



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 SPECIAL MEETING

2121 Lake Street, Hanover Park, Illinois 60133

Thursday, June 9, 2022

7:00 p.m.

MINUTES

1. CALL TO ORDER - ROLL CALL:

The meeting was called to order at 7:01 p.m. by Sister Cities Committee Chair Pamela Fowler.

PRESENT: Committee Members: Pamela Fowler, Frank Grant-Acquah, Darius Robinson, Trustee Herb Porter

ABSENT: Committee Members: Arnulfo Flores-Auxiliary, Adelaide Grant-Acquah, Jessica Ramirez, Maria Pineda, Gustavo Pineda-Auxiliary, Trustee Liaison James Kemper

ALSO PRESENT: Deputy Chief Victor DiVito, Staff Liaison Katherine Perez

2. ACCEPTANCE OF AGENDA:

Motion by Darius to accept agenda. Second by Frank. Voice Vote: All ayes. Motion carried. Trustee Porter requested to remove items 5-a., 5-b., 5-c., and 5-d. from discussion. Voice Vote: All ayes. Motion carried.

3. PRESENTATIONS/REPORTS:

None.

4. APPROVAL OF MINUTES:

Motion by Trustee Porter to approve meeting minutes from May 12, 2022; second by Darius. 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 – removed from discussion.

5-b. Travel planning for 2023 Cape Coast visit / Cape Coast status report from Frank – continued to June meeting – removed from discussion.

5-c. Valparaiso update (Jessica) – removed from discussion.

5-d. Sister Cities brochure – updates in process - to be submitted to editorial board for approval prior to translation into Spanish – removed from discussion

- 5-e. FY2023 budget preliminary discussion – The FY 2023 budget will be developed at the next regular monthly meeting scheduled for June 23 with finalization of the draft budget to be completed at the meeting on July 28. Members recommending budget increases and requests for new or additional projects and items will need to present the appropriate support documentation including research, justification, and cost estimate. Reminder: please bring your yellow budget prep folders to the June 23 meeting.
- 5-f. Handling of Juneteenth event overage funds (Police Chief / Deputy Chief) – Overage/proceeds will be applied first to event expenses and leftover, if any, would be applied to committee projects. Updated event information and flyer were issued in an effort to be transparent.
- 5-g. 2022 Juneteenth Event discussion (Saturday, June 18, 2022 – Ontarioville Plaza) - budget and expenses; flyer distribution; program activities and schedule; member updates on advertising program booklet, music, DJ, demonstration(s), games/entertainment, vendors, food trucks; logistical needs; collaboration with Village Special Events, CIDC & other Village committees; organizing volunteers; Village resources & authorizations; guest list; date of next Juneteenth planning meeting – Chair Pamela advised that the Volcalz group withdrew from the program and the amount of the honorarium (\$200) allotted for them would be applied to two rental games (\$180). There may also be a member-supplied bean bag toss game available for use during the event. Katherine reported on the checks that have been requisitioned thus far: \$330 (face painter); \$1,000 (band); \$350 (t-shirts); \$200 (speaker honorarium); \$300 (DJ); and she asked if any additional checks would need to be requisitioned for the event. A supply of flyers was available at the meeting for members to take and distribute at the libraries, and extra copies were requested by Trustee Porter for distribution at the Touch A Truck event on June 11.

Program / Sponsors

During the meeting, Chair Pamela forwarded the program / schedule that had been provided to her by Jessica who was unable to attend the meeting. Trustee Porter passed around a program booklet mock up and proposed graphic for the cover. He advised he is scheduling an appointment with the graphic designer. It was noted that **Mrs. Butter hasn't paid the vendor registration fee yet but she confirmed she is certified; and Katherine will follow up with the health inspector to find out if an inspection is necessary.** Trustee Porter advised that Nude Soles and the Deltas have withdrawn as vendors, **and Chair Pamela doesn't know the status of the African garb vendor because he hasn't responded.**

