

**CITY OF KEENE  
PARTNER CITY COMMITTEE  
AGENDA**

Tuesday, February 14, 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:** January 10, 2023
4. **Board Business:**
  - a.) KSC Music Exchange – March and May – *Update from Sandra*
  - b.) PCC Volunteer to greet Einbeck's Choir, Sat, 3/25 at 6:00 pm – Courtyard Marriott
  - c.) Discuss upcoming exchange w/Einbeck in Keene – September 29 – October 7, 2023.
  - d.) PCC Exchange Survey/Facebook updates.
  - e.) Update on Future Exchange Ideas – Student exchanges and others
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 March 14, 2023
9. **More Time:**
  - a) Fundraising Ideas/Opportunities
  - b) Pumpkin Fest participation for next year.
  - c) Planning for "Taste of Keene" for next year. Brats and Kraut sales – potential free use of grill and donation for brats and kraut, volunteers.
10. **Adjournment**

1   City of Keene  
2   New Hampshire

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5   PARTNER CITY COMMITTEE  
6   MEETING MINUTES  
7

Tuesday, January 10, 2023

5:00 PM

2<sup>nd</sup> Floor Conference Room,  
City Hall

**Members Present:**

John Mitchell, Chair  
William Schoefmann, Vice Chair  
Mayor George Hansel  
Councilor Michael Giacomo  
Kürt Blomquist  
Gregg Kleiner

**Staff Present:**

Helen Mattson, Executive Assistant

**Members Not Present:**

Dawn Thomas-Smith  
Mari Brunner  
Doris McCollester

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10    1) **Call to Order**

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12 Chair Mitchell called the meeting to order at 5:05 PM.

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

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16 Roll call was conducted. Ms. Mattson stated that two guests are present today, Elizabeth Cardine  
17 and Derek Blunt, who will be a member starting with the next meeting.

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19    3) **Minutes of the Previous Meeting – November 8, 2022**

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21 Mayor Hansel made a motion to approve the meeting minutes of November 8, 2022. Mr.  
22 Blomquist seconded the motion, which passed by unanimous vote.

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24    4) **Board Business**

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26         A) **Update - Student Exchange with MC2**

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28 Chair Mitchell asked Mr. Blunt for an update. Mr. Blunt reported that MC2 has been in touch  
29 with BBS School BBS is waiting for MC2 to approve its school calendar so they can choose

30 dates for German folks to come. He continued that Ms. Cardine just let him know the calendar  
31 is approved. He believes the dates BBS was looking at were somewhere between October 9<sup>th</sup>  
32 and 20<sup>th</sup> of this year. Communication is going well. Both sides are looking forward to making  
33 this happen. MC2 has about seven students so far who are looking to participate in the  
34 exchange. Discussion ensued.

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36 **B) Update – Rotary Exchange/Ideas**

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39 **C) KSC Music Department – March and May Exchanges – Funding for Van**  
40 **Transportation - \$580.00**

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42 Chair Mitchell reported that Sandra Howard has asked the PCC for financial assistance with van  
43 transportation of their Student music group coming in March. Discussion ensued.

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45 Mayor Hansel made a motion to approve the expenditure of \$580.00 to assist with funding for  
46 van transportation to Keene. Councilor Giacomo seconded the motion, which passed by  
47 unanimous vote.

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49 **D) PCC Volunteer to Greet Einbeck's Choir, Sat., 3/25 at 6:00 PM – Courtyard**  
50 **Marriott**

51  
52 Chair Mitchell stated that Sandra Howard would like some representatives from the PCC, on  
53 March 25 at 6:00 PM at the Marriott, to help welcome the families. He asked if anyone is  
54 interested and available for this, and if anyone can bring something like cold drinks, fruit, or  
55 cookies. He himself will be there. Discussion ensued.

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57 **E) PCC Exchange Survey/Facebook Updates**

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59 Chair Mitchell stated that he does not think there is anyone present today who can speak to this  
60 item.

61  
62 **F) Future Exchange Ideas - Student Exchanges and Others**

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64 Chair Mitchell asked if everyone has had a chance to review the messages from Einbeck. They  
65 have some ideas about potential exchanges, such as pickle ball, which is now popular in Einbeck.  
66 This could be blended with light tourism. Discussion ensued. Mr. Schoefmann gave an update  
67 about a potential rugby exchange, stating that someone from the rugby club in Keene will talk  
68 with someone from one of the rugby clubs in Einbeck and see what both clubs have in mind, and  
69 see where it goes. Discussion continued.

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72 **5) Communications**

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Chair Mitchell stated that the most recent communication he has had from Einbeck is what he shared with the PCC at the last meeting. He continued that Einbeck is thoughtfully reviewing their experiences with hosting, and that might be helpful to the PCC when they review theirs as well. Discussion ensued.

