



Village of Hanover Park Administration

Municipal Building
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hpil.org

Village President
Rodney S. Craig

Village Clerk
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Trustees
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Liza Gutierrez
Syed Hussaini
James Kemper
Herb Porter
Bob Prigge

Village Manager
Juliana A. Maller

VILLAGE OF HANOVER PARK

SISTER CITIES COMMITTEE MEETING

2121 Lake Street, Hanover Park, Illinois 60133

Thursday, May 12, 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, Frank Grant-Acquah, Jessica Ramirez, Darius Robinson, Trustee Herb Porter
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 Trustee Porter to accept agenda. Second by Frank. Voice Vote: All ayes. Motion carried.

3. PRESENTATIONS/REPORTS:

Deputy Chief Victor DiVito was introduced to the committee.

4. APPROVAL OF MINUTES:

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

5. ACTION ITEMS:

- 5-a. Penpal program – roll out with 2022-23 school year - continued to June meeting – nothing to report.
- 5-b. Travel planning for 2023 Cape Coast visit / Cape Coast status report from Frank – continued to June meeting
- 5-c. Valparaiso update (Jessica) – Nothing to report.
- 5-d. Sister Cities brochure – updates in process - to be submitted to editorial board for approval prior to translation into Spanish. Updating in process; will include group photo taken at conference.
- 5-e. FY2023 budget preliminary discussion – schedule for submitting FY2023 budget request; instructions for completing research and reporting at the June meeting regarding any new

- 5-e. proposed committee activities that will have budget impact. FY2023 budget worksheet packets were distributed at meeting, and members were asked to bring the packet with them to all meetings in May, June and July when the budget is being discussed. The budget will be developed at the regular monthly meeting on June 23, and thereafter, it will be completed and ready for final review at the regular monthly meeting on July 28. Katherine advised that research, justification, and dollar amounts are to be provided for any proposed new activity or item(s) that weren't in the approved FY2022 budget.
- 5-f. Handling of Juneteenth event overage funds (Police Chief / Deputy Chief) – Deputy Chief DiVito advised that the event overage, meaning “proceeds,” will first be applied to the event expenses with any leftover being available for projects. The committee was reminded that any use of the overages would need Village Board action, to be handled as a FY22 budget amendment or through the FY23 budget process.
- 5-g. 2022 Juneteenth Event discussion (Saturday, June 18, 2022 – Ontarioville Plaza) - budget and expenses; flyer distribution; program activities and rough schedule; member updates on advertising program booklet, music, DJ, demonstration(s), games/entertainment, vendors, food trucks; logistical needs; collaboration with Village Special Events, CIDC & other Village committees; organizing volunteers; Village resources & authorizations; guest list; date of next Juneteenth planning meeting / workshop – Trustee Porter announced that the streets will be closed to through traffic at starting at 10:30 a.m. People needing to get to the veterinarian office, music center and restaurant will be allowed through. Darius advised that the shea butter vendor backed out. Trustee Porter requested space for use by the NAACP for the health products that will be given away and also for the vendor of the African American history cards. The layout created by Trustee Liaison Kemper was reviewed, and Trustee Porter said that he would email it to everyone. The layout shows 8 locations for vendor spots (10'x10'), including the space for Village's two 10'x20' tents. Vendors are to provide their own tent, table and anything else they will need. Chair Pamela and Jessica are working together as the designated vendor team. Jessica inquired about the possibility of selling blankets. Chair Pamela advised that the contract with the facepainter / balloon artist for \$360 had been signed, and that the amount to be paid represents an increase since the original facepainter was no longer available.

Chair Pamela collected shirt size information from members, and discussion followed regarding the color preferences and what will be on the t-shirts. Katherine will email the village logo information to Chair Pamela.

Chair Pamela was advised by the library that they won't be able to accommodate the committee's request to display a 24"x36" poster. The plan to have two posters made has now been scrapped which will save on expenses. Members can deliver a supply of flyers to the libraries so they can set out for people to take. Deputy Chief DiVito offered to post the flyer to the Police Department facebook page which has 11,000 followers. Trustee Porter plans to take flyers to hand out at the Market at the Metra. The event can also be advertised through the Village on the electric sign board and the portable digital signs.

Chair Pamela advised that the School of Rock is no longer available to perform. She announced that the 2nd Baptist Church will lead in singing the national anthems. Trustee Porter announced that the Juneteenth event in Elgin takes place on June 18 & 19. Trustee Porter advised that a state liquor permit won't be needed for the Juneteenth event because people will be able to drink at the bar, noting that they won't be able to take their drinks out of or away from the bar.

Chair Pamela announced that a 50/50 raffle will be conducted with tickets being sold in lots of six for \$5. Frank will provide a double roll of numbered raffle tickets. Katherine will follow up with the Clerk's office regarding an application for the raffle permit. Chair Pamela said it could be applied for in her name. General discussion followed. Jessica confirmed that she can bring her personal bean bag board for use during the event, and Trustee Porter said that he knows of someone else who also has one. The idea was tossed around about checking in to a stiltwalker. It was determined that since bingo is labor intensive, and equipment and supplies are needed, this activity isn't advisable. It would only work if someone else wanted to run the bingo games.

