

Charlottesville Sister Cities Commission
AGENDA
Meeting July 19, 2022
Zoom

I. Approve Meeting Minutes from June 2022

II. Welcome & Introductions to New Members

II. Secretary's Report

- a. CSCC Orientation Handbook

IV. Email Communications Report

V. City Rep Updates:

- b. Huehuetenango
 - i. Guest Speaker Elias Alonzo, Ixtatan Foundation
- c. Winneba
- d. Besancon
- e. Poggio
 - i. Update on Henry Pollard's "Teenage Life During COVID" Project

VI. Committee Updates:

- a. Budget & Finance
 - i. Annual Report to City Council
- b. Grants
- c. Outreach
- d. Education

Next Meeting:

Tuesday, August 16 @ 4:30 pm – Commission Meeting

Tuesday, September 20, 4:30-7:30pm – Commission Retreat

Charlottesville Sister Cities Commission
MINUTES
June 14, 2022 (Zoom)

Present: Alicen Brown (until 5:30), Daman Irby, Nana Ghartey, Michael Grinnell, Dave Norris, Elizabeth Smiley, Adrienne Ward

Absent: Amanda Folsom, Stella Mattioli, Sylvia New Strawn, Vivien Wong

Non-members present: Maxicelia Robinson

Meeting opened at 4:33 pm Daman Irby presiding A quorum was present

I. Approval of May meeting minutes as written

Motion to approve: Ms. Brown **Seconded:** Mr. Ghartey **Motion passed**

II. Secretary's Report (Ms. Smiley)

a. Re: email from Fred Blanton about a SCI members-only zoom meeting on Wed June 15 @ 3pm (Topic: Benefits of SCI Membership). Is anyone able to attend and represent the CSCC? (None available)

b. Status Report on Current Commission Vacancies (Ms. Robinson, Mr. Irby)
Ms. Robinson reported that the City has received 5 applications for Commission seats, three of which are current members reapplying. The two new applicants are both applying for open At-Large seats. Mr. Irby will share the new applications with the Commission in the next day or two.

Mr. Irby reported that Kimber Hawkey has stepped off the Commission without completing her term. Therefore the Business Rep seat is open again and will be advertised in the next application period, which begins June 21.

Action item: At Mr. Ghartey's suggestion, Mr. Irby will reach out to the Chamber of Commerce as a possible source of recommendations for Business Rep candidates.

III. Email Communications Report (Ms. Ward)

We have received an email inquiry about our interest in pursuing a sister city relationship with Korea. Ms. Ward will review the guidelines for affiliating with a new city on our shared drive and respond, clarifying that we are actively involved in affiliating with a new Sister City at present and would complete that process before initiating the process with another city.

IV. New Business: Orientation Handbook (Ms. Ward)

Ms. Ward & Ms. Smiley have drafted an outline of the proposed Orientation Handbook for new Commissioners. The outline can be found in a new folder on the shared drive entitled "Orientation Handbook." They will be completing Sections 1-4 of the Handbook

to present at the August meeting. Ms. Ward asked Commissioners to help with Section 5 by contributing committee descriptions, as assigned on the outline.

Action item: Commissioners will complete their assigned committee descriptions by the August 16 meeting. The templates and two sample descriptions are accessible in the “Orientation Handbook” folder on the CSCC drive.

V. City Rep Updates:

a. Huehuetenango (Mr. Irby)

Ms. New Strawn has taken an active interest in our Friendship City and continues to create connections with the Ixtatan Foundation and other community members with strong ties to Huehue.

b. Winneba (Mr. Ghartey, reporting from Winneba)

The donated fire engine has arrived in port and he is actively working to have it clear customs so it can be transported to Winneba. The bureaucracy in Ghana is burdensome so this will continue to require energy and persistence. Mr. Ghartey signaled that he will send photos once the fire engine is officially handed over. He expressed appreciation for Mr. Norris’s help in making the recent delegation visit a resounding success. An upcoming goal is to bring officials from Winneba to Charlottesville.

c. Besançon (Ms. Smiley)

On May 25 Ms. Smiley received two visiting officials from the University of Franche-Comté; she gave them a tour of the city, escorted them to UVA for meetings there, and secured tickets so that they could visit Monticello during their stay. Ms. Smiley requested the Commission’s approval to be reimbursed for gifts she purchased to send to official contacts in Besançon during Ms. Szakos’ recent trip, as well as for the Monticello tickets referenced above. (\$247.34)

Motion to approve: Mr. Norris **Seconded:** Mr. Ghartey **Motion passed**

d. Poggio

No update

VI. Committee Updates:

a. Budget & Finance (Mr. Grinnell)

Our current balance is **\$22,224.07**. He confirmed that we will receive the 2023 budget appropriation form on July 1.

1. Annual Report to City Council - Mr. Grinnell is currently working on this and will have it ready to submit by the June 30 deadline.

b. Grants (Ms. Ward)

Storie Musicali project update: the grantees have completed their audio collage and will launch their YouTube premiere on July 10 @ 3 pm EDT/9 pm Poggio time.

Peace, Love and Poetry project update: the video premiere will be on Sept 17 at the Central Library.

Face to Face International project update: They did not submit their requests for reimbursement by the May 30 deadline, but they have indicated that their request is ready now. Mr. Irby suggested we agree to reimburse them and Mr. Norris concurred, as the delays are in part due to the unforeseen departure of the grantee organization's (Bridge PAI) director. Ms. Ward will report further on this at our next meeting.

Henry Pollard's grant: As we still do not have a status update on this grant from Ms. Mattioli (the grant contact), Ms. Ward requested that this be put on the agenda for next month's meeting

c. Outreach (Mr. Grinnell)

He has done some updating and continued cleaning up our website

d. Education (no report)

VII. Other Business

Mr. Irby thanked Dave Norris for his service on the Commission as his term ends on June 30.

Meeting adjourned at 5:40 pm

Respectfully submitted,

Elizabeth Smiley
Secretary & Besançon Representative

Next Meeting:

Tuesday July 19 @ 4:30 pm