

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

Tuesday, August 8, 2023

5:00 pm to 6:00 pm

2nd Floor Conference Room, City Hall



1. **Call to Order**
2. **Roll Call – Appoint Alternates (if required)**
3. **Minutes of the Previous Meeting:** approval of meeting minutes for July 11, 2023.
4. **Board Business:**
 - a.) Activity Planning for upcoming exchange w/Einbeck in Keene – *September 22 to September 30, 2023.*
 - b.) **Budget** and coordinating activities.
 - d.) PCC Exchange Survey/Facebook updates.
 - e.) Update on Student Exchange – MC2. – *October 9 – 22, 2023.*
5. **Communications:**
6. **Reports:**
 - a) Treasurer Report
7. **New Business:**
 - a) Discuss additional guidelines/expectations to be added for people from Keene traveling to Einbeck. *Subcommittee Members: Mike, Doris, and Gerry*
8. **Next Meeting:** Next meeting is September 12, 2023.
9. **More Time:**
 - a) Fundraising Ideas/Opportunities
 - b) Pumpkin Fest, potential fund-raising opportunity. Brats and Kraut sales – potential free use of grill and donation for brats and kraut, volunteers.
 - c) Update on other future exchange ideas – YMCA/Youth Centers – Pickle Ball – Dance.
10. **Adjournment**

1 City of Keene
2 New Hampshire

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5 PARTNER CITY COMMITTEE
6 MEETING MINUTES
7

Tuesday, July 11, 2023

5:00 PM

2nd Floor Conference Room,
City Hall

Members Present:

William Schoefmann, Vice Chair
Mayor George Hansel
Councilor Michael Giacomo (until 5:44 PM)
Mari Brunner
Gregg Kleiner
Derek Blunt
Doris McColleston (5:06 PM)

Staff Present:

Helen Mattson, Executive Assistant

Members Not Present:

John Mitchell, Chair
Gerald Lins, Alternate
Kürt Blomquist
Dawn Thomas-Smith

8
9
10 **1) Call to Order**

11
12 Vice Chair Schoefmann called the meeting to order at 5:01 PM.

13
14 **2) Roll Call – Appoint Alternatives (if required)**

15
16 Roll call was conducted.

17
18 **3) Minutes of the Previous Meeting – Approval for June 13, 2023, and April 11, 2023**
19 **(minutes were not available for the May meeting)**

20
21 Councilor Giacomo made a motion to approve the minutes of June 13, 2023. Mayor Hansel
22 seconded the motion, which passed by unanimous vote.

23
24 Councilor Giacomo made a motion to approve the minutes of April 11, 2023. Mayor Hansel
25 seconded the motion, which passed by unanimous vote.

26
27 **4) Board Business**

28 **A) Activity Planning for Upcoming Exchange with Einbeck in Keene – We are**
29 **now planning to host from September 22 to September 30, 2023**

30
31 Vice Chair Schoefmann stated that the working group met last Friday. He shared information
32 about the flight arrival times. He spoke about the changes/updates/additions to the itinerary the
33 working group has been putting together, beginning with Friday and Saturday.

34
35 Councilor Giacomo asked if he should talk with Allan R. regarding the Magical History Tour.
36 Mr. Schoefmann replied yes, that would be helpful.

37
38 Mr. Schoefmann gave more information about the Sunday itinerary, the “Choose Your Own
39 Adventure” day. He spoke about what he is doing to coordinate biking options. Discussion
40 ensued. The PCC determined that the “meet and greet” for hosts, coordinated by John Mitchell,
41 will be August 14, and hosts will talk about further activity ideas and share information.

42
43 Mr. Schoefmann spoke about the Monday itinerary, regarding the Pioneer Valley/Berkshires Day
44 Trip. Discussion ensued about the day’s activities, including the possible, optional Contra Dance
45 in the evening.