It was noted that five sponsors have committed and sent in their forms, and three sponsors are pending. Frank was expecting a sponsor to possibly show up at the meeting. Darius advised that **there were two more sponsors, Bea's Shrimp & Fish and Barber by Nature,** and that he had their payment which he turned over to Chair Pamela. Trustee Porter commented that the Mayor, Trustee Bankole and Prairie Station will also be sponsors. Chair Pamela inquired about the **amount of money being generated, and it's believed to be \$1,000 or close to it. She also asked how the QR code was working out for payments, and it seems to be going fine.** Trustee Porter noted that there are three resolutions that will be in the program, and he requested that Cook County Commissioner Kevin Moore be added to the program. Katherine reminded that in order to get the program printed in-house, the formatted, printer-ready file needs to be emailed to her by **no later than June 13, and it will cost 4 cents per each 8½" x 11" page that is printed.**

Music / Entertainment

The music is covered with the Funk Brotherz and DJ Calvin, and there will be demonstrations by the double Dutch and steppers.

Food

Food will be sold by the Maxwell Street food truck, and the Lions will be selling popcorn. Attendees can also go next door to Prairie Station Pub to purchase food. Trustee Porter will be working out the details to have an ice cream vendor participate, and he requested authority from the committee to engage food vendors. Chair Pamela noted that she has calls out to two African **food truck vendors and also a taco vendor out of Naperville. Unfortunately, Harold's Chicken** cannot participate due to an overbooking error.

Volunteers / Sister Cities Table / Raffle

Chair Pamela distributed t-shirts and left four t-shirts for Katherine to hold along with the raffle tickets Frank brought to the meeting. **Because she hadn't been copied on email messages** related to key elements of the Juneteenth event, Chair Pamela again reminded that everyone needs to copy her on emails so that she stays informed and advised of developments and progress. Trustee Porter noted that three or four members from the CIDC are expected to come out and help volunteer; and he will forward the CIDC information to Chair Pamela. Frank volunteered to sit at the Sister Cities information table, and he will sell the 50/50 raffle tickets. The tickets will be sold in an increment of 6 tickets for \$5 or 15 tickets for \$10.

Bottled Water / Soda

There was discussion about having water available for free and what to charge if not offered for free. Trustee Porter advised that the Lions Clubs would be able to sell bottled water and soda that the committee provides. Chair Pamela asked about the possibility of getting water donated from Costco but **no one has a contact there. Trustee Porter plans to contact Caputo's about** sponsorship and / or a possible donation of soda. It was noted that the Village gets bottled water from Water One for its events; cost unknown.

- 5-h. Cape Coast 30-year anniversary – proclamation and Hi-Lighter article by Frank and Trustee Porter – Frank advised that he had drafted an article with photos for the Hi-Lighter which he emailed to Trustee Porter. Trustee Porter will review the final article to be submitted for the September-October edition of the Hi-Lighter.

6. TOWNHALL SESSION
None.

7. OLD BUSINESS (NON-ACTION ITEMS):

7-a. Recap of recent activities – nothing to report.

7-b. Budget activity update – In addition to the Juneteenth-related checks, a payment in the amount of \$610 is being remitted for Sister Cities International annual dues.

8. NEW BUSINESS (NON-ACTION ITEMS):

8-a. Upcoming event announcements – Nothing reported.

8-b. Agenda topics for upcoming meetings

- FY2023 budget planning (member good standing)
- Penpal letter exchange – tabled till June meeting
- Cape Coast report by Frank – June meeting
- Travel planning for 2023 Cape Coast Visit – June meeting

- Cape Coast 30th Anniversary – Status of Hi-Lighter article; proclamation
- Juneteenth Event

9. ADJOURNMENT

Motion by Trustee Porter to adjourn at 8:48 p.m. Second by Frank. Voice Vote: All ayes. Motion carried.

Minutes recorded and transcribed by:

Katherine Perez, Interim Staff Liaison

Pamela Fowler, Chair
Hanover Park Sister Cities Committee