

**ADOPTED**

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

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

**Tuesday, November 14, 2017**

**4:00 PM**

**2nd Floor Conference Room**

**Members Present:**

Pam Russell-Slack, Vice Chair  
Dan Brown, Alternate  
Kathy Frink  
Karen Parsells  
Antje Hornbeck  
Kurt Blomquist

**Staff Present:**

Helen Mattson, Staff Liaison

**Members Not Present:**

Irene Davis, Chair  
Will Schoefman  
Lily Hart, Alternate  
John Mitchell  
Frank Richter  
Gary Lamoureux, City Councilor  
Steve Russo, Police Chief  
Tom Link  
Dawn Thomas-Smith

**1. Call to order**

Chair Davis was unable to attend the meeting and Vice Chair Russell-Slack called the meeting to order at 4:24 PM as Acting-Chair. Acting-Chair Russell-Slack appointed Mr. Brown as a member of the PCC. Mr. Blomquist was appointed as a member of the PCC by the City Council on November 2, 2017.

**2. Minutes of the previous meeting – October 10, 2017**

Ms. Frink noted a correction to the Treasurer's Report for the minutes of October 10, 2017. The first paragraph should be corrected to state, "at the end the PCC had more money coming in for 2016 and 2017 compared to 2015".

Mr. Blomquist made a motion to accept the minutes for October 10, 2017 as amended. The motion was seconded by Ms. Parsells, which carried unanimously.

## **Board Business**

### **a) Fundraising –Explore Possibility of a Fundraiser Dinner**

Acting-Chair Russell-Slack reported that she located a caterer that was willing to cater a dinner for the PCC. She stated that she did not want to move forward with planning the dinner because she believes that the PCC needs to discuss the PCC by-laws, the charge, what the PCC wants to support and how the PCC funds should be spent. It was noted that the caterer would be able to cater the event in April.

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

### **b) BBS School/Cheshire Career Center**

No report at this time.

### **c.) Selling Food at Art in the Park on Labor Day Weekend**

Ms. Parsells reported that she contacted Dawn Kopczynski, a board member for Art in the Park. She explained to Ms. Kopczynski that the PCC would like to be a part of Art in the Park as a food vendor. Ms. Parsells stated that the board for Art in the Park does not meet on a regular basis but does hold random meetings. In addition, the board for Art in the Park does have a newsletter that is shared amongst the members. Ms. Kopczynski stated that she would submit the PCC's interest as a food vendor in the newsletter and discuss this at their next meeting.

Ms. Parsells explained to Ms. Kopczynski that the PCC would not be in competition with the Interact Club and that the PCC would be selling bratwursts, knockwursts and soda.

Ms. Parsells reported that Ms. Kopczynski would contact her once she heard back from the board.

Mr. Blomquist made a motion to accept Ms. Parsells report as informational. The motion was seconded by Ms. Frink, which was carried unanimously.

### **d) Soccer Exchange**

Acting Chair Russell-Slack reported that Chair Davis sent an email updating the PCC on the soccer exchange. The email reported that Chair Davis stated that Einbeck received the notarized PCC invitation notice that was needed for their funded application. In addition, Chair Davis stated that she informed Einbeck that the New York City trip would not be part of the official program. However, the trip could take place individually with host families.

Chair Davis also reported in the email that Mr. Secord is recruiting soccer players born in 2002 and 2003. There is also an understanding that the soccer players have to actively fundraise in addition to paying for their flights and expenses.

Acting-Chair Russell-Slack stated that Chair Davis said that she thought this would most likely be the last soccer exchange because there are no other soccer clubs at this time.

Mr. Blomquist made a motion to accept the Soccer Report as informational. The report was seconded by Ms. Parsells, which carried unanimously.

**e) Mixed Group Exchange for October 2018**

Acting-Chair Russell-Slack reported that she spoke with Chair Davis about the mixed group exchange and one of the things Mr. Thormann is proposing is an exchange on October 12, 2018 through October 20, 2018. It was noted that the Eulenfest Festival takes place during these dates. Acting-Chair Russell-Slack stated that Einbeck is looking to host a maximum group of 10 people. She reported that Einbeck liked the suggestion about who will be approached to participate on the Keene side.

