

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

Tuesday, June 8, 2021

5:00 pm to 6:00 pm

Join Zoom Meeting
<https://us02web.zoom.us/j/84088560252?pwd=RlZJbWNtT29VbExCY0lXTEhyMEdZZz09>
Meeting ID: 840 8856 0252
Passcode: 913619



1. **Call to Order** - Read: *Authority for Conducting a Meeting Electronically*; Per Emergency Order #12, issued by the Governor of the State of New Hampshire, pursuant to Executive Order #2020-04, gives authority for public meetings to be held remotely and shared information about how members of the public can listen and share comments.
2. **Roll Call – Appoint Alternates (if required)**
3. **Minutes of the Previous Meeting:** May 11, 2021
4. **Board Business:**
 1. Introduction of new member: Gregory Kleiner
 2. Student pen-pal ideas – High School 16 -18 year olds
 3. Fundraising Ideas/Opportunities
 - a.) Survey Gmail address for sharing (donate button has been created)
 - b.) Update on Fundraiser, “Taste of Keene” food and beer festival
 - c.) Holiday Market
 4. Future Exchange Ideas – YMCA, dance, rugby
 5. Discuss Promotional Activities/Media Opportunities to help promote PCC events and exchanges.
5. **Communications:**
 - 1.) Email from Einbeck – update about resuming exchanges - *John*
6. **Reports:**
 - a.) Treasurer Report –*Delene*
7. **New Business:**
8. **Next Meeting:** Next meeting is September 14, 2021
9. **More Time:**
 - a.) Review Rules of Order & Compare with other advisory boards
 - b.) Student Exchange – Update on postponement
 - c.) Planning for future exchanges with Einbeck
10. **Adjournment**

29
30 Chair Mitchell stated that he has had no communications about this and thus has no news.

31
32 **B) Fundraising Ideas/Opportunities**

33
34 **i) *Survey with Donate Button***

35
36 Chair Mitchell asked if Ms. Mattson or Mr. Schoefmann could speak to this. Mr. Schoefmann
37 replied that he dropped the ball on creating a Gmail account for the PCC. He continued that
38 once he gets that up and going, the survey should be good to go.

39
40 Ms. Thomas-Smith stated that she was not at last month's meeting but she read the minutes, and
41 saw that there was a question about whether she had recreated a survey. She continued that she
42 did not recreate it, she was just giving feedback/input on the survey that she believes Dr. White
43 created.

44
45 Ms. Brunner stated that she passed the Google survey she made on to Mr. Schoefmann. She
46 continued that she does not know if there are further changes they need to make to it. She is
47 happy to make edits if needed.

48
49 Ms. Mattson stated that she recreated it in a Google document so they could make edits to it,
50 thinking she could just circulate it, but that turned out to not be a possibility, without having the
51 email account set up. She continued that she has the edits that Ms. Thomas-Smith suggested, but
52 she has not made them yet, because she wanted to be able to share it with everyone.

53
54 Mr. Schoefmann stated that he will get the email account set up by the end of the week, and give
55 Ms. Thomas-Smith and Ms. Mattson access to it.

56
57 Chair Mitchell asked if there is any concern with the donate button. Ms. Mattson replied no, it is
58 all ready to go, and it is linked [The Partner City landing page](#) on the website through the
59 Finance Department. ~~The donate button is on the website, and she receives an email whenever~~
60 someone makes a donation. Chair Mitchell asked if they are confident that the PCC will get that
61 money from the City. Ms. Mattson replied yes, definitely; the City keeps good track of every
62 penny.

63
64 **ii) *Food Festival Fundraising Opportunity***

65
66 Mr. Schoefmann stated that Ms. Mattson sent out a sheet that he put together to show where they
67 are at, and details based on some rough estimates for what a flat of the Einbecker beer is likely to
68 cost. He continued that Brewtopia estimates they should aim for 150 servings. He explained the
69 cost estimates for the beer, raffle license, and petty cash for the raffle. He continued that the
70 total expenditure would be about \$300. Chair Mitchell has some Einbeck items he is willing to

71 donate to the raffle. He will email the PCC a “Sign Up Genius” link so they can sign up to
72 volunteer at this event. Four or five people are needed to volunteer.

73
74 Mr. Schoefmann continued that volunteers who will be pouring the beer need to take a one-time
75 online training in order to get a license to pour, and that training is \$30 to \$35. The document
76 has instructions on how to sign up. Ms. Mattson replied that she found a training that is free.
77 Mr. Schoefmann stated that Hannah Grimes Center has taken out the liquor license for the event.
78 Councilor Giacomo replied yes, because you have to be a non-profit in order to hold a liquor
79 license for a one-day event.

