

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

**Tuesday, October 8th, 2019
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 10, 2019**
- 4. Board Business**
 - a.) Adopt New Rules of Procedure – Thomas Mullins, *City Attorney*
 - b.) Soccer Exchange 2019/update – *Wally*
 - c.) PCC Operating Guidelines Approval – Subcommittee Report – *Kürt/Will/Gary*
 - d.) Discuss Promotional Activities/Media Opportunities to help promote PCC events and exchanges – *Dawn/Dan*
- 5. Communications:**
- 6. Reports:**
 - a.) Treasurer Report – *Kathy*
- 7. New Business:**
 - a.) PCC report to City Council by Committee Chair/Vice Chair – *Wednesday, October 9th, 2019*
 - b.) **Next Meeting:** Next meeting date: November 12, 2019
 - c.) **More Time:**
 - a.) Discuss October Music Exchange (October 3rd – 11th, 2019).
 - d.) **Adjournment**

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, September 10, 2019

5:15 PM

2nd Floor Conference Room

Members Present:

John Mitchell, Vice Chair
George Hansel
Dan Brown, Alternate
William Schoefmann
Dawn Thomas-Smith
Gary Lamoureux
Kathy Frink, Treasurer

Staff Present:

Helen Mattson

Members Not Present:

Kürt Blomquist
Irene Davis, Chair
Lily Hart, Alternate

Vice Chair John Mitchell called the meeting to order at 5:15 PM

1) Minutes from the Previous Meeting: June 4, 2019

Vice Chair Mitchell addressed the minutes from the previous meeting and made a motion to approve the minutes from the previous meeting.

Will Schoefmann seconded the motion and the minutes from the previous meeting were passed unanimously.

2) Board Business

Vice Chair Mitchell stated the first order of business is discussing the October Music Exchange. Vice Chair Mitchell asked the group for more info or an open discussion.

George Hansel said they are doing another Filtrine tour. Helen said Irene wanted to put that item on the agenda and she is not here so we can move it to more time.

Vice Chair Mitchell motioned to move the discussion to more time. Gary Lamoureux seconded the motion and it was passed unanimously.

Vice Chair Mitchell asked Mr. Schoefmann to present his sub-committee report. Mr. Schoefmann suggested we put it on more time. Mr. Schoefmann said we can present the draft for review of the committee. Mr. Lamoureux said he believes the draft was already sent out. Vice Chair Mitchell stated when Kurt Blomquist is present we can discuss it further. Vice Chair Mitchell motioned to move this business to the next meeting. Mr. Hansel seconded the motion and it was passed unanimously.

Dawn Thomas-Smith said based around events already happening reports she can share thing with the sentinel. Based on calendar of what we have if things are more defined, based around activities we already have around future visits it needs to be fleshed out in more detail. It takes man power and we drafted something a while ago from a framework and reports she can bring that in next meeting.

Vice Chair Mitchell said the Keene High School expects to host Germans in April. Those dates are dependent on school system schedule. Our students are expected to travel with two adults in the summer due to the inability of the school to allow us to travel during the school year. We have some great students at the High School who are very interested in doing this.

Ms. Thomas-Smith said as part of the editorial content calendar it brings up fundraising opportunities for other activities and once those activities are more defined it will reflect such in the calendar.

Dan Brown said he met with the Chamber of Commerce and invited them to the meeting. From the previous meeting, we discussed the Germans liked shopping. We could tie the city of Einbeck to city of Keene's Chamber of Commerce to see what there is to buy and where there is to shop. We could tag our Facebook to the Chamber of Commerce for the Germans. Also, Mount Monadnock is the most climbed mountain in the world so there should be an opportunity for this connection with Germany. The city of Keene and/or the Partner City Committee should have a presence with the German consulate. Mr. Brown met with Ted's Shoes and they are involved in the DeMar Marathon. He reports he asked them if they would be interested in contacting Einbeck regarding the two marathons, the one here and the one in Germany so that Keene folks can go there and run their marathon. Social media is a means to help attract attention to Keene and those opportunities should be presented and tied to the Partner City Committee. Vice Chair Mitchell said that is the goal, to build relationships like that. Ms. Thomas-Smith said she took notes from what Mr. Brown said she would follow up on them.

Mr. Lamoureux motioned to accept the reporter's information. Mr. Hansel seconded and the motion passed unanimously.

Mr. Lamoureux motioned to accept the report out for Keene to delegate to Einbeck in October. Mr. Hansel seconded the motion and was passed unanimously.

