

**City of Keene**  
**New Hampshire**

**PARTNER CITY COMMITTEE**  
**MEETING MINUTES**

**Tuesday May 3, 2016**

**4:30 PM City Hall, Second Floor Conference Room**

**Members Present**

Chair Tom Link  
Irene Davis, Vice Chair  
Dawn Thomas-Smith  
Kathy Frink, Treasurer  
John Mitchell  
Karen Parsells  
Pam Slack

**Staff Present**

Helen Mattson, Executive Assistant  
Kürt Blomquist, Public Works Director

**Members Not Present**

Antje Hornbeck  
Steve Russo  
Jay Kahn  
William Shoefmann (Alternate)

**1. Call to Order**

Chair Link called the meeting to order at 4:33 PM.

**2. Minutes of Previous Meeting: March 8, 2016**

Ms. Thomas Smith made a motion to accept the minutes of March 8<sup>th</sup>. Mr. Mitchell seconded which carried unanimously.

**3. Board Business**

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

Ms. Thomas Smith stated that there is no update at this time and noted that this item is on hold until fundraising is finalized and additional members are present.

Ms. Davis made a motion to accept the Sharing Community News as informational. Ms. Slack seconded the motion which carried unanimously.

**b) Fund Raising**

**a. Event –Saturday, September 17<sup>th</sup>, 2016 at KSC Camp**

Chair Link noted that the Committee used the one time CNS donation for the Home show. Ms. Frink noted that there are hotdogs, bratwursts, sauerkraut, and water left over from the Home show. The Committee agreed to try and use the remaining food at an event.

Ms. Mattson noted that there will be a Fall Festival on October 1<sup>st</sup>. Mr. Blomquist stated that there will also be a community day during the last week of June as well. He continued, stating that the event was once called, “first night out” and was sponsored by the Police Department. Ms. Thomas-Smith noted that the Art in the Park is also coming up. Mr. Blomquist noted that the music festival will be in coming up in September.

Chair Link asked if there are any opportunities to sell food at the music festival which is organized by Keven Dremmel. Ms. Slack stated that she will contact Mr. Dremmel and ask about food vendors. Ms. Mattson was not aware of food vendors in past years.

Ms. Slack suggested a fundraiser with Fireworks Restaurant. She noted that they have a community night where all of the proceeds go to the non-profit. She continued, stating that the Committee would have to advertise and sell tickets. Ms. Slack stated that she has been in touch with vendors for beer and sponsors as well. She noted that the manager of Fireworks is available to talk to the Committee as well. Ms. Slack stated that community nights are only on Monday and Tuesday nights. Chair Link asked about success rates. Ms. Slack stated that this was not discussed. She continued suggesting the event be held at the end of September or beginning of October.

Ms. Slack stated that she went to a Beerfest on the Cheshire Fair Grounds and it was very busy and food vendors were present. Ms. Parsells noted that the Committee should keep their eye on the Cheshire Fairgrounds for events and there is a high success rate at that location. Ms. Davis stated that there is an event in June on Marlborough Street that the Committee could sell food at which would allow the Committee to raise funds before delegates arrive in September.

Ms. Davis made a motion to substitute the Fireworks Community Night for the KSC event and have the deposit returned. Ms. Parsells seconded the motion which carried unanimously.

Ms. Slack stated that she will contact Fireworks Restaurant and set up a meeting in the next couple of weeks. Ms. Davis suggested a Member keep the Committee update on the Fall Festival details. Ms. Parsells asked Mr. Blomquist to keep the Committee informed about the Fall Festival. Ms. Mattson noted that the theme of the Fall Festival will be “A Celebration of Community and Culture.” She continued, stating that Keene State College students will have a large role in working the event. Ms. Davis asked Ms. Slack to inquire about a silent auction at Fireworks and selling aprons.

Ms. Parsells made a motion to accept the Fundraising item as informational. Ms. Thomas Smith seconded the motion which carried unanimously.

**b. Home Show with Cheshire Career Center**

Mr. Mitchell noted that the event brought in \$455.00. Chair Link noted that it was a good effort and there was no way to know how much money would be made. He continued, stating that it is up to the Committee to determine what fundraising efforts are necessary.

**c. Draft Fundraising Community Statement**

Ms. Davis inquired about creating a letter to ask supporters for donations. Chair Link noted that creating a database of contact information will be very time intensive. Ms. Davis suggested each Committee Member create a list of contact people to add to a database. Ms. Mattson noted that she has a list but there are several people who are no longer in the area. Ms. Davis suggested looking into businesses that donated to the soccer team. Ms. Slack suggested Committee Members tackle different categories or sections of donors.

Ms. Mattson stated that she will create an excel sheet if Members send names. Chair Link suggested each Committee Member pick ten people and send it to Ms. Mattson. The contact information should include: name, addresses, phone number, email, company name. Chair Link noted that the Committee has a great story to tell.

