

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday March 8, 2016

4:30 PM City Hall, Second Floor Conference Room

Members Present

Irene Davis, Vice Chair
Antje Hornbeck
Dawn Thomas-Smith
Kathy Frink, Treasurer
Karen Parsells
Steve Russo
John Mitchell
Jay Kahn
Pam Slack (Arrived at 4:36 PM)
William Schoefmann

Members Not Present

Chair Tom Link
John Maclean
Helen Mattson, Staff

1. Call to Order

Ms. Davis called the meeting to order at 4:31 PM.

2. Minutes of Previous Meeting: February 9, 2016

Ms. Parsells made a motion to approve the minutes of February 9, 2016. Mr. Mitchell seconded the motion which carried unanimously.

3. Board Business

a) Sharing Community News – media connections – Antje & Dawn.

No update at this time.

b) Fund Raising**a. Event –Saturday, September 17th, 2016 at KSC Camp**

Ms. Frink noted that the KSC fundraiser was put on hold until after the Home Show with the Cheshire Career Center. She noted that it will be discussed in April after the event.

b. Home show with Cheshire Career Center

Mr. Mitchell stated things are progressing nicely with the event. He noted that the subcommittee met and divided duties. Mr. Mitchell stated that the Committee is responsible for fundraising and the lunch meal for the evening and the high school will be fundraising and concentrate on the breakfast meal. Mr. Mitchell noted that on Friday and Saturday volunteers will be available however the Committee will be mostly on their own on Sunday. Mr. Mitchell stated that there will be 3 adults and 6 students for Friday and Saturday and two of the students will be Einbeck exchange students.

Mr. Mitchell inquired about getting a grill from the pub. Mr. Parsells stated that she is waiting to hear back. Mr. Mitchell stated that he will not be available at all on Sunday for the event. Ms. Thomas-Smith stated she will be available on Sunday and will be sending around an email for Committee Members to sign up to volunteer.

Mr. Mitchell noted that on Thursday afternoon students will be setting everything up. He hopes to get tents as well and stated that the Cheshire Career Center will have signs. Mr. Mitchell noted Committee volunteers are appreciated on Friday and Saturday as well. Mr. Shoefmann suggested using Google Docs for volunteer scheduling.

Mr. Mitchell stated that garbage bags, extension cords etc. will be provided and will label. Ms. Frink stated that she contacted C & S Wholesale Grocers for 240 brats, 800 hotdogs, sauerkraut, and 500 water bottles. She noted that C & S will only donate once a year to any group and upon recent donation request they did not promise everything. Ms. Frink suggested dropping the water request because it would be the cheapest. Mr. Shoefmann noted that he may be able to get water donated.

Ms. Slack inquired about the Keene State College event. Ms. Hornbeck noted that it was discussed at the previous meeting and is off the table for the moment. Ms. Davis stated that this event will be discussed at the April meeting. Ms. Slack noted that if the Committee uses the C & S donation for the Home Show event they cannot request another donation for Keene State College. Ms. Davis asked the Committee to decide which event should get the C & S donation and which would be more economically efficient.

Ms. Frink made the motion to use the C & S donation for the Home Show event. Mr. Mitchell seconded the motion which carried unanimously.

Ms. Parsells asked about getting signs for the Home Show event and new pricing sheets. Ms. Frink stated that the Committee needs to find out what food is being donated first because the size of the bratwurst or knockwurst may be small.

Ms. Thomas Smith made the motion to reduce the price of bratwurst and knockwurst to \$3 if the smaller in size. Ms. Frink seconded the motion which carried unanimously.

Ms. Thomas-Smith asked about the need for petty cash. Mr. Mitchell stated that the high school is set up for that and will send half of the proceeds to the Committee. Mr. Russo inquired about the accounts of the Committee. Ms. Davis stated that there are two accounts for the Committee- the original account before becoming a Committee and one from City Council. Ms. Davis stated that she is unsure which account receives donations. Ms. Frink stated that she will ask Ms. Mattson. Mr. Mitchell noted that the Cheshire Career Center and Committee would split the proceeds 50/50.

Ms. Frink made the motion to accept the Home Show item as informational. Mr. Kahn seconded which carried unanimously.

c. Fundraising Letter

Ms. Thomas-Smith stated that this item is in reference to sending a letter to past Einbeck participants for donations. It was noted that this would be effective if the letter was sent out before the September event. Ms. Davis noted that the item will be moved to April after the fundraising is determined.

c) Delegation Exchange from Einbeck Update-Irene/Tom

Ms. Davis stated that she talked to Mr. Thormann and it is unclear if the Mayor of Einbeck is coming to Keene during the delegation. Ms. Davis stated that they will know by next month. Ms. Davis noted that two police officers will also be coming to Keene and Annette Schteinberg will also be coming. Mr. Mitchell noted that Ms. Schteinberg is a teacher and should be considered part of the delegation as well. Ms. Davis stated that she believes this to be true. Ms. Davis stated that there are 9 confirmed flights for delegates and three family members joining. Mr. Mitchell noted that he will be hosting Ms. Schteinberg and her family. Ms. Davis noted that all families are set and have places to stay in Keene.

Ms. Slack made the motion to accept the Delegation Exchange as informational. Ms. Thomas-Smith seconded the motion which carried unanimously.

d) School Exchange – Keene/Einbeck Update– John

Mr. Mitchell stated that this item is on track and passports and tickets have been purchased. Mr. Mitchell stated that student biographies medical records etc. have been going into a shared document as well. Mr. Mitchell noted that the school has agreed to pick up some of the teacher's travel expenses. He continued, noting the weekly meetings with students are occurring and

students are in regular contact with host families. Mr. Mitchell noted that they will be leaving April 9th and arrive at the 10th to Einbeck and come back on the 21st.

Ms. Thomas-Smith made a motion to accept the School Exchange item as informational. Ms. Hornbeck seconded the motion which carried unanimously.

e) Facebook page – social media –Dawn

Ms. Thomas-Smith stated that the Facebook page has been set up and shared. She noted that the page had 4 likes last week and will increase with more exchanges. Ms. Thomas-Smith noted that she and Ms. Mattson are the administrators. She continued, stating that the page will link to the city website in the future. Ms. Thomas-Smith stated that Chair Link had photos to share on the page. Ms. Davis stated that she has German newspaper articles and suggested getting pictures from the Mayor. Ms. Parsells stated that she will email pictures from the Pumpkin Festival.

Mr. Mitchell made the motion to accept the Facebook Page item as informational. Ms. Slack seconded the motion which carried unanimously.

4. Communications:

5. Reports:

a.) Treasurer Report – Kathy Frink.

Ms. Frink noted that the balance is the same at \$15,030.71.

Ms. Slack made the motion to accept the treasury report. Ms. Parsells seconded which carried unanimously.

6. New Business:

Ms. Davis stated that the Choir Exchange will occur in the spring of next year and Keene will go to Einbeck. Mr. Mitchell noted that this was brought up at the last meeting and should be discussed and be an item on the agenda. Ms. Slack noted that this group would also help with the event in September.

7. Next Meeting: Next meeting date: April 12, 2016

8. More Time:

- a. Signs for Public Awareness of Keene/Einbeck Partnership

9. Adjournment

The meeting was adjourned at 5:15 PM.

Respectfully submitted by:

Lana Bluege, Minute-taker
March 8, 2016