

ADOPTED

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, September 13, 2016

4:30 PM

2nd Floor Conference Room,
City Hall

Members Present:

Tom Link, Chair
Irene Davis, Vice Chair
Karen Parsells
Dawn Thomas-Smith
Pam Slack (Departed at 5:40 PM)
William Schoefmann, Alternate

Staff Present:

Helen Mattson, Executive Assistant
Kürt Blomquist, Public Works Director

Members Not Present:

Kathy Frink, Treasurer
Steve Russo
Antja Hornbeck
Jay Kahn

1) Call to Order

Chair Link called the meeting to order at 4:33 PM.

- 2) Roll Call – Appoint Alternates (If Required)**
3) Minutes of Previous Meeting: August 9, 2016

Ms. Thomas-Smith made a motion to approve the minutes of August 9, 2016, which was seconded by Ms. Parsells and carried unanimously.

4) Board Business

a. Fundraising Update and Discussion

i. Advertising- Fireworks Fundraising Event

Ms. Slack noted that Fireworks approved the advertisement but suggested adding, “Reservations Suggested.”

Ms. Thomas-Smith said she can also make a smaller version of the advertisement with less text for the table tents. She wanted people to see the Fireworks logo first but mentioned Germany and Einbeck frequently. Ms. Slack noted that if any additional

changes are made, she will have to take it back to Fireworks for approval. Ms. Davis asked that “Meet our Einbeck, Germany Guests,” be bolded or highlighted on the advertisement. Ms. Slack noted that such a small change will not need Fireworks approval. When Ms. Slack receives the final posters and table tents from Ms. Thomas-Smith, she will deliver them to Fireworks and if there are any extras, the Committee can decide what to do with them.

Ms. Slack described the menu for the Fireworks event and everyone on the Committee was pleased. She noted that the regular Fireworks menu will also be available. Ms. Thomas-Smith will submit the advertisement to the Monadnock Shopper and other local media sources as well. She will also send it to Mr. Blomquist so he can share it with his media sources as well.

Ms. Davis noted that Mr. Thormann will bring aprons and potentially beer steins for the raffle. Chair Link asked where the Committee stands with selling raffle tickets at the event. Ms. Mattson replied that there is a form to fill out for the raffle. She had questions for the Committee to fill out the form – number of tickets to print and amount of donation for each ticket. The Committee agreed upon a raffle as opposed to a silent auction because of the set-up of the event. The Committee agreed upon having 300 tickets available at \$1 per ticket or six tickets for \$5. Ms. Davis asked if they should have the cash box on hand and someone selling tickets. Mr. Blomquist replied yes and Ms. Parsells noted there may be some small bills left from the Fall Festival. Ms. Davis noted that if they can use any kind of ticket, she has access to some through her employer and will see if she can get some donated.

Chair Link asked where plans stood for the TV and radio interviews. Ms. Slack replied that plans are set for the radio with Chris Coates on October 1 at 10:00 AM for 15 minutes. Ms. Davis will speak to Mr. Thormann and Mr. Herbst about being there. If Mr. Herbst decides to go, Ms. Slack can pick him up on the way to the show. Ms. Davis does not think they will need a translator for Mr. Herbst. Plans are also set for the TV appearance with Chris Coates and Mayor Lane on September 23 at 5:30 PM. Chair Link and Ms. Slack will attend the TV appearance. Ms. Thomas-Smith will promote these events on Facebook and Mr. Blomquist will create a link on the City webpage to the Facebook event.

Ms. Davis noted the need to budget guest meals for the Fireworks event. Mr. Blomquist suggested \$30 per person with approximately 14 German guests for a total of approximately \$500. Ms. Davis made a motion to approve an expenditure of up to \$500 for dinner for Einbeck guests at the Fireworks fundraising event. The motion was seconded by Mr. Mitchell and carried unanimously.

Ms. Thomas-Smith asked if Committee members will just be mingling at the event and helping as needed. Chair Link replied yes, there are no specific roles. Ms. Davis noted the Committee should plan to be there for the majority of the event. Ms. Parsells asked if all Committee members had pins and suggested that everyone should wear them at the event. Ms. Mattson provided pins to those who did not have one.

ii. Fall Festival – Community Awareness/Volunteer Schedule

Mr. Blomquist noted that the festival area will be open from 8:00 AM to 8:00 PM but activities do not begin until 10:00 AM. The original plan was to set-up in front of Creative Encounters but Mr. Blomquist noted some logistics have changed and they will need to contact Kevin Grimmell. He said there are only four groups vending at the event. Ms. Thomas-Smith noted she thought they would be located by The Corner News. Ms. Slack will contact the Corner News to confirm.

