

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday January 12, 2016

4:30 PM City Hall, Second Floor Conference Room

Members Present

Chair Tom Link
Irene Davis, Vice Chair
Antje Hornbeck
Dawn Thomas-Smith
John Mitchell
Kathy Frink, Treasurer
Steve Russo (Arrived at 4:41 PM)

Staff Present

Helen Mattson, Executive Assistant

Members Not Present

John Maclean
Pam Russell-Slack
Karen Parsells

1. Call to Order

Chair Link called the meeting to order at 4:39 PM.

2. Minutes of Previous Meeting: December 8, 2015

Ms. Thomas-Smith made a motion to accept the minutes of December 8, 2015 with the following changes. Ms. Hornbeck seconded the motion which carried unanimously.

Ms. Thomas-Smith stated that in section B, third paragraph it should read, “Wilson” and not “Milson.”

3. Board Business

a) Sharing Community News – media connections – Antje & Dawn

Ms. Hornbeck stated that many ideas have come from this item and an official sub-committee group should be created. Ms. Thomas-Smith asked if an open invitation to join the sub-committee should occur at another meeting with more members.

Chair Link stated that he, Ms. Hornbeck and Ms. Thomas-Smith will be part of the sub-committee and he will ask Pam Slack to join as well. Chair Link asked the Committee if there was anyone else who would like to participate in the sub-committee. Chair Link discussed the premise of the group including the previously mentioned communication between Einbeck and Keene and the ongoing events that can be publicized in local media. He noted the connection with Paul Miller from the Keene Sentinel and his role in spreading news about Einbeck and the partnership between Keene. Ms. Davis stated that she would like to be part of the sub-committee remotely. She continued, stating that she communicates with people in Einbeck regularly. Chair Link agreed and stated that he will keep her posted when she cannot attend meetings.

Chair Link suggested a date and time to get together should be determined. Ms. Hornbeck stated that she will set up a meeting maker for those interested.

Ms. Davis made a motion to accept the Sharing Community News item as informational. Mr. Russo seconded the motion which carried unanimously.

b) Fund Raising Event –Promotional Ideas-Dinner/Band

- **Date selection KSC Camp/promotional ideas/sponsors**

Ms. Mattson stated that Ms. Russell-Slack emailed possible dates for a fundraising dinner at Keene State College (KSC). She stated that dates include September 17, 18, 25, October 9, 23. Ms. Davis noted that Einbeck delegates are coming to Keene on September 30-October 8. She continued stating that this is a very big exchange and to be careful with timing and resources if it is to be put close to the dinner. Ms. Davis stated that the dinner should not be held while delegates are visiting. Ms. Mattson mentioned that most Committee Members agreed that Sunday dates are not a problem, but more people will attend the Saturday date, the only one being September 17th. Ms. Davis and Chair Link agreed. Chair Link stated that action steps include hiring the band and reserving KSC.

Chair Link stated that the 17th would be the most favorable date and the 18th can be a fallback date if necessary. Chair Link stated that he will send the dates to Ms. Russell-Slack once he receives her email address.

c) School Exchange – Keene/Einbeck Update– John

Ms. Davis printed out an email from Mr. Thormann in Einbeck and distributed copies to Committee Members. Committee Members read the letter. Chair Link read aloud parts of the letter. He stated that Einbeck is excited about the April exchange for two weeks. Ms. Davis

clarified that this refers to the school exchange and correspondence has taken place about dates. Mr. Mitchell stated that the dates are set and will be during vacation but he is having problems with getting affordable plane tickets and is working on getting a group rate. Mr. Mitchell stated that there will be 8 students and 2 adults.

Ms. Davis noted that Mr. Thormann prefers all information be sent directly to the Committee. Mr. Mitchell stated that a formal letter sent to the principal was requested and asked if this should be sent to Mr. Thormann. Ms. Davis suggested copying Mr. Thormann on the emails. Mr. Mitchell noted that he does not know how firm Einbeck is on the dates because flight costs will be a factor. Mr. Mitchell noted that students and teachers will be leaving around April 9th and staying for 2 weeks.

