

**ADOPTED**

City of Keene  
New Hampshire

PARTNER CITY COMMITTEE  
MEETING MINUTES

**Tuesday, May 8, 2018**

**5:15 PM**

**2nd Floor Conference Room,  
City Hall**

**Members Present:**

Pam Slack, Chair  
Irene Davis, Vice Chair  
Kurt Blomquist  
Dan Brown, Alternate  
Antje Hornbeck (Late)  
Dawn Thomas-Smith  
Gary Lamoureux, Councilor  
Karen Parsells  
Kathy Frink  
Irene Davis, Vice Chair

**Staff Present:**

Helen Mattson, Staff Liaison

**Members Not Present:**

Lily Hart, Alternate  
Irene Davis, Vice Chair  
Tom Link  
John Mitchell  
Frank Richter  
Will Schoefmann  
Kendall Lane, Mayor

1) **Call to Order**

Chair Slack called the meeting to order at 5:15 PM.

2) **Appointment of Alternates**

Chair Slack appointed alternates to participate in the meeting as voting members.

3) **Minutes of the Previous Meeting – April 10, 2018**

Councilor Lamoureux made a motion to accept the minutes of April 10, 2018. The motion was seconded by Mr. Brown, which carried unanimously.

Chair Slack announced that the School Exchange Report and the Conversational German Report will be removed from today's agenda due to the absence of Mr. Mitchell and Ms. Hart. Both reports will be placed back on the agenda for the June meeting.

4) **Board Business**

a. **Fundraising-Orchard Hill**

Sandra Howard, teacher at the music department at KSC introduced herself to the PCC. She stated that she has been involved in the chorale cultural aspect of the PCC.

Ms. Howard reported there is a fundraiser on Tuesday, August 21, 2018 from 5 PM-8 PM at Orchard Hill Bread Works in Alstead. She stated that Orchard Hill hosts 12 pizza nights and organizations may apply to be the featured organization for that evening. The proceeds from the event go directly to the featured organization. Ms. Howard submitted an application on behalf of the PCC and out of the 30 applications, the PCC was accepted. She explained as part of the volunteer exchange with Orchard Hill, she spent last week working in their garden.

Ms. Howard explained that pizza night is \$9 for a pizza crust and people can bring their own toppings. Orchard Hill provides the dough, sauce and cheese and the pizza is cooked in an outdoor brick oven. She noted gluten free dough was also an option and the event was a BYOB. Ms. Howard noted this was a nice open community evening.

Ms. Howard said she would promote the event by emailing members of the PCC and posting the event on Facebook.

Chair Slack asked Ms. Howard to send an email to Ms. Mattson so she can inform the PCC members that are not present.

A motion was made by Vice Chair Davis that the Partner City Committee accepts the Fundraising Report as informational. The motion was seconded by Councilor Lamoureux and was unanimously approved.

b. **Delegation/Singers to Keene Proposal**

Ms. Howard stated there is no update for the October 2019 Music Exchange. She said plans are still underway.

Ms. Howard explained KSC was looking to bring a delegation of 33 musicians from the Einbeck community to collaborate with KHS, UCC, community singers and players, and KSC. She stated the idea was to branch campus, community, church, and public schools in a collaborative performance.

Mr. Blomquist asked Ms. Howard if the KSC Chamber Singers had their own account set-up for the Orchard Hill fundraiser. Ms. Howard replied that an account was not

set-up and asked to be briefed on guidelines of the PCC. She stated the goal was the fundraiser from pizza night would offset the cost of the October 2019 exchange.

Chair Slack said all of the funds from the fundraisers in the past have gone into the PCC account. She recommended the PCC develop operating guidelines for fundraisers of this nature. Vice Chair Davis stated in the past, if the fundraiser was specifically for a certain group, the guideline was that the group had to fundraise for the event and would have to help manpower the PCC's fundraisers.

Mr. Blomquist suggested Ms. Howard consider fundraising the event on their own because it is their revenue. Ms. Howard stated that she would proceed with opening their own account and would also deposit the philanthropic donations she was trying to solicit. Ms. Howard stated that she did not want to do something against the tradition of the PCC. Chair Slack emphasized that she wanted to see a procedure set-up to address questions of this nature.

Ms. Howard requested to report back to the PCC when the academic year starts again so she can report on the fundraising. She noted that she would have a better understanding of her budget request.

Ms. Thomas-Smith made a place motion to place the Delegation/Singers to Keene Proposal on more time for September/October. Councilor Lamoureux seconded the motion, which carried unanimously.

