

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

**Tuesday, December 10th, 2019
City Hall, 2nd Floor Conference Room
5:00 pm to 6:00 pm**



1. **Call to Order**
2. **Roll Call – Appoint Alternates (if required)**
3. **Minutes of the Previous Meeting:** October 29, 2019
4. **Board Business**
 - a.) Adopt New Rules of Procedure – *Irene*
 - b.) Planning for Future Exchanges – *Irene & John*
 - c.) PCC Operating Guidelines –Review and Approval – *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.) Discuss coordination of the re-dedication of Einbeck’s old synagogue with Keene’s next visit.
 - b.) **Next Meeting:** Next meeting: January 14, 2020
 - c.) **More Time:**
 - d.) **Adjournment**

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, October 29, 2019

5:15 PM

2nd Floor Conference Room -
City Hall

Members Present:

John Mitchell, Vice Chair
Dan Brown, Alternate
Irene Davis, Chair
Kürt Blomquist
Dawn Thomas-Smith
Kathy Frink, Treasurer

Staff Present:

Helen Mattson
Thomas Mullins, City Attorney

Members Not Present:

Gary Lamoureux, Councilor
George Hansel

Irene Davis called the meeting to order at 5:12 PM

1) **Minutes of the Previous Meeting:** September 10, 2019

Chair Irene Davis noted a correction to be made to minutes – bottom of page 2 of 5. Kürt Blomquist made a motion to approve the minutes, Chair Davis seconded and the motion passed unanimously.

2) **Board Business**

a. **Adopt New Rules of Procedure**

Thomas Mullins, City Attorney, discussed the updated rules of procedure for boards and commissions. Mr. Mullins updated the group on things to remember - it is a public body and there are rules from the state to follow. This committee is a legislative body and at a low risk level. We can provide copies of the rules of procedure additionally if needed. These new rules of procedure should be adopted next meeting. The meeting functions are important. Be mindful to not discuss agenda items via email as it would trigger a quorum.

Minute takers have a specific function in meetings and collect a public record for meetings. Members should be noting motions and if there is a second for the record. Quorum can now be achieved based on the actual number of members who can be on the board. This board has 11 so quorum requirement is 6 and remember to always round up. The creation of subcommittees has been changed as well. Once they have been created, you have created a sub-public body and it must follow the same requirements of legislative bodies and the meeting requirements. This must be completed in a procedural manner. Subcommittees do not need official minute takers but their minutes must be submitted to the full body. Mr. Blomquist asked if the committee can ask a person do research. Mr. Mullins stated it's different if you have one person collecting information or data, once you have two people or more there is a decision making process happening which would trigger a quorum. Non-public sessions need to be approved by the city and if the committee needs to go into a non-public session, Mr. Mullins asked that he be present due to the specific procedures required to hold such a meeting. Committees can have a member attend a meeting remotely, they cannot be used for a quorum. Chair Davis asked how we could reduce the membership. Mr. Mullins stated Mayor Lane would need to approve that it would need to be done by ordinance. Mr. Blomquist stated Patty Little, the City Clerk, is working on an amendment for this. Mr. Blomquist recommended contacting Kendall in regards to eliminating staff participation. Mr. Mullins stated it's important to remember committees cannot have a meeting without a quorum, and the minute taker cannot take minutes and if a quorum is not reached after 15 minutes then the minute taker will leave. Mr. Blomquist asked Mr. Mullins what he recommends for amending their guidelines to the new rules and procedures. Mr. Mullins responded saying he would not recommend adopting them together but separately is okay. Mr. Blomquist stated they will adopt the rules separately. Chair Davis asked if committee members can ask questions and forward them to Mr. Mullins. Mr. Mullins said that was okay and recommended not replying all. Vice Chair John Mitchell asked what is a good way to determine what is conducting business and what is not business. Mr. Mullins responded saying anything that relates to the charge of the committee is business, anything other than that is not committee business. Vice Chair Mitchell asked if he can discuss a committee project, he is working on with other folks involved that are not on the committee. Mr. Mullins responded saying when it's done in sequential order it could trigger a meeting. If a quorum has not been created with more than three or more people than you don't have a meeting. Mr. Blomquist stated if it's on the agenda it's recommended to be cautious talking about it until there is a quorum.

