



VILLAGE OF HANOVER PARK

SISTER CITIES COMMITTEE MEETING Cape Coast Sub-Committee

Municipal Building: 2121 W. Lake Street
Hanover Park, IL 60133

Tuesday, May 15, 2012
7:00 p.m.

MINUTES

1. CALL TO ORDER – ROLL CALL

Chair Linda McCance Packham called meeting to order at 7:28 p.m.

PRESENT: Committee Linda McCance Packham, Pamela Fowler,
Members: Adelaide Grant-Acquah, Frank Grant-Acquah,
Mary Harrison, Gladys Lawson

ABSENT: Committee None
Members:

2. ACCEPTANCE OF AGENDA

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

3. PRESENTATION/REPORTS:

None.

4. APPROVAL OF MINUTES

Motion by Pamela to approve minutes of the May 8, 2012 meeting as corrected:
3-b., line five, change Huerco to Huichol
Second by Mary. Voice Vote: All ayes. Motion carried.

5. ACTION ITEMS:

5-a. Budget – Chair Linda explained the Village has allocated \$2,000 in our
FY2013 Committee budget for the celebration of the Hanover Park-Cape
Coast Sister Cities 20th Anniversary Celebration. This can be used to help
offset expenses for the July 21 luncheon. We will be allowed to charge
\$25 per person for the luncheon tickets, and the Village Finance

Department will collect the funds through July 19 (mail, drop off box at the Hall, or in person at the counter). Finance will keep a list of those who have paid. They will accept cash, check, Visa, MasterCard and American Express. No Village employee will be working at the event, so we need to make sure own arrangements for “cashiering” if we plan to see tickets the day of the event.

- 5-b. Rental Contract-banquet facilities – Mary forwarded a copy of the standard Seville contract to Village Manager Ron Moser; however, no details were inserted (e.g., price per meal). Mary will contact the Seville manager and make certain the information is inserted into the agreement. All Village contracts need to be approved by the Board of Trustees.

We will have the use of the room from 12:00 Noon until 4:00 p.m. on Saturday, July 21; Mary will confirm that we can have access to the room prior to 12:00 Noon to do any last-minute set-up. We will have a podium and microphone available. Doors open at 12:00, cocktails until 1:00, lunch served at 1:00.

Menu selection was discussed; the \$13.95 price is for chicken. The group felt that the “family-style platter” would be better to accommodate the variety of dietary needs, especially those who are vegetarian. The listed price is \$15.96 for the platter. Mary will try to negotiate the cost. We will also need to commit to the \$75 fee for a bartender, in order to have a cash bar available. July 14 is the requested deadline for the seating count.

- 5-c. Invitation (hard-copy, electronic), program – Village Manager Ron Moser advised that Sue Krauser and Katherine Perez would be available to assist us with the creation of the invitation and program. We should have all copy available for the invitation no later than June 1st. Invitations, both hard-copy and electronic, should be sent no later than June 8th.

- 5-d. Entertainment at luncheon (singing? dancing? drumming?) – Mary graciously agreed to sing at the event; her selections will include the National Anthems of the Republic of Ghana and the United States of America. We also requested “Lift Every Voice And Sing” and Sister Cities, Brother Nations” by John Denver. Frank will continue trying to get information regarding the cultural dancing group.

- 5-e. Silent Auction? / Door Prizes?/ Raffle? – Chair Linda advised that we will need to contact the Village of Streamwood for any licensing on a raffle, door prize(s) and/or Silent Auction, as the Seville is located in Streamwood. The group agreed to postpone any detailed discussion of this

topic until our next Special Meeting.

- 5-f. Photographer – Although the group would like for the event to be “documented” photographically, we are concerned about the cost. We will postpone a detailed discussion until our next Special Meeting. Chair Linda will try to get additional ideas as to who could provide this service.
- 5-g. Keynote speaker – Adelaide advised she had spoken to Samuel Akainyah and he is willing to be our Keynote Speaker. She will follow up with him regarding a definite commitment for the date. She also spoke to Dr. David Sam, President of Elgin Community College, about a prominent role in the event.
- 5-h. Honored guests – Village Manager Ron Moser advised that Sue Krauser keeps a list of public officials who are usually invited to Village events. Members were asked to bring their recommendations to our next Special Meeting. We also discussed inviting both Christian and Muslim clergy to provide the Invocation.

6. TOWNHALL SESSION:

No one registered to address the Sub-Committee.

7. OLD BUSINESS (NON-ACTION ITEMS):

None.

8. NEW BUSINESS (NON-ACTION ITEMS):

None.

9. ADJOURNMENT:

Motion by Gladys to adjourn at 9:01p.m. Second by Mary. Voice Vote: All ayes. Motion carried.

Minutes recorded and transcribed by:

Linda McCance Packham
Chair, Hanover Park Sister Cities Committee