

CHARLOTTESVILLE SISTER CITIES COMMISSION (CSCC) AGENDA

Tuesday, July 2, 2024, 4:30pm – 6:00pm

CitySpace, Large Conference Room

CALL TO ORDER

- 1. Approval of Minutes** – June 4, 2024 CSCC meeting; May 7, 2024 CSCC meeting
(amended)
- 2. Chair’s Report** – Edward Herring
- 3. Secretary’s Report** – Elizabeth Smiley
- 4. Finance Report** – Casey Ericksen
- 5. 2025 CSCC Grant Application Review / Program update** – Kimberly Hayes
- 6. Grantee Report** – Daniel Sender, Les Amities Musicales
- 7. Program Committee Updates** – Claire Denton Spalding & Sylvia New Strawn
- 8. City Reports**
 - a.** Huehuetenango, Guatemala – Edward Herring
 - b.** Besancon, France – Elizabeth Smiley
 - c.** Poggio a Caiano, Italy – Stella Mattioli
 - d.** Winneba, Ghana – Kimberly Hayes
 - e.** Pleven, Bulgaria – Edward Herring

ADJOURNMENT

- Next CSCC meeting: August 6, CitySpace, Large Conference room
- Annual CSCC Retreat: September, 4 from 5:00pm to 8:00pm, CitySpace, Small Conference room

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**

Tuesday June 4, 2024

City Space Small Conference Room

Present: Claire Denton-Spalding, Edward Herring, Kimberly Hayes, Stella Mattioli, Sylvia New Strawn, Elizabeth Smiley, Cherry Stewart, Murray Susen

Absent: Alicen Brown, Casey Erickson, Nana Gharthey, Sal Moschella

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

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

Max requested that henceforth the Secretary note each late arrival and early departure of any Commissioners, along with the times.

I. Approval of Minutes - Commission Meeting May 7, 2024

Amendment to minutes: the minutes need to include the Program Committee Updates, and business related to the 2024-2025 proposed list of events & activities

Motion to approve with noted amendment: C. Denton-Spalding

Motion seconded: S. Mattioli

Motion passed unanimously

II. Chair's Report (Edward Herring)

Edward did not receive the reports he requested from City Reps and Committee Chairs regarding 2023-2024 accomplishments and goals for 2024-2025 so that he can incorporate these into his Annual Report to City Council. He has requested these by Friday 6/7.

Edward distributed an updated list of 2024-2025 programs and events, distributed by Claire at the May meeting (**copy needs to be attached**). This latest copy includes an additional event: staffing a Commission information table in the Community Tent at the July 4 Ceremony at Monticello. Edward plans to attend and invites other Commissioners to join if they are available that day. He intends to purchase 5 standing flag holders, using the remaining \$121.40 of the amount the Commission approved In March, which he will take to this event along with other Sister City display items for the info table.

III. Secretary's Report (Elizabeth Smiley)

Elizabeth was asked to workshop an orientation to the shared google drive during our September Retreat. Edward will also orient us to the Google photo folder he set up last month at the same time.

IV. Finance Report & 2025 Budget Approval (Max/ Edward reporting for Casey Erickson)

Current balance is **\$20,526.42**

Max reviewed the outstanding expenditures. She has received invoices from Sir Speedy

that require more detailed information. Claire will review them and clarify those expenditures with Max.

Edward reviewed a second and final draft of the proposed 2024-2025 Budget. The singular change to this version is to redistribute an additional \$1000 from the City Rep travel budget to the Grants & Scholarships budget for a total allocation of \$8500.

There were questions and discussion to clarify the items and amounts. One issue for discussion was a possible visit from representatives from Poggio; we have not received a Poggio delegation since 2018. Stella reported that she has extended an invitation to the Mayor and City Council to visit next year and he has responded affirmatively. She plans to follow up with an in-person discussion when she is in Poggio this summer. Any such visit would not likely occur in the upcoming fiscal year (prior to June 30, 2025).

