

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, July 12, 2016

4:30 PM City Hall, Second Floor Conference Room

Members Present

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

Staff Present

Helen Mattson, Executive Assistant
Kürt Blomquist, PW Director

Members Not Present

Jay Kahn
William Shoefmann (Alternate)

1. Call to Order

Chair Link called the meeting to order at 4:30 PM and asked the Committee to introduce themselves.

2. Roll Call

3. Minutes of Previous Meeting – June 7, 2016

Chair Link complimented Susan Walthour on the transcription of the June 7, 2016 meeting minutes.

A motion was made by Dawn Thomas-Smith that the Partner City Committee approve the June 7 meeting minutes. The motion was seconded by Pamela Russell Slack and was unanimously approved.

4. Board Business:

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

Ms. Thomas-Smith did not have an update for the Committee on this item but noted she had made the necessary connection.

b) Fund raising – Update and discussion

Fireworks Fundraising Event – Advertising

Ms. Russell-Slack stated October 4 is the confirmed date for this event. She and Mr. Blomquist will be meeting the representative from Fireworks very soon to discuss the menu. She noted to the need for table tents. Chair Link stated this Committee has some talented marketing minds like Ms. Hornbeck and Ms. Smith who would be able to provide some advertising assistance for this event. He also raised the issue about Clark Distributors – Ms. Russell-Slack stated that conversation will also happen very shortly.

Mr. Blomquist suggested the idea of an auction for that evening. Ms. Davis felt that perhaps the group from Germany could be asked to bring some of the Einbeck aprons as well as some steins and mustard. The Committee discussed the different options for the raffle; 50/50 is an option which was explored.

Ms. Thomas-Smith suggested a press release as well as the many community calendars the event could be advertised in. Mr. Blomquist suggested the various department Facebook pages as well. Ms. Russell-Slack suggested the Shopper News. The Committee discussed the possibility of purchases at the bar going towards this event as well.

Ms. Russell-Slack asked if anyone had anything particular they would like on the menu. The Committee decided to keep the menu simple – “German” style.

Draft Fund raising community statement/appeal letter

Mailing list for appeal letter – Add names (quilters) others?

Ms. Mattson stated she had not received any responses but does have some corrections. Ms. Frink stated she had contacted Chuck Anderson who stated he was going to speak to the Keene Chamber Singers. Ms. Russell-Slack stated soccer family contacts were also supposed to have been included in the list. Ms. Mattson was going to follow up on this. Ms. Parsells stated she had spoken with Peg Smeltz from the Quilters Group but there were only a very few from this group who were involved with Partner City program. Ms. Thomas-Smith suggested inviting Unifi, C&S, The Pub and Thomas Transportation.

Chair Link asked whether the Committee had a timeline for sending out this letter and who was going to be writing same. The Chair stated he was willing to write the letter which however, will depend on when the letter needs to go out. He added there is reluctance about sending out fundraising letters during when United Way has its fundraising campaign. Mr. Blomquist felt if the Committee wished to avoid conflict with United Way something for the end of July early August should be planned.

Ms. Davis stated she was going to suggest the appeal letter be combined with an invite to the October 4th event and indicate in the letters that if someone couldn't make that evening a donation would be appreciated. She felt this would prevent a letter going out in August and then a mass mailing a few months later for the October event. Ms. Davis suggested the invite also be sent out to friends and families of the Partner City Committee. The Committee decided to save on postage costs by perhaps handing out postcards signed individually by Committee members -

putting it on letterhead was also suggested. The Chair agreed he would have the letter ready by August 1st. Ms. Thomas-Smith asked how donations can be accepted; cash and check was the only option, the letter would also include the City's Federal Tax ID number.

A motion was made by Irene Davis that the Partner City Committee approve the fundraising updates as informational. The motion was seconded by Dawn Thomas-Smith and was unanimously approved.

Fall Festival/Music Festival update – Helen

The Committee's understanding was that the Fall Festival and Music Festival were going to be combined. The final decision will be made by the City soon. The date for the event is October 1st. The discussion about the Partner City Committee being able to sell food at this event was discussed. They are waiting for a final word on this. It was agreed the delegates from Einbeck would help at this event. Ms. Slack agreed to get back to Kevin Dremel about the Partner City being able to sell food at this event.

c) Facebook page – Google photos/videos of the Einbeck trip – Dawn

Ms. Thomas-Smith stated she has the content from John Mitchell; she just needs some time to go through them and fill in the page. The name of the Facebook page is Keene Partner City Committee

A motion was made by Irene Davis that the Partner City Committee accept the Facebook Page update as informational. The motion was seconded by Pamela Russell-Slack and was unanimously approved.

5. Reports:

a.) Treasurer Report – *Kathy Frink*

Ms. Frink stated she wasn't anticipating being present at today's meeting and hence didn't have a report. She added the report has not changed from last time. Ms. Frink asked whether Keene State College was notified about a refund of the Partner City Committee's \$50 deposit. They had to be notified by September 1st. As of the last report the Committee's bank account has a balance of approximately \$15,400.

Ms. Frink is to contact the Scheduling Manager at Keene State College, Bill Howell about the refund - his email address is whowell@keene.edu.

A motion was made by John Mitchell that the Partner City Committee accept the Treasurer's Report as informational. The motion was seconded by Dawn Thomas-Smith and was unanimously approved.

d) Einbeck Delegates – begin to create schedule of events for visit

Chair Link said he and Ms. Davis have reviewed the draft schedule for the group. He noted Albert Thormann has asked that the group not be too heavily scheduled during their time in Keene.

