

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

**Tuesday, April 10th, 2018
City Hall, 2nd Floor Conference Room
5:15 pm to 6:15 pm**



- 1. Call to Order**
- 2. Roll Call – Appoint Alternates (if required)**
- 3. Minutes of the Previous Meeting: March 20, 2018.**
- 4. Board Business:**
 - a.) PCC Budget Subcommittee Presentation – *Kathy, John, Dan*
 - b.) Fundraising – Fireworks or other ideas
 - c.) School Exchange Update, Aug 14th – 28th, 2018 – *John*
 - d.) Conversational German update – *Lily*
 - e.) Mixed Group Exchange – Keene to Einbeck, October 12th – 20th, 2018.
 - f.) Mixed Group Exchange – Einbeck to Keene – *proposed dates: 1st week of June*
 - g.) Agricultural Connection – update – *Charles Daloz*
- 5. Communications:**
- 6. Reports:**
 - a.) Treasurer Report – *Kathy*
- 7. New Business:**
 - a.) Limitations and restrictions of long term gifts
- 8. Next Meeting: Next meeting date: May 8, 2018 at 5:15pm (*new time*)**
- 9. More Time:**
 - a.) Delegation/Singers to Keene proposal for October 3rd – 11th, 2019 – *Sandra Howard*
 - b.) Soccer Exchange 2018/2019, June 28th – July 8, 2018 – *Wally Secord*
 - c.) PCC Operating Guidelines (May) – Subcommittee Report – *Kürt/Pam/Will/Gary*
 - d.) Fund raising – Orchard Hill Breadworks (May) – *Sandi Howard*
- 10. Adjournment**

DRAFT

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, March 20, 2018

4:30 PM

2nd Floor Conference Room,
City Hall

Members Present:

Pam Russell-Slack, Chair
Irene Davis, Vice Chair
Kendall Lane, Mayor
Gary Lamoureux, Councilor
Kurt Blomquist
Dan Brown, Alternate
John Mitchell
Will Schoefmann
Lily Hart, Alternate

Staff Present:

Helen Mattson, Staff Liaison

Members Not Present:

Kathy Frink
Karen Parsells
Dawn Thomas-Smith
Frank Richter
Antje Hornbeck

1) Call to Order

Chair Russell-Slack called the meeting to order at 4:38 PM.

2) Appointment of Alternates

Chair Russell-Slack made a motion to have alternates participate in the meeting as voting members, which was seconded by Councilor Lamoureux and carried unanimously.

3) Minutes of the Previous Meeting – January 23, 2018

Councilor Lamoureux made a motion to accept the minutes of January 23, 2018, which was seconded by Vice Chair Davis and carried unanimously.

4) Board Business

a. School Exchange Update

Mr. Mitchell reported there are 9 students looking to participate in the exchange and have been in regular communication with their German friends. These students will travel over to Germany at the end of this summer and return the day before school starts.

He explained to the Committee that there is some concern about how the students are going to get over to Germany. Mr. Mitchell reported these 9 students have worked and raised \$850 each to put towards their travel expense and are still in the process of working on the additional expenses independently. He said they have been holding meetings periodically with the parents in order to figure out the rest of the transportation expenses and have come up with some ideas for fundraising. In addition, Mr. Mitchell reported they have delayed booking flights due to the lack of chaperons. At this time they are looking for two chaperons and have put out an all school all call three weeks ago and have had response from a few teachers. However, due to the fact that chaperons have to pay for their own trip and the date of return from the trip is the day before school starts have created an issue. Mr. Mitchell said those that are interested in being a chaperon are excellent and would do a very good job and are interested in the Einbeck exchange. He noted that the cost of the trip is a concern for those that are interested in chaperoning. In addition, he noted that some of these teachers have asked if they could participate in the PCC's meetings even if they are not chaperons.

Mr. Mitchell said he sent an email to the PCC asking what funds could be used for transportation. He stated that his understanding was that any money received from the City could not be used toward transportation and asked for clarification. Chair Russell-Slack replied in the affirmative. Mr. Mitchell said that some of their students have been helping with fundraisers for the PCC for about a year and half and asked if money received from these fundraisers could be used for this exchange. He noted the entire amount of the \$850 raised by each student would need to be used entirely for transportation. The date of the exchange is August 14, 2018 through August 28, 2018. Mr. Mitchell noted the longer they wait to book the transportation the higher the cost.

