

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

Tuesday, October 13, 2020

5:00 pm to 6:00 pm



- 1. Call to Order** - Read: *Authority for Conducting a Meeting Electronically*; Per Emergency Order #12, issued by the Governor of the State of New Hampshire, pursuant to Executive Order #2020-04, gives authority for public meetings to be held remotely and shared information about how members of the public can listen and share comments.
- 2. Roll Call – Appoint Alternates (if required)**
- 3. Minutes of the Previous Meeting:** September 8, 2020
- 4. Board Business**
 - a.) Planning for future exchanges with Einbeck
 1. Future Exchange Ideas – YMCA, dance, rugby
 2. Student pen-pal ideas
 - b.) Discuss Promotional Activities/Media Opportunities to help promote PCC events and exchanges – *Dawn*
 - c.) Dedication of Einbeck’s old synagogue *meeting space* to coincide with October’s visit – delegation from Cohen Center.
- 5. Communications:**
 - a.) Email from the Einbeck Exchange Committee from Jürgen – *synagogue dedication*
- 6. Reports:**
 - a.) Treasurer Report – *Delene*
- 7. New Business:**
 - a.) Fundraising Ideas
- 8. Next Meeting:** Next meeting is November 10, 2020
- 9. More Time:**
 - a.) Review Rules of Order & Compare with other advisory boards – *samples attached*
 - b.) Student Exchange – Update on postponement – *John*
- 10. Adjournment**

AUTHORITY FOR CONDUCTING A MEETING ELECTRONICALLY

In Emergency Order #12, issued by the Governor of the State of New Hampshire pursuant to Executive Order #2020-04, certain provision of RSA 91-A regulating the operation of public body meetings have been waived during the declared COVID-19 State of Emergency.

Specifically:

The requirement that a quorum of a public body be physically present except in an emergency requiring immediate action under RSA 91-A:2, III(b);

The requirement that each part of a meeting of a public body be audible or otherwise discernible to the public at the location specified in the meeting notice as the location of the meeting under RSA 91-A:2, III(c).

Provided, however that the public body must:

Provide access to the meeting by telephone, with additional access possibilities by video or other electronic means;

Provide public notice of the necessary information for accessing the meeting;

Provide a mechanism for the public to alert the public body during the meeting if there are problems with access; and

Adjourn the meeting if the public is unable to access the meeting.

This meeting will be conducted using the online meeting platform, Zoom. The public may view the meeting online by going to www.zoom.us/join and enter the meeting ID: _____.

If you are unable to, or wish not to attend the meeting on line, you may call the toll free # _____ and enter meeting ID: _____ to listen to the meeting.

If you are having trouble accessing the meeting, you may call _____ for assistance.

I will now call the meeting to order.

1 City of Keene
2 New Hampshire

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5 PARTNER CITY COMMITTEE
6 MEETING MINUTES
7

8 **Tuesday, September 8, 2020**

5:00 PM

Remotely via Zoom

Members Present:

Dawn Thomas-Smith
Dr. Delene White
Will Schoefmann, Vice Chair
Mari Brunner
Michael Giacomo, Councilor

Staff Present:

Helen Mattson, Staff Liaison

George S. Hansel, Mayor

Members Not Present:

Kürt Blomquist
John Mitchell, Chair

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12 **1) Call to Order**
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14 Vice Chair Schoefmann read a prepared statement explaining how the Emergency Order #12,
15 pursuant to Executive Order #2020-04 issued by the Governor of New Hampshire, waives
16 certain provisions of RSA 91-A (which regulates the operation of public body meetings) during
17 the declared COVID-19 State of Emergency. He called the meeting to order at 5:08 PM.
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19 **2) Roll Call – Appoint Alternates**
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21 Roll call was conducted.
22

23 **3) Minutes of the Previous Meeting – July 14, 2020**
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25 Mayor Hansel made a motion to approve the meeting minutes of July 14, 2020. Ms. Thomas-
26 Smith seconded the motion, which passed by unanimous vote.
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28 **4) Board Business**

29 **a) Planning for Future Exchanges with Einbeck**

30 **1. Exchanges – YMCA, Dance, Rugby**

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32 Vice Chair Schoefmann asked if the group wanted to have more discussion about these topics
33 today. He asked if people had other concepts to talk about.