Ms. Davis said they have a tent and the grill will need to be inspected. Mr. Mitchell will bring the hot dog steamer. Mr. Blomquist noted there will be public requirements which outline what to bring. There are no restrictions on what can be sold beyond the fact that The Corner News may not want us selling liquids. Mr. Mitchell suggested moving somewhere else in that case. Chair Link noted he thought they would be in front of Creative Encounters. Mr. Blomquist said to contact Mr. Grimmell to clarify these details. Ms. Slack and Mr. Blomquist will contact him.

Ms. Parsells asked if they will need to contact someone for electricity as well. Mr. Blomquist replied yes, contact Mr. Grimmell. There is currently a draft plan of where all vendors will be located. Mr. Mitchell noted it will be hard to generate income if they cannot sell drinks. Ms. Slack will contact the Corner News and Mr. Grimmell and report back to the Committee. Ms. Slack asked how long they will be set-up at the event. Ms. Davis suggested setting up at 10:00 AM and planning on selling until 5:00 PM.

Ms. Parsells asked if a sub-Committee could be formed for the Fall Festival so they can communicate via email. Chair Link replied yes, that way they can meet once more before the event. Fall Festival sub-committee members include: Ms. Parsells, Ms. Frink, Chair Link, Mr. Mitchell, and Ms. Thomas-Smith. The sub-committee will meet on September 21 at 4:30 PM at Panera.

Ms. Parsells noted they already approved a budget for the Fall Festival up to \$500. Mr. Mitchell made a motion to approve up to \$500 for petty cash for the Fall Festival, which was seconded by Ms. Davis and carried unanimously.

Ms. Thomas-Smith stated the volunteer sign-up for the event will be sent via email.

Ms. Davis made a motion to accept the fundraising reports as informational, which was seconded by Mr. Mitchell and carried unanimously.

b. Einbeck Delegates Visit – Review/Finalize Schedule of Events

Ms. Davis noted she will confirm which German guests will be participating in the radio and TV events. Chair Link noted that Mr. Mitchell will speak with Jim Logan about meeting with him at the high school on Monday morning October 3.

Ms. Davis said she is in touch with the Walpole Winery which is shutting down on September 30. They are willing to open on Sunday October 2 for a small group to have a tour and tasting at 1:30 PM which will allow everyone to be back in time for the bar-be-que. Mr. Blomquist noted there are two other wineries which are possibilities and he will send those details to Ms. Davis. Ms. Davis noted the winery is not on the schedule for everyone but Mr. Herbst and Mr. Thormann asked to go.

**i) Designate/ Approve Funding for Welcome Event on Oct 3rd
(The Pub Restaurant)**

Ms. Davis spoke with Ms. Mattson and suggested approving up to \$800 for this event. Ms. Mattson did a rough estimate and came up with \$674 which does not include tax, tip, gratuity, or drinks – only food. Ms. Davis noted it will not be a sit down dinner but finger foods which should be plenty to fill everyone like dinner. Ms. Mattson described the menu. Mr. Blomquist suggested approving up to \$1,000 to be safe.

Ms. Davis made a motion to approve up to \$1,000 for the welcome event at the Pub Restaurant, which was seconded by Ms. Thomas-Smith and carried unanimously.

Ms. Mattson noted there is space for a maximum of 40 guests at this event.

ii) Farewell Dinner – Discuss Location/Number of Participants

The farewell dinner is currently planned at the Fire Department. Ms. Davis sees this as a small scale event with farewell dessert for everyone. She suggested inviting the City Councilors since there will not be enough space at The Pub event. Mr. Blomquist agreed that Council support for this Committee is an issue. Mayor Lane is very enthusiastic about this partnership but he is the only one on the Council who is. Mr. Blomquist questioned how to expose the rest of the Council to the delegates and this program. Ms. Davis suggested inviting them to the fundraising on October 4 and the farewell. Ms. Mattson noted the Council has been invited to the Fireworks fundraiser. Mr. Blomquist suggested inviting them again personally. Ms. Davis suggested hosting the Council at Fireworks so they are more likely to come. Ms. Slack disagreed and suggested hosting them at The Pub but not at Fireworks. Mr. Blomquist said it would be good for the Mayor to welcome the Councilors during his welcome speech on Monday.

