

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

**Tuesday, June 4th, 2019
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:** May 14, 2019
- 4. Board Business**
 - a.) PCC Exchange – Mixed Group Delegation/June – *Confirm Agenda details*
 - b.) Future exchanges – Albert will want to discuss during the visit
- 5. Communications:**
- 6. Reports:**
 - a.) Treasurer Report – *Kathy*
- 7. New Business:**
- 8. Next Meeting:** Next meeting date: September 10, 2019
- 9. More Time:**
 - a.) New Funding Opportunity to research – First Friday's/Machina Arts – Non-profit vendors
<http://www.machinaarts.org/firstfridayarthop.html> - Consider for next summer.
 - b.) Rachel Eschle (Keene Delegate to Einbeck in Oct) Offer to host farm dinner for Einbeck Delegation coming in June. – requires 50% payment to reserve spot.
 - c.) PCC Operating Guidelines Approval – Subcommittee Report – *Kürt/Will/Gary*
 - d.) Discuss media opportunities to help promote PCC events and exchanges – *Dawn/Dan*
 - e.) Soccer Exchange 2019/update – *Wally*
- 10. Adjournment**

DRAFT

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, May 14, 2019

5:15 PM

2nd Floor Committee Room,
City Hall

Members Present:

Irene Davis, Chair
John Mitchell, Vice Chair
Kendall Lane, Mayor (left early)
George Hansel, Councilor (left early)
Dawn Thomas-Smith
Kathy Frink
Dan Brown, Alternate

Staff Present:

Helen Mattson, Staff Liaison

Members Not Present:

Gary Lamoureux, City Councilor
Will Schoefmann
Kurt Blomquist
Lily Hart, Alternate

1) **Call to Order**

Chair Davis called the meeting to order at 5:17 PM. Mr. Giacomo was in attendance as a guest.

2) **Appointment of Alternates**

Chair Davis appointed Mr. Brown to participate in the meeting as a voting member.

3) **Minutes of the Previous Meeting – April 9, 2019**

Ms. Thomas-Smith made a motion to accept the minutes of April 9, 2019. The motion was seconded by Mr. Brown, which carried unanimously.

4) **Board Business**

a. PCC Exchange-Mixed Group Delegation/June

Chair Davis began the discussion by announcing that Mr. Thormann officially is no longer the Chair for the Einbeck Partner City Committee. However, Mr. Thormann is still a committee member. Yurgen is now the Einbeck Committee Chair and Frank Klenke is the Vice Chair. Mr. Klenka will be attending the upcoming Soccer Exchange. Mr. Thormann has briefed Yurgen very efficiently and they are waiting to hear about the PCC Mixed Group Exchange Agenda. Yurgen will not be attending the Mixed Group Exchange in June but Mr. Thormann will be attending as a City Official since he is the Vice Mayor.

Chair Davis reported that Yurgen informed her that Mr. Miesslering was denied his visa. She stated that Mr. Miesslering has an interview at the Frankfurt Consulate next week. Chair Davis stated that Mr. Miesslering has done business in Iran for the last year and they believe this caused denial of his visa.

Chair Davis wanted to confirm if the Committee will have two vans picking up the guests or if there will be two vans from Thomas Transportation picking. Vice Chair Mitchell offered to take two personal days to pick and drop off the guests in exchange for help with the Cheshire Career Center exchange next year. In addition, Ms. Frink will have an 8-passenger van to assist with pick up. She reported that Mr. Parsells is also planning to drive down to pick up the guests. Chair Davis suggested the Committee wait to see next week if Mr. Miesslering is able to get his visa before committing to the amount of transportation needed. Vice Chair Mitchell noted that the pickup on June 7 would work best for his schedule.

Chair Davis reported that Kerstin is leaving a day early.

Chair Davis then reviewed the agenda.

- On Friday, June 7 flight arrives at 3 PM and host families will pick up guests at 7PM on Marlboro Street.
- On Saturday, June 8 is Host Family Day. Guests are welcome to join the Craft Brewery Tour. Mr. Giacomo will need to know the total number of guests attending in order to have enough room in the van. He reported that the Keene Young Professional has offered to subsidize the cost of the vans. The plan is to visit Elm City, Branch and Blade in Keene. In addition, other options are Granite Roots located in Troy or Frogg Brewery located in Marlborough. Mr. Giacomo is in the process of coordinating the times. The group will be having dinner at Elm

City Brewery. Mr. Giacomo asked to have the final number of hosts and guests attending by May 30.

