

**ADOPTED**

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

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

**Tuesday, December 13, 2016**

**4:30 PM**

**2nd Floor Conference Room**

**Members Present:**

Irene Davis, Co-Chair  
Karen Parsells  
John Mitchell  
Kathy Frink  
Steve Russo  
Pamela Russell-Slack  
Lily Hart

**Staff Present:**

Helen Mattson, Staff Liaison

**Members Not Present:**

Tom Link, Chair  
Dawn Thomas-Smith  
Antje Hornbeck  
Will Schoefmann  
Frank Richter

**1. Call to order**

Co-Chair Davis called the meeting to order at 4:31 PM.

**2. Minutes of the previous meeting – November 8, 2016**

Ms. Parsells made a motion to adopt the minutes of November 8, 2016 with the following correction. Steve Russo seconded the motion, which carried unanimously.

- Page 5, third paragraph needs to be changed to \$10,000 per visit and not \$10,000 per student.

**3. Board Business**

**a) Sandra Howard-KSC Chamber Singers Concert Benefit and Music Exchange Update**

Co-Chair Davis welcomed Ms. Howard to the meeting and asked her give an update on the concert benefit and music exchange. Ms. Howard stated they have been sharing a Facebook group page with Einbeck sending notes back and forth trying to build relationships with the host families prior to the visit. She continued they also use Facebook to send choral rehearsals to

work out the music out in advance. Recently, Ms. Howard stated there was a performance on December 11, 2016 at KSC and the music featured some works in German and some in English. She continued it was their pleasure to use the performance as awareness for the PCC. Ms. Howard presented the Committee with a card and a donation of \$70, which was 20% of the ticket sales at the event.

Co-Chair Davis asked Ms. Howard for the dates of their trip. Ms. Howard stated the trip is scheduled for May 18, 2017 through May 25, 2017 and they will be collaborating with two different choirs, a public school and The Mendelssohn School. She continued some of music education students on the trip will be teaching music lessons to the German children and will be a great opportunity to intersect with the children and adults.

Co-Chair Davis asked Ms. Howard how large of a group will be traveling to Einbeck. Ms. Howard said there were 13 students and 3 faculty members. Ms. Russell-Slack asked Ms. Howard the name of the Facebook page. Ms. Howard said the group page is called Keene State College Chamber Singers.

Co-Chair Davis asked Ms. Howard if there would be an interest for the group to have a preparation course in German. Ms. Howard replied there would be an interest and that during an ideal semester she would require the group take German I prior to a visit. She said she would also look to the Committee to help facilitate a prep course with her group for better communication and also to show respect by speaking in German. Co-Chair Davis asked if the group was singing any songs in German. Ms. Howard replied the two conductors in Einbeck have proposed The Lord Bless You and Keep You in Deutsch and Simple Gifts from KSC Singers Group in English. Ms. Parsells asked Ms. Howard if she would be coming back to a PCC meeting before their trip. Ms. Howard said there seemed to a lot of items on the PCC's agenda but would follow-up after the trip. Co-Chair Davis said once the agenda was set the Committee would have Ms. Howard back in the spring. Mr. Russo asked Ms. Howard if this was the group's first trip to Einbeck. Ms. Howard replied yes and this is the first college group that has traveled over to Einbeck. She said one of the things she has been trying to explain to KSC is that it should be on their radar to be collaborative with the City by finding a way to bring undergraduates to Einbeck in a nonmusical way. Co-Chair Davis said she spoke with Albert Thormann and he sent his regards to the Committee and asked if anyone with Committee would like to travel with Ms. Howard's group. Co-Chair Davis said it was something for the Committee to consider.

Ms. Parsells made a motion to accept Ms. Howard's report as informational. Mr. Russo seconded the motion, which carried unanimously.

