

ADOPTED

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Monday, August 8, 2017

4:30 PM

2nd Floor Conference Room

Members Present:

Irene Davis, Chair
Dan Brown, Alternate
Gary Lamoureux, Councilor
Kathy Frink
Tom Link
Karen Parsells
Antje Hornbeck
Will Schoefmann

Staff Present:

Helen Mattson, Staff Liaison

Members Not Present:

Frank Richter
Lily Hart
Dawn Thomas-Smith
Pamela Russell-Slack, Vice Chair
Phil Jones, Councilor
John Mitchell

1. Call to order

Chair Davis called the meeting to order at 4:30 PM.

2. Minutes of the previous meeting – May 2, 2017

Councilor Lamoureux made a motion adopt the minutes of May 2, 2017. Ms. Parsells seconded the motion, which carried unanimously.

3. Board Business

a) Board member survey

Ms. Mattson provided the PCC with the Board Member Survey, which was created by the City Manager. She explained that the purpose of the survey was to assess the city services provided to the boards and commissions in order to ensure that the City is utilizing staff in the most efficient manner. Ms. Mattson asked the members of the PCC to take a few minutes to fill out the survey.

b) Committee Meeting Cancellation for July and August

Chair Davis asked the PCC to discuss the possibility of cancelling the PCC meetings in July and August due to quorum issues. Mr. Link said that he thought it was a good idea but was concerned if there was an upcoming delegation meeting. Chair Davis recommended formulating a subcommittee in order to discuss any delegation meetings that may occur during that timeframe. She noted that a subcommittee could meet at any time. Chair Davis also recommended having funding approved during the June meeting in order for the subcommittee to move forward with decision making and any additional funds be approved at the September meeting.

Mr. Link made a motion that during the months of July and August that the PCC not have regularly scheduled meetings. Councilor Lamoureux seconded the motion, which carried unanimously.

c) Fund Raising – Music Fest, 9/2/2017 – Member Participation Availability

Ms. Parsells reported that Ms. Russell-Slack said that it was approved by Kevin Dremel and the owner of the Corner News for the PCC to set-up a booth in front of the Corner News. She said that the PCC needed to decide if the PCC should participate in the Keene Music Festival. The PCC discussed their availability. Ms. Parsells noted that this weekend was busy due to Art in the Park and was a huge opportunity for a fundraiser for the PCC.

Ms. Parsells recommended checking with Mr. Mitchell to see if there may be students available to help with the Music Festival. Ms. Frink asked the PCC to approve the funding for the Music Festival and the Fall Festival. In addition, she recommended that the PCC approve contacting Mr. Mitchell to find out if there is a possibility of receiving help from the students at KHS. The PCC discussed the issue of getting donations in such a short amount of time. The PCC decided to form a subcommittee to determine if there would be enough people to work at both festivals.

Ms. Parsells made motion to approve \$1000 for petty cash split between the Music Festival and the Fall Festival and \$600 split between the two fundraisers for hot dogs, bratwursts, rolls, soda, and condiments. The motion was seconded by Mr. Schoefmann, which carried unanimously. .

Ms. Parsells made a motion for Ms. Frink and Ms. Parsells to form a subcommittee to determine if there will be enough people to work the booth at the Music Festival. Ms. Frink seconded the motion, which carried unanimously.

d) BBS School/Cheshire Career Center – Exchange update

Chair Davis asked if Ms. Mattson if there was an update on the Academy Fund. Ms. Mattson replied that she was unaware of the status of the Academy Fund. Mr. Link reported that he had heard that the Academy Fund did not get a great deal of support from the school administration. Ms. Hornbeck said that she had just taken the position as Public Relations for the Keene School District and asked if the PCC wanted to promote the importance of the relationship between the City of Keene and Einbeck. Chair Davis said that was a great idea and suggested Ms. Hornbeck get the minutes from the KHS School Board meeting to get a better understanding of where the school board stood on the exchange.

Councilor Lamoureux left the meeting early and Mr. Brown was appointed as a voting member.

e) Soccer Exchange

Chair Davis reported that the KHS soccer coach, Walter Secord, was putting a team together and his goal was a team of 14-16 players. She said that the age of the players would be 14 and 15 year olds. She said that team would travel to Germany next June right after the school year ends and the counter visit would be in July of 2019.

Chair Davis reported that Mr. Secord would place an ad in the newspaper about the exchange and that players from all surrounding schools would be welcome to participate.

Ms. Parsells made a motion to accept the Soccer Exchange report as informational. Mr. Link seconded the motion, which carried unanimously.

f) Facebook Page

No report available at this time.

g) Fundraising Fall Festival

Chair Davis said that she will send an email to the group to determine how many PCC members will participate.

h) Fireworks

Chair Davis suggested placing the Fireworks Fundraiser on more time. The Committee discussed possible dates and how the details of the fundraiser should be put in writing. Ms. Parsells made a motion to accept the Fireworks report as informational. Ms. Frink seconded the motion, which carried unanimously.

6) Reports:

a) Treasurer Report

Mr. Frink reported that the PCC was appropriated \$5,000.00 from the City.

In addition, Ms. Frink reported that the original account had a balance of \$17,801.18 and a total of \$22,801.18 between both accounts.

Mr. Schoefmann made a motion to accept the Treasurer's Report as informational. The motion was seconded by Ms. Parsells, which carried unanimously.

7) New Business:

a) Mixed Group Exchange for October 1st

Chair Davis reported that the mixed group exchange would not take place on October 1st. She said that she had a short visit to Einbeck and visited the new Motor Museum. Chair Davis explained that the museum was all about historic cars through the years. In addition to the museum, Chair Davis reported that there is a new hotel and convention center located next to the museum.

Chair Davis said that she discussed the possibility of having a mixed group exchange with the delegates in Einbeck that would consist of City Councilors, business members, Red Cross, and

Partner City Committee Minutes
August 8, 2017

PCC members. She said that exchange would occur with Keene traveling to Einbeck in the Fall of 2018 and Einbeck traveling to Keene in the Spring of 2019.

The Committee recommended contacting several companies such Douglas Cuddle Toy, Badger, Baudelaire, Hannah Grimes and Elm City Brewery to see if there would an interest in an exchange. Chair Davis suggested placing this item on the agenda for the next meeting.

Mr. Brown made a motion to accept the Mixed Group Exchange report and to add the Mixed Group Exchange to Board Business. The motion was seconded by Ms. Parsells, which carried unanimously.

Chair Davis recommended the update on Einbeck mustard be moved to Board Business for the next meeting as well as the update from Sandra Howard on the KSC choir visit to Einbeck.

6) Next Meeting

The next meeting is scheduled for September 12, 2017 at 4:30 PM.

7) Adjournment

Hearing no further business, Chair Davis adjourned the meeting at 5:17 PM.

Respectfully submitted by,

Jennifer Clark, Minute-taker