

ADOPTED

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, January 15, 2019

5:15 PM

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

Members Present:

Irene Davis, Chair
John Mitchell, Vice Chair
Gary Lamoureux, City Councilor
George Hansel, City Councilor
Dawn Thomas-Smith

Staff Present:

Helen Mattson, Staff Liaison

Members Not Present:

Kathy Frink
Frank Richter
Kurt Blomquist
Will Schoefmann
Lily Hart, Alternate
Dan Brown, Alternate
Kendall Lane, Mayor

1) **Call to Order**

Chair Davis called the meeting to order at 5:21 PM. The PCC welcomed Councilor Hansel to the Committee as a new member.

Chair Davis reported the PCC is down to 8 members and 2 alternates. There are 3 open seats and 1 open spot for an alternate. The Committee will discuss potential new members later in the meeting.

2) **Minutes of the Previous Meeting – December 11, 2018**

Councilor Lamoureux made a motion to accept the minutes from December 11, 2018. Councilor Hansel seconded the motion, which carried unanimously.

3) **Board Business**

a. Elections

Chair Davis reported that Ms. Frink has agreed to run again for Treasurer.

Ms. Thomas-Smith nominated Ms. Davis as Chair, Mr. Mitchell as Vice Chair and Ms. Frink as Treasurer. The motion was seconded by Councilor Hansel, which carried unanimously.

b. Membership Discussion

Ms. Mattson presented a list of potential new members for the PCC. The Committee then reviewed the list. After a brief discussion, Chair Davis, Councilor Hansel and Vice Chair Mitchell will contact these potential members. She stated potential new members should be asked to attend the next PCC meeting in February. Chair Davis explained this was in order for them to meet the group and to know more about the PCC. In addition, she stated that new members must be willing to be active and willing to set up tents, stand for hours, sell bratwurst, organize events, attend meetings and participate in exchanges.

Councilor Lamoureux made a motion to accept the Membership Report as informational. The motion was seconded by Councilor Hansel, which carried unanimously.

c. Mixed Exchange/Mixed Group Delegation

Chair Davis reported that Mr. Thormann confirmed the dates for the PCC Exchange/Mixed Group Delegation. The group will arrive on June 7th in Boston and depart on June 14th. Chair Davis reported that 12 people will be attending the exchange. In addition, Chair Davis requested forming a subcommittee to develop an agenda for the exchange. The proposed agenda would be presented to the PCC at the March meeting and if agreed upon it would be made official. The subcommittee will consist of Councilor Hansel, Chair Davis, Vice Chair Mitchell, and Councilor Lamoureux.

Chair Davis listed the names of the Einbeck group attending the exchange as follows:

- Albert Eggers und Frau
- Wulf Miessling und Frau
- Albert Thormann bzw. Ferienwohnung Senfmuehle
- Kerstin Hillebrecht and Nicole Moelder on the topic of the House of Youth in Einbeck and youth work in general
- Ulrich Meister Einbecker Brauhaus AG (who has now been able to realize the long-standing efforts of Brauhaus AG to buy beer in NH, in Keene Einbecker Bier, is a partner in the USA Matthias Neidhard@bunitedint.com

- Thomas Kreykenboom as senior manager of the city and responsible for road and green area management (for us in the future an important topic for the development strategy of Einbeck!)
- Hans Radke, who had several years ago visited Keene with an Einbecker delegation (police, public security)

Chair Davis asked if the Einbeck group had any particular topics they would like to discuss. She reported that she is still waiting on a reply.

Chair Davis then referred to the offer from Danya Landis and Rachel Eschle to hold a dinner during the exchange. Chair Davis noted the PCC would have to pay for the dinner and would need to determine if this fits in the budget. In addition, Ms. Landis and Ms. Eschle would also be willing to participate in the mixed group exchange. Chair Davis noted with 12 people the high cost of bus fees would be eliminated.

The subcommittee will develop a program and a budget and then report back to the PCC.

The PCC briefly discussed the host arrangements for the exchange. Everyone attending the trip has been paired with a host.

Ms. Mattson reported she received an email from Fred and Karen Parsells requesting to be involved in the exchange. The Parsells have agreed to host Mr. Thormann since the Mayor is unable to host. However, the Parsells have requested an interpreter stay with them and Mr. Thormann. Chair Davis stated that accommodations for this request will be addressed in the upcoming weeks.

Councilor Lamoureux volunteered to be a driver for the exchange. He stated that driving may be an option for people that are unable to host.

