

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

Tuesday, June 9th, 2026
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: May 12th, 2026
4. **Board Business:**
 - a) Exchanges:
 - i.) Golf
 - ii.) Brewer
 - iii.) Bicycle
 - iv.) Runner
 - v.) Soccer
 - b) Eulenfest Participation – maple whiskey, banner update – Mari/Will
 - c) October Visit – traveler profile information sheets
 - d) Schedule for Requesting Annual Funding – Will
5. **Communications:**
 - a)
6. **Reports:**
 - a) Treasurer Report – *Eric*
7. **New Business:**
 - a.)
8. **More Time:**
 - a.) Fundraisers:
 - i.) Cookbook Updates
 - ii.) Non-profit 501(c)(3) Update – Andrew
9. **Next Meeting:** Next meeting is July 14th, 2026
10. **Adjournment**

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, May 12, 2026

5:00 PM

2nd Floor Conference Room,
City Hall

Members Present:

John Mitchell, Chair
William Schoefmann, Vice Chair
Mari Brunner
Councilor Laura Ruttle-Miller
Eric Weisenberger
Andrew Madison
Derek Blunt
Doris McCollester
Gerald Kuhn (5:06 PM)

Staff Present:

Meagan McLaughlin, Executive Administrative
Assistant

Members Not Present:

Gerald Lins

1. Call to Order

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

2. Roll Call – Appoint Alternates (if required)

Roll call was conducted.

3. Minutes of the Previous Meeting: April 14, 2026

Mr. Madison made a motion to approve the meeting minutes of April 14, 2026. Mr. Weisenberger seconded the motion, which passed by unanimous vote.

4. Board Business

A) Exchanges

- i) Golf*
- ii) Brewer*
- iii) Bicycle*
- iv) Dancer/Musician*
- v) Runner*

31 Councilor Ruttle-Miller stated that she will make sure to determine whether the woman she
32 knows who has expressed interest in a running exchange can come to the PCC's June meeting.

33

34 **vi) Soccer**

35 **vii) Coffee Roaster**

36

37 Mr. Schoefmann stated that the coffee roaster exchange is "taking a nap" at the moment. He
38 continued that he has not reached out to people about this, because he feels like the number of
39 travelers they have so far is optimum.

40

41 **viii) Baker**

42

43 **B) Eulenfest Participation – pancakes and NH Maple Syrup, Maple Whiskey, booth**
44 **setup/décor/banner (logistic input from Einbeck meeting?)**

45

46 Chair Mitchell stated that Mr. Schoefmann has been doing a great job, and there have been a lot
47 of emails back and forth about what to sell at Eulenfest, such as whiskey or pancakes. He
48 continued that the biggest takeaway is that the Einbeck committee wants the PCC to have a
49 banner.

50

51 Discussion ensued, and PCC members spoke in favor of passing a motion for the PCC to get a
52 banner. Chair Mitchell stated that they need to say something about money. Mr. Schoefmann
53 replied that he would advise they ask someone to get a price estimate for a banner and report
54 back at the next meeting. Chair Mitchell agreed and asked if someone could do that. Mr.
55 Weisenberger replied that he can reach out to someone. Mr. Schoefmann stated that he and Ms.
56 Brunner can talk with the City's communications team. Discussion continued about banner
57 details and options.

58

59 Mr. Schoefmann stated that when he talked with the Einbeck committee about how the PCC
60 could participate in Eulenfest, at first they said there was a lot of red tape, like the need for an
61 inspection. He continued that however, it sounds like the Einbeck committee will have a tent for
62 the PCC on Saturday to work in. They are looking for something a little simpler, such as not
63 prepared food. Discussion continued about selling something like Schnapps or whiskey. Mr.
64 Weisenberger gave an idea of where they can probably get bourbon.

65

66 Chair Mitchell asked if there was anything else to report from the meeting he had with Einbeck
67 folks this morning. Mr. Schoefmann replied that Einbeck still has people who are interested in
68 golf. He continued that they are looking for the list of people who are planning to attend the
69 October trip. People need to make sure to get their biographies and head shots to Chair Mitchell.
70 Chair Mitchell replied yes, it is very important.

71

72 **C) October Visit – Firming list of attendees, traveler profile information sheets**

73

74 Chair Mitchell listed the people who have said they are going on the trip. He stated that the total
75 is 14, and Einbeck has invited 20. He continued that Ms. Brunner is a maybe.

76

77 Chair Mitchell stated that a little bit of progress has been made with soccer. He continued that
78 there might be a couple of people who would be interested in going, so he advises holding two
79 spots for a month or two, until they hear from those two people.
80

81 In response to a question, Mr. Schoefmann replied yes, there is a local brewer who wants to go.
82 He connected with him two weeks ago, and this person will start formalizing some sort of
83 exchange between the breweries here and whoever they get put in touch with in Einbeck. That is
84 up in the air to a certain degree. Mr. Weisenberger spoke about another local brewer he spoke
85 with, who is excited, but he will have to talk with him again about how the other brewer is
86 already committed for this trip. Discussion ensued. Mr. Schoefmann spoke of how the intent is
87 for the brewer he spoke with/about to go to Einbeck this time, make a few connections and
88 establish relationships, and build the brewer exchange from there. The brewer Mr. Weisenberger
89 spoke with can probably start creating their own thing, and it does not necessarily have to be the
90 official delegation they come on, but they might have a spot for them the following year that
91 Keene goes back to Einbeck. Discussion continued.
92

