Charlottesville Sister Cities Commission
MINUTES
Meeting February 12, 2024
CitySpace Small Conference Room

Present: Alicen Brown, Claire Denton-Spalding, Casey Erickson, Kimberly Hayes, Edward Herring, Stella Mattioli, Sylvia New Strawn, Elizabeth Smiley, Cherry Stewart
Absent: Nana Ghartey, Murray Susen
Non-Voting Members Present: Maxicelia Robinson, Deputy Clerk of Council

Meeting opened at 4:33 pm with Edward Herring presiding. A quorum was present.

I. Approval of Minutes
   a. December 6 Grants Committee Meeting - no edits or changes made
      Motion to approve as written: E. Herring
      Seconded: K. Hayes **Motion carried**
   b. December 7 Full Commission Meeting - one edit needed: Section VIc., to specify that the $240 requested was for breakfast reception at CHS welcoming the Lycee Pasteur students
      Motion to approve minutes with noted correction: E. Smiley
      Seconded: C.Erickson **Motion carried with 1 abstention** (C. Stewart)
   c. Besançon Committee - no edits or changes made
      Motion to approve as written: C. Denton-Spalding
      Seconded: K. Hayes **Motion carried**
   d. Jan 3 Full Commission Meeting minutes - two corrections needed: 1) Section Va. to correct the spelling to "Huehue;" 2) Section Vc. to specify the event referenced in Sylvia New Strawn's motion as the Sister Cities "Mapping" exhibit planned for April 20
      Motion to approve with noted corrections: K. Hayes
      Seconded: S. New Strawn **Motion carried w/1 abstention** (C. Stewart)

II. Chairperson's Update (E. Herring)
   a. New Member Introduction
      Cherry Stewart introduced herself and indicated that she plans to work on the Friendship City (Huehuetenango) programs/process and to serve on the Education Committee

   b. Recommendation for Establishing a Non-profit Support Organization
      Edward distributed a draft proposal (*attached)*. Discussion followed. Claire suggested identifying one or more former Commissioners to spearhead the process. We will need to prepare a robust proposal, which will go first to the City Manager for review in coordination with the Finance Department. We should be prepared to justify the need to fundraise to City Council in light of Council's concerns about perceived low volume of Sister City activity in preceding years. Max reported that the City Manager is still reviewing the legalities of a public commission engaging in private fundraising and suggested we wait for his feedback before proceeding further.

c. Miscellaneous Expense Approvals (Besançon-CHS Student Exchange)
Edward distributed an updated Budget Review (*attached*)
Alicen requested to add $40 to the existing budget to cover the cost of CHS lunch vouchers that may be required during the exchange. She personally paid for vouchers so that the three teacher chaperones were able to eat lunch at the CHS cafeteria today. Edward reviewed the additional budget item requests for meals, noting differences between his previously estimated amounts and actuals.

Motion to approve raising the budget from $840 to $1040: S. New Strawn
Seconded: C. Stewart **Motion carried**

III. Secretary's Update (E. Smiley)
The proposed shared google drive refresher/review will be offered at a Commission meeting later this year
Elizabeth has begun drafting proposed revised language for our By-Laws for full Commission review later in the year as well. Max reported that City Council has initiated a process to review and establish uniform governing documents for all City boards and commissions. As there is currently no timeline by which this will be distributed, we will proceed with our own review and revisions in the interim.

IV. Communications Update (C. Denton-Spalding)
Claire distributed printed Global Business Cards for Commission use.
Claire now has a charlottesville.gov email address that she will use for Commission business.
Alicen thanked Claire for the press releases and for organizing local television to be at CHS during the welcome reception for the Besançon student visitors
Claire and Kimberly have collaborated to create a VolunteerMatch posting for the April Besançon delegation visit.

V. City Rep Updates

a. Huehuetenango - no monthly report submitted (E. Herring)
Edward anticipates having a draft MOU ready for Commission review at April meeting
Max suggested we schedule another full Commission discussion to determine whether we wish to proceed with Sistering with Huehue. Action item: Edward will place this item on the March Agenda and will provide the Commission with information to guide the discussion in advance.

b. Besançon - January monthly report submitted (E. Smiley)
1. Student Exchange - February 11-18
There was a Welcome Reception this morning at CHS; Alicen, Elizabeth, Edward and Casey were all present to welcome the students from Besancon. Edward updated our Facebook page today with photos from that welcome reception

2. April delegation visit - April 12-17
   Elizabeth discussed the draft Itinerary she is currently working on. She also distributed a Budget Request *(attached)* and outlined the individual items she is asking the Commission to commit funds towards
   Motion to approve budget as presented: A Brown
   Seconded: C. Denton-Spalding **Motion carried**

3. Daniel Sender Grant Program Update - deferred due to time constraints

c. Winneba - no monthly report submitted (N. Ghartey) - No update

d. Poggio - no monthly report submitted (S. Mattioli) - No update

VI. Committee & Officer Updates

a. Finance
   Casey reviewed our current balance and outstanding/pending commitments

b. Grants - no monthly report submitted (K. Hayes) - No update

c. Education
   Alicen reviewed the Besançon student delegation activities this week; the itinerary and all supporting documents are in the Education folder on the shared google drive.

d. Programs and Events - (S. New Strawn)
   Sylvia distributed a written update on the “Mapping” grant-funded project now planned as a Tom Tom Festival event for Saturday April 20 (*attached*). The location for the installation and workshops has changed from the McGuffey Art Center to the Lewis and Clark Expedition Center itself. Slyvia anticipates there will be a need for additional funds to cover expenses not anticipated in the original Grant application. The Commission asked Sylvia to request that Grantee Alexandria Searles provide a written statement of any anticipated additional expenses for a vote consideration at our March meeting.

VII. New Business (none)

Meeting adjourned at 6:10 pm

Respectfully submitted,
Elizabeth Smiley, Secretary & Besançon Rep

Next Full Commission Meeting: Tuesday, March 12, 4:30 pm

attachments