

Charlottesville Sister Cities Commission Agenda

Meeting Thursday, April 11, 2024, 4:30 pm to 6:00 pm

CitySpace, Large Conference Room, 100 Fifth St. NE, Charlottesville, VA 22902

4:30 PM Call to Order

1. Minutes submitted for approval:
 - CSCC Minutes - March 12, 2024
2. Chairman's Update
3. Secretary's Update
4. Communications Update
5. Finance Update
6. 2024 CSCC Grantees Report – Elias Alonzo (A Tale of Two Cities Podcast: Exploring Huehuetenango)
7. Activity Updates:
 - a. Besancon Delegation Visit, April 12-17, 2024
 - b. "Les Amities Musicales" Concert, April 14, 2024
 - c. "Sister Revolutions" Podcast Launch, April 15, 2024
 - d. Sister City Community Reception, April 16, 2024
 - e. Mapping our Sister City, April 20, 2024 @ Lewis and Clark Expedition Center
8. Adjournment

Next CSCC Meeting, May 7, 2024

Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call (434) 970-3182 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

**Charlottesville Sister Cities Commission
MINUTES**

**Meeting Tuesday March 12, 2024
CitySpace Small Conference Room**

Present: Alicen Brown, Claire Denton-Spalding, Casey Erickson, Kimberly Hayes (virtually), Edward Herring, Stella Mattioli, Sal Moschella, Elizabeth Smiley, Cherry Stewart, Murray Susen
Absent: Nana Gharthey, Sylvia New Strawn
Non-voting Members Present: Maxicelia Robinson

Kimberly Hayes was approved to participate remotely from her work location in NYC, satisfying FOIA Section 2.2-3708.3(B) criteria (4).

- I. **Meeting called to order at 4:30 pm** Edward Herring presided. A quorum was deemed present
- II. Approval of February 12 minutes - one correction needed, in Section V, b. 2. Claire Denton-Spalding's name indicated as the person who made the motion
Motion to approve with this correction: C. Erickson **Seconded:** C. Denton-Spalding
Motion passed *Amended Feb minutes, attached*
- III. Chair Update (E. Herring)
 - a. New Commissioner Introduction
Sal Moschella (new Higher Ed Rep) introduced himself briefly. He is a business professor at PVCC who formerly worked for Semester at Sea. He was born in Calabria, Italy, and moved to the USA at age 14.
 - b. March 16 State SCI Conference
Edward distributed an email from Fred Blanton, VA State Rep, containing information about the upcoming state conference in Newport News on March 16
 - c. Proposal - Hosting November 16 State Conference
Commissioners were asked to indicate their interest in hosting the State SCI Conference on November 16. We would hold the conference at CitySpace or at the Central branch of the JMRL. Max will check on rules for using CitySpace on weekends and will clarify whether this meeting would have to be open to the public. **Motion that we offer to host the SCI State Conference on November 16:** C Stewart **Seconded:** C. Denton-Spalding **Motion passed**
Edward will inform Fred Blanton of our decision
 - d. Miscellaneous Expense Proposals
Edward distributed a request for \$177.77 to purchase materials at Lowe's to make flag hangers, and to purchase 3 collapsible tripods from Staples to allow us

to display our Sister City posters at events. These items would become the property of the Commission and would be stored at City Hall when not in use.

Motion to approve this budget request: S. Mattioli **Seconded:** C. Erickson

Motion passed

e. Founders Day at Monticello

Edward was asked to participate in the Founders Day ceremony and has made arrangements for Deputy Mayor Gharet from Besançon to participate as well.

Max reported that Councilor Lloyd Snook is also expected to participate in this ceremony on City Council's behalf.

IV. Secretary's Update (E. Smiley)

Sal completed his New Member Orientation on March 6 and will need access to the shared google drive. Edward will grant him access.

V. Communications Committee Update (C. Denton-Spalding)

Update on our website: Murray has been updating graphics and text and is giving our website a much-needed refresh

Update on communications for the upcoming Besançon visit: Claire and Elizabeth are communicating on the publicity materials. She will need commissioners to help distribute flyers when they are ready/reach out to their community contacts via email.

VI. City Updates

a. Huehuetenango (E Herring)

Edward reviewed the issues related to the current status of this relationship and our ongoing challenge to determine if the relationship will be mutually beneficial to both cities. The Commission may not be able to proceed with sistering if there is not sufficient community support, including the establishment of some type of community support organization (per SCI guidelines). Casey stated that if we desire a student exchange as a central component then Huehue is probably not a viable partner for us. Edward proposed that we need to give the community another opportunity to coalesce around its investment in this particular city partnership. Further discussion tabled to a future meeting.

b. Besançon

Elizabeth passed around a sign-up list for help with the Concert and Reception events during the upcoming delegation visit as well as a sign up to attend the Welcome Dinner on Friday April 12. She distributed a Revised Budget Request and answered questions about the items and figures included.

Motion to approve additional \$1053 for the Besançon delegation visit: C Erickson **Seconded:** S. Moschella **Motion passed**

c. Winneba - no update

d. Poggio - no update

VII. Committee/Officer Updates

- a. Finance (C Erickson) Distributed budget and reviewed outstanding figures
- b. Grants (K. Hayes)
Kimberly has been reviewing the Grants cycle and application process. At our April meeting she will present a proposed new timeline for the cycle. She plans to refine the application criteria, and to create an electronic application. She will schedule a Grants committee meeting prior to our April Commission meeting.
- c. Education (A. Brown)
Alicen reported on progress developing a meeting between the Besançon visitors and CCS administrators during their delegation visit. This will be a breakfast meet-and-greet and will include an elementary school principal, a middle school principal, and the CCS chief academic officer.
- d. Programs & Events (C.Denton-Spalding reporting for Sylvia)
Mapping Sister Cities event (CSCC grant project) plans are still ongoing. Claire will be meeting with Alexandria Searles to work on the communications and promotions for this event.

VIII. New Business

Edward reported on a recent visit to Cleveland Ohio, which recently developed a mural project with its French Sister City. This might be an easy project for us to promote through our grant process.

Max asked for an update at the April meeting as to the still uncompleted 2023-24 Grant projects. Only the Sender grant remains incomplete. The others have been completed but reimbursements for several of them remain unpaid. She reminded us to follow proper voting procedures at all our meetings.

Max will be meeting with someone in City IT dept to discuss the Commission's Website. She is still waiting for feedback re: the need for a Hold Harmless Agreement for volunteer drivers during the Besançon delegation visit, as well as our ability to explore creating a Sister City Foundation.

Meeting adjourned at 6:05 pm

Respectfully submitted,
Elizabeth Smiley, Secretary & Besançon Rep

Next Commission Meeting: Thursday, April 11 @ 4:30 pm, CitySpace Small Conference Room

attachments