

**Charlottesville Sister Cities Commission**  
**MINUTES**  
**March 15, 2022 (Zoom)**

Present: Alicen Brown, Amanda Folsom, Michael Grinnell, Kimber Hawkey, Daman Irby, Stella Mattioli, Sylvia New Strawn, Elizabeth Smiley, Adrienne Ward, Vivien Wong  
Absent: Dave Norris, Nana Ghartey  
Non-members present: Maxicelia Robinson, Lachen Parks

Meeting opened at 4:35 pm      Daman Irby presiding      A quorum was present

I. Introduction of new Commission Representatives (Mr. Irby)  
No new members needing introduction today; all new members have now attended at least one meeting

II. Approval of February Meeting Minutes  
**Motion to approve:** Mr. Grinnell    **Seconded:** Ms. Folsom    **Motion passed**

III. Secretary's Report (Ms. Smiley)  
No new business to report

IV. Email Communications Report (Ms. Ward)  
Proposes that the job of monitoring our commission email box be treated as a kind of "secretary 2" job and that it become a reporting item for monthly meetings. For messages that deal with issues she is able to answer, she will. Messages that pertain to any of our sister cities, she will forward to the appropriate City Rep. There is a third subset of messages that she is not sure how to forward or reply to. We may need some policy to guide how these email inquiries are handled.

Is everyone on the commission receiving the emails that Fred Blanton is sending from SCI? **Action item:** Ms. Smiley will send Fred Blanton the email addresses of new commissioners so that they can be added to his email distribution list.

There appears to be a former commissioner whose name is still attached to the commission's gmail account. She may be the initial owner of the gmail account. How do we remove this person's name? Is a new password needed? **Action item:** Mr. Grinnell will assist with this.

V. City Rep Updates:  
a. Winneba- no update  
b. Besancon (Ms. Smiley)  
Ms. Smiley submitted a request for City Rep travel funding of \$2000 towards her proposed trip to Besancon in summer 2022.

**Motion to approve her request:** Ms. Ward, **Seconded:** Ms. Folsom **Motion passed with no abstentions**

Ms. Hawkey noted possible issues with the in-country vaccine pass; it will be important to determine the logistics on this in advance of a trip to France

c. Poggio (Ms. Mattioli reporting)

The 2020 Musical Exchange grantees are enroute to Poggio; Ms. Mattioli was able to arrange meetings for them with local officials in Poggio. Once they return we should ask them to make a presentation to the commission. They have requested help finding a performance venue in Charlottesville where the winner of Poggio's July music contest might be invited to perform. Ms. Hawkey suggested reaching out to City Parks and Rec about the use of a city park and to Front Porch about the use of their space

d. Huehuetenango (Irby)

No significant progress to report. Ms. New Strawn has expressed an interest in getting more involved with our friendship city relationship. There is no commissioner who is dedicated to Huehue at present. Ms. Hawkey has an interest and offered to help if Ms. New Strawn will be the primary point person on this

(5:10 Ms. Wong left meeting)

VI. Committee Updates:

Mr. Irby reviewed the practice of commissioners generally serving on 2 committees, except for City Reps, who generally sit on 1 committee. Ms. Ward referred new members to the shared google drive folders. Ms. Smiley asked new members if it would be helpful for her to send them each an email containing links to the most important commission documents, by way of an "orientation packet". (Yes) **Action item:** Ms. Smiley will send these out prior to the next full commission meeting.

a. Travel Scholarships (Ms. Ward)

There were community announcements about the travel scholarship program; two applications were received by the March 8 deadline; both were requests for travel funds to support the May 2022 Winneba trip. The scholarship committee recommends the commission approve these 2 requests, totalling \$1700.

**Motion to approve the requests:** Ms. Ward **Seconded:** Ms. Brown **Motion passed**

The subcommittee is still working on creating a rubric for selecting awardees. Will need to determine if the committee needs to become its own freestanding commission committee going forward. Now it's functioning as part of the Grants committee.

b. Budget & Finance (Mr. Grinnell)

The updated budget is on the shared google drive. Mr. Grinnell requested an update on the process of our budget request to Council. Per Ms. Robinson, our request did make it through the first phase and has been presented to Council, who will vote on this at their April meeting.

c. Grants (Ms. Ward)

We announced the single grant winner on March 7. We have reached out to former grant winners about spending down their unspent funds. Ms. Smiley asked for a status update on the "Face to Face International" Portrait Project grant; Ms. Ward has the impression that this grant is a month or two behind schedule. [Action item](#): she will reach out to the co-directors for an update. Ms. Hawkey asked how to find the Grants dashboard and was directed to the proper Grants folder on the shared drive.

d. Outreach (Ms. Mattioli)

Ms. Hawkey requested clarification of the purpose of the Outreach committee; she also suggested that all CSCC promotions be placed on nextdoor.com in future, since so many people now use this platform as much or more than Facebook.

e. Education (Ms. Smiley)

Ms. Smiley gave an update on YAAS 2022: there are 5 students submitting artworks to this year's showcase competition. Ms. Brown volunteered to take on the role of being a liaison inside the schools for YAAS going forward.

## VII. Other Business

Determination of new member additions to committees: New commissioners will join committees as follows:

Alicen Brown: Education, Grants

Kimber Hawkey: Outreach, Education

Sylvia New Strawn: Outreach, Guatemala (informal)

Mr. Irby asked Ms. Robinson about the possibility of resuming in-person meetings. Ms. Hawkey asked about a hybrid form of meetings going forward. Both of these are currently in discussion at City Hall and Ms. Robinson will keep us informed.

Meeting adjourned at 6:03 pm

Respectfully submitted,  
Elizabeth Smiley  
Secretary and Besancon Rep

Next meeting: Tuesday April 19 @ 4:30 pm.