46
47 Mr. Schoefmann continued that the plans for local activities on Tuesday are coming together.
48 He asked if Councilor Giacomo can reach out to the Dublin Tap Room. Councilor Giacomo
49 replied yes. Discussion continued. Mr. Schoefmann asked Mr. Blunt if MC2 has vans they
50 could use. Mr. Blunt replied yes.

51
52 Mr. Schoefmann stated that Wednesday is the State Capitol trip and points of interest in the
53 White Mountains. He shared conversations the working group had at their last meeting about
54 possible activities and options, such as the Conway Railway, Cog, or Cannon Tram, and the
55 budget. Discussion ensued about which White Mountains activities to do, the costs, and the
56 budget for the exchange in general. Discussion ensued about the numbers and costs for the
57 dinner. The PCC has a number of questions about that, which Mr. Kleiner will talk with the
58 venue owners about after he and Mr. Schoefmann talk. The group returned to the conversation
59 about the Conway Railway/Cog/Cannon Tram options, and decided to try for the Cog Railway.
60 Mr. Schoefmann spoke about his need to schedule a conversation with Yves Gakunde about how
61 to best make the funds accessible to people during the exchange, once the PCC passes a motion
62 about the expenditures. Mayor Hansel will be part of that conversation.

63
64 Mr. Schoefmann went through the plan for Thursday, with the trip to the Seacoast and what that
65 includes. He gave information about Friday, the “free day,” and the variety of possible activities.
66 Pickleball has been moved to Friday instead of Sunday. He continued that the wrap-up/farewell
67 dinner will be at Councilor Giacomo’s house. Councilor Giacomo shared ideas for that, which
68 Mr. Schoefmann asked him to price it out and email to him so he can coordinate it within the
69 budget request.

71 Mr. Schoefmann continued that the Einbeck visitors leave Saturday. Discussion ensued about
72 timing and final activities.

73
74 Mr. Schoefmann asked if anyone had questions or thoughts. He continued that when Ms.
75 McCollester figures out her availability for the week, that would be very helpful. Ms.
76 McCollester asked for him/someone to write down which day(s) would be essential for her to be
77 there. She continued that she can be available every day if they need her. Mr. Schoefmann
78 asked Ms. Brunner if she knows how many passengers the bus holds. Ms. Brunner replied that
79 she thinks about 20 to 25. Discussion continued about transportation for the daytrips, and the
80 training/preparation for bus driving.

81
82 Mr. Schoefmann continued that the schedule is really coming together, and the next steps are the
83 budget and making sure they have the numbers for the events. PCC members should email him
84 regarding the days or activities they are interested in participating in, by the end of next week, so
85 he can make sure they have space accommodated and that the bookings are solid, particularly for
86 the Cog Railway.

87
88 Councilor Giacomo left at 5:44 pm.

89
90 **B) PCC Exchange Survey/Facebook Updates**

91
92 Mr. Schoefmann stated that he can talk with Ms. Thomas-Smith about having him or Ms.
93 Brunner added to the Facebook admins so they can update during the exchange, post photos and
94 videos, and so on and so forth. He continued that they should have a solid plan for social media
95 outreach leading up to the exchange and for posting updates during the exchange, for the
96 publicity side of things. Ms. Brunner replied yes, especially if they are selling tickets for the
97 welcome dinner. They should really promote that.

98
99 Ms. Mattson asked if anyone looked at the list she sent to the PCC, of people who were
100 somehow involved with the exchanges in the past. Ms. Brunner replied that she probably would
101 not know the people on the list. Mr. Schoefmann stated that they can utilize that list for when
102 they are selling tickets for events.

103
104 **C) Update on Student Exchange – MC2 – October 9-22, 2023**

105
106 Mr. Schoefmann asked Mr. Blunt how the planning for the student exchange is coming along.
107 Mr. Blunt replied that the school is on break, so there is not much to report. He continued that
108 their yard sale fundraiser is this weekend at MC2, and they welcome more donations of items to
109 sell. He will send the flyer to Ms. Brunner. They are also selling 50/50 raffle tickets. Mr.
110 Schoefmann asked Mr. Blunt to email him details on who to contact for the raffle tickets.