Mr. Blomquist recommended that we take up adoption of what Mr. Mullins has presented at the next meeting.

Mr. Blomquist made the motion to adopt the information as presented by Mr. Mullins. Ms. Frink seconded and the motion passed unanimously.

b. Soccer Exchange 2019/update

Wally Secord stated the soccer exchange went very well and this has been the best one we have had and for the least amount of money. We figured out ways to save money and made a photo book of what we did. They are pushing to have this happen again and we can do it on a simpler scale. It was very rewarding and we came under budget. Mr. Secord stated he has done this 5 or 6 times. There are people interested in taking this over. Mr. Blomquist asked Mr. Secord if he was able to indicate who the folks are who are interested in continuing the program and they can contact us. Mr. Secord said the person who is interested will come forward themselves. Mr. Secord stated the cost and timeframe are important to consider next time. There is a limited window of time with the school schedule. Mr. Secord recommends limiting the amount of people allowed to participate, downsize. Another important factor was the cost of transportation. There was also a lot of diversity amongst us all, with careers. You can see in the photos that everyone was helpful and supportive, local businesses also, including Noyes Volkswagen. It is a lot of work but very fulfilling.

Dan Brown made the motion to accept Mr. Secord's report as informational. Vice Chair Mitchell seconded and passed the report unanimously.

c. Music Exchange 2019/update

Sandi Howard thanked the committee for the opportunity. The event was unifying, it widened the net of people who value the cultural exchange. Highlights included bringing in performers from Keene State College and Keene High School, as well as the Cecilia Ensemble. We spend some time at Pilgrim Pines with Road Scholars had a chance to interact with people there from all over the world. We toured the newly renovated public library as well as Filtrine and historic Harrisville. The concert was a real highlight and an opportunity to collect donations for the church. We spent some time hiking and at Apple Hill and they spent some time on their own in Boston as well. The hosts were fantastic and many people contributing. It is a lot of coordinating. Helen Mattson stated the invoices need to be clarified and it is on the agenda. Ms. Howard said she worked with the budget but raised money at the Orchard Hill. Ms. Howard stated we have been invited back to Germany for May 2021 with the college and community musicians.

Vice Chair Mitchell stated he received an email from their chairman and it left a terrific impression and everyone enjoyed their time here and it went very well. Ms. Howard stated she was pleased to see a feature in the Keene Sentinel. Chair Davis thanked Ms. Howard for her work.

Dan Brown asked if there are any photos online or social media. Dawn Thomas-Smith stated she did share some things via social media. Ms. Howard stated she has a google sharing file.

Mr. Brown made a motion to approve the report as informational. Kathy Frink seconded and the motion passed unanimously.

