



Village of Hanover Park Administration

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hpil.org

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James Kemper
Herb Porter
Bob Prigge

Village Manager
Juliana A. Maller

VILLAGE OF HANOVER PARK

SISTER CITIES COMMITTEE MEETING

2121 Lake Street, Hanover Park, Illinois 60133

Thursday, March 24, 2022

7:00 p.m.

MINUTES

1. CALL TO ORDER - ROLL CALL:

The meeting was called to order at 7:02 p.m. by Sister Cities Committee Chair Pamela Fowler.

PRESENT: Committee Members: Pamela Fowler, Frank Grant-Acquah, Jessica Ramirez, Darius Robinson, Trustee Herb Porter (7:07)

ABSENT: Committee Members: Arnulfo Flores-Auxiliary, Adelaide Grant-Acquah, Maria Pineda, Gustavo Pineda-Auxiliary

ALSO PRESENT: Trustee Liaison James Kemper, Teddy Grant-Acquah, Deputy Chief Andy Johnson, Staff Liaison Katherine Perez

2. ACCEPTANCE OF AGENDA:

Motion by Frank to accept agenda. Second by Jessica. Voice Vote: All ayes. Motion carried.

3. PRESENTATIONS/REPORTS:

None.

4. APPROVAL OF MINUTES:

Motion by Darius to approve meeting minutes from February 24, 2022; second by Jessica. Voice vote: all ayes. No discussion. Motion carried.

5. ACTION ITEMS:

- 5-a. Penpal program – roll out with 2022-23 school year - continued to June meeting
- 5-b. Travel planning for 2023 Cape Coast visit / Cape Coast status report from Frank – continued to June meeting
- 5-c. Valparaiso update (Jessica) – Jessica advised that scholarships were distributed to 26 students at the Jesus Gonzalez Ortega School in Valparaiso. The scholarships were awarded based on need with many of the recipients being orphaned or negatively impacted due to the local violence and the pandemic. Classes are being conducted 80% of the time in person at the school and remotely

20% of the time. Appreciation was extended to Jessica for stepping in to acknowledge receipt of the photos and scholarship distribution list.

- 5-d. Sister Cities brochure – to finalize for submission to editorial board for approval prior to translation into Spanish – Revisions are in process. Formatting problems due to the addition of the updated photos and revised text are being addressed.
- 5-e. Re-schedule date for April meeting (Village Award Dinner – Thursday, April 28) – A draft schedule of monthly meeting dates and proposed Juneteenth event planning workshops was distributed and discussed. The regular monthly meeting date for April is being moved up to Thursday, April 14 with all present advising that they would be available. Further discussion will take place at that meeting about establishing a workshop schedule leading up to the Juneteenth event.

Chair Pamela instructed that members please text her if they are running late or need to cancel their participation at any meeting or workshop. Members are requested to please stay on task with their assignments. Everyone's accountability and timely reporting will be appreciated. As plans for the Juneteenth event continue to take shape, please keep Chair Pamela apprised of any new developments or problems as they occur so that she is informed and can step in to provide guidance on the course of action that is to be followed. Please don't wait until the time of the next workshop or meeting to report on issues.

Darius inquired about the Open Meetings Act online training. It was noted that the OMA online training module on the Illinois Attorney General's website appears to be active once again after having been offline since early 2020. Katherine has made inquiry to the Village's OMA Officer to request prepared instructions that can be provided to committee members who need to complete the required online training.

