

ADOPTED

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, May 2, 2017

4:30 PM

2nd Floor Conference Room

Members Present:

Irene Davis, Chair
Pamela Russell-Slack, Vice Chair
John Mitchell
Gary Lamoureux, Councilor
Kathy Frink
Tom Link
Steve Russo
Lily Hart
Karen Parsells
Antje Hornbeck
Dawn Thomas-Smith
Will Schoefmann

Staff Present:

Helen Mattson, Staff Liaison

Members Not Present:

Frank Richter
Tom Link

1. Call to order

Chair Davis called the meeting to order at 4:30 PM.

2. Minutes of the previous meeting – February 14, 2017

Councilor Gary Lamoureux made a motion to accept the minutes from February 14, 2017. Ms. Parsells seconded the motion, which carried unanimously.

3. Board Business

a) Ratify-Vice Chair

Chair Davis stated that she received a call from the City Attorney and he informed her that the Keene Ordinance does not allow committees to have two vice chair positions. She made a

motion to elect Ms. Russell-Slack as Vice Chair. Councilor Lamoureux seconded the motion, which carried unanimously.

b) Sandra Howard- KSC Chamber Singer's Music Exchange Update

Ms. Howard stated that the KSC Chamber Singer's Music Exchange would be bringing 13 students from KSC to Einbeck. She stated that they were thrilled that they were the first college group to travel to Einbeck. Ms. Howard stated that she would be accompanied by Paul Vincent and Nick Germana. She noted that for many of the students it was their first international travel experience. Ms. Howard said that the hosts were extremely gracious and that the students would have the opportunity to attend a professional opera. In addition, those students would be able to collaborate with a local college in Einbeck in order to have some of the educational experiences as well as a cultural walk through Einbeck.

She said that some of the students would also be collaborating with the local community ensembles and some of the high schools such as the Goetheschule. Ms. Howard provided the PCC with a schedule of the day to day activities of their trip.

Ms. Howard presented the PCC with a donation check in the amount of \$38.00 from the proceeds of their concert that was held a few weeks ago.

Chair Davis asked how many concerts there were during the trip. Ms. Howard replied that there was a church service concert, a collaborative concert and then a collaborative concert with a local University.

Councilor Lamoureux made a motion to accept the donation from the KSC Chamber Singer's. Ms. Slack-Russell seconded the motion, which carried unanimously.

The Committee thanked Ms. Howard for sharing an update on the KSC Chamber Singer's trip and wished her well on the trip.

Ms. Howard asked that the PCC keep the KSC students in mind to help with music for any of upcoming fundraising efforts.

Ms. Schoeffmann explained to Ms. Howard that the PCC has a Facebook Page and welcomed her to post any updates on the page.

Chair Davis asked if there was a visit planned for Einbeck to come to KSC. Ms. Howard stated that she was unaware of a visit at this time.

Mr. Schoeffman made a motion to accept Ms. Howard's report as informational. Councilor Lamoureux seconded the motion, which carried unanimously.

c) Facebook Page Update-Google Photos/Videos of the Einbeck Delegation

Ms. Thomas-Smith reported that there was not a lot of activity on the page since the last meeting. She said that it was exciting that there would be more activity on the page with all of the upcoming exchanges. She presented the PCC with a series of photos from the events that needed captions confirmed. Ms. Thomas-Smith said that she would post the photos as soon as she received confirmation.

She said that as the events happen it would be easy to share and filter the information on Facebook.

Chair Davis asked if the page was getting more likes. Ms. Thomas-Smith replied that there were no additional likes mainly because there has not been a lot of activity on the page.

Vice Chair Russell-Slack suggested posting the KSC Chamber Singer's visit to Einbeck on the page. Ms. Thomas-Smith stated that she would post this information on the page.

Ms. Parsells made a motion to accept the Facebook Page Update report as informational. The motion was seconded by Mr. Schoeffman, which carried unanimously.

d) Conversational German

Ms. Hart reported that she had put together an informational survey to collect preliminary information from participants. She noted that this survey was emailed to the PCC from Ms. Mattson. Ms. Hart reported that she has been working with Mr. Schoeffmann in order to determine what space and training materials would be needed for the training. She said that she would need a projector, whiteboards as well as some other items. Ms. Hart requested that the PCC purchase the white boards and markers. She also suggested looking into having these materials donated. Ms. Hart said that she uses these items heavily as instructional materials and would be supportive in having the classes run smoothly. Ms. Hart said that she was looking for approval for the informational survey and to also have the funds available to purchase the classroom materials.

Councilor Lamoureux asked Ms. Hart how many whiteboards she would need. Ms. Hart replied that it would depend on the amount of students. She described the classroom setting as having a large whiteboard on the wall and with each student having two personal hand held whiteboards. Mr. Mitchell said that he would be able to provide the whiteboard and markers for his students.

Ms. Frink asked what the timeframe would be for the classes and the length of time for each session. Ms. Hart replied that she would like to start at the beginning of September so that she is able to have four meetings scheduled. She stated that she would be able to have up to eight classes scheduled.

