

ADOPTED

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, December 19, 2017

4:00 PM

2nd Floor Conference Room

Members Present:

Irene Davis, Chair
Pam Russell-Slack, Vice Chair
Kathy Frink
Karen Parsells
Dawn Thomas-Smith
Antje Hornbeck
Kurt Blomquist
Dan Brown, Alternate
Gary Lamoureux, City Councilor
Will Schoefmann
John Mitchell

Staff Present:

Helen Mattson, Staff Liaison

Members Not Present:

Lily Hart, Alternate
Frank Richter
Tom Link

1. Call to order

Chair Davis called the meeting to order at 4:30 PM and welcomed Mayor Lane to the PCC meeting.

2. Minutes of the previous meeting – November 14, 2017

Chair Davis noted a correction to the spelling of the Eulien Festival on page two, second to last paragraph, should be corrected to Eulenfest. In addition, the spelling of Eulenfest should be corrected on page three, fourth paragraph.

Ms. Frink stated that she provided two incorrect numbers under the Treasurer's Report. The balance between both accounts should be corrected to \$23,315.41 and \$4,943.83 in the appropriated account.

Mr. Schoefmann made a motion to accept the minutes as amended. The motion was seconded by Ms. Parsells, which carried unanimously.

3.) **Board Business**

a.) Review By-laws for the Committee

Chair Davis announced that Mayor Lane would be reviewing the by-laws for the PCC. Mayor Lane addressed the PCC stating that the Committee needs to address the charge of the PCC based on the by-laws. He stated that the by-laws of the PCC are to promote educational, cultural, athletic, business and intergovernmental corporation. Chair Davis said that the purpose of the PCC reflects exactly what the Einbeck Committee has in their charter. She noted that Einbeck should be informed if the PCC makes any changes to by-laws. Mayor Lane explained that it is the roll of the PCC to decide within the framework of the budget what can be accomplished to meet the charge of the PCC, by defining their role based on the by-laws. He reiterated that this is a question of how the PCC is defining their purpose to achieve the aspirational statements in the by-laws.

Mayor Lane asked the PCC if they have adopted an actual budget that can be accomplished within the framework of the available money. The PCC responded no. Chair Davis explained that it is difficult because there are official exchanges and then there are exchanges that the PCC is encouraging. She explained that with the exchanges that are encouraged, the PCC steps away to allow those groups to have their own exchange. She noted that it was difficult with these exchanges because there has been an official in some capacity coming from Einbeck on the trip. Therefore, the group would come to the PCC to ask for some type of funding. Mr. Blomquist suggested that the PCC determine what an official visit means and to look at the PCC's purpose statement. He concurred that the PCC has done very well with education, culture and athletics but that the businesses needed some attention.

Mayor Lane stated that the PCC has done a lot of soccer exchanges and in the course of the soccer exchanges there were people who attended the exchanges that had an official position in Einbeck. He emphasized that the PCC needs to determine if this makes a visit official and to look at the finances and determine the amount of funds available. Mayor Lane explained that Einbeck operates differently than Keene. During his visit to Einbeck he spent time understanding Einbeck's financial situation and the village that is responsible for the relationship with the United States set-up a trust that funds the exchange with Einbeck. He noted that the Einbeck Committee does not take any funds from the City of Einbeck. Chair Davis stated that Einbeck does receive the same amount of money in euros as the City of Keene. Mayor Lane stated that the City of Keene gives the PCC \$5,000 a year and that was the budget.

He explained that the City of Keene made an amendment for the PCC a few years ago to allow carry over of funds. Mayor Lane noted that the PCC was the only organization in the City that is allowed to carry over funds. He stated that the City would not hand out additional funds just because a visit was approaching and that it was up to the PCC to budget funds.

Chair Davis stated that the PCC did bring in a group from KSC as more of a fundraising entity so the PCC transferred from one account close to \$15K. Chair Davis stated that she thought it would be helpful when establishing a budget to look what is out there in exchanges and which year the exchanges would occur.

Vice Chair Russell-Slack suggested prior to looking at the budget, the Committee should determine what are official visits. She noted that this would impact the budget. Chair Davis explained that when Mr. Thormann talks about exchanges he considers a visit official when the Mayor sends out an invitation. She noted that Mr. Thormann is now also the Vice Mayor of Einbeck.

Mr. Blomquist stated that this is more of defining what is official, defining what the PCC will fund and then deciding as opportunities occur what should be the focus of the PCC. Chair Davis reminded the PCC that Einbeck always asks in advance before making an official visit.

Vice Chair Russell-Slack stated that Mr. Link recently traveled to Einbeck on his own and Einbeck treated this as an official visit. She stated that she does not think anyone from the Committee should be representing the PCC if they are not on an official visit. Mr. Mitchell reported that when he traveled to Einbeck on a personal visit he was treated very well but paid for all of his expenses on his own.