- 5-f. Hanover Park representatives at Illinois State Conference – need completed registration forms for final headcount and payment (registration forms received from Chair Pamela, Herb, Maria and Gustavo) – Additional registration forms were collected during the meeting from members Jessica, Darius, Frank and Adelaide. Katherine will requisition a group check for committee member registration fees. Everyone is on their own for transportation and overnight accommodations.
- 5-g. 2022 Juneteenth Event discussion (Saturday, June 18, 2022 – Ontarioville Plaza) –planning workshop goals and schedule; budget and expenses; finalize flyer for Hi-Lighter and promotion; program activities and rough schedule; member reports on music, DJ, demonstration(s), advertising program booklet; vendors, food, refreshments, and related research; identify logistical needs; collaboration with Village Special Events, CIDC & other Village committees; organizing volunteers; Village resources & authorizations; advertising; guest list –
 - Flyer: The event flyer designed by Jessica was finalized during the meeting for submission to the editorial board for review/approval prior to publication in the Hi-Lighter. The design will be adapted for use in the program booklet and further promotion through the Village website, social media, etc.
 - Advertising booklet: It was clarified that the program booklet and advertising booklet are one in the same. There is a methodology for designing the ad book and determining the amount to be charged based on the size of the ad, placement and number of pages in the booklet. Trustee Porter commented that once the ad booklet budget is set, then the space will need to be sold at a certain price to make the budget. At the next meeting, he will bring a presentation

to show what the ad book entails to include information about printer, booklet design, spec sheet, camera-ready copy and printer deadlines.

- Food Vendors: Trustee Porter advised that Maxwell Street and Harold's Chicken are on board to participate. He will be checking in to other vendors to serve ice cream and fresh fruit. Popcorn vendor to be determined per Trustee Porter discussion with Lions, and based on outcome, Katherine will follow-up with Sweet's T Popcorn if a vendor is still needed. It was noted that the Boy Scouts cannot be invited to participate at the event since it wouldn't be fair to compete. Talk is underway with St. Ansgar's church about serving tacos; they had concerns about set-up and quantity.
- Entertainment: Trustee Porter advised that the Funk Brothers band has been secured and their performance will be from 2:00 to 3:00 p.m. It was noted that a W-9 hasn't been provided.
- NAACP/Michael Childress will speak briefly on the significance of Juneteenth, and the NAACP will help promote the Hanover Park Juneteenth event. Trustee Porter advised that School District 54 will provide a stage and take care of the set up and removal.
- Logistics: Special Events Committee will provide two portable toilets and a wash station. Trustee Porter will contact Public Works/TJ Moore to request a map for laying out vendor space; and he will also follow up with Deputy Village Manager Webb to find out if the tents used at previous events were rented or if they belong to the Village.
- Promotion: Flyers will be distributed at Village events. Trustee Porter advised that the Bartlett Chamber will also promote at their events.
- Other vendors: Darius has met with some vendors and plans to be in contact with additional vendors; and he requested to know the price for vendor space which can be quoted after TJ Moore has been consulted about plaza map and vendor set-up.
- Event budget: Katherine inquired about the amount of the event budget and was advised that some of the expenses would be offset by revenue from the advertising booklet, with the amount of funding from the Sister Cities 2022 budget to be determined.

6. TOWNHALL SESSION

None.

7. OLD BUSINESS (NON-ACTION ITEMS):

7-a. Recap of recent activities – Nothing reported.

7-b. Budget activity update – Katherine will submit check requisition for conference registration fees.

8. NEW BUSINESS (NON-ACTION ITEMS):

8-a. Upcoming event announcements

- Illinois State Conference, April 22 & 23, 2022 Tinley Park and Richton Park
- Village Awards Dinner, April 28 – Invitations were mailed. Please RSVP to Sue Krauser.

8-b. Agenda topics for upcoming meetings

- Juneteenth event planning & proposed budget
- Penpal letter exchange – tabled till June meeting
- Cape Coast report by Frank – June meeting
- Travel planning for 2023 Cape Coast Visit – June meeting

9. **ADJOURNMENT**

Motion by Frank to adjourn at 9:14 p.m. Second by Darius. Voice Vote: All ayes. Motion carried.

Minutes recorded and transcribed by:

Katherine Perez, Interim Staff Liaison

Pamela Fowler, Chair
Hanover Park Sister Cities Committee