34
35 Ms. Brunner asked if this group is interested, since they cannot do in-person exchanges for a
36 while, in the possibility of a pen pal program. She continued that they would have to see if there
37 were any interested classes or schools. It would be something they could do during the
38 pandemic. Vice Chair Schoefmann replied that that sounds like a neat idea, if they could find a
39 class of students that might be interested. Ms. Brunner replied that they would have to see if
40 there were partners in Einbeck. She continued that she is pretty new to this committee and does
41 not personally have connections in Einbeck, but she was thinking, if there was a fourth grade
42 class here, say, and a fourth grade class in Einbeck, they could write letters back and forth, or
43 emails. Vice Chair Schoefmann replied that there might be opportunities with Zoom or
44 something similar, maybe for the committee or a class of students. He continued that they could
45 explore how to do virtual meetups, to keep the connections going and put some faces to names.
46 He asked for others' thoughts.

47
48 Dr. White stated that she thinks Ms. Brunner has a good idea; she would be in favor of trying
49 that. She continued that one thing that comes to mind, since Ms. Brunner brought up fourth
50 graders, is the city museum in Einbeck – she follows it on Instagram and it has fun, child-
51 friendly activities going on to learn about Einbeck's history and engage in art. Perhaps they
52 would be interested in doing something, using something like Zoom, so people in Keene could
53 learn from what they are doing in Einbeck. Vice Chair Schoefmann replied that he knows there
54 is a group that has documented the history of trails being developed; it is a pretty neat historical
55 presentation. Something like that could be a live Zoom presentation, and/or they could give
56 people links to things they could explore on their own, too, about the Keene community. It
57 would be a way of reaching out and could help with this void of physical exchanges. It is
58 something to talk about; they could do some legwork outside of the meeting.

59
60 Ms. Thomas-Smith stated that she thinks this is great. She continued that she is remembering
61 Fuller School had elementary students do something like that. Maybe Chair Mitchell's students
62 who were supposed to go this year could connect with Einbeck students, since those connections
63 have already started to be made. She loves the idea of trying to connect in other ways while they
64 cannot do in-person exchanges.

65
66 Vice Chair Schoefmann stated that maybe folks who have mentioned ideas could think about the
67 details some more, and Ms. Thomas-Smith could email Chair Mitchell. They could maybe have
68 something for October and send it from Mayor Hansel to the Mayor of Einbeck and the Chair of
69 their delegation or committee. There could be a small program. It will take more legwork but
70 there are some good ideas starting now. At the moment it seems like the exchanges are on pause
71 until there is the possibility of travel again. Mayor Hansel replied yes, he knows people are
72 traveling to Germany now from the US, but they have to quarantine.

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2. Dedication of Einbeck’s old synagogue meeting space to coincide with October’s visit - delegation from Cohen Center (place on more time)

Vice Chair Schoefmann stated that the October delegation is not happening and they will place this on more time. He continued that if Einbeck is going to do this dedication of the meeting space and will have a live stream, the PCC could promote that. It would be good if they could find out more or make that suggestion somehow. He asked if anyone had any other thoughts.

Councilor Giacomo asked if the actual dedication is being postponed, or just the PCC’s involvement. Vice Chair Schoefmann replied that there was a letter. Discussion ensued. Vice Chair Schoefmann stated that he thinks he saw something about this on one of Einbeck’s pages but he cannot remember. He continued that they should look into this before October and see what is going on. Councilor Giacomo asked who had been communicating back and forth about that. Ms. Mattson replied that she remembers seeing an email from Jay Kahn, but that was a while ago. Vice Chair Schoefmann stated that he will touch base with Chair Mitchell and see if he was communicating with Einbeck folks about this, and he will have him update the PCC on the status of this.

b) Discuss Promotional Activities/Media Opportunities to Help Promote PCC Events and Exchanges – Dawn