**6) Reports**

**A) Treasurer Report**

Mr. Kleiner gave a reported that the city appropriation account balance is currently \$12,000 and the Partner City account is \$18, 840.90

**7) New Business**

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

Chair Mitchel reported the Einbeck PCC is also reviewing their own guidelines.

**B) Discuss next exchange time frame for drafting invitation letter to Einbeck Mayor**

Chair Mitchell stated that the travelers to Germany last time made the offer to be flexible about when to be hosting this coming year. He continued that he has heard that fall is the preferred time, perhaps September 29 to October 7. What does the PCC think? Discussion ensued about the dates, about honoring what works best for the German folks, and about the events and activities that would be happening in September and October.

Mr. Blomquist made a motion to choose the dates of September 29 to October 7, 2023. Chair Mitchell seconded the motion, which passed by unanimous vote.

Chair Mitchell stated that a challenge the PCC has is how to encourage the people who traveled to Einbeck, who are not here at monthly PCC meetings, to host and participate when people from Einbeck come to Keene. Mr. Blomquist gave ideas for communicating with folks to remind them of their commitment to hosting and participating, and scheduling a meeting in a few months to bring those folks into the process. Discussion ensued about how there are two layers: hosting; and additional participation, such as in the activities and events during the week or helping with transportation. Discussion ensued about how many hosts/beds might be needed. [Some audio inaudible]. Discussion ensued about Ms. Mattson sending out an email to folks who might have the ability and interest in hosting, with information about what it entails, and an invitation to a meeting in March to discuss it.

Chair Mitchell asked for PCC members' thoughts on how to plot this, in terms of the timeline. Mr. Blomquist asked if there is a theme they want to focus the visit on. Discussion ensued about potential themes like reconnecting, who the participants might be, whether they have already been to Keene or not, and how that affects the activities and events to plan. Mr. Schoefmann

116 suggested creating a three-person working group/subcommittee to draft this. Discussion  
117 continued.

118  
119 Chair Mitchell stated that he hopes that by the next PCC meeting, they will have worked through  
120 sending an invitation to Einbeck and have received at least a casual reply so they can have a  
121 rough idea of the group size that is coming here, and he hopes that by the next meeting they will  
122 have sent out some sort of email to past members and community groups to say this is a go and  
123 give them the dates. He continued that then, the February meeting can include more planning.  
124 He will work with Ms. Mattson this month to do those three things. In February, they can start  
125 laying out a calendar.

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127 Ms. Cardine stated that MC2 will be planning their school exchange at the same time. She asked  
128 what level of detail the PCC expects from them. Chair Mitchell replied that the more  
129 information MC2 can give the PCC, the more useful the PCC will be to them. More details  
130 mean more opportunities. His advice is that MC2 cannot over-plan or over-inform the PCC.

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132 **8) Next Meeting – February 14, 2023**

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134 Discussion ensued about whether it works for the group to meet on Valentine’s Day. The PCC  
135 decided to keep the meeting date as is.

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137 **9) More Time**

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**A) Fundraising Ideas/Opportunities**

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**B) Pumpkin Fest Participation for Next Year**

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142 Councilor Giacomo stated that Pumpkin Fest event request will be on the City Council agenda  
143 tomorrow night, which the Council will likely place on more time. He continued that the plan is  
144 October 21. The intention is for a smaller scale event. They have not yet fleshed out the  
145 opportunities for vendors and the details of that. They will probably give priority vendor spots,  
146 or first right of refusal, to the folks that had “basically been with the festival forever.” There is a  
147 chance that the PCC might not make that cut; they do not know yet how many vendors there will  
148 be. The PCC should not plan on being able to raise significant funds, at least not this year, until  
149 they figure out exactly what the festival will look like.

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**C) Planning for Taste of Keene for Next Year. Brats and Krauts sales –  
152 potential free use of grill and donations for brats and krauts, volunteers**

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154 Mr. Kleiner reported that Taste of Keene preparations are going well. He continued that they  
155 have submitted their event request to the City, which will go to the Planning, Licenses, and  
156 Development Committee this week and be placed on more time. The Taste of Keene welcomes  
157 the PCC with open arms. The event will be June 3, with June 4 as the rain date. They see no

158 problem with the PCC doing brats and kraut sales. Discussion ensued about creating a  
159 subcommittee/working group for this. [Some inaudible audio].

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161 **10) Adjournment**

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163 There being no further business, Chair Mitchell adjourned the meeting at 5:50 PM.

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165 Respectfully submitted by,

166 Britta Reida, Minute Taker

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168 Reviewed and edited by,

169 Helen Mattson, Staff Liaison/Executive Assistant