

**CITY OF KEENE  
PARTNER CITY COMMITTEE  
AGENDA**

**Tuesday, September 11th, 2018  
City Hall, 2nd Floor Conference Room  
5:15 pm to 6:15 pm**



- 1. Call to Order**
- 2. Roll Call – Appoint Alternates (if required)**
- 3. Minutes of the Previous Meeting: June 12, 2018.**
- 4. Board Business**
  - a.) Keene Chamber Singers/Fundraising – Pizza night (Sept) – *update – Sandi Howard*
  - b.) Approval of invoice payment for room cancellation – German language class – *Helen*
  - c.) Fireworks fundraiser night/Raffle Items – Update – *Pam, Irene, Helen, Dawn, Karen*
  - d.) PCC Operating Guidelines (Sept) – Subcommittee Report – *Kürt/Pam/Will/Gary*
  - e.) School Exchange Update, Aug 14<sup>th</sup> – 28<sup>th</sup>, 2018 – *John*
  - f.) Conversational German update – *Lily*
  - g.) Mixed Group Exchange Update – Keene to Einbeck, October 12<sup>th</sup> – 20<sup>th</sup>, 2018 – *Kurt*
  - h.) Agricultural Connection – update – *Charles Daloz/Will*
  - i.) Discuss media opportunities to help promote PCC events and exchanges – *Dawn/Dan*
- 5. Communications:**
- 6. Reports:**
  - a.) Treasurer Report – *Kathy*
- 7. New Business:**
  - a.) Pumpkin Fest Brought to You by Children of Monadnock, Oct 28<sup>th</sup> – potential fundraising opportunity – Update – *Karen*
  - b.) New Funding Opportunity to research – First Friday's/Machina Arts – Non-profit vendors <http://www.machinaarts.org/firstfridayarthop.html> - *Helen*
- 8. Next Meeting: Next meeting date: October 9, 2018**
- 9. More Time:**
  - a.) Delegation/Singers to Keene, update October 3<sup>rd</sup> – 11<sup>th</sup>, 2019 – *Sandi Howard*
  - b.) Soccer Exchange 2018/2019, update – written report – *Wally Secord*
  - c.) Mixed Group Exchange – Einbeck to Keene – *proposed dates: June 7<sup>th</sup>-14<sup>th</sup>, 2019 (Oct)*
  - j.) PCC Budget Subcommittee Presentation – *Kathy, John, Dan*
- 10. Adjournment**

DRAFT

City of Keene  
New Hampshire

PARTNER CITY COMMITTEE  
MEETING MINUTES

Tuesday, June 12, 2018

5:15 PM

2nd Floor Conference Room,  
City Hall

**Members Present:**

Irene Davis, Vice Chair  
Kurt Blomquist  
Lily Hart, Alternate  
John Mitchell  
Dan Brown, Alternate  
Dawn Thomas-Smith  
Karen Parsells  
Kathy Frink  
Will Schoefmann (Left Early)

**Staff Present:**

Helen Mattson, Staff Liaison

**Members Not Present:**

Pam Slack, Chair  
Gary Lamoureux, Councilor  
Antje Hornbeck  
Frank Richter  
Kendall Lane, Mayor

1) **Call to Order**

Vice Chair Davis called the meeting to order at 5:23 PM. Chair Slack was unable to attend the meeting.

2) **Appointment of Alternates**

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

3) **Minutes of the Previous Meeting – May 8, 2018**

Ms. Hart noted a correction on page 6, first sentence, last paragraph remove “Ms. Hart” from the sentence. The sentence should read as follows, “Chair Slack reported the group met with the Mayor and that the group would meet again for German conversational classes.

Chair Davis noted a correction on page 2, first sentence, sixth paragraph; “Chair Davis” should be changed to “Chair Slack”.

Mr. Blomquist made a motion to accept the minutes of May 8, 2018 as amended. The motion was seconded by Ms. Thomas-Smith, which carried unanimously.

4) **Board Business**

**a. Raffle Items-Fireworks, September 25, 2018**

Vice Chair Davis stated she was putting a list of items together that could be raffled at the Fireworks fundraising event. She noted these items should appeal to a large majority of people. Vice Chair Davis said that she would bring some of these items back from her trip to Germany. In addition, Mr. Mitchell stated that he would also bring back some of the raffle prizes from his trip to Germany. Vice Chair Davis asked the PCC to bring forward any ideas or items to be included in the raffle.

Ms. Parsells made motion to accept the Raffle Items-Fireworks as informational. The motion was seconded by Ms. Thomas-Smith and carried unanimously.

**b. PCC Budget Subcommittee Presentation**

Ms. Frink recommends the PCC develop a list of objectives and goals for the year. In addition, she stated that all activities that will impact the budget be submitted at least 9 months in advance. However, she noted that this may not be possible in some situations. Ms. Frink stated that any monies donated to the PCC should be unencumbered.