### **c. Soccer Exchange**

Vice Chair Davis stated the dates for the Keene group to visit Einbeck are June 27<sup>th</sup> -July 9<sup>th</sup>. She noted that it has been very tough to find affordable flights. However, after a long search Vice Chair Davis found a Thomas Charter, where the group will fly from Boston to Manchester, UK and then to Frankfurt. The group was able to get flights under \$1000. She said they did have to tell Einbeck that the group is flying into Frankfurt due to the upcharge of flying into Hanover.

Vice Chair Davis reported the Keene group consists of 10 boys and 3 coaches and the German group consists of 18 boys and 3 coaches. She stated that Mr. Secord promised when the German students come to Keene he will find host families with youth the same age. Vice Chair Davis stated that Mr. Secord tried his best to find more students but was unsuccessful. She noted the exchange is not supported by the KHS.

Vice Chair Davis provided the PCC with an itinerary of the trip as follows:

- The group will arrive in Einbeck on Thursday, June 28<sup>th</sup> and will have a reception at the City Hall with the Mayor of Einbeck. The group will then go to the new museum in Einbeck called PS.SPEICHER. After the event, there will be a BBQ held in the evening at a castle.
- Saturday is Family Day and on Sunday the group will attend an international soccer tournament.

- On Monday the group will tour the City and attend a golf event at a driving range.
- On Tuesday the group will attend a rope course and then have another BBQ followed by soccer training.
- On Wednesday the group will attend an area sporting school and have additional soccer training.
- A tour of Einbeck will be held on Thursday City as well as a tour of KWS on Friday. A good-bye celebration will be held on Friday evening.
- Saturday and Sunday are divided between family time and free time.
- The group will return to Keene on Monday.

Chair Slack asked what the Soccer Exchange would need for funding. Vice Chair Davis stated the students and coaches purchased their own tickets. She explained that funds would be requested for the Einbeck to Keene Soccer Exchange.

Ms. Parsells made a motion to accept the Soccer Exchange Report as informational and be place on more time for the September or October meeting. The motion was seconded by Councilor Lamoureux, which carried unanimously.

#### **d. PCC Operating Guidelines**

Mr. Blomquist distributed a copy of the latest draft of the PCC Operating Guidelines. He asked the PCC to look over the draft and provide their feedback by emailing their recommendations to Ms. Mattson.

Mr. Blomquist explained the outline of the PCC Operating Guidelines as follows:

##### **Purpose Statement**

##### **I. Responsibilities**

- a. Definition of an exchange. An official exchange is an event or activity where a formal invitation has been extended and accepted by either the City of Keene or Einbeck government.
- b. Review level of support for activities.
- c. Develop and adopt annual budget.
- d. Election of Chair and Vice Chair.
- e. The PCC may appoint subcommittee as it sees fit.

##### **II. Other Activities**

The PCC from time to time may review and support activities and programs that are not official exchanges.

##### **III. Proposals for PCC consideration will:**

- a. Be submitted in writing
- b. Requestor's will present their proposal to the PCC
- c. If financial assistance is required proposals shall include:
  - i. A proposed expense budget for the activity/event/program.
  - ii. A proposed revenue budget for the activity/event/program.

- IV. Financial. Funds are provided through an appropriation from the City Council (General Fund) and from donations and fundraising events.
  - a. Council Appropriation (General Fund):
    - i. Funds are to support Official Exchanges.
    - ii. Expenses include but not limited to group transportation cost, group activities
  - b. Donations and Fundraising Funds:
    - i. Funds to support Official Exchanges and activities/events/program by others that further the PCC purpose.
      - 1. Meals, individual or group transportation, activities
- V. Official Exchanges
  - a. Participation in Official Exchanges
    - i. Keene Delegates
      - 1. The PCC will assist Mayor in identifying people to participate in the official exchange
      - 2. Keene participants are expected to fund their own travel expenses. Cost may include but are not limited to transportation, meals and lodging.
      - 3. Keene Delegates may bring up to one (1) guest with the delegate being responsible for all costs.
    - ii. Einbeck Delegates
      - 1. The PCC will financially support Einbeck's delegates transportation to and from point of entry
      - 2. Einbeck Delegates may bring up to one (1) guest with the delegate being responsible for all costs.
      - 3. Host Families for Delegates

Mr. Blomquist stated goal is to setup some definitions and guidelines on how the PCC wants to handle things. He explained that the PCC could review the guidelines on an annual or bi-annual basis. In addition, the document could be used for succession planning and also used as a framework to identify how things were done in the past.

Mr. Brown asked what accommodations within the operating guidelines will be made for entities that want to present themselves to the PCC during July and August. It was noted that the PCC will not be meeting during these months. Chair Slack replied there are always exceptions such as holding a conference call. In addition, she asked Mr. Blomquist to address these accommodations in the guidelines and report back to the PCC.

