

**City of Keene**  
**New Hampshire**

**PARTNER CITY COMMITTEE**  
**MEETING MINUTES**

**Tuesday, September 12, 2017**

**4:30 PM**

**2nd Floor Conference Room**

**Members Present:**

John Mitchell  
Tom Link  
Gary Lamoureux, City Councilor  
Steve Russo, Police Chief  
Lily Hart  
Dawn Thomas-Smith  
Kathy Frink  
Karen Parsells  
Frank Richter  
Will Schoefman

**Staff Present:**

**Members Not Present:**

Irene Davis, Chair  
Pamela Russell-Slack, Vice Chair  
Dan Brown, Alternate  
Antje Hornbeck

**1. Call to order**

Mr. Link stated that he was asked to Chair the meeting and called the meeting to order at 4:31 PM.

**2. Minutes of the previous meeting – August 8, 2017**

Acting-Chair Link provided corrections to the minutes on behalf of Chair Davis. Mr. Mitchell did not attend the August 8, 2017 meeting and should be listed as not present.

In addition, Ms. Davis noted a correction on page two, under New Business, first paragraph, the word; “through” should be added to “Chair Davis explained that the museum was all about historic cars through the years”.

Mr. Schoefman made a motion adopt the minutes of August 8, 2017 as amended. Councilor Lamoureux seconded the motion, which carried unanimously.

### **3. Board Business**

#### **a) Fundraising**

Ms. Parsells reported that the Music Festival was a beautiful day and there were a lot of people in the downtown area. She said that there were plenty of volunteers, many of which consisted of students from the Keene High School.

Ms. Parsells said that the PCC purchased all of the food for the Music Festival as well as the food for the Fall Festival. The only thing left to buy for the Fall Festival are the rolls. She recommended having a sandwich board sign with the PCC logo and the City of Keene logo to display what was available at the booth. Mr. Schoefman said that he would look into a sandwich board sign that was possibly available in the Planning Department. In addition, he said that there was a large format printer available for the PCC to print materials for the menu board.

Ms. Parsells reported the PCC received some great donations from C&S and United Natural Foods. In addition, she said that they purchased the soda at a low price and saved a lot of money on the food.

Mr. Mitchell noted that there were 7 students from the KHS Einbeck Exchange Program that put forth a big effort to help with the PCC both at the Music Festival.

Acting-Chair Link asked if there were additional details that needed to be discussed prior to the Fall Festival. Ms. Parsells and Ms. Frink said that they would not be present for the Fall Festival. Ms. Thomas-Smith requested the help of additional volunteers to set-up the booth, clean-up, work the popcorn machine and the grill. In addition, she suggested having someone from the PCC to help handle the money.

The PCC proceeded to discuss the amount of time needed to set-up and clean-up for the Fall Festival booth. Mr. Mitchell said that it took 6 people approximately 40 minutes to clean up and that it would take 6 people to also help set-up the event. He recommended having additional help available during the set-up and clean-up time. Ms. Howard volunteered to help fill any of available shift. She requested Ms. Thomas-Smith email her a list of the available times. Ms. Hart volunteered to help handle the money. The PCC decided that booth set-up time would be at 10 AM and clean-up would begin at 5 PM. The location of the PCC booth would be located in front of Corner News.

Ms. Thomas-Smith said that she would be contacting Nancy Vincent for tables and chairs for the booth. Mr. Richter volunteered to assist at any time during the event and also offered the use of his grill. Ms. Thomas Smith will be using SignUpGenius for the PCC members to sign up for shifts and will be asking for a commitment by the end of the week. Police Chief Russo stated that he would provide the fire extinguisher for the booth.

The PCC agreed to give the leftovers from the Fall Festival to the Kolivas's for their BBQ, that welcomed the Einbeck exchange students to Keene.

Ms. Parsells made a motion to accept the Fundraising Report as informational. The motion was seconded by Councilor Lamoureux, which carried unanimously.

Mr. Schoefman made a motion to approve Ms. Thomas-Smith to pick up the petty cash check from Sherry Curtis in the amount of \$500, and for Ms. Thomas-Smith to pay up to \$300 for rolls. The motion was seconded by Mr. Mitchell, which carried unanimously.

**b) Delegation Singers to Keene proposal for October, 2019**

Ms. Howard reported that the KSC Chamber Singer's Music Exchange trip to Einbeck was fantastic and that it was a transformative experience for the students. She noted that many of the students had never traveled abroad. Ms. Howard said that the students had such a great time that they wanted to offer a reciprocal hosting. She said that many of the students would already be graduated but that it was a nice way to integrate community members from the City, KSC and KSC alumni.

Ms. Howard discussed the possibility of hosting a maximum of 35 singers and instrumentalists on October 3, 2019 through October 11, 2019. She had already identified the budget and tried to breakdown the responsibility. Ms. Howard noted that she had a lot of partners already involved, including KHS that had already committed to partnering.

Ms. Howard requested additional funds from the PCC that would help pay for a charter bus from Logan Airport to Keene, a walking guide tour fee, some Keene shuttle rides, help with opening reception, a charter bus to Harrisville and a charter bus to Faneuil Hall. Ms. Howard said that the total amount requested was \$3,084.75 and would be open to line iteming each item with the PCC.