#### **b) Home Show-Fundraising Opportunity for 2017**

Mr. Mitchell said the Keene Home Show has asked KHS if they were interested in hosting the fundraiser in 2017. He said KHS is not interested in participating this year. Mr. Mitchell said he has students available to help if the Committee is interested in hosting. Co-Chair Davis asked if there was a set-up fee. Mr. Mitchell replied there was no set-up fee and the only expense was providing the food. Ms. Parsells asked how much the Committee profited for the event last

year. Ms. Frink said the Committee only profited a little over \$200. Mr. Mitchell said that figure was split two ways last year and would only be split one way this year. Ms. Frink said part of the problem last year was that another food vendor was set-up outside.

Co-Chair Davis asked if there would be another Fall Music Festival next year. Ms. Mattson replied yes and that there would be a meeting to discuss the festival in January. Co-Chair Davis recommended concentrating efforts toward the Fall Music Festival because the Committee can only ask for one donation from C&S. Ms. Mattson said the Fall Music Festival would be the same time as the KSC Alumni Weekend. She continued KSC came back to the Mayor with a lot of enthusiasm to hold the event on the same weekend. Ms. Russell-Slack said the Committee could also have the same spot at the Fall Music Festival as last time. Ms. Parsells also recommended the Committee save their efforts and monies for the Fall Music Festival.

Mr. Mitchell made a motion to accept his report as informational. Ms. Frink seconded the motion, which carried unanimously.

### **c) Soccer Exchange Update**

Co-Chair Davis said she had a meeting at KHS and there were only 4 students who attended. She continued out of the 4 students two were seniors and that does not fit the team profile. Co-Chair Davis said she had discussions with Mr. Thormann on how to proceed with the exchange because they needed to know by December 15, 2016 in order to put in for funding. Co-Chair reported Mr. Thormann recommended postponing the exchange for another year and a decision was reached to postpone for a year. Co-Chair Davis said she contacted KHS Athletic Director, Mike Atkins to let him know the exchange was being postponed and he said he would like to have a coach contact person to start interacting with Einbeck.

Ms. Russell-Slack asked Co-Chair Davis to clarify the soccer exchange dates. Co-Chair Davis said Einbeck will be coming in 2019 and KHS will be sending a team in 2018. Ms. Russell-Slack asked if the Committee contributes money to the soccer exchange. If so, she continued it would be to the Committee's advantage to start including the soccer exchange into their fundraising efforts. Ms. Parsells said she agreed with Ms. Russell-Slack and the Committee needed to look at the finances because the cost for the Einbeck team to come to Keene is approximately \$10,000.

Co-Chair Davis stated KHS is hoping to appoint a coach next spring and get a team together when school starts in August. She continued KHS would then be able to participate in the fall. Mr. Russo asked if it would be a conglomerate of teams. Co-Chair Davis said that it would probably be the freshman and junior varsity teams.

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

### **d) Facebook Page Update-Google Photos/Videos of the Einbeck Delegation**

Ms. Mattson said Ms. Thomas-Smith contacted her and said she would have the Facebook page updated for the January meeting.

**e) Resolution of Fireworks**

Ms. Frink reported Fireworks still has not returned their W9 Form. Mr. Russo asked if there was any word if they were deducting their donation and if anyone knew how much the Committee profited from the event. Ms. Russell-Slack said she did not know but would text the manager of Fireworks right away. She continued she was told the W9 had been submitted to the Finance Department. Co-Chair Davis asked Ms. Russell-Slack to sort out the issue and report back her findings back to the Committee. Ms. Russell-Slack replied yes and that she would email the information to Ms. Mattson.

**f) Delegation Visit Follow-Up**  
**1.) Conversational German**

Ms. Hart said she had some ideas for a preparatory course teaching conversational German. She continued the best way to proceed is to determine the need, space, number of people, and the time commitment. She continued what came to her mind was to meet a month before a delegation visit on a few Saturdays to prepare to have the ability for preliminary discussions in German. If people are interested and take to learning German Ms. Hart said she would set-up additional classes. Ms. Hart said she needed to know what the Committee desired and needed before setting up the classes. Mr. Mitchell stated KHS would have an interest prior to The BBS School exchange as well as before The Cheshire Career Center visit to Einbeck. He continued the classes could easily be set up at KHS. Co-Chair Davis suggested a virtual learning classroom. Ms. Hart said she would strongly prefer to conduct the teaching in person. Mr. Russo agreed that a need should be identified and then determines who willing to attend. Co-Chair Davis suggested altering the classes to the type of visit. For example, Co-Chair Davis said the Keene Beautification Committee focuses on flowers, trees and landscaping and would want to learn the language in this area. She continued the Mayor would want to learn more conversational German.