- On Sunday, June 9 is the morning hike up Mt. Monadnock or another activity. At 4:30 PM, there is a Welcome Dinner at Stonewall Farm. Councilor Hansel reported there was a meeting held with Jordan and an estimated count of 45 was provided. Invites will be extended to the Delegation, Host Families, PCC members and Vice Chair Mitchell's guest. Councilor Hansel noted that the beer has to be purchased through Stonewall Farm. Mr. Brown reported that he has been working with Branch and Blade to have a German beer brewed for the exchange. Councilor Hansel recommended having Jordan do a pairing with the dinner since he is familiar with the local breweries. The final count will be given to Stonewall Farm one week prior to the event.
- On Monday, June 10 is the Presentation at City Hall on the Government Structure in the City. In addition, there will be a meet and greet with the City Councilors. Following the presentation, there will be a Downtown Tour. The Einbeck Delegation has requested an interpreter for the tour. Councilor Hansel reported that Marie Dugan, a professor at KSC has expressed an interest to be an interpreter for the tour. Councilor Hansel will contact Ms. Dugan to discuss the details on being an integrator. The tour will begin at Wyman Tavern and then the food trucks on Gilbo Avenue will provide lunch. The group will pre-order lunch and eat at a location to be determined at KSC. After lunch, the group will tour KSC. Mr. Giacomo stated that he would contact the food trucks to setup a menu to be pre-ordered by the group. The group will be picked up at the parking lot next to the Thorne Center at KSC. Dinner will be with the host families. Mr. Giacomo confirmed the food truck Sweet and Savory will be open for lunch on Monday.
- On Tuesday, June 11 is the visit with Parks and Recreation. Ms. Mattson is waiting on confirmation from Mr. Bohannon and Mr. Blomquist. After the Park and Recreation visit there will be a tour at Hillside Village. The Mayor will need the final number of guests attending the tour by May 30. After the Hillside Village, tour is a tour of MoCo Arts and the YMCA. The group will be picked up at the YMCA at 3:30. Dinner will be with the host families. The Committee will confirm with Mr. Blomquist about the use of the City's van for transportation.
- On Wednesday, June 12 there will a tour with Unity Homes, Filtrine and Markem. Councilor Hansel will need to have a final count for the lunch that will be held at Filtrine. Mr. Giacomo will also need to have names for everyone attending the tour at Markem for visitor badges. Councilor Hansel will ask Hans to be an interpreter for the tours. The group will be picked up at Markem at 3 PM. The Committee will confirm with Mr. Blomquist about use of the City's van for transportation for the tours.

- On Thursday, June 13 is a free time day. The Mayor reported that he has spoken with Monadnock Aviation and airplane rides will be given. He reported that three people would go at a time to see the Monadnock Region. He noted the group could also have lunch at the Flight Deck after the ride. The group will be picked up at 2 PM at the Flight Deck. The Mayor stated there is no cost for the flights but there should be a budgeted amount for lunch. The Committee agreed to \$15 a person for lunch. The BBQ Farewell Dinner at Mayor Lane's will consist of an American style BBQ.
- Friday, June 14th is departure at 11 AM on Marlboro Street. Ms. Frink's van and another vehicle will be needed for transportation to the airport.

The Committee then discussed having another interpreter available for Monday and Tuesday. Vice Chair Mitchell reported that Antje Hornbeck is willing to commit to being an interpreter. He stated that Ms. Hornbeck will need to know in advance in order prepare her work schedule.

Mr. Giacomo announced that last year at the Historical Society Auction he won "Rent Alan Rumrill." He donated these hours with Mr. Rumrill to the PCC for the exchange in order for the Germans to have a session on the history of Keene. Mr. Giacomo will discuss setting up a session with Mr. Rumrill and report back to the PCC. The PCC thanked Mr. Giacomo for the donation.

Ms. Thomas-Smith made a motion to accept the Mixed Group Delegation Agenda as presented. The motion was seconded by Ms. Frink, which carried unanimously.

Chair Davis then asked for a motion to approve the expenses for the exchange.

Ms. Frink made a motion to approve up to \$4,000 as expenditure for the Mixed Group Exchange. The motion was seconded by Vice Chair Mitchell, which carried unanimously.

b) Discuss Mr. Thormann's Future Exchange Requests

Chair Davis reported that Mr. Thormann suggested the following exchanges:

- In 2020, the Einbeck Delegation has suggested another school exchange. Chair Davis reported that she explained to them that Vice Chair Mitchell is the representative for the PCC for school exchanges. She explained that Vice Chair Mitchell could tell them what the KHS can handle for exchanges.
- A youth exchange with a mixed delegation from Keene visiting the Eule Festival.
- In 2021, a soccer exchange. Chair Davis has informed Einbeck this exchange will not continue.
- A general sports exchange such as golf or basketball exchange.

Ms. Thomas made a motion a motion to accept the Future Exchange Request as informational. The motion was seconded by Ms. Frink, which carried unanimously.

5) Communications

The PCC did not discuss any new communications.

6) Reports

a) Treasurer Report

Ms. Frink reported there have been no additions or subtractions in either account. The appropriated account has a balance \$7,943.83. She explained the Committee has requested \$4,000 for the June visit. Ms. Frink noted this amount has not been factored in. The Soccer Exchange in July has requested \$8,000.

Ms. Frink reported the Chorale Exchange requested \$5,698.75, which the Committee approved for \$3,100. She stated in the appropriated account that would leave a balance of \$3,156.17. Ms. Frink reported the general account has a balance of \$19,849.08. She explained taking away the negative leaves \$16,692.91. She noted the Committee also has to take the funds from the Chorale Pizza Night fundraiser in the amount of \$351. The balance in the account will then be \$16,341.91. In addition, the amount that was just approved for \$4,000 will leave a balance of \$ 12,341.91.

Chair Davis asked if the appropriated account has this year's appropriation. Ms. Frink responded this would be received in July in the amount of \$5,000.

Vice Chair Mitchell made motion to accept up to \$8,000 to support the Soccer Exchange. The motion was seconded by Ms. Thomas-Smith, which carried unanimously.

Ms. Thomas-Smith made a motion to accept the Treasurer's Report as informational. The motion was seconded by Mr. Brown, which carried unanimously.

Chair Davis noted that the PCC needs to have a fundraising subcommittee in order to see what can be done to raise money.

Chair Davis stated the only item on the agenda for the next meeting will be finalizing the agenda for the Mixed Group Exchange.

7) Next Meeting- June 4, 2019

8) Adjournment

Ms. Thomas-Smith made a motion to adjourn the meeting. The motion was seconded by Mr. Brown, which carried unanimously.

Hearing no further business, Chair Davis adjourned the meeting at 6:15 PM.

PCC Meeting Minutes
May 14, 2019

Respectfully submitted by,
Jennifer Clark, Minute Taker