which she has used before with success. Kimberly offered to coordinate, and Claire will help. They will work on going live in the early part of January.
- f. Other concerns or issues needing further discussion included
- Budget - we will need to present a request for funding to the Commission in January/February, even if a detailed budget has not yet been developed. EBS and Edward will discuss this and make a recommendation. Need to consider our current balance and outstanding commitments in the current FY. *We should look for other community partners to co-sponsor events and provide financial and logistical support.*
 - The Tom Tom Festival is occurring during the delegation visit—consider how this might affect hotel and restaurant availability and make those decisions sooner than later.

3. Discuss additional committee membership

EBS would like to expand the Besançon Committee to include community members. She asked everyone to think of good possible candidates, including local French teachers, former Besancon grantees, an Alliance Française liaison, and community members who have participated in past delegation visits or trips to Besançon.

4. Set additional/upcoming committee meetings

Four additional potential meetings were proposed. Elizabeth will follow with Max to determine best dates for upcoming meetings and will email the Committee when the next meeting has been scheduled on the City calendar.

Respectfully submitted,

Elizabeth Smiley, Chair Besançon Committee
Secretary & Besançon Representative
1/22/24

Charlottesville Sister Cities Commission

MINUTES

January 3, 2024

City Space

Present: Edward Herring, Murray Susen, Stella Mattioli, Clare Denton-Spalding, Sylvia New Strawn, Kimberly, Alicen Brown, Kimberly Hayes (via Zoom)

Absent: Nana Gharney, Elizabeth Smiley

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

Meeting opened at 4:35 pm with Edward Herring presiding. A quorum was present

I. Update from Chairman

Cherry Stewart to join as new Commissioner

State Conference in Richmond: submitted a report; was a worthwhile meeting in Richmond

Casey Eriksen made a motion to reimburse Edward Herring for conference expenses

Seconded: Sylvia New Strawn **Motion passed**

Fred Blanton asked if we would host in April. No vote held to host in April

Sylvia New Strawn makes a motion to host in October.

Seconded: Stella Mattioli **Motion passed**

Action item: Edward Herring will follow up to inquire about October possibility of hosting

Meeting calendar discussion and review of upcoming meeting dates, discussion of avoidable/unavoidable conflicts

Stella Mattioli makes a motion to approve 5 meeting dates (2/12, 3/12, 4/11, 5/7, 6/4) for first half of 2024

Seconded: Murray Susen **Motion passed**

Clare Denton-Spalding makes a motion that if CSCC changes a meeting date within 30 days of meeting, it would not count against a Commissioner for missing meeting

Seconded: Alicen Brown **Motion passed**

II. Communications Update (Clare Denton-Spalding)

What might be in website for the perspectives of stakeholders? Responses: volunteer opportunities, information for those interested in grants, charitable grants, information for those interested in travel support

Calls for a more lively website

Discussion of Squarespace as an alternative platform

III. City Rep Updates:

- a. HueHuetenango (Edward Herring)
Edward Herring received a warm letter from mayor thanking CSCC for hosting recent visit.
- b. Besançon (Edward Herring reported on Ms. Smiley's behalf)
Specific event days/times not cast in stone yet for April visit.

Monticello will be included in events.

Sender- masterclass in music at Grisham Hall at STAB

- c. Poggio (Stella Mattioli)
Contacted project grant recipient, he was invited to present, can do so in March
- d. Winneba (Edward Herring on behalf of Nana Gharthey)
Mr. Herring received a note from Nana Gharthey. Plans are underway to explore an event for July 2024 (Festival in Washington Park)

V. Committee Updates:

- a. Grants (Kimberly Hayes): In communication with HueHeu contact, working on retooling of grants process. In touch with Ben Bernard but have not heard from him regarding rejected reimbursement Action item: K. Hayes will follow up with Bernard again.
- b. Education (Alicen Brown): Student exchange Valentine's Day week. Buses confirmed with Kim Powell. Edward will give printed tickets, Alicen will give official schedule; Young Authors and Artists Showcase– a competition to align with curriculum, promoting interest
- c. Programs/events (Sylvia New Strawn):
TomTom updates, artists need a dress rehearsal for artistic "treasure map" event April 20. Interactive project is tied to grant. Edward and Elizabeth discussed sender performance, no expenses associated with it aside from h'or d'oeuvres.

Motion by Sylvia New Strawn to approve \$840 in expenses for the above event.

Seconded: Casey Eriksen, **Motion passed**

- d. Budget & Finance (Casey Eriksen): Eriksen shared specific dollar amounts/recent expenses in update. Edward Herring recommended that CSCC create a Foundation with officers that can collect monies and fundraise. Max Robinson reminds that such a foundation would need to be approved by Council/write up bylaws before going into effect;
Clare Denton-Spalding makes a motion to approve \$9.25 allocation for cover printing/mounting

Seconded: Stella M, **Motion passed**

Ms. Robinson reminded us that:

Name tags were purchased.

Annual report- want to have it submitted by Jun 1, 2024

Huehue MOU needs to be completed (was in the condition of initial approval)

Plevin, Bulgaria placed in emeritus status, but signs are still around.

Need to designate Clare D-S as CSCC.gov email

Motion made by Alicen Brown for Clare to be designated as Communications Director

Seconded: Murray Susen, **Motion passed**

Meeting adjourned at 6:20 pm

Establishment of the Friends of the Charlottesville Sister Cities non-profit organization.