Motion to approve the current Proposed 2024-2025 Budget: S. New Strawn

Motion seconded: C. Denton-Spalding

Motion passed unanimously

V. Grants Program Review & Approval (Kimberly Hayes)

Kimberly distributed an updated (as of today) Grants Cycle Proposed Timeline (**copy needs to be attached**) Edward distributed a document entitled "Suggested changes to budget and repayment section of the Grant application and Contract" (**copy needs to be attached**)

Kimberly reviewed the current reimbursement status of all 2023-2024 approved Grants, as well as the revised Application. The plan is to digitize the application using Jotform to create an online form.

Kimberly reviewed the proposed timeline for two (2) Grant cycles in 2024-2025. After the current fiscal year, the proposal is to establish set application deadlines of April 1 and December 1 for all future years.

Kimberly noted that new proposed guidelines for Grant application and expectations of Grantees clarify that our Grants are reimbursement-based (they are not stipends) and contain a clear procedure for the reimbursement process to ensure transparency for anyone who might wish to examine our grant program.

There was discussion about the process of approving Grants that the Grants Committee has vetted and proposed for Commission consideration. It may prove useful to have top applicants present their proposals to the full commission, either virtually or in person. Prior to launching the July 1 Grant application process Kimberly will finalize updates and revisions to the Application and guidelines, including that a prior Grantee is ineligible to apply for another Grant within 3 years of receiving a grant. There is a

publicity plan in place for wider promotion of the upcoming Grant RFP relative to prior grant cycles.

Kimberly requested that any Commissioners who would like to suggest changes or additions for inclusion in the Grant Application email those to her directly as soon as possible.

Motion to adopt the proposed 2024-2025 Grant Cycle Timeline : K.Hayes

Motion seconded: C. Stewart

Motion passed unanimously

Kimberly was asked to clarify how many Grants we expect to award and at what amounts for this upcoming Grant cycle. There was discussion about various proposed amounts. Edward suggested we consider 3 Grants of up to \$2500 and then have \$1000 to use for Travel Scholarships. Max suggested we consider earmarking one (1) of the Grants specifically for local programming, to increase the Commission's footprint in Charlottesville. This Grant could also be awarded at a lower amount.

Motion to approve 2024-2025 Grant Application with revisions to terms and reimbursement guidelines as discussed, and with the change to reflect Grant amounts of up to \$2000 each: K. Hayes

Seconded: C. Denton-Spalding

Motion passed unanimously

VI. Program Committee Update/2024-2025 Activities (Claire Denton-Spalding & Sylvia New Strawn)

The draft list of 2024-2025 programs and events distributed earlier in the meeting by Edward reflects input received from Commissioners following last month's meeting about high-priority events. Kimberly suggested adding a Bastille Day event; Elizabeth noted the Alliance Francaise of Charlottesville does already sponsor a Bastille Day event each year, but that she would reach out to the AFC Director to explore the possibility of partnering in 2025 (the 2024 event will already have been planned at this point).

VII. City Reports

a. Huehuetenango (Edward Herring)

Edward offered to approach both City of Charlottesville and Albemarle Co Schools to ask them to consider donating used computers to the Ixtatan Foundation for distribution to the schools in Huehue.

b. Besançon (Elizabeth Smiley)

Elizabeth reported that Daniel Sender will be invited to our July meeting to make his presentation on his completed "Les Amities Musicales" Grant project. She has just received copies of the written report (in French) and a more detailed description with photos, which Florent Werguet submitted to Mayor Vignot following the April Besancon

Delegation Visit. These will be uploaded to the shared google drive and Elizabeth will bring a complete copy to share at the July Commission meeting.

Edward reported that CHS theater students have been approved to travel to Besançon over their Spring Break (April 2025). They will stay with host families from the Lycée Pasteur and will offer one or more performances of "A Chorus Line," which is their musical production for the upcoming school year. The Commission's own Murray Susan is the director of this CHS production and will be part of the exchange. David Becker, CHS Drama teacher and Edward will accompany the student delegation.

We have received a request from a middle school in greater Besançon for assistance identifying a local middle school who would be interested in becoming a partner school for possible cultural exchanges. Alicen has been made aware of the request, and Edward has agreed to courtesy contact colleagues in several of the county middle schools to facilitate a first connection if there is interest. Any partnering would be developed independently between the schools and would not be considered a CSCC program.