Acting-Chair Russell-Slack stated that she spoke with Chair Davis and explained to her that she only felt comfortable with approving at these dates for the exchange at this meeting. She explained that it was important for Mayor Lane to receive a formal invitation from Einbeck's Mayor for the visit. Once the invitation has been received a discussion should take place about who is going on the trip.

Acting-Chair Russell-Slack referred to a discussion that took place amongst the PCC where it was discussed that three members of the PCC, three City Councilors and three people from local businesses should be invited to attend the exchange.

Mr. Blomquist stated that the PCC would have to decide what the goals and objectives are for this trip. He stated that the purpose of the PCC is to promote educational, cultural, athletic, business and inter-governmental cooperation. He suggested that the PCC focus on extending invitations to people in these areas.

Mr. Brown asked if there would be places to stay due to the Eulenfest taking place on these dates. Mr. Blomquist replied that the Partner City Committee has all of these arrangements set-up beforehand.

Mr. Brown made a motion to accept the dates for the mixed exchange to Einbeck on October 12, 2018 through October 20, 2018. The motion was seconded by Ms. Hornbeck, which carried unanimously.

Acting-Chair Russell-Slack stated the discussion would continue amongst the PCC about who would be attending the trip.

**f) Music Exchange**

Acting-Chair Russell-Slack reported that Chair Davis shared in her email that Einbeck is requesting to vote on whether the mixed exchange visit should be combined with the Music

Exchange Group in 2019 or should the exchange be hosted by the PCC at a different time. It was noted that the Music Exchange trip was up to 45 people.

Ms. Parsells stated that a schedule would have to be developed for the delegates that come over with the Music Exchange. She noted that this would take additional effort and funds to host this size of an exchange.

Mr. Blomquist made a motion to recommend that at this time a combined visit is not appropriate. The motion was seconded by Ms. Hornbeck, which carried unanimously.

#### **g) Facebook Update**

No report at this time.

#### **5) Treasurer Report**

Ms. Frink reported the combined balance between both accounts was \$23,315.41. She stated that the appropriated account had a balance of \$4,943.83.

Ms. Parsells made a motion to accept the Treasurer's Report as informational. The motion was seconded by Ms. Hornbeck, which carried unanimously.

#### **6) New Business**

##### **Review By-laws for the Committee**

##### **a. Discuss Committee Charge**

##### **b. What is it that the Committee wants to support i.e. music groups, soccer, student exchanges, etc?**

##### **c. Discuss how PCC funds should be spent?**

Acting-Chair Russell-Slack stated that she postponed this area of the meeting because Chair Davis requested to be present for the discussion. She stated that she postponed the meeting to December 5, 2017.

Acting-Chair Russell-Slack stated at the next meeting the PCC would review the by-laws for the PCC, discuss the charge and what the PCC wants to support. In addition, she recommended that PCC discuss how funds should be spent. She explained that the PCC has been continually trying to make up for the fundraising amount made from the Pumpkin Festival. It was noted by Acting-Chair Russell-Slack that the PCC has yet to make up this amount.

She explained that this meeting was a very important meeting for members to attend and was a time for members to put their thoughts on the table for a discussion. Acting-Chair Russell-Slack stated that the PCC needs to determine how the PCC should move forward and how the PCC should support these ideas monetarily. She noted that this discussion should be had prior to making any decisions for next year.

Partner City Committee Minutes  
November 14, 2017

Mr. Blomquist reminded the PCC that according to the rules of operations for all boards in January of each year boards shall name its own chair and vote to re-establish the chair and the officers of the board. He noted that this was required by all boards every year.

**7) Next Meeting**

The next meeting is scheduled for December 5, 2017 at 4:30 PM. Ms. Mattson will send an email to verify a quorum will be met.

**8) Adjournment**

Hearing no further business, Ms. Hornbeck made a motion to adjourn the meeting at 4:48 PM. The motion was seconded by Ms. Parsells, which carried unanimously.

Respectfully submitted by,

Jennifer Clark, Minute-taker