Mr. Mitchell explained that the flight prices get discouraging because the students may have to miss certain events if they leave during the week. Ms. Davis mentioned a broker from Village Travel that can get discounted fares for groups of ten or more. She stated that she will give Mr. Mitchell the contact information.

Ms. Davis continued with the letter which discussed the delegates visiting Keene. She stated that Einbeck will be sending delegates as well as Partner City Members. Ms. Davis stated that she hopes the police department members who traveled to Germany will house the police from Einbeck. Ms. Davis stated that currently two police members and wives will be coming to Keene. Ms. Davis stated that all together there will likely be 10 guests. She continued, stating that Einbeck members would like a confirmation of the dates. Ms. Davis stated the same for Partner City Members of Einbeck being housed by Committee Members.

Mr. Russo noted that he will not be in town at the end of September. Chair Link asked about the Fall Festival and the possible dates. Ms. Mattson stated that the Fall Festival date has not been determined. Chair Link stated that hotel rooms may be difficult during the parent weekend at Keene State College. Ms. Davis stated that at least 3 hotel rooms may be necessary. Ms. Davis asked Mr. Russo to figure out how many children the police may bring. Ms. Thomas-Smith noted the choir members also had children come to Keene. Mr. Mitchell wondered about the rooms and if it is a social thing or necessary. Ms. Davis stated that the Mayor would be given the opportunity to stay in a hotel and other delegates are privately hosted. Chair Link stated that the dates in discussion are from September 30-October 8.

Ms. Davis asked Ms. Mattson to ask Mayor Lane if these dates in discussion are feasible and if he can host families. Ms. Frink stated that she may not be in Keene during this time as well. Chair Link asked if these dates can be confirmed with the Mayor and for Committee Members to determine if they will be in Keene.

Ms. Davis discussed the music exchange in the letter. She stated that they are interested in the choir exchange taking place in 2017 and are asking about the status of the soccer exchange. Ms. Davis stated that Wally Secord still wanted to be involved and will be in touch with him. Chair Link stated that the next soccer exchange will be in 2017 and Keene students will go to Einbeck. Ms. Thomas-Smith asked if the choir exchange from Keene is going to Einbeck. Ms. Davis replied, yes. Ms. Thomas Smith stated that it is important to have a point person, possibly Sandy

from KSC. Chair Link stated that the Committee should reach out to Sandra and get updates from her. He continued, stating that down the road she should be invited to attend a Committee meeting.

Chair Link stated that he will be visiting Einbeck around the time that students will be traveling in April. Chair Link went on to say that he had spoken with Fred Parsells who is interested in being a part of the school exchange by going over to Einbeck as a volunteer. Chair Link suggested he go as a private citizen and not be part of the school exchange but work with the students and teachers. Ms. Davis stated that Einbeck is open to anyone coming over.

Ms. Davis stated that the final paragraph references Mayor Lane's reelection and a request for an official announcement of his reelection. Ms. Mattson stated that she has an invitation to the inauguration and can send that. Ms. Davis suggested Ms. Mattson send that to her first and will deliver it. Chair Link asked if this is something Mr. Thormann would like to use for media.

Mr. Mitchell stated that money is still a concern for the school exchange and for the Committee to be aware of this. Mr. Mitchell stated that Fred Parsells would be a valuable asset and has a social connection with people from the town. Chair Link stated that dates are still in discussion and the Committee can vote on Mr. Mitchell's report.

A motion was made by Ms. Davis to accept Mr. Mitchell's report as informational. Ms. Thomas-Smith seconded the motion which passed unanimously.

d) Facebook page – social media –Dawn

Ms. Thomas-Smith stated that she sent the "About" section description to Ms. Mattson and once it is approved she will send it to Ms. Landry. Ms. Mattson stated that she will forward this to the IT department to determine the appropriate location on the City website. Ms. Thomas-Smith noted that Facebook could go under the Media News item. Chair Link asked if the Mayor's election could have gone onto the Facebook page. Ms. Thomas-Smith stated that this would have made sense once a stable following occurred but the Committee must evaluate news going forward. She continued, stating that as exchanges continue – pictures and stories can be shared as well.

