

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

Tuesday, July 11, 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 for Jun 13, 2023, and April 11, 2023 (minutes were not available for the May meeting).
4. **Board Business:**
 - a.) Activity Planning for upcoming exchange w/Einbeck in Keene – We now are planning to host from *September 22 to September 30, 2023*.
 - 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.
8. **Next Meeting:** Next meeting is August 8, 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, June 13, 2023

5:00 PM

2nd Floor Conference Room,
City Hall

Members Present:

John Mitchell, Chair
William Schoefmann, Vice Chair
Councilor Michael Giacomo
Dawn Thomas-Smith
Doris McColleston
Derek Blunt
Gerald Lin, Alternate

Staff Present:

Helen Mattson, Executive Assistant

Members Not Present:

Mari Brunner
Kürt Blomquist
Mayor George Hansel

8
9
10 1) Call to Order

11
12 Chair Mitchell called the meeting to order at 5:00 PM.

13
14 2) Roll Call – Appoint Alternates (if required)

15
16 Roll call was conducted.

17
18 3) Minutes of the Previous Meeting: May 9, 2023

19
20 Chair Mitchell asked if there were any corrections to the minutes. Mr. Lin stated that he was
21 present at the last meeting, but the meeting minutes have his name in the “Members Not Present”
22 column.

23
24 Mr. Schoefmann made a motion to approve the meeting minutes of May 9, 2023, as amended.
25 Councilor Giacomo 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 Chair Mitchell stated that he distributed copies of a packet that was emailed to him, containing
32 information about the people traveling from Einbeck. He continued that these are the most up-
33 to-date travel dates and times. As he gets more information, he will share it with the PCC.

34
35 Mr. Blunt arrived at 5:05 PM.

36
37 Chair Mitchell continued that the travelers are anxious to be contacted, so he encourages PCC
38 members to do so. The packet contains preliminary host assignments. Chair Mitchell asked Mr.
39 Schoefmann and Councilor Giacomo if they are all set with hosting, and they replied yes.
40 Discussion ensued about other hosts and backups. Chair Mitchell noted that there is always
41 room for people who want to help with transportation, and all PCC members and hosts are
42 welcome at the events. Ms. McCollester asked if they need a translator. Chair Mitchell replied
43 absolutely. Ms. McCollester replied that they can count her in.

44
45 Chair Mitchell asked Mr. Schoefmann to talk about the schedule and activities. Mr. Schoefmann
46 stated that now that they know more about the travelers' arrival time, he can update the draft
47 with that information that Chair Mitchell provided today and send a revised draft out to the PCC.
48 He continued that not included in the draft schedule is dancing, which Yves Gakunde and Mari
49 Brunner are trying to coordinate. Councilor Giacomo stated that dancing in Nelson is live every
50 Monday. Discussion ensued about whether there would be too much on Monday's schedule, and
51 whether to rearrange it a bit. Mr. Schoefmann stated that pickle ball is the other activity not in
52 the schedule. He continued that they were talking about it being a possible activity for Sunday
53 morning. Discussion continued.

54
55 Councilor Giacomo stated that the Saturday activities are a bit up in the air. He continued that
56 Mayor Hansel pointed out that the humor of "Let it Slide" might not be relevant/understandable
57 to all folks from Einbeck; it will be an optional activity with a clear description. He and Mr.
58 Schoefmann gave more information about the schedule, including trying to incorporate
59 something with "Radically Rural." Wednesday and Thursday are travel days. Saturday's rugby
60 game needs confirmation, which Mr. Schoefmann will have by the end of June. Sunday's
61 options include pickle ball, a bike tour, or hiking Mt. Monadnock, which Councilor Giacomo
62 noted requires proper hiking footwear and a jacket. Mr. Schoefmann continued that Monday is
63 the trip to the Pioneer Valley and the Berkshires, and the time spent at Yankee Candle might be
64 reduced. Councilor Giacomo stated that it is difficult to fit in dinner and the dance. Discussion
65 ensued about the Monday activities and what changes to make. Mr. Schoefmann stated that the
66 working group will try and finesse it. He continued that Tuesday is the local day, starting with a
67 breakfast "meet and greet," followed by tours in the City, which he gave information about.
68 Wednesday is a trip to the State Capitol and the White Mountains. Thursday is the trip to the
69 seacoast. Discussion continued. Mr. Schoefmann noted the itineraries for those travel days need

70 to be fleshed out a little more. Friday is a “free day” where guests can choose their own
71 activities, and Saturday is departure.

72
73 Chair Mitchell stated that the schedule the working group has put together looks very good. He
74 continued that the departure flight is Saturday night. He continued that last time, the travelers
75 checked in at the airport then left the airport and were able to explore Boston for a while. They
76 were wondering if they could do that this time, too. Discussion ensued.

77
78 Councilor Giacomo left at 5:25 PM.

79
80 Chair Mitchell stated that they should look into this some more, and find out where the travelers
81 went in Boston last time. Mr. Schoefmann asked Chair Mitchell to email him after he talks with
82 Wulf about it.