Volunteers will be needed at the event to help with greeting vendors, welcoming the guests and helping them to navigate into position. Having six volunteers was recommended. Trustee Porter advised that the CIDC will be able to send three or four members to volunteer.

Trustee Porter advised that bottled water and soda will be available for sale from the two food trucks. The Lions Club will be doing the popcorn, and Trustee Porter will check with the Lions to see if they want to sell water as well.

There was discussion about possibly getting a vendor to sell pizza slices, but it was determined that this wouldn't be suitable. Trustee Porter advised that he has a call in Kona Ice and he's waiting to hear back from them. He will also check with Caputo's about their availability.

Darius advised that the DJ will play for the steppers and in between performers during natural breaks. The DJ will play for five hours at a charge of \$300.

Trustee Porter advised that the Delta's are interested in having a table (Delta Sigma Theta).

The program schedule was discussed including the amount of time that would be allotted for speaker Michael Childress and the amount of an honorarium (\$200). Trustee Porter urged that enough time be allowed to provide for an educational experience, noting that the inside history will easily keep people's attention. Twenty to thirty minutes should be the maximum so that people don't tune out. Placement and order in which the speaker speaks is important, and Darius suggests having the speaker on early (12:15 to 12:45 p.m.). Chair Pamela advised that NAACP could have a table for their covid material. Katherine requested confirmation on the payee's name (NAACP or Michael Childress) and the respective address. The Double Dutch demonstration is slated for 3:45 to 4:15 p.m.

Trustee Porter handed out a copy of a resolution that will be read by representative Crespo, and he advised that he's also expecting a proclamation from commissioner Morrison's office. The Village's draft proclamation was also reviewed. Trustee Porter, Frank and Darius are putting together the ad book, and Trustee Porter advised that they will hone in on their progress at the next meeting. Trustee Porter is researching printers for the ad book job. Chair Pamela advised that she knows of a barbershop that may be interested in advertising, (barbershop is located by Karaka's). Trustee Porter asked if everyone had received the ad book letter. Katherine was instructed to resend the ad book letter to everyone after revising the order form to include a \$25 option for a banner ad. Chair Pamela requested that Herb send her his daughter's information, and Darius was asked to forward the Double Dutch contact information to Pamela.

The next regular meeting date is May 26, and Chair Pamela proposed additional (special) meeting dates on June 9 and June 14, each starting at 7:00 p.m. in the PD community room. Members present confirmed their availability. Chair Pamela recommends inviting event volunteers to attend the meeting on June 9. The meeting on June 14 will be a final wrap-up meeting.

- 5-h. Cape Coast 30-year anniversary – how to acknowledge / recognize this milestone. There won't be a celebration or special event for the 30-year anniversary, but recognition can be given at a Village board meeting. Additionally, Frank and Trustee Porter will work together to write an article for the September-October 2022 edition of the Hi-Lighter. Trustee Porter suggested that the committee consider doing something to recognize Mexican American heritage and to host some kind of event. However, it was pointed out that there isn't budget money available for that, plus organizing another event would just be too much to do. Chair Pamela congratulated newest committee member, Jessica, on her one-year anniversary with the committee, as of May 27.

6. TOWNHALL SESSION

None.

7. OLD BUSINESS (NON-ACTION ITEMS):

- 7-a. Recap of recent activities – The Illinois State Conference in Richton Park was good. Katherine was asked if the conference registration check had been received by the organizers, and she advised that she will follow up once again since the organizers haven't let her know yet. If need be, a replacement check can be re-issued when the organizers put forth the request in writing. Frank also commented that he was waiting for the host organization to issue a receipt to him for the additional amount he paid at the door to attend the Saturday session. It was brought up that Maria and Gustavo's two-day registration fee had been paid by the Village, and that they had attended only the Friday dinner session. There was discussion about committee member attendance at meetings and the requirements to remain in good standing. It's believed that not more than three consecutive meetings are to be missed. This will be further addressed during the upcoming FY2023 budget planning sessions.
- 7-b. Budget activity update – SCI annual dues will be paid upon receipt of the membership renewal invoice. Please turn in invoices for Juneteenth expenses so that the checks can be processed.

8. NEW BUSINESS (NON-ACTION ITEMS):

- 8-a. Upcoming event announcements – Nothing reported.
- 8-b. Agenda topics for upcoming meetings
- Juneteenth event planning and expenses
 - FY2023 preliminary 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 Trustee Porter to adjourn at 9:05 p.m. Second by Frank. Voice Vote: All ayes. Motion carried.

Minutes recorded and transcribed by:

Katherine Perez, Interim Staff Liaison

Pamela Fowler, Chair
Hanover Park Sister Cities Committee