Ms. Davis noted the possible need for a larger location for the welcome event on Monday. If The Pub can only accommodate 40 people and they anticipate closer to 60 people if the Councilors are invited. Ms. Mattson said she did not know if Heberton Hall was still available. Chair Link said he would rather keep the event at The Pub because moving to Heberton Hall would require a liquor license from City Council. Ms. Mattson will contact The Pub to see if they can accommodate 60 people. Ms. Slack suggested just inviting the City Councilors, not spouses. Ms. Mattson agreed and said they will need to increase the approved budget as well for 60 people. Ms. Davis suggested doing that in October if they need more.

Ms. Mattson noted if the event is moved to Heberton Hall with The Pub catering, they will need to ask City Council for permission to sell alcohol. The next City Council meeting is one week before the event. Mr. Blomquist will speak with Mayor Lane about adding this to the City Council agenda this week.

Ms. Parsells noted the only other option is to invite the Councilors to the event on Tuesday. Mr. Blomquist suggested inviting them to the events on both Monday and Tuesday. If they cannot come to the Monday event, perhaps they will come to the Tuesday event. Ms. Davis said another option is to have a welcome event Monday morning at City Hall as well as a farewell dinner. Mr. Blomquist said there will likely not be as much Council participation on Monday morning. Mr. Blomquist added that the week of the visit is also a Council week so the visitors could attend a City Council meeting that Thursday evening.

Chair Link summarized that Ms. Mattson will find out if The Pub can accommodate 60 people and if not, she will look into Heberton Hall but will have to get Council approval for alcohol. The Mayor may be able to get that on the Council agenda this Thursday. Chair Link will be presenting before the MSFI Committee on September 21 and would like to have someone there to speak about their visit to Einbeck. Mr. Mitchell agreed to come to the Council meeting and will bring a student and two teachers with him. Mr. Blomquist will be there as well, the Mayor may speak about his experience, and Mr. Russo may come as well. Chair Link will provide information to the Council about this partnership and hopes to generate enthusiasm about the upcoming visit.

In addition to Heberton Hall, Ms. Slack suggested holding the events at Keene Ice. Mr. Blomquist noted they would still need an alcohol license. Ms. Mattson will look into the Ice Rink schedule. Chair Link noted that he works with the Board for Keene Ice and the Chairman of the Board went to Einbeck. Ms. Davis thought Keene Ice should be the first choice. Ms. Thomas-Smith added that Keene Ice is in a prime location near Public Works and Keene PD. Ms. Mattson agreed that should be the first choice and thinks they are more likely to get approval there; she will see if it is available and speak with Mr. Bohannon. Ms. Davis noted the Keene Ice space will allow for reception style events with room for mingling. Ms. Slack noted that if The Pub caters, they can bring napkins and tablecloths. Chair Link confirmed that if The Pub cannot accommodate 60 people, they will explore Keene Ice. Mr. Blomquist noted that if they move to Keene Ice, they can also open the guest list as the space would likely accommodate 120 people.

Ms. Davis moved on to the farewell dinner. Chair Link stated the group will be at the Fire Department for a tour that afternoon and the original plan was to have the farewell dinner there. Ms. Davis noted the original plan was a spaghetti dinner at the Fire Department for the delegates followed by a dessert social with the host families. Ms. Davis suggested moving the Fire Department tour earlier and touring the Historical Society for 1.5 hours. Chair Link noted that the Historical Society also has a space where food can be served if they want to have dinner there instead. Ms. Davis said they are now talking about hosting two major events so the budgets will have to change. Chair Link agreed but said there is no other choice. Ms. Davis suggested touring the Fire

Department first and then going to the Historical Society for a tour and dinner. Ms. Mattson said she needed a decision so she can contact Wyman Tavern; she will see if they can do a different time. Ms. Davis also suggested just having that dinner at a local restaurant. Ms. Mattson added that there is \$975 in the donation fund. Chair Link added that when there was an event in Einbeck, the community or Committee brought food for a pot luck. Ms. Davis said they could do a pot luck at the Historical Society of the Fire Department. Mr. Blomquist said the Fire Department can probably host 50 people and there is a kitchen there. Ms. Mattson will inquire about this with the Fire Department. Mr. Mitchell noted they are putting a burden on host families if asking them to cook that evening. Ms. Slack said they will not have to prepare any other meals that day besides breakfast. Mr. Mitchell will also look into the possibility of having food at the high school on Friday and the cost. He thinks it would be around \$10 per person. Ms. Mattson noted that the Mayor suggested having the farewell dinner at the Career Center. Mr. Mitchell will look into it.