83
84 Mr. Schoefmann stated that one more thing is that he got in touch with Branch & Blade about the
85 welcome dinner, 4:30 to 7:00 PM. He continued that he told them they were expecting no more
86 than 50 people. They will need a way for people who are not on the committee, and not part of
87 the exchange, to RSVP. He can take care of that. He will get the “drop dead date” by which
88 Branch & Blade will need to know how many people to expect. Chair Mitchell asked if he
89 knows the per-person cost. Mr. Schoefmann replied not yet; it depends on the time and number
90 of people. Discussion continued about numbers. Mr. Schoefmann stated that they do not need
91 the exact numbers today. Chair Mitchell replied that the number of people will probably be
92 close to 50. Mr. Schoefmann stated that Mayor Hansel is handling the costs/details regarding the
93 Pioneer Valley day trip. They may need PCC members’ help with research and phone calls
94 when they figure out more. Discussion continued.

95
96 Ms. Thomas-Smith asked about the cost of the bus, noting that transportation is usually one of
97 the biggest expenses. Mr. Schoefmann replied that he believes the Parks & Rec Department will
98 let the PCC use their bus at no cost, but the PCC will need to pay for fuel. Ms. Thomas-Smith
99 replied that that is great news and would significantly reduce their expenses. Ms. Mattson asked
100 about when the bus will be used, and Mr. Schoefmann replied that the draft schedule lists the
101 days when the bus is needed. Ms. Mattson replied that she can help drive if needed.

102
103 Chair Mitchell asked about the breakfast Mr. Schoefmann had mentioned. Mr. Schoefmann
104 replied that it is planned for the day of the local events, Tuesday, and will be a reception of sorts.
105 Ms. Mattson replied that it will be in the Blastos Room and they can invite the City Council.
106 Chair Mitchell replied that someone needs to work on a guest list for that. Ms. Mattson replied
107 that she can collect the names, and Councilor Giacomo had said he would help with it, too.
108 Discussion continued about who to invite.

109
110 Mr. Schoefmann stated that Mayor Hansel said he would handle the (details for) the Statehouse
111 visit. Chair Mitchell asked about Keene State College – maybe Sandra (Howard) would give a
112 tour? Discussion ensued about whether/when there would be time for that in the schedule.

113
114 Mr. Schoefmann stated that he may revise the schedule a bit more, but it is (in good shape). He
115 continued that he will get information about how many people the bus carries and do some math
116 to figure out what other transportation is needed and on which days. Ms. McColleston stated that
117 if she will be there every day as a translator, she can help drive, and can fit up to three people in
118 her car. Ms. Mattson replied that she can help drive, too.

119
120 Ms. Mattson asked, regarding (the breakfast on) Tuesday the 26th, if they want to invite people
121 who were involved with the PCC/exchanges in the past. Mr. Schoefmann replied probably not,
122 because if people get too involved in socializing, it will be hard to motivate them to go off on the
123 tours. Chair Mitchell replied that on the other hand, it could be a good opportunity to bring in 10
124 or 12 people who have been big supporters of the PCC in the past, to encourage their
125 involvement again. Ms. Mattson replied that they will need to figure out who those people are;
126 the list of contacts she has is quite old. Chair Mitchell asked her to email the PCC and ask for
127 names of people to invite. Mr. Schoefmann stated that breakfast and socializing can be 8:15 to
128 9:45 AM. Discussion continued about potential invitees. Mr. Schoefmann noted that they can
129 invite people to the farewell dinner as well. He continued that the previous farewell dinner at the
130 Mayor's house was very well attended. He will get more information from Councilor Giacomo.
131 Ms. Mattson stated that she will send out the list of contacts that she has, and the PCC members
132 can look it over and email her to let her know who they think are still around and would
133 appreciate an invitation. She continued that her list does not include many email addresses,
134 however. Maybe PCC members will know some of the people and have updated contact
135 information for them.

136
137 Chair Mitchell asked Mr. Schoefmann when the costs will start getting added to the schedule.
138 Mr. Schoefmann replied as soon as they start making phone calls (to get the details figured out).
139 Ms. Mattson asked if they should have each person pick a day and determine the
140 information/answers needed for that day. Mr. Schoefmann replied that when he digs into some
141 of the itineraries for certain days, he will have more of an idea and will ask people to make some
142 calls.

143
144 **B) PCC Exchange Survey/Facebook Updates**

145
146 Ms. Thomas-Smith stated that she does not have anything from Facebook.

147
148 **C) Update on Student Exchange – MC2 – October 9 to 22, 2023**

149
150 Mr. Blunt stated that MC2 has a decent itinerary put together for the student exchange. He
151 continued that they are looking at costs and hammering out the details on a couple daytrips. It is
152 coming together, and students have been helping. July 15 and 16 will be a yard sale fundraiser,
153 and Ms. Brunner is helping with promotion on Facebook. They are also doing a 50/50 raffle.
154 Recently, a few students dropped out. The goal is eight students and they are at seven. They
155 welcome recommendations for potential donors to reach out to, to help with the fundraising end.

156
157 Mr. Schoefmann asked if the students who dropped out did so for financial reasons. Mr. Blunt
158 replied no, MC2 is looking to cover 100% of their students' costs.