Vice Chair Russell-Slack stated that this was something that could easily be clarified. She stated that if someone from the Committee does go over to Einbeck and conducts business that the PCC needs to be aware in advance and not made aware by reading this in the minutes. Chair Davis stated that she was in agreement. Mayor Lane stated that social interchange is positive and to be encouraged with people from Einbeck.

Chair Davis explained that she was made aware Mr. Link was going over Einbeck and she did send a message to Mr. Thormann that he needed to realize that Mr. Link was traveling privately and not to set-up any meetings. In addition, she sent Mr. Link the same email. She reported that Mr. Link was on the stage at the Eulenfest as a representative of the PCC. She stated that Mr. Link wanted to brief the PCC and that she explained to Mr. Link that this was not an official visit and that nothing could be brought forward unless it is discussed on the PCC level.

Mayor Lane stated the PCC needs to be careful to make a distinction between social and official activity. Ms. Hornbeck asked if an official visit can be defined by a written invitation from the PCC. Members of the PCC agreed that was a good option. Mayor Lane said that is where the question arises if the PCC should be financially involved in unofficial visits. He stated that from his opinion the answer is no because funding is limited and funding should be spent when people from Einbeck make an official visit based on an invitation from the PCC. Chair Davis stated that part of the purpose of the PCC is to set-up a synergy between the exchanges.

Mr. Blomquist stated that it is part of the capabilities that there is a comfort level about what happens on these exchanges. He said when traveling to Einbeck everyone is welcomed with open arms and when they come here there is a reciprocal expectation. Mr. Blomquist said with groups such as the KSC Chamber Singers, it begins to blur the line about the expectations of an

exchange. Chair Davis stated that when groups such as the soccer exchange, travel to Einbeck this is considered a PCC exchange because there is no soccer group. She noted that the City of Einbeck has begged the PCC for the soccer exchange for two years. Chair Davis explained that the PCC is the host for this exchange and Mr. Secord creates the agenda.

She explained that for all of the other funding requests it would be according to the purpose of the PCC and open for people to present their agenda to the PCC and then request funds. She noted that the PCC does not have to honor every request. In addition, she noted that everyone is made aware if they received funds they have to help the PCC with fundraising. Chair Davis stated that so far every group has done so.

Vice Chair Russell-Slack stated that she agrees with Ms. Hornbeck that if it is an official visit there needs to be an invitation. Mr. Blomquist suggested that the PCC create operating guidelines. Ms. Hornbeck added that the guidelines include if there has not been an invitation sent than it is not an official visit. Mayor Lane recommended that the PCC set boundaries and abide by these policies.

Ms. Russell-Slack made a motion to appoint a subcommittee that will create the operating guidelines for the PCC and report back to the PCC with the guidelines to be adopted by the PCC. The motion was seconded by Ms. Hornbeck, which carried unanimously.

The subcommittee will consist of Mr. Blomquist, Vice Chair Russell-Slack, Mr. Schoefmann and Councilor Lamoureux.

Mr. Schoefmann reminded the PCC that part of the success of the PCC in the past has been listening to requests from other groups and that he would not want to quash interest from other groups. He stated that this should be taken into consideration when developing the operating guidelines.

b) Reports

a) Treasurer Report

Ms. Frink reported in the appropriated account the balance is \$4,943.83 and in the original account the balance is \$18,371.58. The balance between both accounts is \$23,315.41.

Ms. Frink asked if there has been any response from the donation request letters. Ms. Mattson reported that there has been one response from the Savings Bank of Walpole in the amount of \$100. She stated that she has a thank letter that needs to be signed by Mayor Lane, Chair Davis and Vice Chair Russell-Slack.

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

b.) New Business

a.) Committee Funding Support

Chair Davis asked the PCC if they wanted to define what specific activities the PCC will fund or to have a more open basis to review requests on an as needed basis. Councilor Lamoureux stated that it was important to come up with operating guidelines because people could have the impression that everyone has a shot at receiving money from the PCC. He suggested that the PCC list what is and what is not acceptable for a presentation. Ms. Frink stated that she thought if a group is coming to the PCC for funding the group should be able to demonstrate that they have done some type of fundraising for themselves. Chair Davis asked if Ms. Frink had an example of any groups that have not demonstrated fundraising. Ms. Frink referred to the request from the KSC Chorale Group request that listed that funds would potentially be received from grants, funding from KSC and funds from the PCC. Chair Davis stated that KSC has held concerts and donated a portion of the proceeds to the PCC. Mr. Blomquist stated that by having the operating guidelines this would help establish what needs to be done in order to get funding from the PCC. In addition, Chair Davis noted that there was someone from KSC that volunteered at the PCC's booth at the Fall Festival.