Ms. Thomas-Smith made motion to accept the Mixed Group Delegation Report as informational. Councilor Lamoureux seconded the motion, which carried unanimously.

d. Budget -Discuss Ways to Defend Potential Annual Support Increase to City Council

Ms. Mattson explained this budget discussion is in relation to renewal of the letter used for the PCC to request funds from the City Council. She asked if the PCC decided on whether or not to ask for additional funds from the City Council. Chair Davis stated the original request of \$5,000 is great. She noted the balance in the PCC account is approximately \$16,000. Chair Davis then asked the PCC to review the Wishes and Ideas List for exchanges. She noted the top 3 exchanges on the list are for this year has been included in the budget. Chair Davis noted the student exchange in the Summer of 2019 was agreed on by the PCC, not to expand to more than 10-12 students. Vice Chair Mitchell noted this was due to the cost of transportation. He stated that fundraising for the teachers that chaperone the trip is difficult after all of the fundraising has been done for the students. In addition, he stated that it was difficult for the teachers to pay for

themselves. Vice Chair Mitchell stated their request would be \$3,000 for the teachers and any remaining amount will be returned to the PCC.

Chair Davis noted that she has informed Einbeck this is the last Soccer Exchange.

The PCC briefly reviewed the remaining exchanges on the list.

After a brief discussion, the Committee agreed that it would not be justified to ask for more than \$5,000 from the City Council.

Ms. Mattson will submit the funding letter to Finance. She reported the PCC is scheduled in September to go before the MSFI Committee to give a formal update on what the group has been doing over the past 12 months, as well as future goals. Ms. Mattson stated that typically the Chair presents to the Council, but anyone from the committee is welcome to make the presentation.

Councilor Lamoureux made a motion to accept the Budget Report as informational. The motion was seconded by Councilor Hansel, which carried unanimously.

e. PCC Budget Sub-Committee Report

Vice Chair Mitchell reported the subcommittee met and they discussed how fundraising is sparse. He explained they are nervous as a budget committee whenever they hearing about spending more than the allotted yearly amount of \$5,000. Vice Chair Mitchell noted the PCC cannot spend more than annual amount of \$5,000 without increasing the annual income. He stated that if this is not possible the PCC needs to decrease the spending. Vice Chair Mitchell recommended looking at the upcoming expenses in the next few years.

Chair Davis reported she received the check from Fireworks, which was given to Ms. Mattson for deposit.

Councilor Hansel made a motion to accept the PCC Budget Sub-Committee Report as informational. The motion was seconded by Councilor Lamoureux, which carried unanimously.

e) PCC Operating Guidelines Approval

Chair Davis asked the Committee for comments on the draft for the PCC Operating Guidelines. Ms. Thomas-Smith stated she will submit her grammatical corrections to Ms. Mattson to update.

Chair Davis referred to *VII. The PCC may provide a stipend to host families in the amount determined by the PCC.* She stated the PCC has never done this and thinks that if someone is willing to host they do not need to have a stipend. She stated that it is not the purpose of the exchange and is not in the spirit of the exchange. In addition, Vice Chair

Mitchell stated that he has a huge problem with this concept and hopes this is not the direction the PCC is heading towards. He stated that by doing this would not be reflective of a healthy exchange.

Chair Davis referred to *VI. Expectation of Keene PCC Delegates/Host (a)*. She will look through how the charter and expectations is currently worded and provide a copy to Ms. Mattson to update.

Councilor Lamoureux stated that he and Mr. Schoefmann will need to meet with Mr. Blomquist to discuss the draft.

Chair Davis asked for the draft to be on the agenda for approval at the next PCC meeting.

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

4) **Communications**

The PCC did not discuss any new communications.

5) **Reports**

a. **Treasurer's Report**

Treasurer's report was not presented.

6) **New Business:**

The PCC did not present any new business.

7) **Next Meeting-** February 12, 2018

8) **More Time:**

Chair Davis requested the Soccer Exchange 2018/2019 and New Funding Opportunities be moved to Board Business on the agenda for the next meeting.

Chair Davis then asked for the following items to be moved up to report out:

- Conversational German
- Agricultural Connection
- Pumpkin Fest Brought to You by Children of Monadnock
- Additional School Exchanges

Chair Davis requested the item for Ms. Eschle to host a dinner be moved to More Time.

9) **Adjournment**

PCC Meeting Minutes
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Hearing no further business, Chair Davis adjourned the meeting at 6:14PM.

Respectfully submitted by,
Jennifer Clark, Minute Taker