



# Village of Hanover Park Administration

Municipal Building  
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hpil.org

**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 23, 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, 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 Jessica to accept agenda. Second by Trustee Porter. Voice Vote: All ayes. Motion carried; however, it was determined that the Juneteenth event recap would precede the FY2023 budget request discussion.

3. PRESENTATIONS/REPORTS:

None.

4. APPROVAL OF MINUTES:

Motion by Frank to approve meeting minutes from June 14, 2022; second by Darius. Voice vote: all ayes. No discussion. Motion carried.

5. ACTION ITEMS:

5-a. Cape Coast 30-year anniversary – proclamation and Hi-Lighter article (Frank and Trustee Porter) Frank drafted the 30-year anniversary article which he will email it to Katherine with a copy to Chair Pamela. He will also email photos to go with the article when it is submitted for the Hi-Lighter. Trustee Porter requested that the photos from his Ghana trip also be included. The anniversary will also be acknowledged with the reading of a proclamation at the July 21 Board meeting. The committee discussed other activities to commemorate the anniversary and the possibility of canceling the next regular meeting on July 28. Katherine noted that if the July 28 meeting was to be cancelled, it would then be necessary for the committee to completely finalize its FY2023 budget request at the present meeting (June 23) since the deadline for turning in the

request falls prior to when the committee will next be meeting for its regular meeting on August 25. The committee responded that the required FY2023 budget documents would be finalized at the present meeting.

Chair Pamela motioned to cancel the next regular monthly meeting on July 28. Second by Darius. Voice vote: all ayes. Motion carried.

In lieu of the cancelled meeting, members will celebrate the Cape Coast 30-year anniversary on the evening of July 28 at an informal get-together at Tap House Grill on Barrington Road, possibly on the patio. Each person will be responsible for their own bill and that of their guest.

- 5-b. Penpal program – roll out with 2022-23 school year – Discussion tabled until August meeting.
- 5-b.1 Travel planning for 2023 Cape Coast visit; report on Cape Coast status and recommendations (Frank) – (Note: ***Due to scribe's error and omission of numbering this agenda topic, it will be labeled as item "5-b.1" in the meeting minutes.***) To maximize the effect of the trip, a visit to Cape Coast will be scheduled around the time of the festival in August/September 2023. Higher rates for travel and accommodations can be expected due to demand. Trustee Porter requested that Frank come up with a travel budget estimate and prepare a packet of travel information for the committee to review at the next meeting in August.
- 5-c. Valparaiso update; status of Jesus Gonzales Ortega School operations; distribution of funds for 2022 scholarships; verification of designated recipient contact information (Jessica) – Jessica will contact the school in August to confirm school operations and verify contact information for the 2022 scholarship distribution.
- 5-d. Sister Cities Committee roster – member engagement and meeting attendance – There was discussion regarding member participation in committee activities, current member classifications on the roster (regular vs. auxiliary), and getting non-participating members reclassified or removed from the roster. Per ordinance, the committee is to have eleven members and no more than two **auxiliary members. There presently isn't an "honorary" classification** for committee members.

There was discussion about getting inactive members removed from the roster; reclassifying existing members who **don't routinely attend meetings or participate in activities; and** establishing **"honorary member"** as additional classification.

Trustee Porter motioned that the Sister Cities Committee request an amendment be made to the **ordinance to establish the designation of "honorary" as a status of membership.** Second by Chair Pamela. Voice vote: all ayes. Motion carried.

A motion to request the removal of member Maria Pineda and auxiliary member Gustavo Pineda from the Sister Cities Committee roster was made by Jessica; seconded by Chair Pamela. Voice vote: all ayes. Motion carried.

There was discussion about recruiting new members. Although recruiting efforts are ongoing, it can be a challenge to get people to volunteer. In the past, Trustee Porter has talked to parents of Laurel Hill School students. Trustee Kemper believes there are a couple people he knows who may be interested in becoming members. Trustee Kemper will talk to Father Edwardo at St. Ansgar about putting out an information table at the church.