Ms. Hart said her intention would be to spend around 8 hours of teaching German. She continued this amount of time was needed in order to get people comfortable with navigating the basic components to have a friendly conversation. Ms. Hart said this recommendation was a jump off point and the scope of what is reasonable if people are willing to commit that much time. Co-Chair Davis said the next step is for the Committee to examine who is interested. The Committee discussed the benefits of learning German. Ms. Hart said the point she received from the Mayor was that learning the language shows a nice gesture by being able to say something.

**2.) BBS School/Cheshire Career Center-Next Exchange**

Mr. Mitchell stated KHS is in negotiations with The BBS School and discussed having them come to visit for two weeks in October of 2017 and KHS travel in early October of 2018. He continued there have been preliminary discussions about timeframe and The BBS School is asking for a formal invitation. Mr. Mitchell said with a formal invitation of 15 students and 2

teachers there becomes a commitment of time, people, space and money. Mr. Mitchell stated they made a request to the Keene Academy Fund for \$10,000 and the teachers are hopeful the Keene Academy Fund will support the request. He continued they will not know until beginning of next year but the Germans would like to know well ahead of this time so they are able to proceed with planning. Mr. Mitchell said he is asking the Committee how to proceed. He continued there is no funding available through the Cheshire Career Center because the funding for this program is specific to certain activities. He added there was also no money available at KHS to support this exchange. Co-Chair Davis asked Mr. Mitchell if C&S supports student exchanges. Mr. Mitchell stated he has had no involvement with C&S.

Ms. Frink asked Mr. Mitchell what the \$10,000 is used for during the Einbeck visit to Keene. Mr. Mitchell said there is a welcoming meal, departure meal, tickets, transportation, trips to Boston, Portsmouth, Maine, and Vermont. He continued KHS did pay for some of the bus transportation because some of the students at KHS went on the trips. He noted the majority of the trips were for the German students therefore, KHS could not provide the support on the individual visits. Mr. Russo said long term budget wise the Committee needed to look at the money available because that will be needed to direct fundraising. Co-Chair Davis said the Committee could apply for the Keene Academy Fund for the Soccer Exchange visit in 2019. Mr. Mitchell said funding may not be an issue and wouldn't ask the Committee for funding unless the Committee wanted to improve the visit. Co-Chair Davis asked Mr. Mitchell what commitment the BBS School requested. Mr. Mitchell said the BBS School is asking for a formal invitation and he believes by sending a formal invitation The Cheshire Career Center is committed to providing what the invitation states. Co-Chair Davis asked Mr. Mitchell if he could go back the BBS School and asked them if they could wait until funding is approved. Mr. Mitchell replied he did not know the answer to that question. Ms. Hart recommended the Committee look into the GAPP program through the Goethe Institute for additional funding. She continued in order to qualify funding the American students have to be taking German or doing a project while in Germany. Co-Chair Davis said the deadline for signing for the GAPP was on December 1<sup>st</sup>. She continued she had a discussion with the previous principal at KHS and there were too many things that needed to be built in their curriculum. Therefore, the principal said she was unable to commit.