Vice Chair Schoefmann stated that Ms. Thomas-Smith forwarded some information to Ms. Mattson about this, just prior to the meeting. Ms. Thomas-Smith stated that at the last meeting they spoke about the social media request form, and that was an opportunity to say why the PCC started the social media presence in the first place and what their goals and objectives were. That was created in 2015. She and Ms. Mattson were both designated administrators, but as she said last time, the more the merrier. The PCC would just need to define if they wanted to build in any kind of workflow from a content review or approval process. She imagines the Parks, Recreation, and Facilities (PRF) Department has an active social media presence and there are other organizations across the City that do this, so from a permissions perspective and a workflow perspective, if the PCC should be following a similar workflow or approval process it makes sense to do so and not try to reinvent the wheel. These are meant to be guidelines and informational and can be used for moving forward. Also, there is the authorization form for photo release/media consent. This was quick and easy. Maybe there is a simpler version they could look at and apply, say, from the PRF Department or Keene High School. On the other end of that, she left in a spot for if they wanted to revoke authorization for the future. It would be about defining the process for who the form gets submitted to and the record-keeping step, if people wanted to take away their consent.

115 Ms. Brunner shared Ms. Thomas-Smith's documents on the screen – the social media request
116 form, and the media consent form. Ms. Thomas-Smith stated that the social media request form
117 was a requirement by the City in order to set up a social media account. She continued that the
118 City Attorney signed off on it and a month or two later they created the account.

119
120 Vice Chair Schoefmann stated that maybe they could update them with who has access. He
121 continued that typically it is at the discretion of the administrators of the Facebook pages to post
122 proper content. They could update the IT Department (previously called the IMS Department)
123 with the list of people who are currently administrators for the page and then they should be all
124 set, in his opinion. They might find out differently when they forward the information to the IT
125 Department, but they are definitely within the parameters of the intent and purpose. He
126 continued that he thinks the media release is great and he thanks Ms. Thomas-Smith for putting it
127 together. Right now it does not seem like they will be getting many in-person opportunities for
128 photos but in the event that they do get opportunities for some photos to be released, it is great to
129 have this release form. He can ask Andy Bohannon if the PRF Department has anything simpler,
130 but this looks great. The next step would be to get approval from the City Attorney. Ms.
131 Thomas-Smith stated that the last has a placeholder, "Contact TBD with address here." She
132 asked if she should edit/update that and re-send it. Vice Chair Schoefmann replied that he needs
133 to think about where that should go, and he will let her know what to put in there. He continued
134 that the City Attorney might have input on that.

135

136 **5) Communications**

137 **a) Letter from Einbeck Mayor Sabine Michalek, dated 6/29/2020**

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139 Vice Chair Schoefmann stated that this letter is in the agenda packet. He continued that Mayor
140 Michalek had responded to the PCC/Mayor Hansel with some nice words, about how they are
141 looking forward to resuming the in-person exchanges next year. He asked if anyone had
142 questions or comments about that.

143

144 **6) Reports**

145 **a) Treasurer Report – Delene**

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147 Vice Chair Schoefmann asked Dr. White for the Treasurer's Report.

148

149 Dr. White stated that regarding the account that is not the appropriations account, \$18,765 is the
150 current balance. She continued that the only change is a \$4.99 transaction for the greeting card
151 that they purchased. It was a retirement card from November 2019.

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153 Councilor Giacomo made a motion to accept the Treasurer's Report. Ms. Thomas-Smith
154 seconded the motion, which passed by unanimous vote.

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156 **7) New Business**

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158 **a) Fundraising Ideas**

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160 Vice Chair Schoefmann asked if anyone had any ideas to share. Ms. Thomas-Smith thanked Dr.
161 White for creating the survey. She continued that it is a great start. The questions made sense.
162 She would suggest adding the logos, which she herself would be happy to do, and she suggests
163 they provide an open-ended question like “Do you have any more comments or feedback?” so
164 people have the opportunity to do some storytelling.

165

166 Dr. White stated that she could have asked more questions but she wanted to keep the survey
167 short so it does not overwhelm people, but at the same time she wants the survey to be effective
168 for communicating the PCC’s impact to the City Council. She continued that she likes Ms.
169 Thomas-Smith’s idea to add an open-ended question. She was hoping that the “describe your
170 experience” question (#2) would be open-ended but she can rephrase it, to encourage people to
171 share their stories and experiences. Testimonials from people would help, so the PCC is not just
172 sharing numbers of how many people participated, but showing that people have enjoyed their
173 experiences and sharing the positives that people got out of it.

