



Sister Cities Commission Meeting

Tuesday, August 5, 2025

4:30pm – 6:00pm

Virtual meeting

Call to Order

I. **Approval of Minutes** – July 8, 2025

II. **Chair’s Report** – Edward Herring

a. Discussion: CSCC Annual Retreat

III. **Budget Report** –

IV. **Reports & Updates**

- Communications Update –
- Program and Events Update –
- Grants – Kimberly Hayes
- Education – Alicen Brown
- Outreach –
- Huehuetenango, Guatemala (*friendship city*) – Edward Herring
- Besancon, France – Elizabeth Smiley
- Poggio a Caiano, Italy – Stella Mattioli
- Winneba, Ghana – Kimberly Hayes

V. **Adjournment**

The CSCC Annual Retreat will be held on Tuesday, September 9, 2025, at 5:30 p.m. in the CitySpace Main Conference Room.

Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call (434) 987-1267 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide 48 hours’ notice so that proper arrangements may be made.

Charlottesville Sister Cities Commission
MINUTES
Tuesday July 8, 2025
CitySpace Small Conference Room

Present: Kimberly Hayes, S. Lisa Herndon, Edward Herring, Sal Moschella (participating remotely), Elizabeth Smiley, Cherry Stewart

Absent: Alicen Brown, Stella Mattiolo

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

The Commissioners participating remotely cited the following allowable reasons, per [FOIA Va. Code Sec. 2.2-3708 \(Effective Sept 1, 2022\)](#):

- Sal Moschella *(B.4) unable to attend in person due to an extended period of international travel and participating remotely from France (6 hours ahead)*
Due to an unstable internet connection, Sal Moschella left the meeting at approx 5 pm.

Due to another meeting that ran over its allotted time, Alicen Brown requested to participate remotely but was unable to establish a zoom connection.

Late arrivals noted: Kimberly Hayes 4:43 pm.

CALL TO ORDER

Meeting was opened at 4:41 pm. Edward Herring presided. A quorum was deemed present.

I. **Approval of Minutes** (Edward Herring)

Full Commission meeting - June 3, 2025

Motion to approve minutes as written: Kimberly Hayes

Motion seconded: Cherry Stewart

Motion carried unanimously

S. Lisa asked how the Commission tracks excused vs. unexcused absences; Edward responded that he records these and keeps them in his Chairperson files.

II. **Chair's Report** (Edward Herring)

a. **Welcome of New Commissioner - S. Lisa Herndon (At-Large Member)**

S. Lisa was invited to introduce herself. She is an entrepreneur in the local community with her own real estate company. She brings prior experience serving on municipal boards and commissions and in particular expertise in policies, procedures, and bylaws. She is interested in serving as well to increasing the diversity on city boards and commissions

b. **Discussion of Officer Responsibilities**

Edward referred to the Draft Job Descriptions he distributed following the June meeting. *Action item*: Commissioners were asked to forward reactions and suggestions for modification to him over the next two weeks so that he can prepare them to be workshopped during our Annual Retreat.

At our Annual Retreat in September, we will vote on a slate of officers. In the interim, Cherry has indicated her interest in serving as Communications Officer, replacing Clare Denton-Spalding whose term expired on June 30.

Motion to appoint Cherry Stewart as Interim Communications

Officer: Edward Herring

Motion seconded: Kimberly Hayes

Motion carried unanimously

III. **Finance/Budget Report** (Edward Herring)

Current balance is \$17,298.05

No additional discussion or report

IV. **Reports and Updates**

a. **Communications Update** (Cherry Stewart)

The City Communications Dept has created several logos for our consideration. Cherry requested a vote on a recommended logo at the August meeting. *Action item*: Edward will send the logos out to the members ahead of the August meeting.

b. **Program and Events Update** (Elizabeth Smiley)

Elizabeth and Edward staffed an information table at the recent Monticello July 4th Naturalization Ceremony.

c. **Grants** (Kimberly Hayes)

We are still waiting on further contact from the 2025 Grant recipient.

d. **Education** (Edward Herring, for Alicen Brown)

High school students from the Lycée Pasteur in Besançon have been approved to participate in a weeklong exchange with CHS in October.

e. **Outreach** (Cherry Stewart)

Cherry reported that she and Alicen have discussed t-shirts for Commission members to wear at sponsored events. There was a brief discussion about moving forward with promotional giveaway items and best use of the remaining budget. *Action item*: Cherry and Alicen were

asked to put together a proposal for additional promotional items and an associated additional budget request for the August meeting.

been

- f. **Huehuetenango, Guatemala** (Edward Herring) **friendship city*
There are 7 participants registered for the trip. Deadline to apply has been extended to July 15 and there's room for several more travelers.

Sylvia and Edward will be meeting this week with people from the Embassy to affirm that there is nothing in the "mission statement" for the book project that references Diversity, Equity, or Inclusion (DEI).

- g. **Besançon, France** (Elizabeth Smiley)
Update on Gospel Choir Exchange, July 16-23. Elizabeth reported that the preparations for the exchange are nearing completion and requested approval from the Commission for additional financing to cover the previously projected expenses as well as an additional meal expense (*document, attached*).

Motion to approve an additional \$700 for the Gospel Exchange budget, for a total of \$3700: Cherry Stewart

Motion seconded: Kimberly Hayes

Motion carried unanimously

Max reported that the City Communications department will provide a mic, amplification, and someone to oversee the tech during the CSCC Welcome Reception on Thursday July 17.

- h. **Poggio a Caiano, Italy** (Edward Herring, for Stella Mattioli)
Because there is a pause on any delegation visit from Poggio in the current FY, Edward has reduced the Poggio budget from \$3000 to \$2000, making \$1000 available for other Commission uses.
- i. **Winneba, Ghana** (Kimberly Hayes)
Mayor Wade is available to meet with Kimberly in August in order to debrief her on his visit to Winneba in May with the Charlottesville Winneba Foundation and to continue discussion on avenues for re-establishing a working relationship between the Commission and with officials in Winneba.

V. **Other Business:**

Max requested that the Commission work on more consistent adherence to our existing electronic meetings guidelines, and that we include a review of our

electronic meeting guidelines on the Agenda for our Annual Retreat in September

Action item: Edward will complete the Commission's Annual Report and submit it to City Council

The Commission currently has 4 vacant positions: Youth Rep, Business Rep, At-Large (2). The current application period closes on August 1, and City Council will make appointments on August 18.

Cherry is aware of a student at CHS who is interested in the Youth Rep position.
Action item: Alicen will need to inform this individual that the application cycle is open.

VI. **ADJOURNMENT**

Motion to adjourn the meeting: Kimberly Hayes

Motion seconded: Elizabeth Smiley

Motion carried

Meeting adjourned at 5:55 pm

Respectfully submitted,
Elizabeth Smiley, Secretary & Besançon Representative

*Next Commission Meeting (All-Virtual Meeting): Tuesday, August 5, 4:30-6:00 pm, Zoom
Annual Retreat: Tuesday, September 9, 5:30 - 8:00 , CitySpace Large Conference Room*

attachment