The Committee continued discussing the next exchange with the BBS School. Ms. Parsells recommended cutting back on the schedule to save money. Mr. Mitchell said the budget of \$10,000 was for 3 weeks for 12 students and now they are only coming for two weeks and would like to bring 15 students. Co-Chair Davis said the exchange is important to the BBS School and viewed this exchange as a cultural experience. Mr. Mitchell reiterated to the Committee that he cannot invite someone if the funding is not available to put the guests up. Co-Chair Davis suggested Mr. Mitchell explain to the BBS School the funding has been applied for and until funding is approved a formal invitation cannot be extended. Mr. Russo asked if the Committee could fund the exchange. He continued there is time in between the visits for the Committee to raise some money. Ms. Frink reminded the Committee last year the Committee spent more than what was earned. She continued she was waiting for the outstanding figures this year to see if that was the case again. The outstanding invoices are from The Pub, The Cheshire Career, and Fireworks. Ms. Mattson said reminders have been sent to these places. Ms. Slack asked what the balance was in the checking account. Ms. Frink replied the balance was \$19647.99. Ms. Slack

asked when the money comes in from the City Council. Ms. Frink replied the Committee was hoping for \$5,000 but would not know until July. Ms. Mattson stated the letter of request was already submitted to Finance. Ms. Russell-Slack said someone from the Committee should be present at the budget meeting in February for the requested \$5,000 request.

The discussion concluded with Mr. Mitchell stating the BBS School asked for a formal invitation and that he did not want to hold them up from planning. He continued he could come back to the Committee with a better budget number. Ms. Slack said she would not have a problem with the Committee funding \$7,000 if The Cheshire Center was unable to get the funding. She continued the exchange is too important to lose because the Committee is trying to get into a pattern of a continued exchange. Ms. Russell-Slack said if the Committee provides funding in the amount of \$7,000 there should not be an issue because of the hopeful money in the amount of \$5,000 from the City and the fundraising in the fall.

Mr. Mitchell made a motion to put \$7,000 in reserve incase The Academy Fund does not fund the visit. Ms. Russell-Slack seconded the motion, which carried unanimously.

Ms. Russell-Slack said when the Committee goes before the City Council in February the Committee needs to attend with people who go on these trips so the City Council will listen to their experiences. She continued the Committee still does not have a City Councilor on the Committee. Ms. Mattson replied this is something the Mayor is working on.

## **5) Communications**

Co-Chair Davis said Co-Chair Link will be returning in January.

## **6) Reports**

### **a) Treasurer's Report**

Mr. Frink reported the balance between both accounts is \$19647.99 and included the recent donation of \$50 by Councilor Manwaring. She continued the Committee is still waiting on invoices from The Pub, The Cheshire Career Center and Fireworks.

Mr. Russo asked if the Committee would be sending the fundraising community statement. The Committee discussed sending the letter and concluded letter would be sent again.

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

## **7) New Business**

Ms. Mattson said she had a message from the Mayor and the Committee must elect a new Chair effective for the next meeting in January. Co-Chair Davis asked if a Chair could be re-elected. Ms. Mattson replied no and the Mayor wanted everyone to be thinking about who should be the new Chair. Co-Chair Davis said she spoke with Chair Link and they wanted to meet with the

Mayor to sit down and discuss new committee members. Ms. Mattson and Co-Chair Davis scheduled a time for them to meet with the Mayor before the next meeting.

Ms. Russell-Slack asked if the meeting about size of the Committee and new members should be a board discussion. Co-Chair Davis said the Mayor already had two new members and during their meeting would discuss this information. She continued the Election of Officers will be put on the agenda for next meeting under New Business.

Co-Chair Davis introduced guest Charles Daloz from the Agriculture Commission. Mr. Daloz came to the meeting to ask how they should go about making more connections with agricultural and planning communities of Einbeck. He continued Einbeck must have some ideas about land, food production and resource production. Co-Chair Davis said Einbeck's definitely has some ideas because their main business is KWS, which is a worldwide agricultural company. Co-Chair Davis asked Mr. Daloz to come back to the next meeting for a discussion. She asked Mr. Daloz be put on the agenda under New Business for the next meeting.

8) **Next Meeting:** January 10, 2017

9) **Adjournment**

Hearing no further business, Co-Chair Davis adjourned the meeting at 5:32 PM.

Respectfully submitted by,

Jennifer Clark, Minute-taker  
December 19, 2016