80
81 Ms. Mattson asked how much they should charge for the raffle tickets. She continued that to get
82 the raffle license, she has to list exactly how many items and what they are, and how many
83 tickets they have, and the amount of the donation requested for each raffle ticket. Discussion
84 ensued. The group decided on 1 for \$1, 6 for \$5.

85
86 Mr. Schoefmann stated that if anyone has items to donate to the raffle, they can send that
87 information to Ms. Mattson. Discussion continued about raffle items. Ms. Mattson asked for
88 people to email her to let her know which items they will be putting in the raffle, and to do so as
89 soon as possible so she can submit that information to get the raffle license. She continued that
90 she would like to submit the application a week ahead of the event.

91
92 Chair Mitchell asked if Mr. Schoefmann has a sense of what the set-up and take-down is like and
93 what the PCC needs to bring with them. Councilor Giacomo replied that they will have a 10_x10
94 spot on the ground and the Keene Young Professionals Network does not own any supplies, so
95 each participating group needs to bring all of their own supplies. Discussion ensued about
96 supplies needed and how to acquire them and who will bring what. Councilor Giacomo gave
97 further information about weather-related recommendations. Discussion continued about the
98 timing of set-up.

99
100 Ms. Brunner asked: if the PCC will be spending \$300 to participate in this event, approximately
101 how much money can they expect to make? Discussion ensued. Councilor Giacomo stated that
102 it will come down to what the ticket sales are like. He continued that the way the event works is
103 the KYPN will be putting all of the money collected from the sponsors into a pool, to be
104 distributed evenly amongst the restaurants and breweries. From there, the restaurants will have
105 their pool with all of the tokens that are sold, and that money gets divided among the restaurants;
106 and the breweries will have its own pool with the money from tickets sold for the beer-tasting
107 event. It is very hard to calculate right now, but each entity is likely to be getting a couple
108 hundred bucks before tickets are even sold, plus the portion of ticket sales. He expects the PCC
109 would make a minimum of \$300 or \$400. Also, that does not include the raffle.

110
111 Ms. Mattson stated that the raffle license form asks for a projected income from the raffle. She
112 asked if they should say something like \$100. Others replied yes. She asked if Chair Mitchell

113 can be listed as the “responsible party.” Chair Mitchell replied yes. She asked what time they
114 should do the raffle drawing. Discussion ensued about the time.

115
116 Ms. Brunner asked if there are enough people who are going to volunteer, in order for the PCC to
117 do this. Discussion ensued about who is available. Mr. Schoefmann stated that he, Lena Krido,
118 and Chair Mitchell will all be there. Dr. White stated that she can be there for at least part of it.
119 Mr. Schoefmann will send the Sign Up Genius link.

120
121 Chair Mitchell asked if it is possible, and if it would be helpful, for PCC members who will be
122 volunteers to meet before this event, in order to ensure they have all of the details and supplies
123 worked out. Ms. Thomas-Smith replied that she would be happy to share her notes from
124 previous event-planning the PCC has done. Ms. Mattson stated that they can have a planning
125 meeting on Zoom as long as there is not a quorum of members present. Discussion continued.

126
127 Ms. Thomas-Smith made a motion to approve \$300 for the food festival event. Mr. Schoefmann
128 seconded the motion, which passed by unanimous vote.

129
130 Mr. Schoefmann left at 5:34 PM.

131
132 **iii) *Holiday Market***

133
134 Ms. Brunner stated that they have not really done anything since the last meeting with regards to
135 the holiday market. She continued that she, Mr. Schoefmann, and Dr. White could use help
136 coming up with different organizations and contacts of people they should reach out to in the
137 community to help with this. They need to find a sponsoring organization. Ms. Mattson replied
138 that she will check her fall festival list; she knows they had a couple organizations.

139
140 **C) *Future Exchange Ideas – YMCA, Dance, Rugby***

141
142 Chair Mitchell asked if anyone had an update on future exchange ideas. Hearing none, he moved
143 to the next agenda item.

144
145 **D) *Discuss Promotional Activities/Media Opportunities to Help Promote PCC***
146 ***Events and Exchanges***

147
148 Ms. Thomas-Smith stated that they were looking at revisiting the calendar draft that was a little
149 dated. Should any of that be helpful to move things forward, she is happy to support. Chair
150 Mitchell replied that obviously, the pandemic is making these things difficult. He continued that
151 he thinks they are all doing what they should be doing, it is just that there is not much progress to
152 make. The food festival is exciting; it is something they can actually go out and do. One idea to
153 keep in mind, given the emails from Germany, is the potential of sending an official visit to
154 Einbeck. If someone has something to discuss, that is fine, but they should keep in their minds

155 that Einbeck is looking forward to a visit. October is generally the time. That is a positive thing
156 to think about. He suggests people keep their calendars open, as it is a great opportunity.

