

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

**Tuesday, October 30th, 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:** September 11th, 2018
- 4. Board Business**
 - a.) Fireworks fundraiser night– Update – *Irene, Helen, Dawn, Karen*
 - b.) PCC Budget Subcommittee Presentation – *Kathy, John, Dan*
 - c.) Mixed Group Exchange Update – Keene to Einbeck, October 12th – 20th, 2018 – *Kurt*
- 5. Communications:**
- 6. Reports:**
 - a.) Treasurer Report – *Kathy*
- 7. New Business:**
 - a.)Pumpkin Fest Brought to You by Children of Monadnock, Oct 28th – potential fundraising opportunity – Update – *Karen*
 - b.)Einbeck Renewable Energy Report (communication) – *Ann Shedd, Chair of Energy & Climate Committee.*
 - c.)Sub-group – Exchange Expectations/Benefits (to include as part of operating guidelines) promote PCC events, etc. –*Irene/John*
 - d.) An additional school that would like to start an exchange with a school in Keene – *John, Irene*
- 8. Next Meeting:** Next meeting date: December 11th, 2018
- 9. More Time:**
 - a.) Delegation/Singers to Keene, update October 3rd –11th, 2019 – *Sandi Howard*
 - b.) Soccer Exchange 2018/2019, update – written report – *Wally Secord*
 - c.) Mixed Group Exchange – Einbeck to Keene – *proposed dates: June 7th-14th, 2019 (Oct)*
 - d.) Agricultural Connection – update – *Charles Daloz/Will*
 - e.) Discuss media opportunities to help promote PCC events and exchanges – *Dawn/Dan*
 - f.) New Funding Opportunity to research – First Friday’s/Machina Arts – Non-profit vendors
<http://www.machinaarts.org/firstfridayarthop.html> - Consider for next summer.
 - g.) PCC Operating Guidelines (Sept) – Subcommittee Report – *Kürt/Pam/Will/Gary*
 - h.) Conversational German update – *Lily*
- 10. Adjournment**

DRAFT

**City of Keene
New Hampshire**

**PARTNER CITY COMMITTEE
MEETING MINUTES**

Tuesday, September 11, 2018

5:15 PM

**2nd Floor Conference Room,
City Hall**

Members Present:

Pam Slack, Chair
Irene Davis, Vice Chair
Kendall Lane, Mayor
Gary Lamoureux, Councilor
Kurt Blomquist
Lily Hart, Alternate
Dawn Thomas-Smith
John Mitchell

Staff Present:

Helen Mattson, Staff Liaison

Members Not Present:

Karen Parsells
Kathy Frink
Dan Brown, Alternate
Frank Richter
Will Schoefmann

1) **Call to Order**

Chair Slack called the meeting to order at 5:15 PM.

Chair Slack announced her resignation from the PCC, effective October 1, 2018 due to conflicting work schedule.

2) **Appointment of Alternates**

Chair Slack appointed alternates to participate in the meeting as voting members.

3) **Minutes of the Previous Meeting – June 12, 2018**

Ms. Thomas-Smith made a motion to accept the minutes of June 12, 2018. The motion was seconded by Mr. Blomquist, which carried unanimously.

4) **Board Business**

a. Keene Chamber Singers/Fundraising-Pizza Night

Chair Slack reported she received an email from Sandra Howard, stating the fundraiser at the Orchard School Pizza Night raised \$369.00. In addition, Ms. Howard stated she looks forward to working with the PCC on future events.

Councilor Lamoureux made a motion to accept the Keene Chambers Singers/Fundraising Pizza Night as informational. The motion was seconded by Mayor Lane, which carried unanimously.

b. Approval of Invoice Payment for Room Cancellation

Chair Slack reported there was a room saved for the Conversational German Class at the Keene High School. She noted the school was not notified in advance. Therefore, the PCC made the following motion.

Council Lamoureux made a motion to approve payment in the amount of \$115.50 for the reserved room at the Keene High School. The motion was seconded by Mayor Lane, which carried unanimously.

Chair Slack noted the next time the PCC schedules a room there needs to be advance notice of cancellation.

Councilor Lamoureux recommended the PCC look into using the Keene Fire Station for future meetings of this nature.

c. Fireworks Fundraiser Night

Chair Slack distributed the Fireworks Fundraiser Night fliers and asked the Committee to post the fliers in the community. The event is scheduled for September 25, 2018 and is from 5:30 PM-8:30 PM. Chair Slack noted the table tents will be redone to fix some spelling errors.

Chair Slack asked if more help was needed for the fundraiser. Ms. Mattson reported the following members of the Fireworks Fundraiser subgroup committee agreed to help with set-up; Ms. Thomas-Smith, Chair Slack, Ms. Mattson and Ms. Parsells.