- 5-e. Presentations re new and/or additional proposed activities or projects for FY2023; and preparation of FY2023 budget request (to be finalized at meeting on July 28) – There was discussion regarding the 2022 budget performance, status of 2022 budget goals and additional accomplishments, and proposed goals for 2023. During the meeting, members developed and **finalized the committee's FY2023 budget request documents detailing proposed activities and the associated costs.**

Although not approved in the authorized 2022 budget, the committee requests funds to help pay **for the expense of two members' attendance at the annual 2023** Sister Cities International conference, specifically the registration fee (2 x \$650) and a subsidy to help cover the expense for transportation/lodging to attend the conference (2 x \$500). The committee also seeks an increased budget for hosting more events in 2023 and requests an additional \$500 for doing so.

The proposed 2023 budget request includes line items for office supplies (\$100); memberships/subscriptions (\$670); postage (\$150); annual SCI conference registration for two attendees (\$1,300); travel expense related to cost of attending annual SCI conference (\$1,000); annual state conference registration (\$900); hosting special events (\$2,000); scholarship donation for Jesus Gonzales Ortega School in Valparaiso (\$1,000); scholarship donation for Hanover Park Primary School in Cape Coast (\$1,000); and donation for general needs at Hanover Park Primary School in Cape Coast (\$500). Total FY2023 budget request amount: \$8,620.

#### STATUS OF 2022 BUDGET GOALS

-- *Engage local Sister City groups; and participate in other area cultural events* – **Completed** – Committee members interacted with Dixon and Roselle sister city groups.

-- *Engage community service groups and Village committees in opportunities to interact internationally* – **Incomplete** – No activity to report due to COVID and the cancellation of events.

-- *Award scholarships to students in Cape Coast and Valparaiso.* – In progress.

Scholarships will be awarded to students at the Jesus Gonzales Ortega School in Valparaiso pending receipt of verified contact information for the designated recipient and confirmation that the school is open. Scholarship money from the FY2022 budget **won't** be sent to Hanover Park Primary School in Cape Coast because the school is closed temporarily.

-- **Assist with Cape Coast Primary School students' general needs.** Money from the FY2022 budget **won't be sent to** Cape Coast for Hanover Park Primary School **students' general needs** because the school is closed temporarily.

-- *Attend annual state conference* – **Completed** – Seven committee members attended the Illinois Sister Cities Association conference in Richton Park/Tinley Park, April 23- April 24, 2022.

-- *Pursue school-to-school relationships with Cape Coast, Valparaiso and Hanover Park* – **Ongoing** – The committee would like to resume the penpal letter exchange and create a relationship with the parent-teacher organization at Laurel Hill School. Committee member Frank Grant-Acquah is also exploring new relationships with schools in Cape Coast.

-- *Host Juneteenth event.* – **Completed** – The Sister Cities Committee organized and hosted a Juneteenth celebration held at the Ontarioville plaza at which there were approximately 150 attendees.

-- *Participate in Mexican Independence celebration* – **Pending** – The committee will host a table at the St. Ansgar Church's Mexican Independence celebration in September.

#### ADDITIONAL ACCOMPLISHMENTS

Nothing to report.

