

ADOPTED

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, December 11, 2018

5:15 PM

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

Members Present:

Irene Davis, Chair
Karen Parsells
Kurt Blomquist
John Mitchell
Kathy Frink
Dawn Thomas-Smith

Staff Present:

Helen Mattson, Staff Liaison

Members Not Present:

Lily Hart, Alternate
Kendall Lane, Mayor
Gary Lamoureux, Councilor
Frank Richter
Dan Brown, Alternate
Will Schoefmann

1) Call to Order

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

2) Minutes of the Previous Meeting – October 30, 2018

Ms. Frink noted a correction on page 4, ninth paragraph, “Mr. Blomquist asked if the funds from Fireworks were included.” should be changed to “Mr. Blomquist asked if the funds from the Fireworks raffle were included”.

Ms. Parsells made a motion to accept the minutes of October 30, 2018. The motion was seconded by Ms. Frink, which carried unanimously.

3) Board Business

a. **Delegation/Singers to Keene proposal acceptance-October 3-11th 2019**

Chair Davis referred the Committee to their packets and referenced the last page of the spreadsheet. She noted the request from Ms. Howard for the Delegation/KSC Singers is for \$5,698.75. Chair Davis noted this request was increased from the original request a year ago that was in the amount of \$3,084.75. She recalled at the last PCC meeting they had included the requested funds for \$3,084.75 for budgeting purposes. Ms. Frink noted this amount was requested but not approved by the PCC. In addition, she noted this amount had not been deducted from the account. Mr. Blomquist stated the PCC anticipated supporting this exchange in the amount of \$3,084.75.

Chair Davis added that the PCC estimated the Einbeck mixed group visit in June at \$4,000, which she believed is a low estimate.

Chair Davis noted that she was not inclined to approve anything more than the original request for the Delegation/Singers. Chair Davis added that the PCC has supported other exchanges in the past. In addition, she stated that knowing the Mayor of Einbeck is coming to Keene, the PCC should support this exchange in some manner. Ms. Frink noted the latest request was approximately \$2,600 more.

Ms. Frink then referred to the spreadsheet provided by Ms. Howard and asked how the \$1,400 in fundraising was calculated. Mr. Blomquist explained this amount is for all of their fundraising funds to date. In addition, this amount includes one donation in addition to the funds from the Orchard Hill fundraiser. He noted these funds are in another account that has been set-up by the KSC Chamber Singers. Mr. Blomquist added that according to their spreadsheet to date they have raised \$2,700 toward their goal of \$13,000.

Ms. Frink stated that Ms. Howard explained at a prior PCC meeting that she had to give the PCC the money raised from fundraisers because they did not have an account set-up. Mr. Blomquist stated that based on the spreadsheet provided by Ms. Howard it indicates an account has been set-up.

Ms. Parsells asked what the KSC Chamber Singers was asking the PCC to fund. Ms. Mattson responded the request was funding for a charter bus to and from Boston, a charter bus to Harrisville and an open reception dinner.

Chair Davis suggested the PCC propose an amount and then approve an amount. She explained this way the KSC Chamber Singers can apply this to whatever is needed for the exchange. In addition, she stated the PCC should explain to Ms. Howard the PCC has two exchanges happening within four months and the amount approved was what the PCC is able to do at this time.

Chair Davis made a motion the PCC authorize funds for the KSC Chamber Singers in the amount of \$3,100. The motion was seconded by Mr. Blomquist.

On a vote of 4-2, the Partner City Committee approved funds for the KSC Singers in the amount of \$3,100. Ms. Frink and Ms. Parsells voted in opposition.

Chair Davis asked Ms. Mattson to inform Ms. Howard of the PCC's decision. Mr. Blomquist suggested Ms. Howard submit a formal invoice to the PCC.

b. PCC Operating Guidelines

Mr. Blomquist reported that he has not received additional comments from the Committee and the PCC Operating Guidelines could be published for formal adoption at the next meeting. Chair Davis noted the premises on the baseline for an exchange should be included in the guidelines. Mr. Blomquist will integrate and update this for the next PCC meeting.

Mr. Blomquist made a motion to accept the PCC Operating Guidelines update as informational. The motion was seconded by Ms. Thomas-Smith, which carried unanimously.

c. Mixed Group Exchange

Chair Davis reported that the subcommittee did not meet on the agenda yet because they do not know the size of the exchange. She stated that she received an email from Mr. Thoremann requesting the group comes with the soccer group. Chair Davis stated that she explained to Mr. Thoremann that the PCC has requested groups remain separate. She reported that Mr. Thoremann was pleased with her response.

Chair Davis asked Ms. Mattson if she has heard back from any of the hosts from the mixed group exchange that visited Einbeck. Ms. Mattson replied that she has heard from some but not all of group. A list of confirmed hosts will be available as soon as possible.

Chair Davis reported that the minister in Einbeck is unable to attend the exchange. However, she stated that an email exchange could be setup.

Chair Davis stated that she should have an official list of who is attending the exchange for the next PCC meeting.

Ms. Parsells volunteered to host if needed.

Chair Davis reported that the delegates are very excited that Einbecker beer is now available in Keene. She stated that Mr. Thoremann suggested having a small beer festival to celebrate having this beer available in Keene. The beer is available for purchase at Brewtopia.

Mr. Blomquist asked if Mr. Thoremann would provide a list of bios and subjects the Einbeck delegates would like to discuss.