- c. Poggio a Caiano (Stella Mattioli)
Stella reported that the "Mis-Match" Grant project has been completed, however it has been difficult to nail the Grantee down on a time to make his final presentation to the Commission, as he travels out of town often. She will see if he can come in July.

The Chamber of Commerce is planning a trip to Tuscany in March 2025 which will include a stop in Poggio. The Chamber reached out to Edward to join the trip at his own expense. Stella and Edward will meet in September to discuss plans for some kind of event in Poggio for the visitors, highlighting the Sister City relationship.

- d. Winneba (Edward Herring reporting)
Nana's commission expires on June 30 and City Council has appointed Kimberly as the new Winneba Rep. She has traveled to Ghana and is excited to take this position. She will relinquish her Business Rep position, which will be open and unfilled as of July 1.
- e. Pleven (Edward Herring)
Mayor Wade received an email from staff in the Embassy regarding community interest in reactivating our Sister City relationship with Pleven. Edward has written to the American ambassador in Bulgaria to see if there appears to be clear community interest there as well before we continue any further discussions.

VIII. Other Business

Murray Susan has reapplied and if re-appointed, will serve one more year until he graduates from Charlottesville High School in June 2025.

Max reported that discussions are ongoing with the City's IT department regarding migrating to their platforms for our media presence.

Meeting adjourned at 5:58 pm.

Respectfully submitted,
Elizabeth Smiley
Secretary and Besançon Representative

Next full Commission Meeting: Tuesday, July 2 @ 4:30 pm at CitySpace

Attachments (pending)

**Charlottesville Sister Cities Commission
MINUTES**

Thursday May 7, 2024

City Space Large Conference Room

Present: Claire Denton-Spalding, Casey Erickson, Edward Herring, Kimberly Hayes (attending remotely, see note below), Stella Mattioli, Sal Moschella, Elizabeth Smiley, Cherry Stewart

Absent: Alicen Brown, Nana Gharney, Sylvia New Strawn, Murray Susen

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

(Kimberly Hayes received approval to participate remotely from New York, citing FOIA 2.2-3708.3 allowable reason (4): her job requires her to work onsite in NYC two weeks of every month)

- I. Call to Order.
Meeting opened at 4:36 pm. Edward Herring presided. A quorum was present.
- II. Approval of Minutes - Commission Meeting April 11, 2024
No corrections to minutes necessary.
Motion to approve as written: C. Erickson
Motion seconded: S. Moschella
Motion passed unanimously
- III. Chair's Update (Edward Herring)
 - a) Edward offered Sylvia congratulations on a successful TomTom Festival event (this was the "Mapping Sister Cities" event at the Lewis & Clark Expedition Center on April 20). Approximately 80 people participated, and it was apparently the most well-attended TomTom event located outside of the Downtown venues.
 - b) Edward congratulated Elizabeth and the Commission on a successful Besançon delegation visit, noting that as a result of how the events were planned, the visit became a Sister City Week.
 - c) Edward stressed that every sitting Commissioner needs to take up the task of coming up with ideas for programs and activities and help implement them.
 - d) The Commission should actively work to stay informed of what's coming up with every Sister City throughout the year. For example, Edward has learned that the Chamber of Commerce is planning a trip to Poggio in March 2025. He hopes to participate in this trip at his own expense.
- IV. Secretary's Report (Elizabeth Smiley) - no report

V. Budget & Finance Report (Casey Erickson)

Our current balance is \$20,997.10. Once outstanding and pending expenditures have been made, we will have \$2849.67 in reserve.

Our request for \$15,000 funding allocation from City Council for the upcoming fiscal year was approved.

Given our City Council allocation and the small reserve remaining at the end of this fiscal year, it will be important to identify our spending priorities and to be careful with how we use our funds in the next year.

Casey distributed a draft Proposed 2024-45 Budget (*attach document*) which he then Reviewed.

Reflecting our limited funds, Casey proposed the following key changes to allocations:

- City Rep Travel funds will now be available to each City Rep once during their 3-year term, with no more than \$4000 being spent in 2024-2025 on this allocation. It was also recommended that City Reps apply for this funding in the first or second year of their term to maximize the benefits of the visit to our Sister City program.
- Programs & Events dedicated funding increased to support making this a higher priority for the Commission. At this point in the discussion, Claire distributed two documents relating to programs and events, covered in greater detail in section VIII.
- The Grants & Travel Scholarships allocation for the upcoming year has been reduced to \$7500, which is lower than in past years. However, this figure still represents half of our City funding. Further discussion will be needed to determine what portion of this will be earmarked for Travel Scholarships.

