

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

Tuesday, July 14th, 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: June 9th, 2026
4. **Board Business:**
 - a) Exchanges:
 - i.) Brewer
 - ii.) Soccer
 - iii.) Human Society – to present Fuller German Club donation (pending soccer participation)
 - b) October Visit – traveler profile information sheets
 - c) Draft for Requesting Annual Funding – Eric and Will
 - d) Pumpkin Fest Participation – Derek and Will
 - e) Help Dance Exchange (10/9-10/19, airport rides) – Eric
 - f) Social Meeting with Travelers – Tuesday, August 4th at 6:00 PM at John’s house
 - g) City Council Annual Report
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, Eric, and Will
9. **Next Meeting:** Next meeting is August 11th, 2026
10. **Adjournment**

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, June 9, 2026

5:00 PM

2nd Floor Conference Room,
City Hall

Members Present:

John Mitchell, Chair
William Schoefmann, Vice Chair
Mari Brunner
Eric Weisenberger
Gerald Kuhn
Andrew Madison

Staff Present:

Meagan McLaughlin, Executive Administrative
Assistant

Members Not Present:

Councilor Laura Ruttle-Miller
Derek Blunt
Doris McCollester
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: May 12, 2026

Mr. Weisenberger made a motion to approve the meeting minutes of May 12, 2026. Mr. Madison seconded the motion, which passed by unanimous vote.

4. Board Business

Chair Mitchell thanked the members present for coming today, and asked that they encourage other PCC members to come to meetings, particularly starting next month. He continued that all of the travelers who are not PCC members should also be at the next meeting. He and Mr. Schoefmann have emphasized to travelers that this is a two-year commitment, and the PCC expects them at meetings at this time next year, when the PCC will be at the end of planning for

30 receiving Einbeck visitors. People need to not just host, but be part of the planning for it and be
31 involved in the communal experience.

32

33 **A. Exchanges**

34 **i. Golf**

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36 Chair Mitchell stated that there has been no progress with a golf exchange.

37

38 **ii. Brewer**

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40 Chair Mitchell stated that he met with two brewing companies, but this was not business
41 directed. He continued that at the last PCC meeting, they talked about people who are interested
42 in a brewing exchange. They have found four people who would like to go. Three are directly
43 involved as brewers and one is a partner. They are very enthusiastic. One of them has done a lot
44 of research on their own, about the Einbeck area, beer festivals, and the company. They will be a
45 great fit.

46

47 Chair Mitchell stated that there is another set of individuals the Mayor suggested, who have
48 expressed an interest in going to Einbeck. He continued that they have some paperwork in.
49 Hopefully they have expressed an interest in helping with Rotary and whatever they can do to
50 move the Rotary exchange along. That is good news.

51

52 **iii. Bicycle**

53

54 Chair Mitchell stated that they were hoping one of the Councilors, who was also mentioned by
55 the Mayor, was interested in a bicycle exchange. This is not a trip he can make this year,
56 however.

57

58 **iv. Runner**

59

60 Chair Mitchell stated that he does not have information about a runner exchange.

61

62 **v. Soccer**

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64 Mr. Schoefmann stated that he and Chair Mitchell have been in contact multiple times with Jim
65 Fennell at The Fieldhouse. He continued that Mr. Fennell is still trying to line up a couple of
66 coaches, but he is very positive, asking the right questions when he and Chair Mitchell reach out
67 to him. If Mr. Fennell does not have any coaches, they will just try and bring Mr. Fennell, so he
68 knows what it is about and can connect with people in Einbeck. He or Chair Mitchell should be
69 hearing from Mr. Fennell this week. Chair Mitchell stated that it is great to see some movement
70 on a soccer exchange.

71

72 Chair Mitchell asked if anyone else had thoughts on the exchange. He spoke about the list of
73 travelers. Mr. Schoefmann stated that he cannot go this year. Chair Mitchell stated that given the
74 current list of travelers, they have a little flexibility in numbers.

75

76 **B. Eulenfest Participation – maple whiskey, banner update – Mari/Will**

77
78 Mr. Schoefmann stated that the summary is that the Einbeck committee is very kindly trying to
79 accommodate the PCC’s desire to participate in Eulenfest, but there are several steps they would
80 have to go through to make it happen. He continued that he thinks what the Einbeck committee
81 has been alluding to is that helping the PCC go through the process of having a booth at
82 Eulenfest would be kind of a lift on their end. He thinks the PCC should try to come up with
83 something for a different year, and this year, just enjoy the festival. PCC members could maybe
84 help out at someone else’s booth, if they want. He has done that before.