Ms. Davis stated as of June 13th delegates coming to Keene are staying the same. The only thing which has changed is their departure date. They arrive Friday, September 30 on LH Flight 422 at

3 pm. Thomas Transportation has a van and a trailer which can pick up the 14 delegates from Boston Logan Airport and bring them to Keene High School for a rate of \$432 (gratuity included). Ms. Davis felt by the time the group clears customs and then travel to Keene, they are not likely to meet the host families until about 7:30pm.

Saturday, October 1 – The day of the Fall Festival; the delegates will be with their host families and join the Festival sometime in the afternoon.

Sunday, October 2 – Free time with host families and Mr. Blomquist has offered to host a barbeque at his home. The Committee agreed on 3 pm for the barbeque.

Monday, October 3 – Mayor greeting at City Hall; Ms. Davis asked that the Mayor be consulted as to when he might want to do the greeting.

The afternoon on Monday is a scheduled visit to Hannah Grimes. Ms. Davis asked what the Committee had in mind for this visit. Mr. Blomquist stated the plan was to visit the facility and learn what Hannah Grimes does for new businesses and the same could happen with Jack Dugan of Monadnock Economic Development Corporation. Lunch will be with host families.

Steve Russo asked what the responsibilities of the host families were. Ms. Davis stated transportation needs to be provided but added members of the Partner City Committee could also coordinate and help with driving. She added the host families are not required to be with their guests all day.

Evening – Ms. Davis stated she and Chair Link feel instead of organizing the welcome event at Heberton Hall with The Pub catering, the event should be held at The Pub. She noted the soccer players were hosted here and it also eliminates the need for obtaining a liquor license. Official speeches will happen at this event.

Kathy Frink stated the owner of the Fitzwilliam Inn had expressed an interest in hosting this group as well. Mr. Blomquist stated another alternative would be for a smaller group of host families to visit the Fitzwilliam Inn. Ms. Mattson agreed to contact the Fitzwilliam Inn.

The invitees to the event at The Pub would be City Councilors, members of the Partner City Committee, City Manager and spouse.

The event would be reception style catering with heavy hors d'oeuvres

Tuesday, October 4 – Morning – free time.

City tour in the afternoon - different locations were discussed. Mr. Blomquist would discuss options with department heads.

Evening – Event at Fireworks Restaurant.

Wednesday, October 5 – 8:30 am – 3 pm Shadow Day at City departments. Tour of Walpole Winery, for anyone who is interested. Chair Link stated Juergen Herbst has expressed interest in visiting the Senior Center and the Garden Club. If there was free time perhaps a visit to Keene High School was also suggested.

Thursday, October 6 – Tour of Keene State College.

Farewell lunch at the Historical Society; this would be a catered event. Ms. Mattson to contact Mr. Rumrill the Director of the Historical Society to see if this is a possibility. Mr. Blomquist to contact President Huot to see if the farewell lunch could be held at the Alumni Center, if the Historical Society does not work out.

Dinner – Fire Department inspections dinner at the Central Station.

Friday, October 7 – Five police delegates leave for Boston. They would take a 9:45 am shuttle from Thomas Transportation at a cost of \$184 (includes gratuity).

The remaining group will visit C&S Wholesale Grocers. Mr. Blomquist to discuss this visit with David Richards and possibility of C&S hosting the group for lunch.

Evening – individual farewell with host families.

Saturday, October 8 – Nine delegates leave for Boston; three need to be in Boston by 3 pm. Six delegates leave shortly after 10 pm from Boston. Thomas Transportation will charge \$362 to transport nine delegates to the airport. The other option is to pay for a Charter for six to seven hours in Boston so the delegates could explore Boston for a few hours if they chose to do so. Three of the delegates are staying in Boston for another week. For the Charter option it would be \$666. The Committee felt the Charter option was the best

Martin Worreschk from Water and Sewer has no place to stay yet. Mr. Blomquist stated he would talk to Nancy Vincent to see if she could provide housing for Mr. Worreschk. Chair Link and Will Schoefmann stated if Ms. Vincent is not able to house him, one of them could host him as well.

The Committee decided the total cost for all transportation would be close to \$1,500.

There was a discussion about how payment at Fireworks Restaurant would happen. It was decided the City would pay for the delegates at Fireworks but host families will pay for themselves,

Ms. Mattson was to talk to The Pub about Committee paying for bar expense for the delegates.

A motion was made by Irene Davis that the Partner City Committee approve up to \$1,500 for transportation costs with Thomas Transportation for the Einbeck delegation. The motion was seconded by Pamela Russell Slack and was unanimously approved.

Mayor and Albert Thormann would look at the draft schedule before it is approved.

A motion was made by Dawn Thomas-Smith that the Partner City Committee approve the preliminary schedule. The motion was seconded by Karen Parsells and was unanimously approved.

Mr. Blomquist asked to see a list of delegates and host families as soon as the document is finalized so smaller events with host families can be organized. Ms. Davis would get this document to the Committee very soon.

6. Communications:

None

7. New Business:

The item regarding the Youth Soccer program from Einbeck to be discussed at next month's meeting.

Chair Link stated he would like to discuss the signs for public awareness – Einbeck/Keene at the next meeting. He further stated the Committee was also invited to collaborate with the Keene Chamber Singers to use the concert proceeds to benefit the Partner City.

8. Next Meeting: Next meeting date: August 9th, 2016

9. More Time:

- a) Band exchange – The Mendelssohn School/Keene
- b) Signs for Public awareness of Einbeck/Keene partnership
- c) KSC Chamber Singer's concert – opportunity for collaboration – concert proceeds benefit to PCC update to committee – *Tom*

10. Adjournment:

The meeting adjourned at 5:40 pm.

Respectfully submitted,

Krishni Pahl
Minute Taker