157
158 Ms. Brunner asked if he means this coming October, and if Einbeck is looking for an official
159 exchange, or just having some people from Keene visit. Chair Mitchell replied that he thinks it
160 is Keene's turn to make the next official visit. Ms. Mattson replied that people from Einbeck are
161 due to come here, and if they do come, it would be in October. The PCC probably needs to
162 figure out if they want it to be a theme like they have done in the past (such as a mixed group,
163 City Council group, or a municipal group, business, and so on and so forth).

164
165 Ms. Brunner asked if people from Einbeck are coming to Keene, or if people from Keene are
166 going to Einbeck. Ms. Mattson replied that people from Einbeck are coming here. Chair
167 Mitchell asked if she is sure, because he thought it was the other way. Discussion ensued. Chair
168 Mitchell stated that he thinks it is Keene's turn to go to Einbeck.

169
170 **5) Communications**

171
172 Ms. Mattson stated that the City Council voted to bring on a new member, Gregory Kleiner. She
173 continued that she will get him set up and have him hopefully attend the next PCC meeting.

174
175 **6) Reports**
176 **A) Treasurer Report - Delene**

177
178 Dr. White reported that everything is the same. Chair Mitchell asked what the balance is. Dr.
179 White replied that one account is at 0, but the other one has \$18,765.

180
181 Chair Mitchell stated that he would vote "yes" to accept the Treasurer Report. He called the roll
182 and the PCC voted unanimously to accept it.

183
184 Ms. Thomas-Smith asked, with the end of the fiscal year approaching, do they need to do
185 anything to prepare for a request to receive the allotment the PCC typically gets from the City?
186 Ms. Mattson replied that she does not think the PCC needs to do anything. She continued that
187 they submitted a letter, for \$5,000, and it was re-submitted this year. Dr. White stated that the
188 survey responses and stories might help. She continued that she received some emails. She
189 asked if she should send those to the City Council. Ms. Mattson replied that that could be done
190 in an informational memo.

191
192 **7) New Business**

193
194 **8) Next Meeting – June 8, 2021**

195
196 Ms. Thomas-Smith noted that the next PCC meeting is after the food festival/beer garden event,
197 so they probably do need to have a subcommittee/logistics-planning meeting for the event. Ms.

198 Mattson asked if she is proposing moving the PCC meeting up a week so it occurs before the
199 June 5 event. Ms. Thomas-Smith replied that would probably not be necessary; a few of them
200 could meet separately to plan the June 5 event and the PCC meeting on June 8 could stay as is.
201 Chair Mitchell agreed and stated that the event-planning meeting would work best in person
202 instead of through Zoom. Discussion continued. Chair Mitchell asked who, besides him and
203 Ms. Thomas-Smith, would be able to meet. Ms. Brunner replied that she will not be available on
204 June 5 but she is glad to help plan it. Councilor Giacomo stated that he can help with planning
205 and logistics, too, probably via text. Dr. White suggested they coordinate the planning meeting
206 via email. Ms. Thomas-Smith replied that Mr. Schoefmann should be invited to that, too. Ms.
207 Thomas-Smith offered again to share her planning list from previous events. Ms. Mattson
208 replied that that would be great. Discussion ensued about possible meeting days/times. Ms.
209 Brunner stated that she will send an email to the whole PCC to see what works for people.
210

211 **9) More Time**

- 212 **A) Review Rules of Order and Compare with Other Advisory Boards**
- 213 **B) Student Exchange – Update on Postponement**
- 214 **C) Planning for Future Exchanges with Einbeck**

215

216 **10) Adjournment**

217

218 There being no further business, Chair Mitchell adjourned the meeting at 5:53 PM.

219

220 Respectfully submitted by,
221 Britta Reida, Minute Taker

222

223 Reviewed and edited by,
224 Helen Mattson, Staff Liaison Staff Member(s) Name(s), Title(s)

Helen Mattson

From: jj mitchell <underwoodscout@hotmail.com>
Sent: Friday, May 14, 2021 3:58 PM
To: Helen Mattson
Subject: FW: Eine Kleine Frage
Attachments: Planer für Partnerschaftsaustausch (englisch).xls

Sent from Mail for Windows 10

From: Jürgen Herbst
Sent: Friday, May 14, 2021 7:33 AM
To: jj mitchell
Cc: Klenke, Frank; Kondziella, Edith; Mertin, Jutta; Herbst, Jürgen; Dehning, Inga; Ilsemann, Andreas
Subject: Re: Eine Kleine Frage

Am 14.05.2021 um 01:21 schrieb jj mitchell:

Guten Abend, Jurgen:

All is well in Keene, We hope all is well in Einbeck.

At the last Committee meeting, we had some confusion. I thought the next official visit would be from Keene to Einbeck. However, some members of our Committee thought that the next official visit would be Einbeck to Keene I am embarrassed that we have lost track of this over the past year. Can you help clarify what is the status of official visits?