Mr. Mitchell made a motion to accept the Facebook page item as informational. Ms. Hornbeck seconded which carried unanimously.

e) Signs for Public awareness of Einbeck/Keene partnership

Chair Link stated that there is no update at this time. He continued, stating that Mr. Blomquist has specific ideas for this item. Chair Link asked if Mr. Blomquist is on vacation. Ms. Mattson stated the Public Works Director has been very busy, but noted that a new City Engineer has recently been hired and should help free the Public Works Director for other items on his to-do list. Ms. Mattson stated that she will contact him for the status.

4. Communications:**a. Contribution for the Partner City Committee from Mary Monahan-\$250.00**

Ms. Mattson stated that a donation from Mary Monahan for \$250.00 has been awarded to the Committee and noted that the Mayor had sent a memo to the Finance, Organization and Personnel Committee recommending its acceptance. Ms. Mattson stated that once the donation has been accepted by City Council it will be deposited into the Partner City Committee funds.

Ms. Thomas-Smith asked if all donations have to go through the City Council. Ms. Mattson stated that all donations must be accepted through City Council. Mr. Russo asked if the fundraiser would have to go through the City Council as well. Ms. Mattson replied, yes, if checks are made payable to the City of Keene. Ms. Thomas-Smith asked about the Pumpkin Festival proceeds. Ms. Mattson stated she is aware that city departments have created a recommendation memo asking permission to collect donations and to let the City Council know.

Mr. Russo asked if the Committee needs approval from City Council to spend the money. Ms. Mattson replied, no but the donation was made payable to the City of Keene. It also gave the Mayor an opportunity to speak on behalf of the Committee about his trip to Einbeck. Ms. Thomas-Smith stated that there is flexibility with events however and it is a report afterwards. Ms. Davis noted the two different accounts for the Committee as well.

Ms. Frink stated that checks have to be made out to the City of Keene with a memo to the Partner City Committee. Mr. Russo questioned if checks being made out at the event will have to be done this way. Ms. Mattson asked about how funds from Pumpkin Festival were received and stated she will check with the Finance Department about checks. Ms. Thomas-Smith stated that it was all cash. Ms. Davis stated that she will ask Martha Landry. Ms. Thomas-Smith noted that providing the tax ID helps donors as well.

**b. Christmas Card from Burgermeister of Einbeck-translation is needed for
Mayor Lane**

Ms. Hornbeck stated that she will translate the card and send it to Ms. Mattson.

5. Reports:**a.) Treasurer Report – Kathy Frink**

Ms. Frink stated that Mr. Mitchel returned \$274.64 from the exchange and the balance is now \$14,830.71.

6. New Business:

Mr. Mitchel noted that there is no educator coming from Germany for the delegate exchange and if an educator can be sent that would be great. Ms. Davis stated that someone from the music school may be coming and will double check.

Ms. Davis stated that the delegation item should be added to the agenda as well. Mr. Russo stated that there will be more than 10 people but only 2 are definite. Ms. Davis stated that Einbeck is looking for a confirmation of dates and the amount of people feasible to visit. Ms. Davis noted that an invitation should also be sent from Mayor Lane to the Mayor of Einbeck. She continued, stating that the budget should also be planned to help determine how many people can visit from Einbeck. Ms. Thomas-Smith asked if someone from the hospital is coming. Ms. Davis stated that she will find this out. Ms. Mattson noted that if someone from the hospital comes to Keene, the Fishers should be notified.

7. **Next Meeting:** Next meeting date: February 9th, 2016

8. **More Time:**

a. **Band exchange-Mendelssohn School/Keene**

9. **Adjournment**

Chair Link adjourned the meeting at 5:37 PM.

Respectfully submitted by:

Lana Bluege, Minute-taker

December 8, 2015