159
160 Mr. Blunt stated that they are looking to have the list of truly committed host families solidified
161 in the next four weeks. He continued that there will be eight students from Einbeck, so they need
162 eight host families, and currently have strong commitment to cover three or four students.
163 Discussion ensued. Mr. Lin stated that he and his wife might be able to host; he will get back to
164 Mr. Blunt on that.

165
166 Mr. Blunt stated that as a charter school, MC2 is lucky to have the flexibility they do. They have
167 a full studio class next quarter dedicated to the Einbeck trip, so it will be a running class in the
168 school schedule. Some of those students are participating in the exchange and some are not.
169 The class will be about fundraising, learning about the culture (in Einbeck), and more, and is a
170 great educational opportunity for students.

171
172 Chair Mitchell stated that the PCC has resources to share with MC2 – for example, they can
173 make sure the Mayor shows up to MC2's welcome dinner, and maybe help finance a farewell
174 dinner, or something along those lines. The Blastos family and The Pub have been very
175 generous about catering and supporting the PCC, which he can talk more about with Mr. Blunt.
176 Regarding host families, MC2's best bet is to (host Einbeck students) with (MC2) students,
177 although he knows it can be challenging. If they cannot find enough hosts, the PCC can help,
178 but most youth coming from Einbeck want to stay with other youth. Mr. Blunt agreed and stated
179 that that that is what MC2 wants, too, and they are working to find host families among their
180 students.

181
182 Chair Mitchell thanked Mr. Blunt for the update and asked him to keep the PCC in the loop. He
183 continued that even a rough draft of the itinerary would be great. Ms. Mattson replied that Mr.
184 Blunt did send that already. Mr. Schoefmann replied that it was emailed but not yet printed out
185 (for the PCC). Ms. Mattson stated that she will email it to the PCC. She continued that she will
186 also email the PCC the list (of past contacts she has), and anyone with information to add and/or
187 additional names can reply to the email.

188
189 **D) Update on Other Future Exchange Ideas – YMCA/Youth Centers – Pickle**
190 **Ball – Dance**

191
192 Chair Mitchell asked if there was anything to discuss for this item, or if they should put it off,
193 given that they are planning for the upcoming exchange. Mr. Schoefmann stated that this could
194 go under "More Time" items, unless there is any news. Chair Mitchell agreed.

195
196 **5) Communications**

197
198 Chair Mitchell asked if anyone had communications to report about. (There was no response).

199 **6) Reports**

200 **A) Treasurer Report**

201

202 Ms. Mattson stated that the finance report stands as is. She continued that the regular PCC
203 account has \$18,260.90. The appropriation account has \$12,000. Ideally, on July 1, they should
204 be getting another appropriation added to that.

205

206 Chair Mitchell stated that just because they have money in the bank does not mean they do not
207 have to fundraise. Ms. Mattson agreed, stating that they will be using funds for the upcoming
208 exchange and to help MC2.

209

210 Ms. Thomas-Smith made a motion to accept the treasurer's report. Mr. Schoefmann seconded
211 the motion, which passed by unanimous vote.

212

213 **7) New Business**

214 **A) Discuss Additional Guidelines/Expectations to be added for people from
215 Keene traveling to Einbeck**

216

217 **8) Next Meeting – July 11, 2023**

218

219 Chair Mitchell stated that he will not be here for the July 11 meeting. He asked if Mr.
220 Schoefmann will be there to take his place. Mr. Schoefmann replied that he should be.

221

222 **9) More Time**

223 **A) Fundraising Ideas/Opportunities**

224

225 Chair Mitchell stated that when he was talking with the woman at Stonewall Farm, she
226 mentioned to him in passing that Stonewall Farm might be looking for "a little taste" the PCC
227 doing the braut sales/food coverage (at Octoberfest). Ms. Mattson asked if he means Stonewall
228 Farm wants a percentage. Chair Mitchell replied that he is not sure, but Stonewall Farm wants
229 something. He continued that he told her he was not sure if they can do that, because it has never
230 worked that way in the past, and he did not give her a real answer. Discussion ensued about
231 what this means or could mean. PCC members wondered if Stonewall Farm is seeking a portion
232 of the money the PCC raises at Octoberfest, or seeking to charge the PCC a table fee, or
233 something else. Discussion continued about how the PCC is not a 501c3, since it is a City
234 committee and the City is not a non-profit, but PCC members recall that in the past, donations to
235 the PCC have been tax deductible. Ms. Mattson stated that she will check with (City Attorney)
236 Tom Mullins, but she believes the PCC is allowed to give donors the City's tax ID number for
237 donors to put on their tax returns.

238

239 **B) Pumpkin Fest, potential fund-raising opportunity. Brats and Kraut sales –
240 potential free use of grill and donations for brats and krauts, volunteers**

241

242

243 **10) Adjournment**

244

245 There being no further business, Chair Mitchell adjourned the meeting at 6:00 PM.

246

247 Respectfully submitted by,

248 Britta Reida, Minute Taker

249

250 Reviewed and edited by,

251 Helen Mattson, Staff Liaision