d. Committee Approval of 2 Additional Invoice for Choral Exchange

Chair Davis stated she looked at the minutes from the previous meeting and confirmed with Ms. Frink that we approved funds from the committee as \$3100.00 and Ms. Howard raised \$351.00, which gives us \$3451.00. Ms. Mattson and Ms. Frink both confirm that total is correct. Ms. Mattson said we have an invoice with the Chamber Music for the Shape Note Singing Workshop for \$350.00 from Apple Hill Center. Another invoice for \$300.00 for the professional clinician services for the Keene Choral Exchange. Chair Davis asked how much of the reserve funds were spent so far. Ms. Howard said to summarize, \$3085.00 was the initial request to be deducted from the \$3100.00. Ms. Howard requested to see the second invoice. Ms. Howard said she was factoring that the professional clinician services invoice was included in the Apple Hill Center invoice, which would have been in the \$3100.00 balance. This would have been about \$15.00 less than what the committee had allotted. Ms. Howard stated she was hoping that out of the \$351.00 she had deposited from donation that \$300.00 could come out of that for the invoice, leaving about \$60.00 donation back to the committee. We would not be going over the allotment or the deposit. She believes it takes special consideration due to that second deposit. Mr. Blomquist asked Ms. Howard what the deposit was. Ms. Howard said she believes it was \$369.00. Ms. Frink stated it was \$351.00. Mr. Blomquist said that is the total funds. Ms. Mattson clarified that there was no original discussion regarding adding in \$351.00 to the total \$3100.00. Ms. Mattson said the committee would be approving \$3451.00 for the exchange. We would also have to approve the difference. Mr. Blomquist stated we are authorizing a budget of \$3100.00, than there was an additional \$351.00 raised separately and is part of it. Mr. Blomquist said we spend that first and one of the invoices will cover that. Mr. Blomquist asked of the \$3100.00 budget how much has been spent today. Ms. Frink said \$3085.00. Ms. Howard said that isn't accurate. Ms. Mattson said we forgot we made a deposit of \$600.00 for Thomas Transportation early on. Ms. Frink confirmed Ms. Mattson's statement regarding the deposit. Mr. Blomquist said that would leave us \$2400.00 in budget. Ms. Frink said it would have been \$2500.00. Mr. Blomquist asked if we have spent the remainder of that and if we have received invoices. Ms. Frink stated we have \$3085.00, which doesn't include the \$300.00 and the \$350.00. Ms. Howard said she did include the fee for Apple Hill but stated she wrote \$350.00 but sees that the invoice states \$250.00. Mr. Blomquist said there is the budget and what has been spent against the budget. Right now, what has been spent against the budget is the \$929.00 for the charter. Mr. Blomquist asked if that includes the \$600.00. Ms. Frink responded to Mr. Blomquist confirming the \$600.00 was included in that total. Mr. Blomquist continued stating that there is an invoice for \$75.00 for the walking tour. Mr. Blomquist asked if the \$75.00 has been paid. Ms. Frink said we did pay the \$75.00. Mr. Blomquist stated it appears we paid \$712.00 for buses to Harrisville. Ms. Frink said she doesn't have that invoice and that the Thomas's Transportation invoice is for

\$2160.00. Mr. Blomquist said the Apple Hill invoice is for \$350.00. So actual expenses to date are \$2585.00 of the \$3100.00, which would leave us \$515.00 of our allocation to them plus \$351.00 that they donated to the committee. Right now, we have \$866.00 budget remaining for this event. We could take the \$351.00 that was raised by Ms. Howard's group to pay the Apple Hill invoice, which would leave us with about \$500.00 of unspent budget. Chair Davis asked if we are missing any other invoices. Ms. Mattson said she believes we are and she will put the invoices for the Thomas Transportation. Ms. Frink said she only has us spending \$2160.00, which does not include the \$600.00 deposit. Mr. Blomquist said we are at \$3185.00 and without the \$300.00 invoice, we are \$85.00 over budget. Ms. Howard said the Apple Hill Rental fee should have been \$250.00 but I think I forwarded the wrong invoice. The clinician fee would have been \$300.00 and the Apple Hill rental would be \$250.00 meaning \$550.00 remaining, which would keep us in budget. Mr. Blomquist said in the budget we have sufficient cash funds to cover budget overage. Chair Davis said currently we have spent \$3185.00, the total with the donation money is \$3451.00 and we still have outstanding invoices for \$550.00. Mr. Blomquist confirmed that is incorrect and Ms. Howard is saying the Apple Hill invoice is \$250.00 as she is confirming it would be \$3085.00. Ms. Howard said she has an email from September 25th with the \$250.00. Ms. Mattson said she needs that for documentation because finance will need that record. Mr. Blomquist said of our \$3100.00 we have \$15.00 left plus the \$351.00, which is \$366.00 still available of budget to expend. There is one invoice for \$300.00. Ms. Howard said according to her records she was at \$3085.00 and had the remaining \$300.00 clinician charge hoping to have it come out of the \$351.00 deposit. Mr. Blomquist confirmed that that would work. Ms. Mattson said we have already paid the Apple Hill Center. Ms. Howard said then there was a duplication somewhere. Chair Davis said since we are in budget we do not need to approve any additional funds. Mr. Blomquist said we have to approve the \$300.00 bill with the understanding it's coming from the \$351.00 donation. Chair Davis asked which account the \$351.00 went into. Ms. Frink said it went into the general account. Ms. Mattson said we had \$369.00 minus \$15.00. Ms. Frink said any donations go into the general account.

