



## VILLAGE OF HANOVER PARK

### SISTER CITIES COMMITTEE MEETING Cape Coast Sub-Committee

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

Tuesday, May 29, 2012  
7:00 p.m.

### MINUTES

**1. CALL TO ORDER – ROLL CALL**

Chair Linda McCance Packham called meeting to order at 7:16 p.m.

PRESENT: Committee Linda McCance Packham, Pamela Fowler,  
Members: Adelaide Grant-Acquah, Frank Grant-Acquah,  
Mary Harrison, Gladys Lawson (arrived at  
7:40 p.m.)

ABSENT: Committee None  
Members:

**2. ACCEPTANCE OF AGENDA**

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

**3. PRESENTATION/REPORTS:**

None.

**4. APPROVAL OF MINUTES**

Motion by Mary to approve minutes of the May 15, 2012 meeting. Second by Frank.  
Voice Vote: All ayes.

**5. ACTION ITEMS:**

5-a. Budget - We have \$2,000 allocated by the Village; over-and-above that we  
will need to raise the funds to cover any expenditures. Linda will create a  
spreadsheet and bring to our next meeting, showing anticipated income  
versus anticipated expenses.

- 5-b. Rental Contract-banquet facilities – Mary hand-carried the contract to the Village Manager. The approval of the contract will be on the agenda for the June 7 Village Board Meeting.
- 5-c. Invitation (hard-copy, electronic), program – Linda showed draft wording. Sue Krauser and Katherine Perez will help in the creation of the formats. Invitations will also be included in the Village Hi-Lighter and their email blasts.
- 5-d. Entertainment  
Dancers
- Frank advised he spoke to the woman who trains the group of Ghanaian cultural dancers. The charge is \$400 for the event (3 young women and one young man).
    - We asked for the following conditions/assurances: Group will arrive at the Seville no later than 11:30 a.m. to test the sound system; they will act as “greeters” during the cocktail hour; they will perform twice during the program; they will advise us in advance re: specific type of electronic amplification required and approximately how large a performance space they need, so tables can be arranged accordingly.
    - Payment will be made by cheque at the end of the event. Lunch and water or soft drink will be provided *gratis* for the four dancers and their one adult sponsor.
- Singing
- Frank suggested we contact a Hanover Park family whose young daughter sang the Ghana and U.S. National Anthems at last year’s Ghanafest. A question was raised regarding proper etiquette during the playing of National Anthems. Linda said she would research.
  - Mary Harrison requested we pay her accompanist \$150 for his efforts. He will bring his own keyboard. Linda will get Mary the music to the John Denver song “Sister Cities, Brother Nations”.
- Pre-Luncheon Music
- Frank will bring his selection of Ghanaian “High-Life” music. He and Mary will work together to make certain the Seville has the correct amplification system available. Frank will also be responsible to get a volunteer to monitor the music during the cocktail hour.
- 5-e. Silent Auction / Door Prizes / Raffle - Group consensus was to table discussion until next meeting. The group also agreed to consider basket raffles. Mary will bring information regarding “Keep Sake” items.

- 5-f. Photographer – Linda advised we do not have anyone identified yet.
- 5-g. Master of Ceremonies, Keynote speaker – Adelaide advised that Dr. David Sam has agreed to be Master of Ceremonies, and Samuel Akainyah has consented to be our Keynote Speaker. Both men will participate without a fee. Linda will have letters sent from the Village to confirm the date, time, and location. Adelaide will be in contact with the two men in late June to go over the program and activities.
- 5-h. Guest list, included public officials and honored guests – Frank turned in his guest list; Linda asked that other members bring their lists by next meeting as we need to mail the invitations (either USPS or email) no later than June 14.

**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 8:48 p.m. Second by Mary. Voice Vote: All ayes.  
Motion carried.

Minutes recorded and transcribed by:

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Linda McCance Packham  
Chair, Hanover Park Sister Cities Committee