3) Communications

Vice Chair Mitchell stated he spoke with the school in regards to some effort with school exchange. The middle schools want to exchange with German Middle School. They want to socialize German middle school students with the American middle school students. We will be holding a meeting with the Keene Middle School principle in the next couple of weeks. The German middle school is looking for a 5-day trip here. They want to send half a dozen students here to be involved in a social experience.

4) Reports

Partner City Committee Treasurer Kathy Frink said since we last met we had the soccer exchange. Their total expenses were \$6,950 dollars, that's after the Germans gave \$583 dollars for the bus. We approved \$8,000 dollars and they came in \$1,050 dollars under that. Our Einbeck exchange came in at \$3,712.86 we approved \$4,000 dollars. We came in under \$287.18. We provided the Coral Exchange \$600 dollars so far, we owe them \$2,500 dollars because we approved the \$3,100 dollars and also \$351 dollars for pizza night they had. We still owe them \$2,851 dollars. Between both accounts after the \$2,851 dollars comes out we will have a total of \$18,679.05 in the account because we were appropriated \$5,000 dollars as of June 1st. The appropriated account will have \$2,749.83 after the \$2,500 for the Coral Exchange comes out and the general account will at \$15,929.22 after the pizza night funds comes out. In total, we came in under \$1,337.14 what we had approved so far. Vice Chair Mitchell asked if we have a surplus. Ms. Frink confirmed we have a surplus of \$1,337.14. Vice Chair Mitchell asked if we know how this relates to last year this time. Ms. Frink said we are down about \$5,000 dollars in the appropriated account from last year and the general account we are down \$4,000 dollars. Vice Chair Mitchell said it's not news to anyone on the committee that we need to work on fundraising and making more connections, we need to look harder into this. Vice Chair Mitchell encouraged all members of the committee to work on this. Mr. Lamoureux said comparing one year to another depends on the activity in the year. If we can get a graph to see if we have been steady it would give us a much better viewpoint of where our finances are. Mr. Lamoureux said he doesn't believe we have any fundraising in the near future. Vice Chair Mitchell said we are not fundraising at all and we used to do more. Ms. Frink confirmed we are not doing anything to raise funds and not as much as we did in the past.

Vice Chair Mitchell motioned to accepted the report. Mr. Lamoureux seconded and the report was passed unanimously.

5) New Business

Vice Chair Mitchell said we will review the new rules and procedure next meeting when Tom Mullins is available on October 8th. Ms. Thomas-Smith asked if we can review the changes ahead of time. Helen Mattson said it's not ready yet otherwise we would have it already. We will vote on it in the November meeting.

Vice Chair Mitchell asked the member if there was some discussion or topics that need to be brought forward during the City Council meeting. Vice Chair Mitchell said in the absence of the Chair he is interested but asked other members if they would like to participate. Mr. Schoefmann said we could highlight what happened during the exchange, we could pull some pictures together. Mr. Lamoureux said the City Council will be interested in knowing how much money we have and what we use it for. Ms. Mattson said we could make a pitch to them during the meeting. Mr. Schoefmann said we could present a graph as well during the City Council meeting. Mr. Lamoureux said as a committee we need to also look at how much the hosts are spending when the Germans come here. Ms. Mattson said we need to share that information with City Council. Ms. Thomas-Smith said we also received donations and discounts from businesses and should inform the council about that as well. Mr. Lamoureux stated that we should also mention Parks and Rec allowed us the use of the van; it saved a lot of expenses because we used it 3 days. Mr. Brown said time spent with the Germans is also part of expenses. Ms. Thomas-Smith said she will create a GoogleDoc for pictures for the presentation.

6) More time

Vice Chair Mitchell asked what happened to First Fridays. Mr. Hansel said it's no longer happening and we need to report it out to get it off more time. Vice Chair Mitchell moved to report this out. Ms. Thomas-Smith seconded the motion and was passed unanimously.

7) Next Meeting

Vice Chair Mitchell said in order to discuss the soccer exchange Wally needs to be here for the meeting on the 8th. Vice Chair Mitchell said he will get in touch with Wally and inform him to come to the next meeting. Ms. Mattson stated she will put it on the agenda for next meeting. Mr. Brown asked if someone wants to represent what we are doing with Keene State and the soccer exchange to City Council. Vice Chair said the work that's been done and the financial report that has been received and the donations will all be brought up to council.

8) Adjournment

Vice Chair Mitchell adjourned the meeting 5:43pm.

PCC Meeting Minutes
September 10, 2019

Respectfully submitted by,
Claire Kunzler, Minute Taker