Everyone agreed on the possibility of a pot luck for the farewell dinner. Chair Link noted that if the Career Center can do the farewell dinner for a good price, that would relieve the burden of a pot luck. The City Council would not be invited to that dinner.

Ms. Davis made a motion to approve up to \$1,000 for the farewell event on Thursday, October 6. The motion was seconded by Mr. Mitchell and carried unanimously.

Ms. Davis noted that if the high school farewell event does not work out, they will do a pot luck. Chair Link said in any case, they will need to order a cake. Ms. Davis agreed and suggested having the logo on it. Mr. Mitchell will talk to the high school to see if they can do a cake as well.

c. Signs for Public Awareness of Einbeck/Keene Partnership – Locations

Chair Link saw the signs in town. Mr. Blomquist listed the locations of the signs. He and the Mayor decided on a slightly different sign for Central Square. Chair Link said the signs look great and thanked Mr. Blomquist.

d. Soccer Exchange – Discussion/ Letter of Postponement

Chair Link said they will meet with Jim Logan and Mr. Secord. He thinks this needs more time and would like to have a conversation with the Principal and Mr. Thormann about the barriers to the program. Chair Link moved this issue to More Time.

e. Facebook Page- Google Photos/ videos of the Einbeck Trip – Dawn

Ms. Thomas-Smith said there was nothing new to report; this is still on her list. Mr. Blomquist told Ms. Thomas-Smith to come by his office if she needs anything. She has content ready and she will have artwork ready for Mr. Blomquist to share.

5) Communications

- 6) **Reports**
 - a. **Treasurer Report – Kathy Frink**
- 7) **New Business**

Chair Link noted that Lily Heart has relocated to the area and expressed interest in becoming a part of the Committee at some level in the future. She hopes to come to the Fireworks event and Chair Link may invite her to the Monday welcome event as well. Ms. Hornbeck has not given a letter of resignation and Chair Link has heard that she may be able to stay involved at some level. He will find out their intentions and have a conversation with the Mayor. Councilor Kahn does not come to meetings and is running for Senate so he is not currently involved. Chair Link said perhaps they can use that Committee spot more productively in some way. Mr. Blomquist suggested noticing which Councilors come to the Einbeck events and approaching them about their interest in the Committee. Ms. Mattson noted that the Mayor is interested in having Ms. Heart back on the Committee so she will mention her interest to him.

Ms. Parsells asked if there will still be a vacant seat. Chair Link replied yes, if Ms. Hornbeck leaves the Committee. Ms. Davis has spoken with Ms. Hornbeck and she is busy but will try to come to events as a translator. Mr. Blomquist also suggested Nancy Vincent from KSC as a translator. Ms. Davis noted that Mr. Thormann said they will take care of their translating and she is just planning back-ups.

Mr. Blomquist said another question from host families is about free time. A lot of the mornings have free time scheduled and the host family's work. Ms. Davis will be available to help coordinate free time but does not think it will be a problem.

Chair Link added that the German Councilor General is coming to KSC in November and they asked if Partner City or the City can help with some of the associated costs. Chair Link said that if the General was coming when the delegates are coming, he would consider helping with the cost. He said it is not his decision and asked the Committee's thoughts. The Committee decided not to fund this visit at this point. Ms. Mattson will get a better understanding of what they want help with. Chair Link is happy they considered the Committee but is unsure they have the capacity to help right now.

Chair Link reminded everyone to watch for email updates from Ms. Mattson and Mr. Mitchell. Mr. Mitchell will also remain in contact with the head of the Keene Chamber Singers and Chair Link asked him to invite her to the welcome event.

- 8) **Next Meeting – October 11, 2016**
- 9) **More Time**
 - a. **Band Exchange – The Mendelssohn School/Keene**
 - b. **Sharing Community News – Media Connections – Dawn**
 - c. **KSC Chamber Singer's Concert (in December) – Opportunity for Collaboration – Concert Proceeds Benefit**
- 10) **Adjournment**

PCC Meeting Minutes
September 13, 2016

Hearing no further business, Chair Link adjourned the meeting at 5:57 PM.

Respectfully submitted by,
Katie Kibler, Minute Taker