174

175 Councilor Giacomo stated that just a catch-all question at the end would be good, in addition to
176 question #2. He continued that the response to #2 might be more factual, such as: “I visited and
177 did [this] and stayed with [family].” Having a more colorful question at the end, for someone to
178 give more of a picture of what they actually got out of it, would give people a chance to gush a
179 little if they really enjoyed it. Maybe the PCC should let people know their feedback/snippets
180 might be used to further support this program’s future, or be used in a letter to the City Council.
181 That would be a good disclaimer to have.

182

183 Dr. White replied that she will work on adding that one item. She asked if they should revisit it
184 at the next meeting. Vice Chair Schoefmann replied that Dr. White can send Ms. Mattson
185 another draft and Ms. Mattson can share it with the group.

186

187 Vice Chair Schoefmann stated that he thought all the questions were great and he agrees with
188 Councilor Giacomo about giving people the opportunity to gush a bit. He continued that maybe
189 they could also give people the opportunity to share photos. He could set up a Google Drive or
190 other online location for people to upload photos to. Ms. Thomas-Smith stated that Google
191 Forms allows that if people are logged in. She continued that regarding distribution, if they put
192 the survey on social media or the City website, maybe they could add a request for people’s
193 email addresses.

194

195 Councilor Giacomo stated that he has another recommendation: regarding the survey question
196 “Would you recommend participation as a host to others?”, he thinks most people who went on
197 the delegation ended up hosting others, but they are not necessarily mutually exclusive. He’d
198 change it to something like “Participation as a host or delegate,” so they capture everyone.

199

200 Vice Chair Schoefmann thanked Dr. White for her work. Dr. White stated that she thinks she
201 has a way to add a link to the survey for people to upload photos; she will check. Vice Chair
202 Schoefmann stated that everyone on the committee could take the survey for a test run and see
203 how it works out.
204

205 Vice Chair Schoefmann asked if anyone else has fundraising ideas to share. He continued that
206 this will be good as a potential fundraiser and just to raise general awareness, and bring past
207 participants back in.
208

209 Dr. White stated that she just remembered, last time they talked about the possibility of having a
210 “donate” button. Vice Chair Schoefmann replied that he had probably volunteered to research
211 that but he has not done so. Dr. White asked if anyone knows if it is okay to put in. Vice Chair
212 Schoefmann replied that he will work on getting that answer, probably with Ms. Mattson’s help.
213 Ms. Thomas-Smith replied that her guess is that people would be able to send checks instead of
214 sending money online. It could get big real quick. That is something to consider for the future.
215 They have 501c3 status. They could say “we always welcome support” and craft language
216 welcoming people to send donations. Dr. White replied that she will work on it without
217 changing the language too much and see what people think.
218

219 **8) Next Meeting – October 13, 2020**

220
221 Vice Chair Schoefmann stated that their homework is doing some outreach to the Einbeck folks.
222

223 **9) More Time:**

224 **a) Review Rules of Order & Compare with Other Advisory Boards – Samples**
225 **Attached**

226 **b) Student Exchange – Update on Postponement - John**
227

228 Vice Chair Schoefmann asked Mayor Hansel if he thinks they need to discuss the Rules of
229 Order. Mayor Hansel replied no, it is not very time sensitive and they can keep it on more time.
230

231 **10) Adjournment**

232
233 There being no further business, Vice Chair Schoefmann adjourned the meeting at 5:48 PM.
234

235 Respectfully submitted by,
236 Britta Reida, Minute Taker

Helen Mattson

From: jj mitchell <underwoodscout@hotmail.com>
Sent: Wednesday, September 23, 2020 3:56 PM
To: Helen Mattson
Subject: Synagogue Dedication

Helen,

This is the latest I have from the Einbeck Exchange Committee by way of Jurgen:

Now to your request about the synagogue. I had already told you that it was not to become a religious site but a public meeting place. This was confirmed to me again by Frank Bertram, the initiator of the reconstruction, in a telephone conversation this morning. The inauguration was supposed to take place in October. However, it is delayed until spring 2021 because the construction work has not yet been completed. There is also a link to the synagogue: www.alte-synagoge-einbeck.de . However, the presentation is not completely up-to-date at the moment.

Michele and I are working on a list of people who told us in the past they would be supportive of the Einbeck exchange. Hopefully, by the next meeting I will have a good contact list of people who I hope are willing to support us.

John