Mr. Mitchell said he was hoping some of the funds could be used to help support the chaperons. Mr. Blomquist said that based on the last Treasurer's Report there is \$18,000 in one account and \$4,900 in the appropriated account. He noted there are sufficient funds to support this request. Mr. Mitchell asked if that is an appropriate use of those funds. Mr. Blomquist replied he was unaware of any restrictions but that the PCC needed to determine if having these funds available for this type of situation is the long term strategy. Mr. Mitchell noted that the Cheshire Career Center hosted their last exchange and did not come to the PCC for assistance. Again, Mr. Mitchell referenced the help of the students with the PCC fundraisers. He said by investing in young people is an investment in the future. Chair Russell-Slack asked if Mr. Mitchell is requesting money for the transportation for the chaperons. Mr. Mitchell replied in the affirmative and that the request is for the funds received from the fundraiser where the students volunteered. He noted chaperons are people that are not going to be paid and are expected to take care of students and exercise a 24 hour responsibility. Mayor Lane asked if this exchange would be an ongoing exchange with a counter visit from German students. Mr. Mitchell replied in the affirmative. In addition, he noted the building process of these exchanges

is occurring and that the students are taking the initiative to raise money on their own for these exchanges. Based on these results, he believes in the near future that the Cheshire Career Center would be at a point where they did not have to request funding from the PCC.

Vice Chair Davis stated that she was in full support of the exchanges with the school and that it is a lot to ask for teachers to pay for their tickets. However, she wanted to caution when she looked at airfare for the Soccer Exchange, to be held in July, the price was \$1,000 or more. Vice Chair Davis explained there needs to be a guideline or policy with requests of this nature. She said the PCC is setting a precedent by paying for the airfare for these chaperons. Vice Chair Davis noted that Wally Secord was paying for his own ticket and two other coaches were also paying for their own tickets. Ms. Hart stated she agreed with Vice Chair Davis but is also in favor of supporting the teachers to chaperon. She also explained that the PCC needs to have an official guideline in place for requests of this nature.

Mr. Brown asked if this was a formal request for money. Chair Russell-Slack replied in the affirmative. Mr. Brown asked if the request should be in writing and noted how KSC submitted a formal written request. Chair Russell-Slack replied the PCC was in the process of setting these guidelines.

Chair Russell-Slack asked the PCC for their thoughts on this request from Mr. Mitchell. Mr. Blomquist stated that part of the struggle is back to determining the long term expectations of the PCC. He added that he thought the PCC could manage Mr. Mitchell's request at this time and recommended treating this as a one-time only request.

Chair Russell-Slack asked Mr. Mitchell how much money he was requesting. Mr. Mitchell replied \$2,000. Chair Russell-Slack asked if there were other fundraising ideas to help raise those additional funds. She stated that her concern is that once a request of this nature is approved it will set a precedent. Vice Chair Davis asked if the Keene High School was supporting this exchange in any way. Mr. Mitchell replied there is no school money because it has not been budgeted or preapproved.

Vice Chair Davis recommended if the request is approved it should be called a budget amount for the school exchange and not for transportation. She noted the Cheshire Career Center did not ask for any funds for hosting the last exchange. Mayor Lane said that Mr. Mitchell could speak to him after the meeting to discuss funding if the PCC decides to only give a portion of money to the exchange. Mr. Mitchell reiterated that his students would be available to help with upcoming fundraisers for the PCC.

Mr. Blomquist made a motion the PCC authorize up to \$2,000 for support of the KHS Einbeck BBS Exchange. Mr. Schoefman seconded the motion.

Vice Chair Davis made a motion to amend the motion that the PCC authorize up to \$1,000 for support of the KHS Einbeck BBS Exchange. Chair Russell-Slack seconded the motion.

Ms. Hart asked if the additional assistance of \$1,000 would help find a chaperon. Mr. Mitchell replied that \$1,000 per chaperon would be a sufficient amount due to what is expected of the chaperons. He stated that in the past the PCC has given the Cheshire Career Center an opportunity to spend up to a certain amount and the records will show they have spent only what they have needed. Councilor Lamoureux noted that he was in support of the request of \$2,000.

With a vote of 2-6, the Partner City Committee voted to deny the amended motion.

With a vote of 6-2, the Partner City Committee voted to approve the original motion. Chair Davis and Vice Chair Davis voted in opposition.

b. Mixed Group Exchange

a.) Confirm Contact List

Chair Russell-Slack announced that Mayor Lane and spouse, Councilor Lamoureux, Councilor Hansel and spouse (Chair Russell-Slack noted that Councilor Hansel would be attending as a City Councilor and representative of Filtrine), Dan Belluscio and spouse representative of Markem, "Bicycle Mayor" Tiffany Manion, Ted Benson representative of Benson Woods. Committee members attending are Chair Russell-Slack, Mr. Blomquist and partner. Mr. Schoefmann will let the PCC know in a week if he is attending.