There was a brief related discussion about the possibility of the Grants Committee receiving an additional \$1000 from the City Rep travel allocation in 2024-25 since there are not likely to be 2 City Rep trips scheduled for the upcoming fiscal year.

It was also noted that the current budget for media and internet fees (\$300) would be eliminated if we are integrated into the City's website domain as has been discussed, freeing up these funds for other purposes.

Casey reiterated that this Proposed Budget is based solely on the City's \$15K allocation and does not reflect any possible additional allocations from the City or any fundraising we may be able to do. A vote to formally adopt the budget was deferred to the June Commission meeting.

VI. Grants Committee Update (Kimberly Hayes)

The Grants Committee is considering adopting a twice-a-year grants cycle rather than the current once-yearly schedule. They are also revamping the application process to attract Grant projects that have a clearer benefit to the community and not just to the individual Grantee.

Max requested a copy of the letter mailed from the Grants Committee to Henry Pollock ("Teenage Life During Covid") regarding his uncompleted project and the stop to his funding as a result.

There was brief discussion about unused "Sister Revolutions" funds and the request from Grantee Benjamin Bernard to apply those funds to pay for a translator who helped during the Besançon delegation visit, some Sister Revolutions promotional materials, and grant project fees he incurred on an additional one-day visit to Besancon to conduct historical research for the podcast. Since these expenses were not part of Ben's initial grant application, Kimberly requested vote approval from the Commission to reimburse Ben from the unspent funds.

Motion to approve Ben's request to be reimbursed up to/not to exceed the remaining \$563.62 of unspent "Sister Revolutions" Grant funds: C. Denton-Spalding

Motion seconded: S. Moschella

Motion passed unanimously

Kimberly will follow-up with Ben to have reimbursement processed and paid.

VII. Committee Assignment Review & Appointments (Edward Herring)

Edward asked the newest two Commissioners to indicate their Committee choices and called for a vote approval.

Motion made by C. Erickson to approve the following Committee Assignments:

Cherry Stewart - Education Committee; Huehuetenango working group

Sal Moschella - Grants Committee; Finance Committee

Motion seconded: K. Hayes

Motion passed unanimously

VIII. Program Committee Updates/Activities for 2024-2025 (Claire Denton-Spalding)

Claire distributed copies of the list of suggested events& activities which was developed in a brainstorming session at our September 2023 Annual Retreat. New Commissioners who did not participate in the September 2023 Retreat asked clarifying questions. Two additions to the list were suggested: 1) theSCI Roundtable meeting, which we have agreed to host in November 2024, and 2) the JMRL Friends of the Library Sale in April 2025. Edward asked each Commissioner to review the list, identify the 3-4 events that they are most invested in, and email those events/programs to him, with copy to Claire, by May 14.

Claire distributed a draft proposal for requesting communications funding related to any

events the Commission is hosting or sponsoring. Due to time constraints, additional discussion of the proposal was deferred to a future meeting. **(copy attached)**

IX. City Reports

a. Besançon (Elizabeth Smiley)

Elizabeth thanked all the members present for their help with events and activities during the Besançon delegation visit in April. It was a collective effort and as a result, a very successful and productive visit. She reported that Florent Werguet is compiling the photos taken by the Besançon visitors along with a written trip report and will share those with us when they are completed. Elizabeth would like to send out some form of community thank you to those who supported the visit and will follow up with Claire to determine the best way to do this. She would also like to collect all the photos taken by various Commissioners into a single photo file; Edward offered to create a google photo folder on our shared drive before our next monthly meeting.