Mr. Mitchell stated that his belief is that if everyone wants to get on the team that the PCC should be optimistic and work with everyone to build the PCC in order to become larger. He said that it was important to encourage everyone to be positive and if the PCC starts questioning how much time someone volunteers would not benefit the PCC.

Mayor Lane stated the PCC has been invited to Einbeck on an official visit and the expectation from Einbeck is that the PCC will then be extending an invitation to them for an official visit the following year. He noted that this is going to have a cost associated and the PCC needed to decide how much money will be set aside for that next official from Einbeck. Mayor Lane said that a budget is needed to determine how much can be spent for any other group that is traveling to Einbeck. He said the PCC needs to determine the cost of transportation, housing and other associated costs. Chair Davis explained that Einbeck also defines an official visit as the mixed group exchange. She explained that the PCC has already asked them to keep this exchange to a minimum of 10 people and to make sure these representatives are official. She said that if extended families decide to come along on the trip they will cover these expenses on their own.

Chair Davis said that Einbeck has expressed the expectation that Keene would go over to Einbeck next year and the mixed group if possible, would be included. She explained this was because the Mayor of Einbeck was traveling with the KSC Orchestra and Singers Group in 2019. She said if the PCC is looking at funding for the soccer exchange she wanted the PCC to know that the trip to New York City Trip was eliminated. Chair Davis reported that the budget for this exchange is around \$6,500. She explained that this amount did not include the fundraising efforts that would go towards the budget. In addition, she noted that transportation was the main cost for all of these groups.

Chair Davis said that if the PCC approved the mixed group exchange there is a very good agenda that Mr. Thormann thought was beautiful for the KSC Orchestra Exchange. She stated that she contacted Thomas Transportation and they have a larger bus to accommodate 10 additional people and would cost an additional \$1,000. In addition, the PCC would need to pay for the additional 10 people for meals. Chair Davis noted that if the groups are separate the cost of the exchange would be higher. Mayor Lane stated that he acknowledged receipt of the invitation

and that he told the Mayor of Einbeck that he would let them know if Keene was able accept in the next few months.

Vice Chair Russell-Slack referred back to the mixed group exchange that was in ten months. She stated that these dates were tentatively set for October 12, 2018 through October 20, 2018. Vice Chair Russell said that the PCC has not discussed who is going and who will be invited. She reported that it was requested 3 City Councilors, Mayor, 3 from the PCC and 3 people from local businesses. Mayor Lane suggested asking someone from the Savings Bank of Walpole due to their financial support. Vice Chair Russell-Slack suggested inviting Mr. Daloz, a member of the AGC due to his interest in Einbeck in terms of their agriculture. Mr. Blomquist suggested asking someone from Hannah Grimes network of businesses. Mayor Lane suggested asking Peter Hansel from Filtrine and City Councilor George Hansel. Chair Davis recommended asking Elm City Brewery. Mr. Brown recommended asking Scott Clarke from Douglas Toys and that it may be a possibility for them to make the yearly Eulenfest mascot.

Vice Chair Russell-Slack said that the next step is to determine how the invitation will be extended. Mayor Lane said that the PCC needs to first develop a list of people that they would like to consider participating in the exchange. Chair Davis recommended creating a subcommittee and members could email these suggestions to Vice Chair Russell-Slack. The PCC agreed to have the subcommittee set-up and discuss these suggestions at the next PCC meeting.

The PCC members tentatively scheduled to participate in the exchange are Vice Chair Russell-Slack, Mr. Blomquist, Mr. Schoefmann and Councilor Lamoureux

Chair Davis stated the PCC was at a point limited if the groups were combined and that the PCC was handling the exchange that the PCC should suggest not combining the mixed group exchange with the KSC Orchestra.

Chair Davis made a motion that the mixed group exchange come on a separate schedule that is determined by the budget. The motion was seconded by Ms. Parsells, which carried unanimously.

Ms. Parsells made a motion that the next PCC meeting will be held on Tuesday, January 23, 2018 at 4:30 PM in the Second Floor Conference Room. The motion was seconded by Ms. Parsells, which carried unanimously.

Chair Davis announced that the elections of Chair and Vice Chair will take place at the next PCC meeting. She asked the PCC to let herself or Vice Chair Russell-Slack if anyone from the PCC is considering running for these positions.

6) Next Meeting

The next meeting is scheduled for January 23, 2018 at 4:30 PM.

7) Adjournment

Partner City Committee Minutes
December 19, 2017

Hearing no further business, Vice Chair Russell-Slack made a motion to adjourn the meeting at 5:30 PM. The motion was seconded by Ms. Hornbeck, which carried unanimously.

Respectfully submitted by,

Jennifer Clark, Minute-taker