

Charlottesville Sister Cities Commission
Subcommittee Minutes
Meeting May 24, 2021
Zoom

Grants Committee (4:30 - 5:15)

Participants: Amanda Folsom, Daman Irby

Notes:

1) Reviewed Grants annual goals

- 2020-2021 Grants cycle completed
- Next focus area is to develop guidelines for Travel Scholarships

2) Status updates on 2020 and 2021 grants projects

- Reviewed draft “dashboard” for 2019-20 and 2020-21 grants projects.
- All grants projects are expected to proceed in 2021.

3) Project liaisons and check-ins with grantees

- Discussed need to clarify point of contact/liasion for each grant project (to be named at grant award and to follow up periodically for project updates)
- Amanda to develop draft description of grant liaison role

4) Process improvements for next grants cycle

- Adapted process in light of COVID-19 (flexible and adaptable)
- Started late, pushed back timeline (need to confirm schedule for 2021-22 cycle, recommending we get back to old schedule)
- Grants review process went well - and all sub-committee members mobilized to connect with applicants to seek clarifications on their proposals, as needed
- Need to clarify differences between grants, sponsorships, and scholarships (FAQ)
- Need to clarify expenditure guidelines for grantees (Kyna typically fields those questions)
- Need to clarify points of contact for grantees (“grant liaison role”)

5) Travel scholarship guidelines development (see [draft scholarship principles and process](#) the Subcommittee worked on last year)

- Grants sub-committee members need to review and discuss draft guidelines, determine if we want to discuss at next Commission meeting

6) AOB

Outreach and Communications Committee (5:35 – 6:05)

Participants: Michael Grinnell, Stella Mattioli

Notes:

- 1) Status Update on website renewal
 - a) Michael to research how to do the 2022 renewal via invoicing
- 2) Review Outreach Goals - [CSCC Goals 2020-2021](#)
 - a) Still need to complete some items
- 3) Review CSCC Outreach List - [Sister City Outreach List](#)
 - a) Made a few updates
- 4) Review the Outreach Ideas - [Outreach Ideas](#)
 - a) Divide the list up and do some followup research

Education Committee (6:05 – 6:45)

Participants: Daman Irby, Neely Minton, Elizabeth Smiley, & Erin Hughley-Commers, Kate Kogge (arrived at 6:26 p.m.)

Notes:

- Reviewed goals:
 - Goal #1:
 - Need International Space Station project update from Kate (Kate to identify someone we could partner with in her place)
 - Goal #2:
 - Pivot to an in-person event
 - Students who have been historically underrepresented (potentially World Languages)
 - Spanish-speaking population of Charlottesville: connection with Huehuetenango
 - Maybe connect with grant project that was going to be spearheaded by SPEAK Language Center
 - Elizabeth needs to reach out to Christina from SPEAK; if she does, Elizabeth can let her know that we have an interest in seeing if the project you're putting together might be able to dovetail with our goal
 - Creative expression project (Rachel M.): target underrepresented students who are Spanish-speaking
 - Goal #3:
 - Plan an educational event that would engage local students and enunciate their connection between Charlottesville and our sister cities: participation in young authors' and artists' showcase from National Sister Cities organization
 - Partnered with Charlottesville High School and Aaron Eichorst (Fine and Performing Arts Coordinator); 3 students submitted pieces; we'll find out the results in June
 - Proposal: pull together a working group of interested community partners to meet with members of the community so that we can plan for next year (and recruit students to participate) [involve students at Buford and CHS]--start meeting regularly in the fall (create community buy-in)

Finance Committee (6:45 - 7:11)

Participants: Michael Grinnell, Kate Kogge (left meeting early), Daman Irby

Notes:

- How long do Grantees have to request funds? 1 year from the award of the grant (Feb/March 2022)
- We still have unclaimed funds from FY20. Work with Grants subcommittee (Amanda) to understand if we already established a deadline. Review the notes from June/July 2021 meetings to see if we specified a date
- Did we give any money to the VA Festival of the Book this year? March 2021
- Did we give any money to the Festival of Cultures this year? May 7-13 2021
- Set budget for next fiscal year!
 - FY22 Budget is here - [FY21 and FY22 Budget](#)

FY20 Encumberances (2019-2020 Grants)			
Description	Grant Award	Actuals	Balance
Storie Musicali: An Exchange (Poggio a Caiano) Wes Swing, Kelley Libby	\$ 4,000.00	\$ 2,534.30	\$ 1,465.70
Charlottesville-Winneba Fire Safety Partnership (Winneba) Andrew Baxter	\$ 4,000.00	\$ -	\$ 4,000.00
Peace, Love, Poetry Workshop (Winneba) Myra Anderson	\$ 2,500.00	\$ 2,223.18	\$ 276.82
Total			\$ 5,742.52