John

Sent from Mail for Windows 10

Hello John!

Thank you for your email. In these times you get confused, but hopefully you can be helped!

Our last committee meeting in Einbeck was on July 16, 2020. We have talked about postponing all the plans for one year. By now, we all know that we have been able to put these thoughts aside. We must hope for 2022 and, if all travel restrictions have been removed, the planned order should be maintained.

The student exchange was to take place in Einbeck at the end of March/early April and in Keene at the end of June/beginning of July. In Einbeck, the date was related to Easter and also to the holidays and school exams. The schools would have to agree on this among themselves. I will ask Mrs Dehning to contact you.

A delegation from Keene was scheduled to visit the Owl Festival in October. The festival is not yet taking place this year. We cannot tell you that you will come to Einbeck on this very date. We could also organise the time before that. However, I believe that the administration would like to see delegations from all the partner cities

receive at this time in October.

The state college singers' attendance has also been postponed until 2022. We should be firmly contemplating next year's plans in the hope of an end to the Corona pandemic. Surely we will have enough information by the end of this year to be able to plan early enough. However, I see problems with booking flights because you cannot take advantage of the early booking conditions.

We also thought about a youth exchange in the spring of 2021 in Keene and at some point an exchange of athletes. I add in the annex the planner for the partnership exchange. In it, I have marked the opportunities for visits until 2026.

So John, I hope to have helped you with my remarks. We all want it to continue next year as planned and we leave Corona behind.

Stay healthy and be warmly welcomed with your family

Jürgen

P.S. In Kopie an den Vorstand, Frau Dehning und Herrn Ilsemann (Stadt Einbeck)

Deutscher Ur-Text

Hallo John!

Vielen Dank für Dein Email. In diesen Zeiten kommt man schon einmal durcheinander, aber Dir kann hoffentlich geholfen werden!

Unsere letzte Komitee Sitzung in Einbeck war am 16. Juli 2020. Da haben wir darüber gesprochen, dass wir alle Planungen um 1 Jahr verschieben wollen. Mittlerweile wissen wir alle, dass wir diese Gedanken ad acta legen konnten. Wir müssen wohl auf 2022 hoffen und da sollte, wenn alle Reisebeschränkungen gefallen sein sollten, die geplante Reihenfolge beibehalten bleiben.

Der Schüleraustausch sollte Ende März/Anfang April in Einbeck und Ende Juni/Anfang Juli in Keene stattfinden. In Einbeck war der Termin auf Ostern bezogen und auch auf die Ferien und Schulprüfungen. Das müssten die Schulen untereinander absprechen. Ich werde Frau Dehning bitten, sich mit Dir in Verbindung zu setzen.

Zum Eulenfest im Oktober war der Besuch einer Delegation aus Keene geplant. Das Fest findet dieses Jahr auch noch nicht statt. Wir können Euch nicht vorschreiben, dass Ihr genau zu diesem Termin nach Einbeck kommt. Wir könnten auch die Zeit davor organisieren. Aber ich glaube, es wird von der Verwaltung gerne gesehen, wenn zu diesem Zeitpunkt im Oktober Delegationen aus allen Partnerstädten empfangen werden können.

Weiterhin ist auch der Besuch der Sänger des State College auf 2022 verschoben worden. Wir sollten das nächste Jahr für die Planungen in der Hoffnung auf ein Ende der Corona-Pandemie fest ins Auge fassen. Sicherlich werden wir zum Ende dieses Jahres über genügend Informationen verfügen um früh genug planen zu könne. Allerdings sehe ich Probleme bei der Buchung der Flüge, weil man nicht die Frühbucherkonditionen wahrnehmen kann.

Wir haben auch über einen Jugendaustausch im Frühjahr 2021 nach Keene nachgedacht und irgendwann einen Sportlerausaustausch. Ich füge im Anhang den Planer für den Partnerschaftsaustausch an. Darin habe ich bis 2026 die Besuchsmöglichkeiten markiert.

So John, ich hoffe dir mit meinen Ausführungen geholfen zu haben. Wir wünschen uns alle, dass es im nächsten Jahr wie geplant weitergeht und wir Corona hinter uns lassen.

Bleib gesund und sei mit Deiner Familie herzlich begrüßt von

Jürgen

PLANNER FOR PARTNERSHIP EXCHANGE EII

	2020		2021		2022		2023	
	in EINBECK	in KEENE	in EINBECK	in KEENE	in EINBECK	in KEENE	in EINBECK	in KEENE
Owl Festival				x	x			x
27.6.-10.7.		22.3.-4.4.			Summer	Spring		
						Spring ?		
						?		
					x			

PERSONS

Delegation

Council, Administration, Economy, Private

BBS/KCC

(possibly with Loens-Realschule)

Youth exchange

Athletes

Culture

Other