Ms. Frink explained that the PCC does not have a definite budget because the only funds that have been approved for expenditure, is the funding for the KHS/Einbeck BBS Exchange. She noted this would reduce the balance in the appropriated account by \$2,000. Ms. Frink stated that the PCC was looking at funding requests received from the KSC Chorale Group and the Soccer Exchange. Vice Chair Davis stated that the PCC is hosting the Soccer Exchange and that the cost for the exchange would approximately be \$7,000-\$8,000. She noted that in order to save funds the trip to New York City was eliminated. Vice Chair Davis explained that the soccer group was working on getting donations. She reported the highest cost of the trip is for transportation.

Ms. Frink estimated the Einbeck to Keene Exchange in June of 2019 would cost \$4,000. She asked if the PCC is expected to do anything for the delegates that will be attending the exchange with the Chorale Group in October. Mr. Blomquist stated part of the budget process is that the operating guidelines identify the PCC as the host for official exchanges. He noted the Einbeck to Keene exchange in June of 2019 and the Soccer Exchange are two visits that the PCC has agreed to fund. Vice Chair Davis noted the

PCC voted that the Chorale Exchange is not official and would be kept separate from official visits.

Ms. Frink asked if the PCC wanted to designate monies for gifts. After a brief discussion, the PCC agreed to provide gifts for the exchanges and that the type of gifts would be discussed at the next PCC meeting.

Mr. Mitchell emphasized the importance in determining the objectives and goals of the PCC. He explained the budgeted amount of \$5,000 from the City was not enough money for the PCC to survive and be successful.

In regards to gift ideas for the exchanges, Mr. Mitchell suggested rather than a large gift that would need to be transported over, perhaps something that is given in pieces such as a piece of art. He stated that giving the gift in pieces would emphasize the growing relationship. The PCC agreed that Mr. Mitchell's idea was a great idea. Mr. Brown suggested the idea of tiles be given to Einbeck each time the City of Keene travels to Einbeck. Mr. Blomquist noted that the PCC needs to develop a budget, identify resources and recognize associated expenses. In addition, he stated that all of the gift ideas are great, but the PCC should determine who will manage these ideas. Mr. Blomquist noted that having the same people oversee these initiatives over and over again is not sustainable. Vice Chair Davis reported that Mr. Secord stated his soccer group has their own gifts and wondered if Mayor Lane would send a greeting or gift.

Vice Chair Davis made a motion that Mayor Lane send a greeting to be read by Wally Secord for the Soccer Exchange. The motion was seconded by Mr. Blomquist and carried unanimously.

Ms. Thomas-Smith made a motion to accept the PCC Budget Subcommittee Presentation as informational. The motion was seconded Ms. Parsells and carried unanimously.

### **c. School Exchange Update**

Mr. Mitchell brought a copy of the itinerary for the trip and listed some of the activities that will take place. A copy will be given to Ms. Mattson to distribute to the PCC. Mr. Mitchell reported that he met with the KHS Principal Mr. Logan and the final travel documents are all in order. The students will be taking a direct flight into Frankfurt on Lufthansa.

Mr. Mitchell stated that this trip will be a nice social interaction and that the students will represent Keene well.

In addition, Mr. Mitchell reported that the KHS students are anxious to help with PCC fundraising efforts.

Ms. Parsells made a motion to accept the School Exchange Update as informational. The motion was seconded by Ms. Frink and carried unanimously.

**d. Conversational German Update**

Ms. Hart reported that she had some communication last month with the delegates attending the Mixed Group Exchange. The communication was in the form of a survey asking the time and date to hold the classes. Ms. Hart reported that late morning on Wednesday's and Saturday's or early afternoon are the times that worked best. She stated that she would like to email the delegates to schedule a time. However, Ms. Hart wanted to wait to have a meeting space and materials needed in place first. Ms. Hart stated that she hoped to meet twice before the end of this month on June 20<sup>th</sup> and June 27<sup>th</sup>. After these meetings take place, she would like to speak to the group to discuss setting up a time to meet in the summer and early fall.

Ms. Hart requested a small budget be provided for the classes. In addition, she requested the PCC provide a meeting space. Ms. Hart stated that she will need 50 personal size white boards, markers, a meeting space that has a large size white board and a projector. She stated at this point she does not believe she will need to purchase books to support the teaching but wanted to make sure the PCC would support this request if necessary.

Vice Chair Davis stated that she will personally donate the white boards and markers.

Ms. Mattson stated that she would contact the Director of Parks, Recreation and Facilities or the Library Director for a meeting space and report back to Ms. Hart.

Ms. Thomas-Smith made a motion to accept the Conversational German Update as informational. The motion was seconded by Ms. Parsells and carried unanimously.

**b) Mixed Group Exchange Update**

Mr. Blomquist reported the group met in early June and put together questions for Mr. Thormann. The group will be meeting again in late June.

The list of attendees is as follows:

- Mayor Lane and Spouse
- Councilor Lamoureux and Spouse
- Councilor George Hansel, Representative of Filtrine
- Councilor Maggie Rice, Representative of Kurn Hattin Homes
- Mr. Blomquist and Partner, Mary
- "Bicycle Mayor" Tiffany Mannion and Spouse
- Will Schoefmann and Spouse

Ms. Mattson reported that Chair Russell will not be attending the exchange.

