



Sister Cities Commission Meeting

Tuesday, September 9, 2025

5:30pm – 8:00pm

CitySpace, Large Conference Room

100 Fifth Street NE, Charlottesville, VA 22902

Call to Order

I. Welcome – Edward Herring

- Opening Remarks
- Introductions – New and Continuing Commissioners

II. Minutes Approval – August 5, 2025; August 28, 2025

III. Welcome Activity – Kimberly Hayes

IV. State of the Commission – Edward Herring

- Review of CSCC Annual Report to City Council
- 24-25 Major Achievements
- Meeting Attendance Policy & Expectations

V. Discussion & Review of Status of Friendship City, Huehuetenango, Guatemala

- History and Background Information
- Friendship City versus Sister City
- Request from Mayor Cano of Huehuetenango
- Recommendation of the New City Committee
- Mayoral Delegation visit to Guatemala

VI. Strategic Planning – Edward Herring and Sal Moschella

- Survey Review
- Process Recommendations
- CSCC Logo review
- Technology and training needs

VII. Work Sharing, Collaboration and Succession Planning Workshop – Edward Herring and Kimberly Hayes

VIII. Innovation & Problem-Solving Session – Sal Moschella and Kimberly Hayes

- Challenge Identification
- Solution Brainstorming

- Solution Presentations

DINNER BREAK

IX. **Sister City Updates** – City Representatives

- Besancon
- Poggio a Caiano
- Winneba

X. **Committee / Program Updates**

- Budget & Finance
- Communications
- Grants
- Programs / Events / Marketing
- Education

XI. **Committee Signups**

XII. **Elections / Appointment of Officers**

XIII. **Wrap-up & Next Steps**

- Key Takeaways
- Action Items
- Feedback

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.