



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, August 25, 2022

7:00 p.m.

MINUTES

1. CALL TO ORDER - ROLL CALL:

The meeting was called to order at 7:10 p.m. by Sister Cities Committee Chair Pamela Fowler.

PRESENT: Committee Members: Pamela Fowler, Trustee Herb Porter, Frank Grant-Acquah, Jessica Ramirez

ABSENT: Committee Members: Darius Robinson, 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:

None.

4. APPROVAL OF MINUTES:

Motion by Jessica to approve meeting minutes from June 23, 2022; second by Trustee Porter. Voice vote: all ayes. No discussion. Motion carried.

5. ACTION ITEMS:

5-a. Penpal program – roll out with 2022-23 school year – Jessica was in contact with the school in Valparaiso and advised that they had recently opened. Follow up will be made after they get settled in. Trustee Porter believes that Principal Lopez will be open to the penpal program and will want to be a part of it. Chair Pamela advised that a schedule will be established for the letter exchanges and that a zoom call will be conducted as a final exchange activity at the end of the school year. Pending confirmation from Valparaiso and Hanover Park schools regarding their availability and readiness to participate, the program will kick-off with the initial letter exchange. Discussion tabled until the October.

5-b. Valparaiso update; status of Jesus Gonzales Ortega School operations; distribution of funds for 2022 scholarships; verification of designated recipient contact information – Jessica advised that

she spoke to the principal and received confirmation that it was the same principal as last year. **Katherine requested a copy of the principal's government**-issued identification card that will be needed to initiate the distribution of scholarship money from the Sister Cities **Committee's** budget. Jessica also noted that she had been informed that the length of time students will be in school is being extended with classes now running through the end of July 2023.

- 5-c. St. Ansgar – Participation at Mexican Independence event (Trustee Kemper) – Trustee Porter advised that he had talked with the Village Clerk about the St. Ansgar event taking place on Saturday, September 17. It will be a **one-day event this year, and there won't be a parade**. There was committee discussion about whether it would want to have a table at the event and if it should be manned. Trustee Porter recommended that the Sister Cities Committee have a separate table and noted that it would be a good time to recruit. Katherine asked if the committee would need to register for a table, and Trustee Porter responded that Trustee Kemper will contact St. Ansgar and coordinate for Sister Cities participation at the event. Volunteers to be determined. Katherine will assemble and package items for the Sister Cities table (tablecloth, brochure, flags) and have ready for pick up from the police department on Thursday (September 15).
- 5-d. Report on Cape Coast; travel planning for 2023 Cape Coast visit; travel budget & info packet (Frank) – **A travel information packet wasn't** available for distribution at the meeting, but Frank shared his thoughts on possible activities and logistics for the 2023 visit to Cape Coast. He noted his proposed itinerary will feature arrival in Cape Coast in time for the annual festival which begins the last weekend in August and runs through the first week of September. Frank advised of the difficulty in obtaining travel cost estimates due to the economy and increasing fuel prices. Discussion followed. Since knowing the cost is essential for planning, Jessica asked why not go for the high end on the estimate?
- Trustee Porter requested that a timeline be established wherein the proposed itinerary, hotel options and transportation costs be prepared for presentation to the committee at the October meeting so that the details can be set. Thereafter, at a separate meeting to be scheduled in November, the travel plans will be presented to outside parties interested in being a part of the **Sister Cities' travel delegation**. In addition to committee members, the travel delegation is expected to include friends, family members, persons from the community and elected officials.
- Frank commented that it would take time for him to put together a package. As part of the package, he noted that the purchase of travel insurance is required and it has to be exact. Frank commented further that he wanted to make sure the travel group stays together so as to be under his care and that of his handlers during their time in Cape Coast. This will also make it easier for the travelers to look after each other. Frank specified that for anyone wanting to go to Accra, they would have to do so on their own; and as such, they should be prepared for the cost of things to be about five times more expensive. It was agreed that obtaining the travel estimates will need to be a priority as the interested parties have to be aware of the cost to participate.
- 5-e. Open Meetings Act - verify completion of online training – Jessica confirmed that she completed the online Open Meetings Act training. The status for completion of the training by Darius – to be determined.
- 5-f. 2022 Juneteenth event expenses – Katherine believes that all approved event expenses have cleared now that reimbursements to members were completed and the payment was processed for the game rental that was charged to a credit card. It was noted that the expense for the portable toilets/washing station was initially charged to the Sister Cities budget, but the mistake is

being corrected via a journal entry by the Finance Department to reverse the charge. The **committee's** request to have the Village return money to Darius, Frank, Trustee Porter and Trustee Kemper for their in-kind donations was forwarded to the Finance Department; status pending.

6. TOWNHALL SESSION
None.

7. OLD BUSINESS (NON-ACTION ITEMS):

7-a. Recap of recent activities

- Committee members attended the Village Board meeting on July 21 when the Cape Coast 30th anniversary was recognized. Additionally, six members of the committee enjoyed dinner at Bonefish on July 28 to celebrate the anniversary.
- Chair Pamela attended Ghanafest at Washington Park on July 30. It was a nice event.
- Frank celebrated a milestone birthday on August 6.

7-b. Budget activity update

- A copy of the FY23 budget request was distributed at the meeting.
- Trustee Porter attended a Special Events Committee meeting where there was discussion about shifting the hosting of the Juneteenth event from the Sister Cities Committee to the Village. He advised that the Special Events Committee liked that the Sister Cities Committee did the Juneteenth event, and it was determined that Juneteenth would be kept as a Sister Cities event. Accordingly, \$2,200 will be added to the FY23 Sister Cities budget for hosting the Juneteenth event. With the additional funding, Trustee Porter commented that the committee **won't** have to choose and will now be able to do events for Black History Month, Juneteenth and Mexican Independence. Chair Pamela asked for clarification, wanting to know if the committee would be doing a Black History Month. Trustee Porter responded, yes, and said that it could be held at Village Hall or at the new banquet hall at Greenbrook Plaza that recently opened.

8. NEW BUSINESS (NON-ACTION ITEMS):

8-a. Upcoming event announcements

- Corks & Crafts – September 17
- **St. Ansgar's Mexican Independence event** – September 17

8-b. Agenda topics for upcoming meetings

- Penpal letter exchange roll out
- 2023 Cape Coast visit – presentation of travel packet with transportation estimates and lodging options (Frank) – October meeting
- Open Meetings Act – online training status
- Black History Month discussion - theme, date and venue

9. ADJOURNMENT

Motion by Frank to adjourn at 8:20 p.m. Second by Trustee Porter. Voice Vote: All ayes. Motion carried.

Minutes recorded and transcribed by:

Katherine Perez, Interim Staff Liaison

Pamela Fowler, Chair
Hanover Park Sister Cities Committee