



Village of Hanover Park Administration

Municipal Building
2121 West Lake Street, Hanover Park, IL 60133
630-823-5600 tel 630-823-5786 fax

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, January 12, 2023

7:00 p.m.

MINUTES

1. CALL TO ORDER - ROLL CALL:

The meeting was called to order at 7:05 p.m. by Sister Cities Committee Chair Pamela Fowler.

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

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

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

2. ACCEPTANCE OF AGENDA:

Motion by Trustee Porter to accept agenda. Second by Darius. Voice Vote: All ayes. Motion carried.

3. PRESENTATIONS/REPORTS:

None.

4. APPROVAL OF MINUTES:

Motion by Trustee Porter to approve meeting minutes from November 15, 2022; second by Darius. Voice vote: all ayes. No discussion. Motion carried. (Note: The committee didn't convene on December 13, 2022 as quorum couldn't be met due to multiple members being ill).

5. ACTION ITEMS:

5-a. Penpal letter exchange update (Jessica and Trustee Porter) – Trustee Porter had nothing to report. Jessica wasn't present at the meeting, and she will be on leave until further notice. Until it's confirmed that the schools wanting to participate have the needed resources, such as point person at each location to coordinate letter exchanges and internet for zoom calls, it won't be possible to facilitate any penpal activity. As a result, the project will be suspended for 2023. Chair Pamela motioned to remove the penpal letter exchange from the agenda. Second by Trustee Porter.

Roll call vote: Pamela, Frank, Trustee Porter, Darius. Motion carried.

- 5-b. 2023 Cape Coast Visit – brochure and travel packet update (Frank and Trustee Porter); scheduling of informational meeting in January – Chair Pamela commented that the information thus far is general and only an outline. Details are needed so that there is a plan to present to the public. They need to be informed of what is being provided. Chair Pamela noted that a meeting for making the presentation to the public was to have been scheduled for January. She asked for the status of the travel packet and turned the floor over to Frank. Frank and Trustee Porter will work together on an itinerary and brochure, possibly with the assistance of a graphic designer. Information to be included in packet: day-by-day breakdown of activities; airfare rates; names and locations of hotel. Trustee Porter suggested having a working session on a Saturday to hammer out the Cape Coast visit details, noting they could get together in the room at Village that is used **as the trustees’ work** space. January 28 was the date selected for the working session. It was noted that letters of introduction to announce the visit of the Hanover Park travel delegation would be needed. Katherine will assist with the letters, and she requested to be provided with whatever information needs to be included in the content of the letters (verbiage, sample letters, etc.).
- 5-c. Open Meetings Act – verify completion of online training – Darius will complete the online training, and he requested that the link be sent to him. Katherine will email the link to Darius and will also double-**check the Illinois Attorney General’s website** to confirm that the OMA training is accessible.
- 5-d. Black History Month event planning – date and venue confirmation; flyer (Darius); finalize theme; develop program; entertainment; guest speaker; refreshments – Room 214 is reserved for the Black History Month event that will take place from 12:00 noon to 3:30 p.m. on Saturday, February 25, 2023. The committee reviewed a draft flyer and proposed additional verbiage to be included. Darius provided an overview of his ideas about the theme and recommendation on the topics to be covered: Women of NASA (*Hidden Figures*); Tulsa, Oklahoma; Rosewood, Florida; O.W. Gurley; thriving black communities and accomplishments; Black Wall Street. The presentation will feature a speaker describing biographical information and accomplishments which will be supported by pictures and small videos. Although no one had a speaker or dance troupe to recommend, Trustee Porter and Darius will check with their sources; and Chair Pamela requested that this information be reported on at the next meeting on January 26. The budget for the event is \$750 to cover refreshments and performers. Katherine will send a Black History Month proclamation to village administration for first board meeting in February. Trustee Porter recommended that the NAACP DuPage County chapter be recognized with a certificate of appreciation from the Mayor. As a side note, Trustee Porter commented that My Party Room here in Hanover Park, be considered as a possible venue for future events.

6. TOWNHALL SESSION
None.

- 7. OLD BUSINESS (NON-ACTION ITEMS):
 - 7-a. Recap of recent activities – Nothing noted.
 - 7-b. Budget activity update – Nothing noted.

- 8. NEW BUSINESS (NON-ACTION ITEMS)
 - 8.a Upcoming event announcements – Gurmeet Singh tried to attend the December meeting which **didn’t convene due to lack of quorum. The challenge of making quorum was brought up,** and

Chair Pamela commented that she will write a letter requesting removal of members from the roster **who don't participate since this impacts the quorum.**

- 8-b. Agenda topics for upcoming meetings
- Penpal letter (to be removed until further notice)
 - Black History Month event planning
 - Open Meetings Act – online training status
 - Cape Coast Visit

9. ADJOURNMENT

Motion by Trustee Porter to adjourn at 8:45 p.m. Second by Darius. Voice Vote: All ayes. Motion carried.

Minutes transcribed by:

Katherine Perez, Interim Staff Liaison

Pamela Fowler, Chair
Hanover Park Sister Cities Committee