Ms. Howard said that she has some requested funds from the KSC Music Department, the Deans Office, and \$6,500 would come from grants and underwriter requests.

Acting-Chair Link asked if Ms. Howard felt that the number of singers and instrumentalists, being two years in advance would hold during this period of time. In addition, he asked if Ms. Howard was looking for an approval of some amount at this time. Ms. Howard replied that there were a number of people interested from those in the Einbeck community as well as the church choirs. She said that she believed there would have to be a cap of 35 people due to the interest in the exchange. Ms. Howard said that based on discussion with potential partners, she believed that the partnering commitments would be firm.

Ms. Frink asked Ms. Howard if there any fundraising efforts planned. Ms. Howard replied that the KSC Chamber Singer's would continue to donate a portion of their ticket sales to the PCC. She said that the KSC Choir would explore additional fundraising such as helping the PCC events such as the Fall Festival.

Ms. Parsells recommended revisiting Ms. Howard's request closer to the time of the event. Ms. Howard said that the other component of the partnership was that it would span KHS, KSC, community ensembles and the church sector. She noted that the partnership was encompassing

many different age groups within the arts. The PCC agreed to place Ms. Howard's request on the agenda for additional time.

Ms. Thomas-Smith made a motion to accept Ms. Howard's request and report as informational. The motion was seconded by Mr. Schoefman, which carried unanimously.

**c) BBS School/Cheshire Career Center**

Mr. Mitchell reported that the students from Einbeck would be arriving October 6<sup>th</sup> and would be here for approximately two weeks. He said that the group would consist of 10 students and 2 teachers from Einbeck. Mr. Mitchell reported that housing was setup for everyone, with two back up housing locations.

He explained that there is a tentative schedule of events planned and that some of the events would be need to be scaled back due to the length of the visit.

Acting-Chair Link asked about the exchange trip to Einbeck. Mr. Mitchell reported that the KHS Cheshire Career Center have been holding fundraisers and have approximately \$10K toward the exchange. In addition, he said that they have received several generous donations.

Mr. Mitchell said that after the visit from the Einbeck students in October, the KHS Career Center would be planning the exchange trip to Einbeck and would be requesting the PCC help to cover some of the travel expenses. He said that they were hoping that travel would be cheaper this time because all of the students have passports in hand or were already in the works.

Ms. Thomas-Smith asked Mr. Mitchell if there were any events that the PCC members should attend. Mr. Mitchell replied that all PCC members would be receiving invitations to the events via email.

Ms. Parsells asked if the KHS Career Center received money from the Academy Fund. Mr. Mitchell replied in the affirmative.

Ms. Hart asked if there would be any conversational German teaching sessions needed. Mr. Mitchell said that he would like to request these sessions take place in November.

Ms. Parsells made a motion to accept the BBS School/Career Center Report as informational. Mr. Richter seconded the motion, which carried unanimously.

**d) Soccer Exchange**

Acting-Chair Link reported that in the summer of 2018, the Keene soccer players would be visiting Einbeck and the counter visit with Einbeck visiting Keene would be in the summer of 2019. In addition, he reported that Mr. Secord would be actively recruiting 14 and 15 years old players in the area.

**e) Einbeck Mustard**

Acting-Chair reported that he visited local supermarkets in the area to see if they would be interested in selling Einbeck mustard. He said that the supermarkets asked for additional information such as samples, cost, size and how many jars were in a case. Acting-Chair Link said that he was still waiting on the samples and would follow-up with the president of one of the mustard companies on his next visit to Einbeck.

**f) Einbeck Beer**

Acting-Chair Link reported that the national importer for this area does not feel there is enough of a market in this area. He further explained that the process was costly and onerous. Acting-Chair Link said that the next step would be for the leadership in Einbeck to let their wishes be known between to the importer.

**g) Facebook Page Update**

Ms. Thomas-Smith reported that there was not a lot of activity on the Facebook page. She reported that she posted information and photos from the Music Festival as well as the KSC Chamber Singer's visit to Einbeck.

In addition, Ms. Thomas-Smith said that she would be posting information on the Fall Festival on the page.

**h) Exchange of Community Events – Outreach to Our Communities**

Ms. Thomas-Smith said that she would bring an outline of the Outreach to Our Communities Subcommittee to the next PCC meeting. She said that the roles and responsibilities for the subcommittee would need to be narrowed down.

**4) Reports**

**a) Treasurer Report**

Ms. Frink reported that the PCC earned \$502.00 from the Music Festival and the expenses were \$145.77. She noted that the rolls were the only item that needed to be purchased for the Fall Festival. Ms. Frink said that profit from the Music Festival was \$356.23.

She reported the balance between both accounts was \$23,297.24

Mr. Russo made a motion to accept the Treasurer's Report as informational. The motion was seconded by Ms. Thomas-Smith, which carried unanimously.

**5) New Business**

Ms. Parsells recommended that the PCC look into selling food at Art in the Park on Labor Day Weekend. She explained that this was a two day event, a captured audience and would be a great

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fundraiser. Acting-Chair Link recommended placing this idea on the agenda for the next meeting for more time.

**6) Next Meeting**

The next meeting is scheduled October 10, 2017 at 4:30 PM.

**7) Adjournment**

Hearing no further business, Acting-Chair Link adjourned the meeting at 5:17 PM.

Respectfully submitted by,  
Jennifer Clark, Minute-taker