(Kimberly Hayes took the following minutes for the remainder of the meeting, as Elizabeth had to leave at 5:45)

b. Huehuetenango (Edward Herring)

Edward has a meeting on Thursday May 9 with someone at the Ixtatan Foundation to discuss possible next steps and activities and to generate ideas for how they might be implemented since there is no “go-to” person in charge of this Friendship City relationship on the Cville side.

c. Winneba - no report

d. Poggio a Caiano (Stella Mattioli)

Stella reported that she continues to encounter challenges making a contact in the school in Poggio; she reached out to the Principal, who has not returned her correspondence. According to Poggio’s Mayor, the Principal often does not return Correspondence. Stella will be visiting family in Poggio in June and plan to try making an appointment to meet the Principal while she is there.

Max noted that contacts in Poggio have seemed unresponsive in some key areas and asked Stella whether Poggion is interested in continuing the Sister City relationship. Stella confirmed that there is still strong interest.

Edward suggested inviting some Poggio reps to come to Charlottesville to reignite Interest in the relationship. He plans to meet with someone at the Chamber of Commerce **(regarding the aforementioned trip?)** and will invite them into the conversation about this.

e. Pleven (Edward Herring)

Edward reported that we recently received an inquiry from Pleven to gauge our interest

in renewing this relationship. He has reached out to the Mayor of Pleven and to the Bulgarian Ambassador in D.C. There is something of a language barrier, as neither of these individuals speaks much English. Edward asked the Commission to consider its level of interest in renewing this Sister City partnership, which is currently in Inactive status. Time for further discussion will be put on the Agenda for our June meeting.

X. Other Business

- Edward will share his draft Annual Report at the June meeting
- Daman Irby, former CSCC Chair (2020-2023) has expressed interest in helping out the Commission in some capacity– we will consider ways to involve him again
- Max: What are the next steps for Winneba? Edward responded that the next important we'll need to have a new City Rep appointed before we can proceed with those Sister City programs and projects
- Sal mentioned that he will be out of the country for the next 3 Commission meetings. His is a 9-month appointment at PVCC so he typically spends the summer overseas. He was briefed on procedures to participate while away.

Meeting adjourned at 5:56 pm.

Respectfully submitted,
Elizabeth Smiley
Secretary and Besançon Representative

Next full Commission Meeting: Tuesday, June 4 @ 4:30 pm at CitySpace

Les Amitiés Musicales *Charlottesville & Besançon*

Final Report for Charlottesville Sister Cities Commission Grant
Spring 2024



Dr. Daniel Sender
Associate Professor of Music
University of Virginia

Project in Brief

Daniel and Shelby Sender will offer a set of free concerts, one in Charlottesville and one in Besançon, featuring music by Besançon-born composers Albert Seitz, Michel Blavet, and Claude Goudimel. Daniel Sender will also compose a new arrangement of Goudimel's Psalms (1542) for violin and piano to be premiered at the concerts. In addition to the free concerts, a free masterclass will be offered for music students from Besançon's Amuso music school.

Project Narrative Description

On April 14th, 2024 the first phase of the project took place at Grisham Hall at St. Anne's-Belfield School. A free public performance was offered to the community during the delegation visit of distinguished guests from Besançon. In addition to audience members who attended because of their pre-existing connections to the Sister Cities Commission, I am pleased to report that a large number of audience members were introduced to the mission, scope, and activities of the CSCC through the afternoon's presentation.

After the opening remarks given by Mr. Edward Herring and the vice-mayor of Besançon, the recital commenced with the following program:

Sonata in G minor, Op.2, No.4 "La Lumague"	Michel Blavet
<i>Danse Szekler</i> , Op.33b	Albert Seitz
2 Pièces for Violin and Piano <i>Aux jours heureux</i> <i>Évocation</i>	
<i>Scenes from Csenyéte</i>	Daniel Sender
Romance for Violin and Piano, Op.23	Amy Beach
Selections from <i>Les Cent Cinqvante Psaevmes de David</i>	Claude Goudimel arr. Daniel Sender
<i>Psalm 36: Dixit injustus ut delinquat</i> <i>Psalm 68: Exurgat Deus</i> <i>Psalm 65: Te decet hymnus</i>	
Sonata in A Major for Violin and Piano	César Franck

As you will observe from the program, compositions were intentionally selected from three Besançon-born composers. The first, Albert Seitz, is a relatively unknown violist and composer from the 19th Century who produced a fair number of chamber music works. Most of these works are not in print, were never recorded, and are unknown. Through research and chasing leads, I was able to find and secure scans of



several of Seitz's work from the National Library of France and reviewed them before selecting the three presented in the concerts. The other two composers, Blavet and Goudimel, are more recognizable names in the music community, but representative works from their oeuvres were here presented in a novel fashion. The Blavet sonata offered was originally composed for flute and harpsichord, but was adapted (and slightly modified) for this project. The arrangement of the three psalms from Goudimel's complete setting of the psalms, originally a vocal setting in four voices,

was composed expressly for this project and included new descants.