93 Chair Mitchell stated that by adding the brewer Mr. Schoefmann is speaking of, and that
94 brewer's family member, they are up to 16 spots. He continued that they are holding two spots
95 for soccer people, and holding a spot for Ms. Brunner, so that leaves one spot. Hopefully one of
96 the Councilors is going for a bicycle connection. Probably one Councilor is going, and he hopes
97 the committee can work with that other Councilor. The footwork of Rotary has already been
98 done, in both directions. It is time to really set up some sort of formal agreement and have
99 something happen. If they do that, it sounds like they can support Rotary. This will be a good
100 trip. Mr. Schoefmann stated that they are supposed to have a follow-up with the fieldhouse at
101 some point this month.
102

103 Chair Mitchell reiterated the importance of all travelers sending him their biographies and photos
104 as soon as possible, so he can share those with Einbeck. Discussion ensued. Chair Mitchell stated
105 that he encourages people to buy their plane tickets early, because the prices are going crazy.
106

107 **D) Schedule for Requesting Annual Funding – Will**

108

109 Mr. Schoefmann stated that people have a chance to think about what this looks like. He
110 continued that regarding the funding requests other groups make of the PCC, his concept is for
111 them to start trying to collect requests at the beginning of the year or the end of the year heading
112 into the following year, so the PCC can get a handle on the annual budget instead of doing it ad
113 hoc. It is understandable that people planning exchanges will not always know exactly what the
114 costs will be that they are looking to supplement, until the exchange gets closer. He asked if the
115 PCC members have thoughts about this, and whether there should be rolling requests. Mr.
116 Weisenberger stated that it could be that they have a set amount to give away, and once it is
117 gone, it is gone. Discussion ensued about how it is approximately three organizations per year
118 that the PCC anticipates getting requests from, but they hope more exchanges gain momentum.
119 Ms. Brunner suggested that newly started exchanges should get priority for funding. Discussion
120 continued about how it would make sense for groups that are requesting funding from the PCC to
121 also participate somehow in the PCC's fundraising events, which is how it has been in the past;
122 and about the idea of forming a 501c3 for fundraising purposes, with membership not comprised

123 of PCC members, and the logistics of that. Mr. Madison clarified that something like a “Friends
124 of Einbeck” group would be a completely separate entity from the PCC, because the PCC is a
125 governmental entity, and the other group would host events, maybe in collaboration with the
126 PCC, and fundraise for the exchanges. Discussion continued about how it would be a good way
127 to keep former PCC members involved, and have some partnerships.
128

129 Mr. Schoefmann stated that back to the topic of the requests for annual funding, he will not try
130 and implement a structure and schedule for that unless the PCC members are looking for a more
131 formalized proposal like that. Ms. Brunner stated that she could meet with him to come up with
132 some ideas. Chair Mitchell asked what he is envisioning. He asked if the idea is that groups
133 would submit applications and there would be points they could check, such as whether it is a
134 new group, whether it involves young people, whether they have requested support from the
135 PCC in the past, and so on and so forth. Mr. Schoefmann replied that mostly, the concern is how
136 to move forward with more exchanges, given the limited amount of money the PCC has. He
137 continued that until the 501c3 Mr. Madison is working on is formed and has funds, the PCC is
138 the only group fielding the funding requests. Mr. Weisenberger stated that he would be happy to
139 meet with Mr. Schoefmann and Ms. Brunner about this, too. He continued that he is on the
140 Allocations Committee of the Elm City Rotary Club, and the process of allocating funds is
141 simple and run very well, with a point system and a Google form that requestors fill out. The
142 guidelines have to be very clear. A question to think about is whether groups that receive funds
143 should have to give a brief report at the end. Mr. Schoefmann replied that that already happens,
144 to a certain degree – leaders of exchanges come to the PCC afterwards to talk about what the
145 PCC helped with.
146

147 **5. Communications**

148
149 Mr. Schoefmann asked Ms. McLaughlin if the Mayor has received a formal invitation yet for the
150 Einbeck trip. Ms. McLaughlin replied no. Discussion ensued about how the PCC expects it to
151 come soon.
152

153 **6. Reports**

154 **A) Treasurer Report – Eric**

155
156 Mr. Weisenberger stated that there have been no changes since last month. He continued that the
157 general appropriations balance is still \$16,705. The fundraising account balance is \$17,777.
158

159 **7. New Business**

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161

162 **8. More Time**

163 **A) Fundraisers**

164
165 Councilor Ruttle-Miller stated that she had a potential fundraising idea. She continued that she
166 recently attended a well-attended lecture by a professor whose first book was written on German
167 soldiers during the Revolution. Maybe the PCC could do a collaborative event with the

168 Historical Society and invite him. There are other German specialists at Keene State College,
169 too, who could work with the PCC to create some sort of lecture event.

170

171 ***i)* Cookbook Updates**

172

173 Chair Mitchell asked if anyone had anything to say about the cookbook project. Mr. Kuhn
174 replied that he and Mr. Lins talked about it a little at the last meeting, and they are supposed to
175 be getting together sometime. Discussion ensued about how they are still looking for more
176 recipes, so anyone with something to submit can send it to Mr. Lins.

177

178 **9. Next Meeting: June 9, 2026**

179

180 **10. Adjournment**

181

182 There being no further business, Chair Mitchell adjourned the meeting at 5:27 PM.

183

184 Respectfully submitted by,
185 Britta Reida, Minute Taker

186

187 Reviewed and edited by,
188 Meagan McLaughlin