Mr. Blomquist recommended a motion to authorize a payment of \$300.00 for clinician services with the remainder from the Orchard Hill donation in August of 2019 and the remaining balance of that donation to go into the general account. Chair Davis made the motion, Ms. Frink seconded and the motion was approved unanimously.

e. PCC Operating Guidelines Approval – Subcommittee Report
Discuss Promotional Activities/Media Opportunities to Help Promote PCC
Events and Exchanges

Mr. Blomquist stated in the invite we will limit it to one guest, but they are responsible for the cost. Chair Davis stated the official invitation needs to state one guest per person. Mr. Blomquist stated we would add if the invite includes a

guest, they can bring up to that many guests. Vice Chair Mitchell agreed with Mr. Blomquist.

Mr. Brown asked between the rules from attorney and ours should there be something in there from where donations can be deposited so the committee can understand. Mr. Blomquist responded stating it is already listed under item 4. Ms. Mattson stated finance had always picked the account.

Chair Davis asked for a motion to approve Mr. Blomquist's report as informational. Vice Chair Mitchell made the motion, Mr. Brown seconded and the motion passed unanimously.

Ms. Thomas-Smith discussed promoting the committee through media and promoted feedback on other strategic ideas and organic movements for growth. Ms. Thomas-Smith stated she will get started on creating a draft of a plan to figure out what makes the most sense for how to move forward next.

Chair Davis asked for a motion to approve Ms. Thomas-Smith's report as informational. Ms. Blomquist moved to approve the report as informational. Ms. Frink seconded and the motion was approved unanimously.

3) Communications:

N/A

4) Reports:

a. Treasurer Report

Ms. Frink stated in the appropriated account the committee has \$5,249.83. The general account started with \$16,280.22. We received a donation from one of the Einbeck visitors. Ms. Frink questioned why the expenses didn't come out of the account. Mr. Blomquist asked who codes the invoices when they go to finance. Ms. Frink said she hasn't been seeing the invoices. Mr. Blomquist and Ms. Mattson stated we need to discuss this with finance. Ms. Mattson said she would make sure it's corrected. Chair Davis said in the future when invoices come in they need to be shared with Ms. Frink. Ms. Mattson said she would code the invoices.

Chair Davis asked for a motion to approve Ms. Frink's report as informational. Ms. Thomas-Smith made the motion, which was seconded by Mr. Blomquist and the motion passed unanimously.

5) New Business:

a. Committee consideration of earlier start time of 5:00 PM

Chair Davis asked for a motion to approve the time change for the meeting to 5:00 PM. Mr. Blomquist made a motion to change the start time of the meeting to 5:00 PM. Ms. Frink seconded and the motion approved unanimously.

Chair Davis said we need to go through future exchanges and plans for each meeting. Ms. Mattson said she would add it to the agenda. Chair Davis stated to title the agenda item "Planning for Future Exchanges."

6) Next Meeting:

12/10/19 at 5:00 PM

7) Adjournment

Chair Davis ended the meeting at 6:21pm.

Respectfully submitted by,
Claire Kunzler, Minute Taker