To round out the program, and with a nod to the bridge-building nature of the CSCC's mission, two American compositions were included, Amy Beach's stunning *Romance* and my own *Scenes from Csenyété*. I believed it was important to take the opportunity to highlight the work of a female composer whose work was under-appreciated for far too long as well as the melodies of a severely marginalized people (the Hungarian Roma) in this subtle way. The Franck Violin Sonata, a war-horse of the violin concert repertoire, concluded the program.

After the concert, I took Besançon's Director of International Relations, Mr. Florent Werguet, out for dinner where we had the opportunity to get to know one another and speak in more detail about the Besançon-based portion of the project.

I was also pleased to attend the CSCC's public gathering which featured presentations by the Mayor of Charlottesville, the Vice-Mayor of Besançon, Florent Werguet, and Elizabeth Smiley. It was during this meeting that fellow grant recipient Ben Bernard proposed that I record some of the Blavet sonata for his use in an episode of his CSCC-supported podcast episode. I was happy to provide the recording shortly before departing for the Besançon portion of the project.

We arrived in Besançon and were instantly struck by the unique and incredible beauty of the city. After becoming oriented to the city on Sunday, we engaged with the history of the city on Monday prior to the performance. We met Florent for coffee before he led us to the Petite Kursaal to show us where the concert would take place and make the necessary arrangements for the dress rehearsal. After the dress rehearsal, we were hosted to a beautiful lunch at a local restaurant before being deposited at the beautiful Fine Arts Museum for a visit to their galleries.



The evening performance was a wonderful success. The audience was enthusiastic and overwhelmingly positive. In acknowledgement of their warm applause, I offered an encore, Jay Ungar's iconic *Ashokan Farewell*. I enjoyed meeting many of those in attendance after the program, including several local music teachers, a young man who had attended UVA, and even gave an interview for a local radio program.



The following morning, we explored more of Besançon's rich cultural history, spending all morning at the Citadel and later making a visit, guided once more by Florent Werguet, to the Museum of Time. Directly from the Museum of Time, where Shelby and my children bid their farewells to Florent (my children adore him, it must be said), Florent drove me to the masterclass at the Amuso school.

I was eager to work with local music students and was honored that so many people signed up for the class. The consequence of the "popularity" of the event was that the class ran from 4:30-9:00 PM. In 15-minute intervals, I got to hear, work with, and assist students of all ages in front of an audience of teachers, parents, and other students. The school arranged for a local English teacher to serve as a translator when needed (it was helpful that she had studied oboe in her youth and knew the specialized terminology used in music). With ages ranging from 7 to 50+ and a wide range of abilities, the class offered plenty of variety in spite of its length. To be honest, a typical masterclass would be 1-1.5 hours in length and I wasn't sure if the class would be successful as proposed. That said, I am confident that the students got a lot of the experience and the time went by quickly. As much as can be assessed from my perspective, the class was a success.



Assessment

From our perspective the project was successful and had high impact. Both concerts were well attended, brought increased attention to the Sister Cities Program, and were received as intended – a gesture of homage to the rich cultural heritage of Besançon. The masterclass will have left the participants with lasting memories and will, it is hoped, inspire their future craft. To the degree to which it is possible in a visit of four days, we did our best to get to know the city, its history, and cultural offerings.

Investment of Time



In addition to the many valuable hours of planning and support given by Elizabeth Smiley and Florent Werguet, I would estimate my labor hours as:

Composition: appx 16 hours
 Research and Score Preparation of Seitz Pieces: 12 hours
 Alterations to Blavet Sonata: 4 hours
 General Planning for Project & Printed Program Design: 15 hours
 Rehearsal/Preparation: 25-30 hours