Vice Chair Davis reported she had brought with her the gifts that were donated by Einbeck that she got from Wally Secord who also agreed to help out at the fundraiser. In addition, she and her husband will be donating a soccer jersey, a \$100 gift certificate to Fireworks and a beer mug. The PCC thanked Vice Chair Davis for their generous donation.

The PCC agreed the drawings for the raffle items will be held every ten minutes. Ms. Mattson noted the key is to make sure names and/or phone numbers, address are written on tickets so she is able to report who the winners are and the item they received to the state through the City Clerk's office.

Ms. Mattson stated she will distribute fliers to each City Department Head as well as the City Councilors.

Chair Slack thanked Ms. Thomas-Smith for designing the fliers and table tents. In addition, she thanked Helen Mattson for printing these materials.

Chair Slack asked Mayor Lane to announce the event at the next City Council meeting. Mayor Lane replied in the affirmative.

d. PCC Operating Guidelines

Mr. Blomquist distributed copies of the PCC Operating Guidelines with the updates discussed at the last meeting. The Committee thanked Mr. Blomquist for the updates. Vice Chair Davis asked the Committee to consider looking into the operating guidelines for the Einbeck PCC prior to adopting these guidelines. Mr. Blomquist added the PCC will review the guidelines at the next regular meeting and address any further suggestions or edits. He explained if the guidelines are adopted they will be effective in 2019.

Chair Slack asked for the PCC Operating Guidelines to be placed on the agenda for the next meeting.

Councilor Lamoureux made a motion to accept the PCC Operating Guidelines as informational. The motion was seconded by Mayor Lane, which carried unanimously.

e. School Exchange

Mr. Mitchell reported the school exchange was a terrific experience. He stated that he truly believes the function of the PCC is to have young people in communication with other young people to build relationships and to also develop a sense of community.

He reported 8 students were sent on the trip along with 2 adults. He stated there were no problems and they were asked to come back. In addition, the Goetheschule School met with him on two occasions. Mr. Mitchell stated they would like to expand the exchange. Based on this information, he stated this was something the high school teachers will discuss in the near future. The amount of students on the exchange would be increased to 12 or 14 students.

Vice Chair Davis asked if this exchange would be combined with the BBS or if this would be a separate exchange. Mr. Mitchell replied the Goetheschule believe their relationship with Utah may be coming to an end. He noted this was an area they would need to further explore.

Mr. Mitchell reported the past exchange with the Cheshire Career Center included a new teacher. The new teacher is Kim Simpson and she is a math teacher at KHS. He stated she did a remarkable job and that she would like to be involved in the upcoming exchanges.

Mr. Mitchell added the Goetheschule School has more experience with exchanges. In addition, he noted that he tried to be as frank as possible with them as far as increasing the number of students on the exchange. He noted the numbers would have to be increased incrementally by 4 or 5 students. Mr. Mitchell reiterated that they are not willing to accept a large crew right off the bat.

Councilor Lamoureux made a motion to accept the School Exchange report as informational. The motion was seconded by Mayor Lane, which carried unanimously.

f.) Conversational German

Ms. Hart reported there was one mixed group exchange meeting in June held at the library. Since this time it has been a challenge to find a time to meet with the group. Ms. Hart reported she has emailed the group contact list twice with no response.

Councilor Lamoureux stated that it has been difficult to commit to a time. Mayor Lane added that this is a wonderful idea but believes the biggest problem is having translators available when the Germans come to Keene for an exchange. Mr. Blomquist added that he believed there would be a need for conversational German classes for the hosts with exchanges in Keene.

Chair Slack advised the PCC to revisit this concept in the future and to place this on More Time, for the Committee to discuss down the road.

Ms. Hart announced that she will be resigning for the PCC due to her conflicting schedule. She volunteered to be available to assist with any Conversational German classes in the future.

The PCC addressed the need for the Mixed Group to meet one more time before the trip to address any questions. Ms. Mattson will be emailing everyone on the list to setup a time and place.

Councilor Lamoureux made a motion to accept the Conversational German update as informational. The motion was seconded by Mayor Lane and carried unanimously.

g. Mixed Group Exchange

Mr. Blomquist reported the PCC received an email from Albert Thoremann. Vice Chair Davis stated that Mr. Thormann indicated the itinerary for the exchange is still in draft form and is not complete at this time.

Mr. Mitchell reported when he was in Einbeck he had two meetings with Mr. Thormann. During this meeting, Mr. Thormann expressed his concern with the light numbers of the

mixed group exchange. Mr. Mitchell explained that Mr. Thormann thought this should have been a popular event and was not as well staffed as it might have been. Mayor Lane and Mr. Blomquist stated they would discuss how to best manage these exchanges with Mr. Thormann on their trip.

