



# Village of Hanover Park Administration

**Municipal Building**  
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**Village President**  
Rodney S. Craig

**Village Clerk**  
Kristy Merrill

**Trustees**  
Yasmeen Bankole  
Liza Gutierrez  
Syed Hussaini  
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 14, 2022

7:00 p.m.

### MINUTES

1. CALL TO ORDER - ROLL CALL:

The meeting was called to order at 7:00 p.m. by Sister Cities Committee Chair Pamela Fowler.

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

ABSENT: Committee Members: Arnulfo Flores-Auxiliary, Adelaide Grant-Acquah, 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.

3. PRESENTATIONS/REPORTS:

None.

4. APPROVAL OF MINUTES:

Motion by Trustee Porter to approve meeting minutes from June 9, 2022; second by Jessica. Voice vote: all ayes. No discussion. Motion carried.

5. ACTION ITEMS:

5-a. 2022 Juneteenth Event, Saturday, June 18, 2022 – Ontarioville Plaza – member updates on advertising program booklet, vendors, food, entertainment/games, etc.; budget and expenses; volunteer assignments; other event-related matters; review of finalized plans

Program Ad Booklet – Trustee Porter distributed draft copies of the booklet and noted that Heczen did a wonderful job designing it. Heczen will work with the village IT Director who is managing the print project. Minor changes were recommended. A quantity of 250 booklets will be printed inhouse at a cost of \$.24 per booklet (six pages each, printed in color, folded and stapled). The names of the committee members key to the event organization will be listed in the program; and it was noted that member status and level of participation would further reviewed in

conjunction with FY2023 budget planning at the next regular meeting on June 23. Trustee Porter thanked everyone for their input and transmitted final revisions to Heczen.

Expenses and Budget – Payments by check will be distributed as follows: \$1,000 (Funk Brotherz Band); \$200 (Michael Childress / speaker honorarium); \$300 (DJ); \$330 (facepainter with \$30 deposit prepaid); and a credit card charge of \$190 for the game rental. **There wasn't a negotiation for payment to Second Baptist Church, however, the fee was waived for member Latrisha's vendor space.** The cost of the booklet printing will run \$60. Members will turn in receipts for reimbursement: Jessica (software for flyer, ice) and Pamela (flags/ banner) as well other members making Juneteenth event-related purchases. Materials purchased at Menards or Home Depot for displaying the flags and banners (firing strips) will also be reimbursable.

In kind contributions from members total \$1,200. Revenue will is also being generated from ad book sales.

Games and refreshments – Trustee Porter and Jessica will bring bean bag games. Katherine ordered the games which will be delivered to the Police Department the day before the event and then transported to Ontarioville Plaza on the morning of June 18.

Chair Pamela arranged for a donation of 200 bottles of water from Costco and it will given out free of charge. Bottled water and soda will also be sold by the Lions Club and food truck. Trustee **Porter will contact Caputo's and Tony's on the possible donation of soft drinks, and the Lions Club** could handle the distribution of those items. Trustee Porter will contact the Public Works Director to request use of coolers. Additionally, personal coolers will be on loan from committee members, and Jessica will pick up ice the morning of the event. Chair Pamela advised that the facepainter will need a tent. Upon her arrival, the facepainter is to ask for Jessica for directions to her space.

Volunteers - Because of schedule conflicts, a number of the originally expected volunteers are no longer available to assist with the event. Members were requested to each reach out and ask **three or four new people to volunteer. It's hoped that there can be two volunteers to welcome the** vendors and six volunteers to greet guests. Trustee Porter noted that he expects other board members to stop in on Saturday morning and that they may be able to fill in and help. Show time for committee members and volunteers is 9:30 a.m. Members were reminded to wear their new yellow t-shirts.

Vendors – Vendor set-up time is 10:30 to 11:00 a.m. Spots are reserved on the street for **Chicago's Own Maxwell and Pastor Luke's ice cream truck;** and spots will be designated throughout the plaza area for the **Lion's Club (popcorn);** facepainter / balloon artist; Annie Bea (flash cards); Latrisha (custom wares); Corner Bodega; Devoted Health; Tastefully Simple; NAACP; Mary Kay; African garb; and Paparazzi jewelry. The Sister Cities Committee will have an information table where Frank will sell tickets for the 50/50 raffle. During the meeting, a communique with directions and set-up instructions was drafted for the two food trucks. Public Works will be asked to mark off the area along the south side of Ontarioville Road where the food trucks are to park. The street will be closed to general traffic, but police will be positioned at both ends and allow access for the vendors and anyone needing to get to the businesses in the area of the plaza.

### Summary List of Day of Event Assignments

- Trustee Porter – loan bean bag game, pick up donuts/coffee, greet keynote speaker and stage acts, Master of Ceremonies
- Pamela – time-keeper, opening comments and introductions, drawing of 50/50 raffle ticket at 4:00 p.m.
- Jessica – loan bean bag game, pick up ice, organize volunteers and vendors; set up banner display
- Darius – set up games, set up DJ, assist with stage acts
- Frank – set up Sister Cities information table, sell raffle tickets
- Katherine – obtain clear plastic container for raffle drawing; display raffle permit; receive game rental drop-off on Friday and monitor pick up on Monday; pack materials/supplies and coordinate transfer of items from Village/PD to Ontarioville Plaza on Saturday morning

Miscellaneous – Second Baptist Choir members will arrive at 11:30 a.m. The games will be set up on the grassy area. The Sister Cities mission/purpose statement will be explained at the event **and the verbiage also appears in the committee’s brochure that** can be handed out and displayed at information table. An operations plan will be in place to manage protestors who are expected to attend. For the raffle drawing, winner must be present to win.

#### 6. TOWNHALL SESSION

None.

#### 7. OLD BUSINESS (NON-ACTION ITEMS):

7-a. Recap of recent activities – No report.

7-b. Budget activity – No report.

#### 8. NEW BUSINESS (NON-ACTION ITEMS):

8-a. Upcoming event announcements – No report.

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

#### 9. ADJOURNMENT

Motion by Darius to adjourn at 8:57 p.m. Second by Trustee Porter. Voice Vote: All ayes. Motion carried.

Minutes recorded and transcribed by:

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Katherine Perez, Interim Staff Liaison

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Pamela Fowler, Chair  
Hanover Park Sister Cities Committee