**c) Delegation Exchange from Einbeck Update-Irene/Tom**

Chair Link stated that he visited Einbeck and met with Mr. Thormann. He noted that there will be either 14 or 16 delegates coming to Keene and all but three people have a place to stay. He stated that one is from Water/Sewer, one is from Public Works, and one is a City Hall representative. Mr. Blomquist offered his home for one of the delegates. Chair Link stated that the representative from Public Works will also have his wife. Mr. Blomquist accepted the request.

Ms. Davis asked Mr. Blomquist to inquire with his staff if anyone is interested in hosting a delegate. Mr. Blomquist stated that he will ask staff. Chair Link noted that they will be coming on September 30<sup>th</sup>. He continued, noting that Mr. Thormann is interested in the flowers and trees in the downtown area. Mr. Blomquist stated that he could work with staff and create a presentation for municipalities. Ms. Davis noted that many delegates have visited Keene and other activities, besides municipal presentations, are necessary. Mr. Blomquist stated that he will handle the Public Works component. Chair Link stated that the delegates are interested in meeting people at the high school and noted that he will collaborate with Mr. Mitchell. He continued, stating that they are also interested in working with senior citizens. Chair Link noted that they do not want a busy schedule and had an interest in hiking Mount Monadnock as well. Ms. Parsells noted that she will be leaving on the October 6<sup>th</sup> and the delegates who are staying with her will need transportation. Ms. Slack also stated that she can host a delegate.

Ms. Davis made the motion to accept the Delegation Exchange from Einbeck item as informational. Ms. Slack seconded the motion which carried unanimously.

**d) KSC Chamber Singers' visit to Einbeck-Choir Exchange-Sandra Howard**

Sandra Howard from the KSC Chamber Singers' handed out a document to Committee Members which entail the schedule that she and Mr. Thormann created. Ms. Howard noted that the Chamber singers engage in a partnership with a non-profit every year and would like to partner with the Partner City Committee next year. She continued, noting that the Chamber singers are able to support any event in the future as well. Ms. Howard also noted that Margarita's Restaurant has a fundraising night.

Ms. Slack made a motion to accept the KSC Chamber Singers' item. Ms. Parsells seconded the motion which carried unanimously.

**e) School Exchange – Keene/Einbeck Update– John**

Mr. Mitchell stated that the exchange went well and Einbeck reported that everyone had good time. He continued, noting that a film was created but he has not seen it yet. Mr. Mitchell noted that the next phase of planning will occur this Monday. He continued, noting that both representatives from Einbeck and Keene decided to end the New York and Berlin trip due to limited funding. Mr. Mitchell stated that he is working to create a longer visit for Keene students and noted that a week and a half is not enough time. He suggested possibly having an exchange in the summer. Mr. Mitchell noted that students have inquired about coming to discuss their experiences with the Committee.

Ms. Davis asked if students would be willing to do a testimonial for the Facebook page. She suggested a video testimonial as well. Ms. Parsells noted that a thumb drive was provided with the video from the exchange.

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

**f) Facebook page – social media –Dawn/Helen**

Ms. Thomas Smith inquired about putting photos up without each person's consent. Chair Link agreed that it should be fine but in the future a verbal consent should occur. Ms. Thomas Smith suggested posting historical photos on Facebook as well. Ms. Davis asked Chair Link if he took pictures. Chair Link noted that he took pictures but people were not present.

Mr. Blomquist stated that Einbeck has amazing stories about the hospital which can go on the Facebook page. Chair Link and Mr. Blomquist discussed the new beer called 1378 from Einbeck and noted that New Hampshire does not allow the beer for distribution.

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

**4. Communications:**

Chair Link noted that he had sent an email to Mayor Lane in reference to the number of Committee Members. He stated that a quorum is very hard to reach with so many members and that reducing the number of members by converting some to alternates might be an option.

**5. Reports:**

**a.) Treasurer Report – Kathy Frink**

Ms. Frink noted that the balance has not changed from \$15,030.71. She noted that the deposit to Keene State College was \$50.

Ms. Parsells made a motion to accept the Treasurer Report as informational. Ms. Thomas Smith seconded the motion which carried unanimously.

**6. New Business:**

**7. Next Meeting: Next meeting date: June 14th, 2016.**

Chair Link requested the meeting be held on June 7th. The Committee agreed.

**8. More Time:**

**a. Band exchange-The Mendhelssohn School/Keene**

**b. Signs for Public Awareness of Keene/Einbeck Partnership**

Mr. Blomquist displayed a city sign which included the Partner City Einbeck. Mr. Blomquist stated that he needs the decal for Einbeck. Mr. Blomquist discussed two different signs concepts but the Committee agreed upon the sign being displayed. Mr. Blomquist noted that the sign costs about \$80. He continued, stating that there will be 5 or 6 signs around Keene.

**9. Adjournment**

Chair Link adjourned the meeting at 5:37 PM.

Respectfully submitted by:

Lana Bluege, Minute-taker  
May 3, 2016