85
86 **C. October Visit – traveler profile information sheets**

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88 **D. Schedule for Requesting Annual Funding - Will**

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90 Mr. Schoefmann stated that he will draft something and bring it to the next meeting, and see
91 what people think. He continued that the idea is that the PCC would set a time of the year that
92 they would be accepting potential funding requests from other organizations for the next fiscal
93 year. The PCC is on the City’s calendar, in terms of getting the money on July 1. Mr.
94 Weisenberger stated that he would be happy to help Mr. Schoefmann draft that.

95
96 Chair Mitchell asked if the PCC will be limiting participants if they give them a certain time of
97 year. Mr. Schoefmann replied that most of the exchanges are already occurring on consistent
98 schedules. He continued that right around the time of the trip is an excellent opportunity to
99 highlight the PCC and say they are now accepting applications for funding for next year. They
100 can try that with the regular groups, and maybe post a link on the website to whatever the
101 application looks like for other organizations that are interested in coming to the PCC for
102 funding. It is a decent way of organizing this a little bit. He will put something together for the
103 next meeting, for the PCC members to look at. At some point, with all of the exchanges the PCC
104 is trying to incubate, they might hit a threshold at which they need to be budgetarily conscious.

105
106 Mr. Kuhn stated that at the last meeting, there was mention of how the PCC replenishes its
107 account. He continued that he knows it is primarily through the City and Pumpkin Fest. He asked
108 if they are allowed to seek something like corporate fundraising. Mr. Schoefmann replied that he
109 thinks yes, but that might accompany this larger strategy they are talking about. Mr. Madison
110 replied yes, of the nonprofit. Mr. Schoefmann stated that he, Mr. Madison, and Mr.
111 Weisenberger will get together and talk about what it takes to create a nonprofit. Ms. Brunner
112 stated that in the PCC’s charter, they do have the ability to accept donations. She continued that
113 they even used to have a “donate” button on their webpage.

114
115 Mr. Schoefmann stated that these two agenda items – the request for annual funding, and the
116 nonprofit – can go together. He continued that he thinks there is value in knowing what the PCC
117 will be spending on funding requests from groups so they know what they need to be aiming
118 towards for fundraising. Ms. Brunner agreed and stated that if the PCC, as a City committee, is
119 giving funds out to different groups, they should have a transparent process for doing that.
120 Others agreed. Chair Mitchell replied that that is important, along with deciding what the PCC’s
121 goals are with the funds. He continued that someday, they will probably even have to look at

122 formalizing a process for how to choose travelers. They have had the goal of developing
123 exchanges, but it is possible that someday they might run into some trouble with that if they do
124 not have the right protocol to fall back on. He thanked Mr. Schoefmann for working on this.

125

126 **5. Communications**

127

128 Chair Mitchell stated that he received a communication from the Fuller School's German Club.
129 He continued that it has raised \$102 for an animal shelter in Einbeck. The students have friends
130 in Germany, and they email back and forth. It is a fun, popular club. The students wanted to do
131 something for their friends in Germany, and decided upon supporting the animal shelter. After
132 school, they offered to do odds and ends for teachers for a dollar an hour, and they also collected
133 some donations. It is a great experience for the students. Discussion ensued. Mr. Madison asked
134 if the travelers will be bringing the animal shelter donations to Einbeck. Chair Mitchell replied
135 yes. Mr. Madison replied that it might be a little late, but maybe the PCC could reach out to the
136 Humane Society and see if anyone wants to join the Einbeck trip. Discussion continued about
137 whether there are open spots for travelers depends on what happens with soccer, so they will
138 have to wait and see.

139

140 Chair Mitchell stated that he met with the German teacher of the high school and tried to explain
141 the PCC's work. He continued that he invited the German teacher to come to PCC meetings
142 anytime.

143

144 **6. Reports**

145 **A. Treasurer Report - Eric**

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147 Mr. Weisenberger stated that there has been no change to the treasurer report since last month.
148 He continued that the appropriations account has \$16,705 and the fundraising account has
149 \$17,777.