Mr. Mitchell asked how long each session would last. Ms. Hart replied that it be a normal class period that would be anywhere between 50-100 minutes for each class. She said that she could also schedule the class to be two hours long with a break in between hours.

Chair Davis asked if the Keene High School students would begin with host communication since they were hosting the Einbeck students in October. Ms. Hart replied in the affirmative. She stated that the goal of the survey was to ascertain what type of communication was needed for each visit. Ms. Hart said that she would be able to alter the classes to the need of each group based on the results of the informational survey.

Ms. Hart explained that the survey covered a wide range of experience with learning languages and what things would be useful. She said that these are questions she would want to know before she started working with the students. Ms. Hart stated that she was looking for feedback from the PCC for the survey.

Vice Chair Russell-Slack stated that she felt that the survey gave her an idea of what she would want to learn. She stated that the survey was well thought out. Ms. Thomas-Smith stated that the survey was comprehensive and liked the questions about directed toward the level of language experience.

The PCC thanked Ms. Hart for her work and the effort put into developing these classes.

Ms. Hart explained to the PCC that in addition to teaching the PCC she also wanted to teach other community groups in the area. She suggested that those groups be limited to 15 or 16 participants per class. She requested that each participant have two hand held 11 X17 whiteboards and estimated that she would need 20-30 whiteboards.

Vice Chair Russell-Slack made a motion to accept the Conversational German report as informational. Ms. Thomas-Smith seconded the motion, which carried unanimously.

e) Delegation Visit Follow-Up

1) BBS School/Cheshire Career Center-exchange update-John

Mr. Mitchell provided the PCC with a preliminary calendar of the activities for the exchange in October. He reported that the BBS School would arrive on October 7th and that they did not have the official time of the flight arrival. He said that students from the BBS School reported that they did not have enough time to settle in and were over tired. Mr. Mitchell stated that they were giving them the day on Sunday to settle in with their host families.

He said that they would like to have a dinner at Heberton Hall and that they would be inviting the PCC and the Mayor. Mr. Mitchell stated that the invitation would be very similar to last year's. He reported that they would be taking the students to High Five, which is a ropes course in Brattleboro, Vermont. He stated that this was a group building exercise so everyone could get to know one another. Mr. Mitchell said that the KHS Athletic Department donated the trip to the Cheshire Career Center. He noted that the Cheshire Career Center would be funding the bus trip to High Five.

Mr. Mitchell stated that the BBS students would be brought into classes at the KHS on

October 11th. He explained that they would taking the BBS students to Portsmouth on October 12th and would possibly be looking for people to donate their time to travel down to Portsmouth as a chaperon. Mr. Mitchell stated that they are also looking into the possibility of taking the KHS students along for the trip.

He said that on October 13th the BBS students would be going back to classes at the KHS and would be able to shift the students to different classes so they would be able to experience multiple classes. On the same day, Mr. Mitchell stated that the Kolivas's have volunteered to have a bonfire at their home with a BBQ. He stated that the Kolivas's provided all of the food and that it was a good time.

Mr. Mitchell stated that on October 14th the BBS students would be traveling to New York City. He stated on October 16th the students would attend a contra dance in Nelson. He noted that there was no school that day at the KHS.

He said that there would be tours on October 16th at KSC and Badger. Mr. Mitchell stated that a going away party would be held on October 21st and invited the PCC to attend the event.

Mr. Mitchell welcomed any comments or suggestions from the PCC to help make the exchange better.

Ms. Hornbeck asked if some of these students were students who have never visited Keene. Mr. Mitchell replied that he was unaware. He stated that the students were vetted by the BBS School and all students have had positive references.

Mr. Mitchell reported that there were a total of 11 students from the CCC that were interested in participating in an exchange.

Ms. Parsells asked if there were hosts available for each student. Mr. Mitchell replied that at the moment there was a host for everyone. He asked if anyone was interested in being a backup host to please let him know.

Chair Davis asked if there was any word from The Academy Fund. Mr. Mitchell replied there has been no word from The Academy Fund.

Ms. Parsells asked if the budget for the PCC was submitted to the City Council for approval. Ms. Mattson replied in the affirmative.

Mr. Mitchell reported that there would be a meeting at the CCC on May 15th at 6:30PM with the parents of the students who are potential hosts. He stated that they would explain all of the details to the parents in hope that the parents would make the commitment to host.

Ms. Thomas-Smith made a motion to approve the BBS School Exchange report as informational. Ms. Parsells seconded the motion, which carried uniamously.

**2) Approve additional sum for Partner City Event at The Pub Restaurant:
of \$510.61**

Chair Davis stated that they received an invoice from The Pub and had approved \$1,000 for the invoice. Ms. Thomas-Smith made a motion to approve the additional sum of \$510.61. The motion was seconded by Chief Russo, which carried unanimously.

f) Agricultural Connection Update

Chair Davis asked Charles Daloz if he had any further communication to report. Mr. Daloz stated that he did not have any additional information to report. Chair Davis reported that she received an email from Albert of Einbeck with a request that Mr. Daloz narrow down the areas in order to focus on a few topics of interest. She asked that he focus on the areas that are specific to Einbeck and Keene. Mr. Daloz stated that he would need some guidance. Chair Davis said that she would help assist Mr. Daloz.

