

Charlottesville Sister Cities Commission

Minutes

Meeting June 30, 2020 4:30 pm

Electronic/Virtual Meeting

Attendance: Terri DiCintio, Stella Mattioli, Patrick Cory, Elizabeth Smiley, Michael Grinnell, Daman Irby, Joan Clarke, Neely Minton, Amanda Folsom, Tami Keaveny, Dave Norris, Kate Kogge, Adrienne Ward, Maxicelia Robinson (Staff Liaison), Communications Staff

- I. Chairperson Terri DiCintio called the meeting to order at 4:30 p.m. *(Provided overview of board activity)*
- II. Farewell to Retiring Members *(Chairperson acknowledged retiring members: Terri DiCintio, Tami Keaveny, Andrew Pollard, Patrick Cory, Justin Reid, Emily Martin, and James Potter)*
- III. Welcome to New Members *(Stella Mattioli, Elizabeth Smiley, Michael Grinnell, and Adrienne Ward)*
- IV. Budget Update
 - a. Current monies on-hand *(\$46,275.10)*
 - b. City Council allocation for fiscal year beginning July 1, 2020 *(Recent grant payments have been issued and monies currently allocated for existing grants will need to be issued from current balance.)*
 - c. Follow up from \$7,500 to Charlottesville – Winneba Foundation *(Trip has been postponed until December 2020)*

City Council did not approve the Commission's request for a \$15,000.00 allocation for FY21.

- V. Grants Committee Update
 - a. *Previously approved three grant applications: Musical Exchange with Poggio, Fire Safety Partnership between the Charlottesville Fire Department and Winneba, Ghana Fire Department and a Poetry Exchange with Winneba; totally \$10,500*
 - b. *Conditionally approved a study trip for CHS and Plevin, Bulgaria (Trip was later postponed due to Covid-19.)*
 - c. *\$2000 sponsorship for the Virginia Folk Life Festival (Event postponed due to Covid-19.)*

Clerk's office to confirm if grant awards for FY20 can be held for issuance after the current health pandemic; possibly 2021.

The staff liaison provided the FY20 budget report.

- Subcommittee Update:

- *Grants subcommittee met in April 2020 to develop an application process for travel scholarships and will be providing further information soon.*
- *Education subcommittee began an essay contest in early 2020, but it was delayed due COVID. The committee is waiting to learn more about the City schools plan to reopen for the upcoming school year to help determine how best to move committee projects forward. A Besancon group would normally be visiting the City in the fall; a virtual exchange may be an alternative option.*
- *Outreach and Communications subcommittee - SC social media logins will be shared with the new secretary. The commission is encouraged to engage on the site, but can also share information with committee chair. Photo folders are accessible on Google drive. Patrick Cory agreed to maintain the commission's website until a current Commissioner can take it over. Grants information should be shared with Mr. Cory so that it can be posted on the web site.*

Relative documents should be posted to the Google Drive; secretary maintains drive.

- VI. *Spanish Speaking Sister City update and plan going forward (The subcommittee held a community event in January 2020 to hear presentations from two potential sister cities. The community voted and selected HueHuetenango, Guatemala as the Spanish Speaking Sister City. The decision to proceed with a Spanish Sister City at that time was suspended due to lack of funding from City allocations.*
- VII. *Retreat Plans (The Retreat is typically held in place of a regular Commission meeting in August or September; scheduling is questionable due to meeting limitations placed by current health pandemic.)*
- VIII. *Leadership Needs (The commission will need to elect a chair and vice chair or two (2) co-chairs, Treasurer, a Secretary, and Subcommittee Members.*

Kate Kogge will serve as the Acting Chair and Secretary until officers can be elected.

IX. Other Business

Q: *Is there an orientation packet?*

A: *No. Historical records are located on the Commission's Google Drive. Generally the Chair will conduct some form of onboarding for new members.*

Q: *Can the Commission proceed with scheduling meetings as normal and members email one another regarding commission business?*

A: The public must be allowed access to all public meetings. Due to the current health pandemic meetings are being held virtually and are supported by City staff. City Council and the Communications Department has placed some restrictions on meetings in order to best serve meeting needs. All meetings must be approved by the Communications Department. No more than 2 commissioners can discuss commission business at any one time by email. In-person meetings are open to the public and are typically held in City Hall.

Q: Has the majority of the Commissions budget been used to fund grants?

A: Yes, the large majority.

Q: Do the bylaws explain how the budget should be spent or the process for requesting funds for an expense.

A: Yes, but not extensively. The Clerk of Council's office can explain how requests are made for payments. Expenditures are typically reimbursements to the Commission. Requests for payment should come from the Chair.

Potential Retreat for September 2020; Kate sending request to Clerk's office.

Commission will need to submit a request to Council for FY22 \$15,000 allocation; need time frame to submit request

Meeting Adjournment: 5:47 p.m.