150

151 **7. New Business**

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153 Chair Mitchell asked if there was any new business. Mr. Weisenberger stated that he just had a
154 question. He continued that the dance exchange is happening, with Einbeck travelers coming to
155 Keene around the same time as the PCC is traveling to Einbeck. He asked if PCC members who
156 are not traveling to Einbeck this time should be participating with the dance exchange in some
157 way. Discussion ensued, and Chair Mitchell stated that they could talk with Kristen Leach about
158 that, because she might want help and might want a representative from the PCC. Mr.

159 Weisenberger stated that he is in the Rotary Club with her, so he can check in with her. Others
160 agreed and thanked Mr. Weisenberger.

161

162 Ms. Brunner stated that last time, the PCC talked about some local brewers who might be
163 interested in traveling, and how they did not yet know if there were spots for them. She asked if
164 there is an update on that. Chair Mitchell replied that they left four spots open for brewers. He
165 continued that two people were interested right away, and another two were not sure, and later
166 decided yes, they want to go, so now all four spots are filled. Discussion ensued. Mr.

167 Schoefmann and Chair Mitchell gave more information about how it happened with the brewers.

168 Chair Mitchell stated that he stressed to the brewers that this is not about sending a certain brand
169 of brewery to Einbeck, but about sending Keene people who are interested in brewing to
170 Germany. The PCC is not supporting one brand/brewery over another. It is an opportunity for
171 Keene people who want to involve themselves in a partnership or friendship with German people
172 who have a common interest in beer, not about trying to promote a brand or product. There was
173 positive response from all of them. He thinks it will be a nice group of people. Discussion
174 continued.

175
176 Chair Mitchell stated that the PCC is not bringing a City gift or a Committee gift; they are no
177 longer doing gifts other than personal gifts. He continued that the new travelers will need a heads
178 up about what they should be bringing. Mr. Kuhn stated that they can talk about that at one of the
179 get-togethers.

180
181 Chair Mitchell asked when they should have that first meeting for travelers. Discussion ensued.
182 The group decided the first meeting will be August 4, 2026, at 6:00 PM, at Chair Mitchell's
183 house.

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186 **8. More Time**

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188 **A. Fundraisers**

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189 **i. Cookbook Updates**

191 Chair Mitchell asked if anyone had any update on the cookbook fundraiser. Ms. Brunner asked if
192 the PCC could get a list of what has already been submitted. Mr. Kuhn stated that Mr. Lins has
193 been the one collecting all of the submissions. He continued that he has been waiting for Mr.
194 Lins to contact him and his wife; he does not want to jump in, but he and his wife are glad to
195 help if Mr. Lins reaches out. Mr. Schoefmann stated that he thinks they need a report out from
196 Mr. Lins so people know how to help. Discussion ensued. Chair Mitchell and Mr. Schoefmann
197 noted that anyone who has something to contribute, or wants to help but does not know how,
198 should reach out to Mr. Lins and ask. Mr. Kuhn replied that what he is offering is graphic design
199 and making the book itself, if that type of help is needed, but he does not want to step on toes.
200 Mr. Schoefmann encouraged Mr. Kuhn to check in with Mr. Lins.

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202

202 **ii. Non-profit 501©(3) Update – Andrew**

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204 Mr. Schoefmann stated that he does not have any update about the non-profit. Mr. Madison
205 replied that he does not have an update right now, either, but they are working on it.

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207

207 Ms. Brunner noted that Pumpkin Fest will occur while the group is in Einbeck. She asked if the
208 MC2 School will be running the PCC booth there again. Mr. Schoefmann replied yes, and since
209 he will not be traveling to Einbeck this time, he will jump in and help with that, as will other
210 PCC members who are in Keene then. Chair Mitchell agreed and spoke of the importance of the
211 PCC staying active with that. Discussion ensued.

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213 **9. Next Meeting – July 14th, 2026**

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215 Chair Mitchell stated that the next PCC meeting is July 14th. He continued that he will make an
216 effort to remind all of the travelers to attend, and by then, he hopes to have all of the email
217 addresses that he assumes Ms. McLaughlin does not have, to give to her.

218

219 Mr. Kuhn asked if, once they collate all of the information that the travelers are sending, the
220 travelers could have a copy of that information, so they know the other travelers. Ms. Brunner
221 replied that that is a good idea. Others agreed and discussion ensued.

222

223 **10. Adjournment**

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225 There being no further business, Chair Mitchell adjourned the meeting at 5:36 PM.

226

227 Respectfully submitted by,
228 Britta Reida, Minute Taker

229

230 Reviewed and edited by,
231 **Meagan McLaughlin, Staff Liaison**