

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

**Tuesday, October 29th, 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.) Music Exchange 2019/update – *Sandi*
 - d.) Committee approval of 2 additional invoice for Choral Exchange
 - e.) PCC Operating Guidelines Approval – Subcommittee Report – *Kürt/Will/Gary*
 - f.) 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.) Committee consideration of earlier start time of 5:00 pm
 - b.) **Next Meeting:** Next meeting date: December 10, 2019
 - c.) **More Time:**
 - 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 Kürt 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 things with the sentinel based on the calendar of what we have. If things are more defined, then based around activities we already have and 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 German students 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 the 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 is 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 accept 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 could review the changes ahead of time. Helen Mattson said it's not ready yet, they are still working on final revisions. We will vote on it in the November meeting.

Vice Chair Mitchell asked Committee members 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 would 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

Partner City Committee

Operating Guidelines

Purpose: The purpose of the Partner City Committee (PCC) is to promote educational, cultural, athletic, business, and intergovernmental cooperation between Keene, New Hampshire and Einbeck, Germany thereby nurturing mutual understanding between the citizens of both cities and their countries.

The PPC implements its purpose through the support of activities/events/programs through planning, coordinating, and financial assistance.

I. Responsibilities of the PCC include:

- a. Planning, coordinating, and supporting official exchanges between the City of Keene and Einbeck, Germany. An official exchange is an event and/or activity where a formal invitation has been extended and accepted by either the City of Keene or Einbeck governments.
- b. Review and determine level of support for exchanges, activities or programs of other organizations that are in alignment with the PCC purpose.
- c. Develop and adopt an annual budget. The Committee should prepare a second year budget for planning purposes. The budget should include both projected expenses and revenues.
- d. The committee annually in January shall establish leadership positions in accordance with the City of Keene Code of Ordinances. The committee shall elect a Chair but may also elect a Vice-Chair who acts in the absence of the chair, a treasurer, who shall keep the financial information (donations, expenses, etc.) and report out as required by the committee.
- e. The PCC may appoint subcommittees or identify individuals as it sees fit to carry out its purpose.

II. Other Activities

The PCC may review and support activities and programs from time to time that are not official exchanges.

III. If an organization or individual not associated with the PCC wishes for support, assistance, or recognition by the PCC a proposal shall be submitted to the PCC in a timely manner. Proposals for the PCC consideration will:

- a. Be submitted in writing and shall include a description of the activity/event/program, a description of how the activity/event/program furthers the PCC purpose, description of the request, and any other information as appropriate to fully inform the PCC.

- b. Requestors will present their proposal to the PCC.
- c. If financial assistance is requested proposals shall include:
 - i. A proposed expense budget for the activity/event/program.
 - ii. A proposed revenue budget for the activity/event/program.

IV. Financial

PCC has access to several types of funds. Funds are provided through an appropriation from the City Council (General Fund) and from donations and fund raising events. The Treasurer is responsible for maintaining financial records separating the two types of appropriations. The PCC may financially provide assistance for the following types of expenses.

- a. Council Appropriation (General Fund):
 - i. Funds are to support Official Exchanges.
 - ii. Expenses include but limited to group transportation, group activities, group meals, official welcome and/or departure activity, group presentation/gifts, etc.
- b. Donations and Fund Raising Funds:
 - i. Funds to support Official Exchanges and activities/events/programs by others that further the PCC purpose.
 - 1. Meals, individual or group transportation, activities, and any other expense deemed appropriated by the PCC

V. Official Exchanges

- a. Participation in Official Exchanges:
 - i. Keene Delegates
 - 1. The PCC will assist the Mayor in identifying people to participate in official exchanges.
 - 2. Keene participants are expected to fund their travel expenses to and from the destination of the exchange. Cost may include but are not limited to transportation, meals, and lodging.
 - 3. Keene Delegates may bring up to one (1) guest with the delegate being responsible for all cost including and not limited to travel, participation in meals and events.
 - ii. Einbeck Delegates
 - 1. PCC will financially support Einbeck delegates transportation (when traveling as a group) to and from point of entry, transportation in the Monadnock region, accommodations while in Keene, welcome and farewell events, any group meals, and any group activities.
 - 2. Einbeck Delegates may bring up to one (1) guest with the delegate being responsible for all cost including and not limited to travel, participation in meals and events.

VI. Expectation of Keene PCC Delegates/Host

- a. A Keene PCC delegate that is hosted would participate in activities of the PCC in the year following their participation. During the next Official Exchange if the PCC uses host families the host families are expected to:
 - i. Provide transportation to and from the hosted location to all group events and activities during the official delegation stay.
 - ii. Provide appropriate lodging during the official delegation stay.
 - iii. Provide appropriate meals outside group dining activities during the official delegation stay.
 - iv. Provide activities outside of group activities
 - v. Hosts will participate in official welcoming and departure activities. Hosts are welcome to participate in other scheduled group activities and may be responsible for transportation or meal cost.