

**CITY OF KEENE  
PARTNER CITY COMMITTEE  
AGENDA**

Tuesday, February 13, 2024

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: December 12, 2023
4. **Board Business:**
  - a.) Update on Student Exchange – Derek
  - b.) Media outreach – PCC Facebook link to Chamber of Commerce – Dawn
  - c.) Soccer Exchange – John
  - d.) Update – guidelines/expectations for people from Keene traveling to Einbeck – Mr. Giacomo, Mr. Lins, Ms. McCollester, and Councilor Madison.
5. **Communications:**
6. **Reports:**
  - a) Treasurer Report
7. **New Business:**
8. **Next Meeting:** Next meeting is March 12, 2024
9. **More Time:**
  - a) Fundraising Ideas/Opportunities
  - b) Update on other future exchange ideas – Rugby/YMCA/Youth Centers – Pickle Ball – Dance.
10. **Adjournment**



1 City of Keene  
2 New Hampshire

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4 PARTNER CITY COMMITTEE  
5 MEETING MINUTES  
6  
7

Tuesday, December 12, 2023

5:00 PM

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

**Members Present:**

John Mitchell, Chair  
Councilor Michael Giacomo  
Councilor Andrew Madison  
Dawn Thomas-Smith  
Doris McCollester  
Gregg Kleiner  
Gerald Lins, Alternate

**Staff Present:**

Helen Mattson, Executive Assistant

**Members Not Present:**

William Schoefmann, Vice Chair  
Mayor George Hansel  
Mari Brunner  
Kürt Blomquist

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9  
10 **1) Call to Order**

11  
12 Chair Mitchell called the meeting to order at 5:21 PM.

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

15  
16 Roll call was conducted.

17  
18 **3) Minutes of the Previous Meeting – October 17, 2023**

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20 Mr. Lins made a motion to approve the meeting minutes of October 17, 2023. The motion was  
21 seconded by Councilor Giacomo and passed by unanimous vote.

22  
23 **4) Board Business**

24 **A) Pumpkin Fest Review – Sales – Volunteers/Ideas for next time**

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26 Chair Mitchell asked for people's thoughts on how it went (selling food) at Pumpkin Fest.  
27 Councilor Giacomo replied that he has heard nothing but good feedback about the PCC's booth.

28 Ms. Mattson stated that the PCC made about \$850 from this fundraiser. Discussion ensued about  
29 how it went, and about the PCC's plans to apply again next year. Chair Mitchell expressed  
30 appreciation for all of the PCC members, volunteers, and family members who helped with the  
31 event. Ms. Thomas-Smith expressed appreciation for all that Chair Mitchell did as well.

32

33 **B) Review of Student Exchange with MC2 (Oct. 9 to 22)**

34

35 Chair Mitchell stated that Derek Blunt is not here to report out on this. He continued that he  
36 himself had some informal emails with folks from Einbeck, which expressed that everyone was  
37 very happy with the exchange and the students enjoyed themselves. They are looking forward to  
38 Keene students going to Einbeck at the beginning of next year.

39

40 **C) Review of September's Keene/Einbeck Exchange with Hosts**

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42 Chair Mitchell asked for feedback from hosts, regarding how the exchange went and what the  
43 PCC can learn from it for next time. Discussion ensued. Councilor Giacomo spoke of how the  
44 negatives they heard about were mostly out of the PCC's control, such as a venue canceling the  
45 group's reservation, and some card payments not working during their trip to the seacoast. He  
46 continued that other than those two bumps in the road, all the folks they hosted and spoke with  
47 had a good time. He spoke about how the PCC could have done better with the trip to the  
48 seacoast. Ms. McCollester stated that she thinks the visit was very good overall. Others agreed.

49

50 Chair Mitchell stated that he thinks the hosting went well. He continued that he did not hear any  
51 concerns from any of the German guests. Discussion ensued and Ms. McCollester spoke about  
52 how one person had to switch hosts after one day.

53

54 Councilor Giacomo stated that it would be good to send a note to the hosts to get their feedback,  
55 because some of the hosts are not on the PCC.

56

57 **D) PCC Exchange Survey/Facebook Updates, Media Outreach**

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59 Ms. Thomas-Smith stated that she does not have any updates about Facebook. She continued  
60 that she does not have access to the survey - Mr. Schoefmann and Ms. Brunner do.