Vice Chair Davis reported that received a call from Mr. Thormann and that Einbeck has the following for their mixed group exchange:

- A. Keyser Automotive
- KWS
- Chamber of Commerce
- Group Representing Youth Groups

- **Mustard Mill Business**

Chair Davis also mentioned that they were also considering representatives of Fire & Police and possibly a member of the Clergy if we were able to find someone interested in coming.

Ms. Parsells made a motion to accept the Mixed Group Exchange as informational. The motion was seconded by Ms. Thomas Smith and carried unanimously.

**e. Agricultural Connection Update**

Vice Chair Davis reported that Mr. Thormann stated there is no agricultural connection at this time. However, Mr. Thormann is still in search of a connection.

Vice Chair Davis moved to place the Agricultural Connection Update on More Time Items.

Ms. Hart made a motion to accept the Agricultural Connection Update as informational. The motion was seconded by Mr. Mitchell and carried unanimously.

**f. Discuss Media Opportunities to Help Promote PCC Events and Exchanges**

Ms. Thomas Smith reported that she researched the types of promotion the PCC did for the Fireworks fundraiser. She stated that a press release was submitted to The Monadnock Shopper, Keene Sentinel, Chamber of Commerce and Monadnock Radio Group. In addition, someone went on the radio the morning of the event. Ms. Thomas-Smith stated that she would be happy to revise these materials if approved by the PCC.

Ms. Thomas-Smith reported that social media, table tents and fliers were also used to promote the event.

Ms. Hart asked if there was a way to coordinate a promotion with KHS. Ms. Thomas-Smith replied that she would contact Ms. Hornbeck to discuss a possible promotion.

Ms. Thomas-Smith will submit proofs of the promotions to Chair Slack and report back to the PCC. Once advertising has been approved, promotions will begin in the areas as noted. KSC was mentioned as another area to promote the event at Fireworks. The Fireworks event is scheduled for Tuesday, September 25<sup>th</sup> at 5:30 PM until 8:30 PM.

Mr. Mitchell made a motion to accept the Media Opportunities to Help Promote PCC Events and Exchanges Report as informational. The motion was seconded by Ms. Parsells and carried unanimously.

5) **Communications**

None at this time.

6) **Reports**

**a. Treasurer's Report**

Ms. Frink reported the appropriated account has a balance of \$4, 943.83 and the general account has \$18, 621.58. The total of both accounts is \$23,565.41.

Mr. Brown asked if it would be better if the PCC had a third accounting column to show the anticipated balance after funds have been approved. Mr. Blomquist suggested adding a budget report to the Treasurer's Report. After a brief discussion, the PCC agreed to add a third column to the Treasurer's Report to show the tally if an expense has been approved.

Mr. Mitchell made a motion to accept the Treasurer's Report as informational. The motion was seconded by Ms. Hart and carried unanimously.

**7) New Business:**

**a. Pumpkin Fest Brought To You By Children of Monadnock, October 28<sup>th</sup> - potential fundraising opportunity**

Ms. Parsells reported that she contacted Tim Zinn and he suggested to partner up with a downtown business to sell hot drinks. Prime Roast was mentioned as a potential partner. Ms. Parsells stated that Kristin's Bakery was making whoopie pies to benefit the Community Kitchen and Luca's was doing something to benefit his charity. She stated that the restaurants in downtown are partnering up with local charities.

Ms. Parsells reported that Mr. Zinn stated that he would keep the PCC in mind as a vendor for next year if the City Council approves vendors. The PCC agreed to have Ms. Parsells contact Prime Roast as a potential partner.

Mr. Mitchell asked if the PCC should contact C&S about a donation of food this year. He noted if this food was available the PCC would have it for upcoming events. Vice Chair Davis replied that C&S is usually responsive.

In addition, Ms. Parsells reported that she spoke with Wendy Hulslander, a contact for Art in the Park. She stated that Ms. Hulslander wanted to know more information about the PCC. Ms. Parsells suggested the PCC reach out to the KHS Interact Club to see if they would mind if the PCC sold knockwurst or bratwurst.

Ms. Frink made a motion to accept the Pumpkin Fest Brought to You by Children of Monadnock, October 28<sup>th</sup>, Potential Fundraising Opportunity Report as informational. The report was seconded by Ms. Hart and carried unanimously.

**b. Put together subcommittee for Fireworks fundraiser night - meet before September**

Vice Chair Davis asked Ms. Thomas-Smith if she would be on the subcommittee. Ms. Thomas-Smith replied in the affirmative. The subcommittee will consist of Ms. Thomas-Smith, Vice Chair Davis, Ms. Mattson, Ms. Parsells and Chair Slack.

**8) Next Meeting - September 11, 2018**

Agenda Items:

- Conversational German
- Fireworks/Fundraising
- PCC Operating Guidelines Subcommittee
- Type of gifts to consider for the exchanges

**9) Adjournment**

Ms. Parsells made a motion to adjourn the meeting, which was seconded by Ms. Thomas-Smith and carried unanimously.

Hearing no further business, Vice Chair Davis adjourned the meeting at 6:28 PM.

Respectfully submitted by,  
Jennifer Clark, Minute Taker