Chair Russell-Slack noted there will be one spot open. Ms. Mattson noted that Mr. Thormann is expecting 10 people. Mayor Lane added that filling the one spot would not be an issue because he has received several inquiries. Chair Russell-Slack stated that the people attending the trip will be bringing a wealth of information.

Mayor Lane recommended those confirmed for the trip meet to discuss the goals and agenda of the exchange. Mr. Blomquist suggested the group meet in April. Vice Chair Davis said Mr. Thormann is looking to put the agenda together based on the answers to the questions he has emailed to the PCC. In addition, she suggested the group email a bio for each person. Mayor Lane said that Albert has requested the group arrive in Hanover and this needs to be coordinated with everyone in order to end up in Hanover at the same time.

Chair Russell-Slack asked Vice Chair Davis to provide Mr. Thormann with a list of those participating in the exchange.

b.) Define Group-Spouses/Partners

Chair Russell-Slack said that Vice Chair Davis communicated this with Mr. Thormann and that he said spouses/partners joining the trip is not an issue. Mr. Blomquist said depending on the spouse they may not be interested in participating in all events and requested Vice Chair Davis ask Mr. Thormann if there are other activities or places for them to visit. Vice Chair Davis noted the trip was for spouses and partners, not families.

Ms. Hart stated that she would be happy to coordinate a time to teach conversational German with the group. Chair Russell-Slack asked the best way for people to contact her. Ms. Hart replied email and provided the PCC with her email address. Vice Chair Davis also offered to assist with teaching conversation German if needed.

c. Finalize Dates for Einbeck's visit to Keene

i. Determine date for Einbeck visit to Keene

Chair Russell-Slack reported the Einbeck delegation is set to visit Keene in 2019 and the visit should be scheduled when there are more activities going on in the community. She noted the dates were tentatively scheduled for October 3-11, 2019. Vice Chair Davis stated that Mr. Thormann would like these dates scheduled for planning purposes. In addition, she stated the Mayor of Einbeck suggested the PCC host the Choir Orchestra Group along with the Mixed Exchange. Vice Chair Davis asked the PCC to confirm that the PCC would not host the two groups together. After a brief discussion, the PCC confirmed they would be hosting Choir Orchestra and Mixed Exchange together.

Chair Russell-Slack said that the tentative dates for the counter visit are October 3-11, 2019. Vice Chair Davis stated that the dates depended a little bit on the businesses and Council members because they have to host. Mr. Blomquist said hosting needs to be discussed and what it means because they are signing up for two years. Vice Chair Davis noted that Einbeck wants to build friendships and relationships.

After a brief discussion, the PCC agreed the counter visit would take place in early June of 2019, rather than in October with the Choir exchange with Keene State College and would be communicated to Mr. Thormann.

d. Agriculture Connection

Chair Russell-Slack asked Ms. Mattson to place this on the agenda for April's meeting.

5) Reports

a. Treasurer Report

No report at this time.

6) New Business

a. Propose new time for PCC meeting

Chair Russell-Slack stated the PCC was having a difficult time getting a quorum. She suggested the PCC discuss changing the meeting to a different time or day. She noted at last month's meeting decisions needed to be made but due to no quorum this was not possible. In addition, she stated members that are not able to attend meetings on a regular basis should think about going off the Committee.

After a brief discussion, the PCC agreed to start the meeting at 5:15PM and the new time would start at the next PCC meeting in April. Ms. Mattson stated that she will notify the City Clerk of the time change.

PCC Meeting Minutes
March 20, 2018

Chair Russell-Slack stated that Sandra Howard submitted an email to the PCC requesting to submit an application on behalf of the PCC to the Orchard Bread Works Pizza Night Fundraiser. She stated that she has given approval and that Ms. Howard would present this information at the next PCC meeting in May.

Mr. Mitchell asked if the PCC could add a discussion about the limitations and restrictions of long term gifts to the agenda. Chair Russell-Slack asked Ms. Mattson to put this on the agenda in May.

7) Next Meeting Date – April 10, 2018

Agenda Items:

- Conversational German
- Fireworks/Fundraising
- PCC Budget Subcommittee
- Sandra Howard-Orchard Bread Works Fundraising Opportunity

The PCC agreed to remove Einbeck Beer/Mustard permanently from the agenda going forward.

8) Adjournment

Vice Chair Davis made a motion to adjourn the meeting, which was seconded by Mr. Brown and carried unanimously.

Hearing no further business, Chair Russell-Slack adjourned the meeting at 5:38 PM.

Respectfully submitted by,
Jennifer Clark, Minute Taker