Ms. Parsells made a motion to accept the Mixed Group Exchange Report as informational. The motion was seconded by Ms. Frink, which carried unanimously.

4) Communication

Chair Davis referred to the email from Rachel Eschle, a Keene Delegate to Einbeck this past October. Ms. Eschle has offered to a host farm dinner.

The email communication from Ms. Eschle will be referred to the PCC Mixed Group Exchange Subcommittee.

5) Reports

a. Treasurer Report

Chair Davis stated that she communicated with the owner of Fireworks and the owner apologized for no one getting back to the PCC. She was informed by Fireworks the total amount from the PCC fundraising event is \$475. Chair Davis asked where the check should be mailed so she can inform Fireworks. Ms. Mattson replied that it could be mailed to her attention at the City.

Ms. Frink reported the appropriated account as of the last PCC meeting was \$-256.17. However, she adjusted the account this month because the PCC approved \$200 for the gifts for Einbeck. Ms. Frink noted that the PCC only spent \$48 on the gifts. Based on this information the appropriated account balance is -\$56.17. This amount also reflects the soccer approval, tentative KSC Chambers Singers exchange and the Keene to Einbeck visit.

Ms. Frink reported in the general account she needed to make an adjustment of 0.50 because of the fee that was paid to the Keene High School. One reports reflected \$115.00 and another reported \$115.50. Therefore, the balance in the general account is \$19,422.08.

Ms. Frink then explained the negative balance in the appropriated account. The negative amount of -56.17 and the Orchard Hill fundraiser of \$351 will leave the general account with a balance of \$18,966.91. Ms. Frink stated that adding in the \$475 from Fireworks would reflect a balance of \$19,441.91. She noted now that the PCC has approved \$3,100 it will leave a balance of \$16,341.91.

Mr. Frink noted the balance does not reflect the deduction of the Einbeck mixed group exchange. The PCC has yet to vote on an amount. However, the soccer exchange has been deducted from the balance.

Mr. Mitchell made a motion to accept the Treasurer's Report. The motion was seconded by Mr. Blomquist, which carried unanimously.

6) New Business

a.) Einbeck Renewable Energy Report

Mr. Blomquist reported that the City Council is supporting a resolution and working with City staff at this time. He suggested accepting this report as informational with no action from Committee.

Ms. Thomas-Smith made a motion to accept the Einbeck Energy Report as informational. The motion was seconded by Mr. Blomquist, which carried unanimously.

b) Sub-group – Exchange Expectations/Benefits

Mr. Blomquist stated that he will be sending out the PCC Operating Guidelines that will premise the baseline for an exchange. An update version will be available for the next meeting.

Ms. Parsells made a motion to accept the Exchange Expectations/Benefits Report as informational. The motion was seconded by Ms. Thomas-Smith, which carried unanimously.

c.) Additional School Starting An Exchange With Keene School

Mr. Mitchell reported that he had met with the Worlds Language Department at KHS. The department is currently busy planning their own exchanges. He noted there is an interest on the German side to expand the exchange but there does not seem to be a similar interest on the KHS school side.

Ms. Parsells asked how the exchanges at the World Language Department work. Mr. Mitchell reported the exchanges are handled by a travel company and students pay a significant amount of money to attend these exchanges. In addition, teachers are paid to attend the exchanges. The students pay an extra amount in order for the teachers to attend. Mr. Mitchell reported the travel company handles everything in addition to arranging host families. He noted that one of the nice things with the Cheshire Career Center exchanges are that the expenses are kept to a minimum in order for students to afford attending an exchange. Mr. Mitchell emphasized the goal is to maintain what the Cheshire Center has created with the exchanges.

Chair Davis asked if the PCC should inform Einbeck of this news. Mr. Blomquist responded that Einbeck should be aware because at this point that the Keene High School is not showing an interest for more than what is currently happening.

Chair Davis asked if the Mayor had set-up a meeting with the KHS principal. Ms. Mattson will check in with the Mayor and report back to the Committee.

Mr. Blomquist made a motion to accept Mr. Mitchell's Report as informational. The motion was seconded by Ms. Parsells.

7) Items on More Time

The PCC budget should be placed on the agenda for the next meeting that will be held in January.

Mr. Blomquist noted the election of Chair and Vice Chair will be first on the agenda for the next meeting.

Chair Davis requested that Ms. Mattson send out a copy of the future exchange list to the Committee. The list was provided by Mr. Thoremann in order to prepare the PCC for potential future exchanges.

Chair Davis moved the discussion to the PCC's membership. It was noted that Mr. Richter will be submitting his resignation and Ms. Hart will remain as an alternate.

Chair Davis asked the Committee to email her any potential member suggestions and she would be more than happy to reach out to these people.

Chair announced that Ms. Parsells is resigning from the PCC. She thanked Ms. Parsells and her husband for all of their work and dedication to the Committee.

Ms. Parsells offered to continue to host with any upcoming exchanges and assist with PCC fundraisers.

8) Next Meeting: January 15, 2019

Chair Davis asked if the Committee could postpone the meeting by one week. The Committee agreed to hold the next PCC meeting on Tuesday, January 15, 2019.

9) Adjournment

Hearing no further business, Chair Davis adjourned the meeting at 6:02 PM.

Respectfully submitted by,
Jennifer Clark, Minute Taker