111
112 **5) Communications**

113 Mr. Schoefmann stated that Chair Mitchell is in Germany. He continued that he emailed a few
114 PCC members today, trying to make sure accommodations were taken care of for the two
115 additional Einbeck visitors who still needed hosts. Elizabeth Cardine volunteered to host. Ms.
116 Brunner asked if that means all visitors have hosts now. Mr. Schoefmann replied yes.

117
118 Mr. Schoefmann asked if Ms. Mattson had any communications to report. Ms. Mattson replied
119 no.

120

121 **6) Reports**

122 **A) Treasurer Report**

123

124 Mr. Kleiner reported that in the appropriations account, the PCC received its fiscal year 23-24
125 appropriation of \$5,000. The total is now \$17,000. He continued that the general account has a
126 balance of \$18,260.90.

127

128 Mr. Schoefmann made a motion to accept the treasurer report. Councilor Giacomo seconded the
129 motion, which passed by unanimous vote.

130

131 **7) New Business**

132 **A) Discuss additional guidelines/expectations to be added for people from Keene**
133 **traveling to Einbeck**

134

135 Mr. Schoefmann stated that he does not think the PCC has done any additional work on this and
136 he cannot remember who it was tasked to. Ms. Brunner replied that it was tasked to Councilor
137 Giacomo, at a meeting at which he was not present. Councilor Giacomo replied that there is
138 nothing to report yet. Ms. Brunner stated that Ms. McCollester had also volunteered to help with
139 this, and possibly Mr. Lins as well. She continued that the idea was to create the
140 guidelines/expectations not just for Keene travelers to Einbeck, but also Keene hosts of Einbeck
141 visitors. Mr. Schoefmann stated that he will try to coordinate this (working group) meeting
142 before Chair Mitchell gets back, so they can have a draft of something. It would be good to do
143 this prior to the hosts getting together on August 14. Discussion ensued. Mr. Schoefmann stated
144 that he will email Councilor Giacomo, Ms. McCollester, and Mr. Lins about this by the end of
145 the week to schedule something.

146

147 **8) Next Meeting – August 8, 2023**

148

149 Mr. Schoefmann asked Ms. Mattson to add “activity planning and budget” to the August agenda,
150 under “Board Business.”

151

152 **9) More Time**

153 **A) Fundraising ideas/opportunities**

154 **B) Pumpkin Fest, potential fundraising opportunity. Brats and Kraut sales –**
155 **potential free use of grill and donation for brats and krauts, volunteers**

156

157 Mr. Schoefmann asked if Councilor Giacomo had said Pumpkin Fest was a possibility.
158 Councilor Giacomo replied that once the group has non-profit status, a vendor form is being
159 created now, and there will be three or four organizations with set spots and an additional nine
160 spots chosen by lottery. They hope the form will be released by the end of next week and
161 signups can begin. The PCC can put their name in.

162 Mr. Schoefmann asked about the status of Octoberfest. He recalled that at the last meeting the
163 PCC discussed the fact that there was a tabling fee/percentage of sales to go to Stonewall Farm
164 and the PCC was not sure about that. Mr. Schoefmann stated that when Chair Mitchell gets back
165 he can talk with him and see if they can get more information about this. Discussion ensued.
166 Councilor Giacomo stated that he will reach out to the person at Stonewall Farm to talk about
167 this.

168 **C) Update on other future exchange ideas – YMCA/Youth Centers, Pickle Ball,**
169 **Dance**

170 **10) Adjournment**

171

172 There being no further business, Mr. Schoefmann adjourned the meeting at 6:00 PM.

173

174 Respectfully submitted by,
175 Britta Reida, Minute Taker

176

177 Reviewed and edited by,
178 Helen Mattson, Staff Liaison