The PCC will email suggestions about the guidelines to Ms. Mattson and she will forward the comments to Mr. Blomquist. Chair Slack noted the guidelines would not be discussed until the September meeting. In addition, Vice Chair Davis will contact the Einbeck delegation for their operating guidelines and report this information back to the PCC.

Mr. Brown made motion to put the PCC Operating Guidelines on more time for the September agenda. The motion was seconded by Ms. Parsells, which carried unanimously.

**e. Fundraising-Fireworks or other ideas**

Chair Slack reported Fireworks has set a date of Tuesday, September 25<sup>th</sup>. She stated that she would be meeting with the manager of Fireworks in a month and welcomed the PCC members to attend. Fireworks will try to have a similar menu as the last event and will allow the PCC to hold a raffle. The PCC will need to get a raffle permit from the City Clerk.

Chair Slack asked the Committee to think about purchasing items for the raffle or find items that could be donated.

Ms. Howard suggested the PCC talk with Mr. Secord to see if there was anything he could bring back from the Soccer Exchange. In addition, Ms. Howard announced that she would donate some tickets to the Red Fern Arts. Vice Chair Davis stated that she is traveling to Germany in a few months and will see if she can bring back some German jerseys.

Chair Slack asked Ms. Thomas-Smith to research what promotions the PCC did for the last event and report back to the PCC.

Mr. Brown stated that he sent Elm City Brewery an email and did not receive a response. In addition, he asked the PCC's permission to contact the new brewery called Branch and Blade Brewing. Chair Slack asked Mr. Brown to make contact by phone first because people need to first have some background information about the PCC. The Board approved Mr. Brown to make contact and report back to the PCC at the next meeting.

Chair Slack asked if there was a Fall Festival this year. Mr. Blomquist replied there was no Fall Festival this year but there will be Art in the Park, Music Fest and The Keene Pumpkin Festival Brought by the Children of the Monadnock Region.

Ms. Parsells asked if vendors will be permitted at the Pumpkin Festival. Mr. Blomquist stated that Ms. Parsells would need to contact Tim Zinn or Ruth Sterling. The Pumpkin Festival is set for October 28<sup>th</sup>.

**f. Mixed Group Exchange-Keene to Einbeck**

Chair Slack reported the group met with the Mayor and that the group would meet again for German conversational classes. Mr. Blomquist and Ms. Mattson are finishing up the letter to Mr. Thormann that is divided into schedule, travel and accommodations. The group will meet one more time before the trip to finalize the letter to Mr. Thormann.

Vice Chair Davis asked if the list of attendees has changed. Mr. Blomquist reported Mr. Benson of Bensonwood will not be attending. Vice Chair Davis asked Ms. Mattson to email the final list of attendees to her so she can create the bios for Mr. Thormann.

Mr. Brown asked if the Keene Sentinel or if the German Council is aware of this exchange. He noted this was an opportunity to promote the PCC. The PCC agreed to discuss media opportunities to help promote PCC events and exchanges at the next meeting.

Vice Chair Davis made a motion to accept the Mixed Group Exchange-Keene to Einbeck Report as informational. The motion was seconded by Councilor Lamoureux, which carried unanimously.

**g. Mixed Group Exchange-Einbeck to Keene**

Vice Chair Davis reported she gave the dates of October 7, 2019-October 14, 2019 to Mr. Thormann. Chair Slack requested this topic be placed on the agenda for the October meeting.

5) **Reports**

a. **Treasurer Report**

Ms. Frink reported there is \$4,943.83 in the appropriated account and \$18,621.58 in the original account. Total in the accounts is \$23,565.41.

Ms. Thomas-Smith made a motion to accept the Treasurer's Report, Vice Chair Stevens seconded the motion and carried unanimously.

6) **New Business**

**a.) Limitations and restrictions of long term gifts**

Mr. Blomquist stated this was a topic for the Budget Subcommittee to consider.

Mr. Blomquist made a motion to refer limitations and restrictions of long term gifts to the Budget Subcommittee. The motion was seconded by Councilor Lamoureux, which carried unanimously.

7) **Next Meeting Date – June 12, 2018 at 5:15 PM.**

Agenda Items:

- Budget
- Charles Daloz
- Fundraising-Fireworks other ideas School Exchange Update
- Conversational German Update-Lily
- School Exchange Update, Aug 14th – 28th, 2018
- Mixed Group Exchanges

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- Soccer Exchange

8) **Adjournment**

Ms. Parsells made a motion to adjourn the meeting, which was seconded by Ms. Thomas.

Hearing no further business, Chair Slack adjourned the meeting at 6:11 PM.

Respectfully submitted by,  
Jennifer Clark, Minute Taker