Vice Chair Davis reported on her last trip to Germany she explained to Mr. Thormann the United States does not have a 30 day vacation for most people as compared to Germany. In addition, she added Mr. Thormann reported the Einbeck Mixed Group Exchange will include a female minister. The PCC agreed to reach out to local clergy to see if it would be possible for them to join the exchange.

In addition, Vice Chair Davis stated that Mr. Thormann was disappointed private accommodations were made for the upcoming mixed group exchange to Germany. She stated that it was insulting no one accepted his invitation. Mr. Blomquist stated that brought up a valid discussion in regards to exchanges. He stated there needs to be a discussion at some point about the comfort level for people and also who can afford to do these things.

The PCC discussed how there was a miscommunication about the private accommodations. Since some individuals in the group did not know if they had a place to stay, they made their own accommodations just in case – which can be altered at any time. As a result, Vice Chair Davis stated she would contact Mr. Thormann to accept his invitations for lodging with local residents.

Mr. Mitchell stated part of the problem may be contributed to the lack of understanding of what happens during an exchange. He stated when he brought Ms. Simpson on the exchange she could not be prepared enough for what she experienced. Mr. Mitchell stated that she did a wonderful job in taking care of the students and presenting Keene to the Germans. In addition, Mr. Mitchell reported the teachers were blown away by the concept of German teachers not having substitutes and how the German principal teaches half the day. Mr. Mitchell stated part of the idea behind the exchanges is to open people's minds to different ways of approaching the same struggles. He noted that the opportunities with exchanges are amazing.

Chair Slack stated that she understands Mr. Thormann's concerns and noted this would be a good discussion for Mayor Lane to have with Mr. Thormann. She noted there has never been a discussion of this sort and is something that needs to be addressed.

Ms. Hart suggested a subcommittee be formed to work on adding a FAQ section in the Operating Guidelines about the expectations of exchanges.

Vice Chair Davis and Mr. Mitchell agreed to start a subcommittee to address the expectations with exchanges. Chair Davis recommended this be placed under New Business for the next PCC meeting.

Mayor Lane asked the PCC to discuss what the group should bring for a gift. The first day on the trip the delegates will be hosted at a ceremony at Einbeck's City Hall and the group will be expected to present them with a gift. Mr. Mitchell suggested a gift that could be long term that would go in pieces like parts of a puzzle. The PCC discussed several ideas and agreed on an old picture of Central Square embossed on tile that is sold at Creative Encounters.

Vice Chair Davis made a motion the PCC spend up to \$200 for a gift to the City of Einbeck. The motion was seconded by Mayor Lane, which carried unanimously.

h. Discuss Media Opportunities to Help Promote PCC Events and Exchanges

Ms. Thomas-Smith reported there have been ongoing opportunities to help promote the PCC. She asked this be placed on More Time to provide additional updates. In addition, she asked Mr. Mitchell to send pictures of the KHS exchange to post on the PCC's Facebook page.

Chair Slack stated this would be placed back on the agenda under More Time.

Mayor Lane made a motion to accept the Media Opportunities update as informational. The motion was seconded by Councilor Lamoureux, which carried unanimously.

i. Agriculture Connections

Chair Davis stated this would be placed on the agenda under More Time.

5.) Communications

No report at this time.

6.) Reports

a. Treasurer's Report

No report available at this time.

7.) New Business:

b. Pumpkin Fest Brought To You By Children of Monadnock, October 28th-potential fundraising opportunity

Mr. Blomquist reported there will be no food vendors allowed at the Pumpkin Festival based on City Council restrictions.

Chair Davis advised this be placed on the agenda for the next PCC meeting.

c. Put together subcommittee for Fireworks fundraiser night-meet before September

Vice Chair Davis asked Ms. Thomas-Smith as a member of the subcommittee if she would be available to help out. Ms. Thomas-Smith replied in the affirmative. Subcom-

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mittee members confirmed their ability to help on the 25th are; Ms. Thomas-Smith, Vice Chair Davis, Ms. Mattson, Ms. Parsells and Chair Slack.

Mr. Mitchell reported that he has four students available to help with the Fireworks fundraiser. The PCC agreed to have the students sell raffle tickets at the event.

8.) Next Meeting- October 30th, 2018

The PCC agreed to change the date of the next meeting to October 30th, 2018 in order to accommodate schedules.

Adjournment

Mayor Lane made a motion to adjourn the meeting, which was seconded by Ms. Thomas-Smith and carried unanimously.

Hearing no further business, Chair Slack adjourned the meeting at 6:16PM.

Respectfully submitted by,
Jennifer Clark, Minute Taker