Mr. Mitchell made a motion to accept the Agricultural Connection report as informational. The motion was seconded by Councilor Lamoureux, which carried unanimously.

g) Sharing Community News/Media Connections Subcommittee notes

Ms. Thomas-Smith reported that in late 2014/2015 the subcommittee discussed that it was important to broaden the awareness of the PCC. She stated that she felt this was still the case.

Ms. Thomas-Smith stated that on June 2015 Paul Miller came to speak with the group about the potential opportunities to publish in The Keene Sentinel. She reported that she met with Ms. Hornbeck and Mr. Link to discuss the next step for publishing. Ms. Thomas-Smith stated that there was an outline for interests such as the human interests, historical context, online scrapbook, Einbeck news and visits, exchanges, fun facts history, etc. She stated that all of these ideas have merit and were good ideas. Ms. Thomas-Smith stated that the next step was to determine who was responsible for which areas and how to schedule the subcommittee.

Chair Davis asked if Ms. Thomas if she had any contact with the Einbeck newspaper. Ms. Thomas-Smith replied in the negative. Chair Davis stated that she would get the contact information for the newspaper and forward to Ms. Thomas-Smith.

Ms. Thomas-Smith stated that once the PCC had content they could submit the press releases to The Shopper, The Keene Sentinel, The Equinox and other newspapers. Vice Chair Russell-Slack stated that she would contact The Equinox and The Shopper. Chair Davis stated that she would help with creating the reports.

Ms. Parsells made a motion to move the Sharing Community News/Media Connections Subcommittee to New Business on the agenda. The motion was seconded by Ms. Thomas-Smith, which carried unanimously.

Vice Chair Russell-Slack made a motion to accept Ms. Thomas-Smith's Sharing Community News/Media Report as informational. Councilor Lamoureux seconded the motion, which carried unanimously.

4) Fall Festival

Ms. Mattson reported that the Fall Festival Committee has met three times and that the festival would be held on Saturday, September 30th 10 AM to 8 PM. She said that they are trying to outreach to more organizations because they realize that the rain was a problem last year. Ms. Mattson stated that they were going to try to reserve some indoor locations in advance such as the storefronts that are vacant. Ms. Mattson asked the PCC if they still wanted their same location next-door to The Corner News.

Ms. Parsells made a motion that the PCC participate in the Fall Festival at the same location. The motion was seconded by Ms. Frink, which carried unanimously.

5) Communication

Chair Davis reported that Albert suggested that the PCC hold a mixed group exchange. She stated that Albert has 16 people from Einbeck that would like to come over with the students in October. Chair Davis said that she explained to Albert that the PCC was not opposed but that there was no way that the PCC could host two exchanges at one time. Chair Davis asked the PCC how they should proceed.

Ms. Hornbeck asked how much it would cost to host a group. Chair Davis responded that group the size of 15 people would cost approximately \$10,000-\$12,000.

Mr. Mitchell asked if the PCC could consider another exchange that more budgeted minded focused. Chair Davis responded that Albert was looking for something more official.

Chair Davis stated she would explain to Albert that it would be difficult to find host families for 15 people. Vice Chair Russell-Slack said that as far as funding, the PCC would need to wait to make any budget decisions due to the pending decision of The Academy Fund. She said that was also in addition to what would be approved at the City budget meeting for the PCC.

Ms. Parsells made a motion to move the Mixed Goup Exchange to New Business on the agenda. The motion was seconded by Vice Chair Russell-Slack, which carried unanimously.

Ms. Parsells asked why the exchanges are unable to take place during the summer. She said that there was so much more stuff to do and that a majority of it was free. Chair Davis stated that this was a discussion that needed to take place.

6) **Reports**

a) **Treasurer's Report**

Ms. Frink reported the balance between both accounts was \$19,273.79. She stated that after The Pub invoice was paid the balance would be \$17,763.18.

7) **New Business**

a) **Exchange of Community Events-Einbeck/Keene-Outreach to Our Communities**

Ms. Mattson reported that a gentleman had contacted the PCC stating that he was interested in establishing a sister city and was looking to the PCC for guidance. Chair Davis explained the request was to come in and sit in at the next PCC meeting to see what areas are covered.

Ms. Mattson stated that she would respond to the gentleman and ask him to email any questions. The PCC would then determine the best time to extend an invitation.

Mr. Mitchell asked if the BBS School Exchange could be moved to Board Business rather than a delegation follow-up. Chair Davis replied that the BBS School should be moved to Board Business and have follow-up removed.

Chair Davis stated that the Soccer Exchange should also be moved to Board Business. She stated that she contacted the KHS and has not received any response. Mr. Mitchell stated that he had spoken with the Athletic Director and that there does not seem to be any interest at this time.

8) **Next Meeting:**

The next PCC meeting is scheduled for June 13, 2017 at 4:30 PM.

9) **Adjournment**

Hearing no further business, Chair Davis adjourned the meeting at 5:51 PM.

Respectfully submitted by,

Jennifer Clark, Minute-taker