## 2023 BUDGET GOALS

1. Engage local Sister City groups; and participate in other area cultural events.  
*First through fourth quarters.* The Committee will meet area Sister City groups to share experiences, and it will participate in cultural events in the area.
  2. Engage community service groups and Village committees / commissions in opportunities to interact internationally. *First through fourth quarters.* The committee will engage community service groups (e.g. Lions, Scouts) and Village committees to act together and develop strategies for greater visibility and exposure of Sister Cities.
  3. Award scholarships to students in Valparaiso and Cape Coast.  
*Third quarter.* The Committee will award scholarships to students at Jesus Gonzales Ortega School in Valparaiso and Hanover Park Primary School in Cape Coast.
  4. Assist with **students' general needs at Hanover Park Primary School in Cape Coast.**  
*Third quarter.* Funds to be provided **for Hanover Park Primary School students' general needs.**
  5. Attend annual state conference. *Second quarter.* Committee members will register and attend the Illinois Sister Cities State conference historically held in April.
  6. Pursue school-to-school relationships with Cape Coast, Valparaiso and Hanover Park.  
*First through fourth quarters.* The committee will coordinate penpal letter exchanges among school students in Cape Coast, Valparaiso and Hanover Park.
  7. Host more special events and resume with the Black History Month event.  
*First through fourth quarters.*
  8. Participate at a Mexican Independence celebration. *Third quarter.*
  9. Attend annual Sister Cities International conference. *Third through fourth quarters.* Two committee members will register for and attend the 2023 Sister Cities International conference.
- 5-f. Open Meetings Act online training – The portal on the Illinois Attorney **General's website for taking** the OMA training is once again operational after having been out of commission for an extended period of time. It went offline around the time that Darius and Jessica were appointed to the Sister Cities Committee. Under normal circumstances, new committee members are supposed to complete the OMA training within 90 days of appointment. OMA information and the online training instructions were provided in a handout at the meeting. When taking the online training, please download the certificate of completion at the end of the session and send a scanned copy to Village Clerk Kristy Merrill who is also the Open Meetings Act Officer. Please contact Kristy with any questions pertaining to the online training.
- 5-g. Juneteenth Celebration – expenses and recap – Jessica advised that she would send an updated spreadsheet including sponsorship payments from the Mayor--\$150, Trustee Hussaini--\$250; and Trustee Gutierrez--\$75. Darius noted that a payment in the amount of \$150 was in the process of being remitted by Edward Jones and that they were pleased with their ad in the booklet. The 50-50 raffle collection total came in at \$225, with \$112.50 going to the winner of the raffle and \$112.50 as profit. Members will be reimbursed for out of pocket expense: Chair Pamela--\$11.99 (flags) and \$16.19 (banner); Trustee Porter--\$30.86 (donuts and coffee); and Jessica--\$21.56 (ice) and \$12.99 (software to create flyer). The game rental invoice total was \$189. The preliminary numbers show expenses coming in at \$3,042.59 with a revenue of \$2,777.50 plus the **original \$1,500 from the Sister Cities Committee's budget.** Discussion followed about what to do with the unspent amount money (approximately \$1,235). Consideration was given to making donations to the ministries that supported the event (Second Baptist and Good News in the

Neighborhood) and refunding money proportionally to members who made pledges earlier when the event was being planned and it was unknown how much money would be generated from the ad book sponsors. Chair Pamela advised that the committee would definitely need to put in for an **increase in next year's budget** for hosting events.

Chair Pamela motioned to return pledge money to members who made contributions, those being Frank, Darius, Trustee Kemper and Trustee Porter. Second by Jessica.

Roll call vote:

Ayes: Chair Pamela, Frank, Trustee Porter, Jessica, Darius

Nays: None

Absent: Adelaide, Maria

Abstention: None

Motion carried.

Observations about the event: The weather was perfect. The vendors offered a nice range of goods and services. Committee members, volunteers and village staff all pitched in at the event. **Attendees were happy to be there, enjoying the performances and demonstrations. It's estimated** that perhaps 150 people attended throughout the day. Compliments were received about the attractive setting and how well organized the event was. The face painter and balloon artist were a hit, and the Double Dutch group kept things going, providing fun entertainment and good energy throughout the day. The games were a great idea (bean bag, connect four and jinga). As far as drawbacks, there were problems on the stage with interference over the wireless microphone. It would have been nice to have our own stage and a bigger sound system with sub-woofer, but this type of equipment is extremely expensive to purchase. A neighbor complained about the proximity of the portable toilets to her residence, but the matter got smoothed over after an officer spoke to her. With regard to vendors, it would better to have a map prepared ahead of time, and assignments to preferred spots could be made on a first-come, first-served basis determined by the order that vendor payments were received. Being able to offer covered seating and more shaded areas would also be desirable. No security concerns were noted. The Hanover Township assisted with traffic. Police, Fire and Public Works staff were very responsive and helpful. Trustee Porter said he would pass along commendations.

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

- Cape Coast 30-year anniversary (get together and proclamation)

8-b. Agenda topics for upcoming meetings

- Penpal letter exchange

- Travel planning for 2023 Cape Coast Visit (travel budget & info packet)
- Cape Coast – Status of school
- St. Ansgar – Mexican Independence event

9. ADJOURNMENT

Motion by Chair Pamela to adjourn at 9:22 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