A. Executive Summary

The Sister Cities Commission of Charlottesville is the city's commission responsible for all aspects of our relations with approved sister cities and our membership in the Sister Cities International Association. The commission fosters international connections, cultural exchange, and collaboration between Charlottesville and our sister cities.

The city of Charlottesville provides limited funds for the activities and programs of the commission. Additionally, the commission is part of the city government and operates under the same financial guidelines and reporting requirements as other public parts of the city government. This includes FOIA adherence.

The commission uses its funding to support approved programs, however, this funding is not sufficient to cover all planned activity and programs. Presently, the commission is not empowered to raise additional monies and/or accept donations from the community.

B. Initiative

The Commission proposes the establishment of a nonprofit support organization, outside of the city government, dedicated and limited to providing community support including fundraising activities, to the work of the Charlottesville Sister Cities Commission. Additional Community engagement will have a positive impact that the Commission brings to the citizens of Charlottesville.

The following are the initial steps required for creating a Sister Cities Non-Profit company.

1. Establish the “Friends of the Charlottesville Sister Cities” non-profit organization. This organization will work closely with the commission to raise money and promote community engagement. The non-profit would operate under a board of directors and would operate under the authority of the Charlottesville Sister Cities COMmission.
2. A group of dedicated individuals interested in fostering international relationships. Former commissioners and councilmen could be recruited for this board..
3. At least two members of the Commission would serve on the non-profit board.

C. Mission and Objectives

1. Clearly defined mission statement.
2. Specific objectives related to fundraising and support activities.

D. Startup Process / Implementation

1. Business Plan
2. Determine the correct organizational structure (three types)
3. Choose a nonprofit name
4. Set up a board of directors
5. File incorporation documents
6. Create bylaws and operating rules
7. Get an employer identification number (EIN)
8. Obtain any licenses / Tax exempt status

E. Develop detailed operating procedures

1. Include fundraising, events, and outreach initiatives
2. Hosting community events, online auctions, or partnering with local businesses for fundraising.
3. Additionally, explore grant opportunities and engage supporters through crowdfunding platforms.
4. Establish Communication Channels.
5. Set up a website and social media accounts as necessary for outreach.
6. Fundraising:
 - Identify potential funding sources, such as grants, donations, or sponsorships.
 - Organize fundraising events to support your initiatives.
7. Develop programs for cultural exchange, educational partnerships, and community events.
8. Collaborate with local businesses, schools, and cultural organizations and forge connections with similar sister city organizations globally.

F. Organizational Structure

- Board of directors and key roles.
- Staffing requirements and volunteer opportunities.
- Overview of decision-making processes.

G. Programs and Activities

- Detailed description of fundraising initiatives.

- Events and projects to support sister cities.
- Partnerships with local businesses or organizations.

H. Budget and Financial Projections

- Estimated startup costs and ongoing expenses.
- Revenue projections from fundraising efforts.
- Potential funding sources or grants.

G. Marketing and Outreach

- Strategies for promoting the nonprofit.
- Outreach to potential donors and volunteers.
- Utilization of social media and other platforms.

J. Sustainability and Future Plans

- Long-term sustainability plan.
- Expansion possibilities or additional sister city engagements.
- Collaboration opportunities with existing city initiatives.

Costs: \$ 250 - 400

Business Plan, Articles of Incorporation, Initial Bank Account Requirements, Filings, etc.

February 12, 2024

Budget Review - Besancon Exchange with Charlottesville High School

February 11 - February 18

Participants: 23 - Students from Institut Pasteur, Besancon
3 - Teachers / Chaperones from Besancon
1 - Sister City Representative

1. Exchange Reception - February 12, 2024 at CHS \$ 240.00
 2. Buffet luncheon at the French House with UVA Students and Professors
February 13, 2024 (This represents one half of the expense - remainder paid by UVA)
\$ 300.00
 3. Admission to Monticello - Gifted by the Foundation
 4. 28 - Boxed Lunches at Jefferson's Monticello - February 14, 2024
\$ 300.00
- Total \$ 840.00

Charlottesville Sister Cities Commission
Besançon Rep Report
January 2024

On January 12, I received confirmation from Florent Werguet that both he and Sadia Gharet had been approved for travel to Charlottesville in April. Florent and I met over zoom on January 25 to discuss the development of an Itinerary for the delegation's visit.

I invited Edward Herring to join a second zoom meeting with Florent on January 30 to discuss the addition of a third visiting delegate from the Rectorat (public education system) and to clarify any specific goals and objectives for that visitor. We anticipate that Sylvie Schmidt will be the third member of the visiting delegation, although she is still awaiting official approval to travel.

Other business this month related to the upcoming delegation visit included:

- Preparing a Draft Itinerary of events and activities for the Visit April 12-17
- Following up with Ben Bernard about plans for the Sister Revolutions podcast launch event on April 15 sponsored by Brown College at UVA
- Following up with Daniel Sender about the Amities Musicales concert on April 14, in particular to determine if we can hold a reception following this event
- Securing host families for Florent and Sadia during their stay
- Developing volunteer descriptions to post on the VolunteerMatch profile set up by Kimberly Hayes and Claire Denton-Spalding
- Meeting with Murielle DeWekker, Director of the Alliance Française, to discuss ideas for an AFC event or gathering during the delegation visit as well as volunteer interpreters
- Following up with Max Robinson to coordinate details for official meet and greet with Council and reception

Respectfully submitted,

Elizabeth Smiley
January 31, 2024