61

62 Ms. Thomas-Smith asked what "media outreach" refers to, and if that is something they want to  
63 plan for going forward. Ms. Mattson replied that she thinks it was something the PCC was going  
64 to try to consider on a regular basis. Discussion ensued about education and awareness, having  
65 links to the Chamber of Commerce and NH Tourism Board, and other links of interest to people  
66 visiting Keene or NH. Ms. Thomas-Smith stated that she can put together something for review.

67

68 **5) Communications**

69

70 Chair Mitchell stated that as touched on at the last meeting, he received a communication from  
71 Jürgen Herbst. He continued that in January, Einbeck will send Keene an official invitation for  
72 next year's visit. The PCC should start planning as best they can.

73  
74 Chair Mitchell stated that Wally Secord is planning to visit Einbeck for Jorg Meister's 80<sup>th</sup>  
75 birthday, traveling in a couple months. He continued that maybe they should consider traveling  
76 as a group when they go to Einbeck in October of 2024. That is something to discuss at the  
77 February meeting. Discussion ensued.

78

79 **6) Reports**

80 **A) Treasurer Report**

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82 Mr. Kleiner reported that the PCC cleared \$850.80 (at Pumpkin Fest). He continued that the  
83 appropriation account balance is \$7,116, and the other account's balance is \$13,666. Ms.  
84 Mattson stated that some things may have been posted to the wrong account, but she and Mr.  
85 Schoefmann will get together and try to figure that out.

86

87 **7) New Business**

88 **A) Discuss additional guidelines/expectations and Visa requirements to be**  
89 **added for people from Keene traveling to Einbeck**

90

91 Chair Mitchell stated that he thinks Ms. Mattson said that for (travel to Einbeck that is) under 90  
92 days, they do not have Visa (requirements). Ms. Mattson replied that is correct.

93

94 Chair Mitchell asked if the PCC is interested in creating a (working group) to discuss and put  
95 together guidelines and expectations for hosts and travelers. He continued that he will be in the  
96 working group but does not need to be in charge of it. Discussion ensued. Others agreed with  
97 the idea of creating a working group, and Councilor Giacomo, Mr. Lins, Ms. McCollester, and  
98 Councilor Madison volunteered to join it. The working group members will determine when to  
99 meet, sometime in the first week of January.

100

101 **8) Next Meeting – January 9, 2024**

102

103 **9) More Time**

104 **A) Fundraising Ideas/Opportunities**

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106 Chair Mitchell stated that they will skip this item for now.

107

108 **B) Update on other future exchange ideas – Rugby/YMCA/Youth Centers –**  
109 **Pickle Ball - Dance**

110

111 Chair Mitchell stated that he had been putting this off while the PCC was focused on the visits  
112 from Einbeck, but now it is time to really think about soccer again. He continued that he has

113 talked with several people, but has not found a person who can lead the soccer exchange.  
114 Everyone he has talked with thinks it is a wonderful idea but cannot be in charge of it, for one  
115 reason or another. He needs the PCC's help in finding someone who can take this on.  
116 Discussion ensued. PCC members suggested people to talk to. Chair Mitchell spoke of how  
117 Einbeck is very much ready to go with the youth soccer exchange, and how getting it  
118 reestablished will be an important task for the PCC this year.

119  
120 Chair Mitchell asked Ms. Mattson to make the soccer exchange an agenda item under "Board  
121 Business." They can drop the "review of September's exchange." Councilor Giacomo replied  
122 that (before they drop "review of September's exchange"), they really should email the hosts  
123 who are not PCC members and ask for their feedback. He continued that that would really have  
124 value, especially in light of the PCC's conversations about guidelines and expectations.

125  
126 Councilor Giacomo stated that he does not know when his membership term on the PCC  
127 officially ends, but after this month, he will no longer be the representative from the City  
128 Council. He continued that he will apply to continue as a regular member, and Councilor  
129 Madison will be the ex officio member. Discussion ensued about PCC membership terms.

130

131 **10) Adjournment**

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

134

135 Respectfully submitted by,  
136 Britta Reida, Minute Taker

137

138 Reviewed and edited by,  
139 Helen Mattson, Staff Liaison