



Village of Hanover Park Administration

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Village President
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James Kemper
Herb Porter
Bob Prigge
Rick Roberts
Sharmin Shahjahan

Village Manager
Juliana A. Maller

VILLAGE OF HANOVER PARK

SISTER CITIES COMMITTEE MEETING

Virtual Meeting
2121 Lake Street, Hanover Park, Illinois 60133
Tuesday, September 8, 2020

7:00 p.m.

MINUTES

1. CALL TO ORDER - ROLL CALL:

The meeting was called to order at 7:12 p.m. by Sister Cities Committee Chair Pamela Fowler.

PRESENT:	Committee Members:	Pamela Fowler, Trustee Herb Porter, Frank Grant-Acquah, Katrina Naeve, Darius Robinson (8:06)
ABSENT:	Committee Members:	Arnulfo Flores-Auxiliary, Adelaide Grant-Acquah, Gustavo Pineda-Auxiliary, Maria Pineda
ALSO PRESENT:		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 Trustee Porter to approve meeting minutes from August 11, 2020. Second by Frank. Voice vote: all ayes. No discussion. Motion carried.

5. ACTION ITEMS:

5-a. New member announcement – Congratulations to Katrina Naeve, newest member of the Sister Cities Committee, effective September 3 as appointed by Mayor Craig at the Village Board meeting. New member Darius Robinson was present at that Village Board meeting which was also attended by Chair Pamela. Darius was introduced and spoke briefly.

During the Sister Cities Committee meeting, Trustee Porter commented about 16 year-old Alexis Banuelos, who is interested in Sister Cities. Alexis had virtually attended the Sister Cities Committee meeting on August 11. Although Alexis is not old enough to be an official active

committee member, consideration can be given to designating him as a Youth Ambassador. Staff Liaison Katherine asked for clarification about whether the Youth Ambassador title is a Village designation or Sister Cities International designation and what would be the criteria for qualification. Frank noted that SCI has a Youth Ambassador program; and Trustee Porter believes that Mayor Craig is supportive of young people being involved and that Alexis should be directed to fill out the regular Village of Hanover Park committee/commission application, as a starting point. The completed application should be submitted to Chair Pamela who, in turn, **will forward the application to the Mayor's office.**

- 5-b. Penpal program status report – Trustee Porter said he would reach out to Laurel Hill to determine their interest and availability to participate. Chair Pamela asked Katrina if she would mind taking charge over the penpal program, and Katrina accepted the assignment. The penpal letter exchange program is currently inactive, but when activity resumes, Chair Pamela will work with Katrina and provide further instruction.
- 5-c. Valparaiso 10th anniversary update – Chair Pamela reported that she and Darius attended the September 3 Village Board. The proclamation was read by Mayor Craig and cupcakes were served. A congratulatory message is being displayed on the electronic sign along Barrington Road and on the reception-area monitor in the lobby at Village Hall. The other suggestions from the committee to recognize the occasion (display of floral arrangement and stand-alone sign in lobby) **didn't get implemented.**
- 5-d. Distribution of funds to schools in Valparaiso (scholarships) & Cape Coast (scholarships & general needs) – Katherine advised that the wire transfers were completed in August; the transaction details had been forwarded to the respective recipients; and confirmation of receipt of the funds is pending. Frank provided an update that the money for Hanover Park Primary School was received at the main headquarters in Accra but it **hadn't** yet been deposited at the branch office in Cape Coast. Mr. Mould will send confirmation when he receives the funds. Frank noted that Mr. Mould was also asking about the hospital painting status. Katherine noted that she had emailed Maria and Arnulfo previously, asking if they could check on the status with their Valparaiso contacts. **To date, Katherine hasn't** received a response. Chair Pamela asked Katrina if she would be interested in being over the Valparaiso team. Pamela and members of the committee will provide guidance and support to Katrina up and running. Trustee Porter commented that if Katrina was willing to come forward and take on that responsibility, it would help out tremendously.
- 5-e. Travel planning for 2022 Cape Coast visit and fundraising plans – Continued – Chair Pamela commented that she had spoken to Board Liaison Trustee Kemper at the Board meeting, and he said the committee should start fundraising in November. Chair Pamela asked for comments. Trustee Porter responded that he **doesn't have a problem** with that timing, but he also indicated **that he wasn't sure what Trustee Kemper may have had in mind because they haven't had** discussion about it. Chair Pamela plans to reach out to Trustee Kemper to determine if he will be available to participate at the Sister Cities Committee virtual meeting in November.

- 5-f. Exploration of designated account for depositing fundraising proceeds / Friends of Cape Coast 501c3 – Trustee Porter learned that a Village Committee cannot have a 501c3 designation. Chair Pamela commented that the committee would then need to take another approach. There was discussion about the Friends of Cape Coast post office box renewal, the filing required by the Secretary of State, bank signatories, and the composition of the board which currently includes members from out of state with one residing in Missouri, one in Pennsylvania and two in Arkansas. Trustee Porter recommends local people being on the board. Chair Pamela and Frank plan to meet at the bank to get her added as a signatory. Trustee Porter suggests convening virtually to further discuss the matter. Chair Pamela asked Frank about the paperwork he had previously referred to, wanting to know the volume **of the “big” file and how they could come together to review and modify it for the current needs.** Frank said the document is two or three pages, and that a meeting could be called to discuss the structure of the officers, bank signatories, and the filing with the Secretary of State.
- 5-g. Black History Month – preliminary discussion regarding theme, activity and venue – Chair Pamela urged that the committee would need to get moving on the planning for the Black History Money event. She said she had already talked to Darius about possible themes, and he was going to get back to her with some ideas. Chair Pamela asked if there were any suggestions. Trustee Porter reminded that there is still some uncertainty with not knowing **where we will be in February, and that unless we are in Phase 5, the committee wouldn’t be able to host the same type of event that has been held traditionally.** He commented further, **that pending clearance that it would be okay to proceed, there wouldn’t be anything preventing the committee from hosting an event in March or even later in the year.** Chair Pamela said that consideration could also be given to hosting something like was just done for the Valparaiso 10th anniversary. Trustee Porter suggested that the committee come up with alternative ideas and then come to a consensus. He threw out the idea of changing it up and possibly planning to host **something on Juneteenth with the expectation that we’ll be back to normal operations by June 2021.** That idea was met with approval by Frank, Katrina and Chair Pamela; and when Darius joined the call, Chair Pamela brought him up to speed about pushing back the date to June for hosting a special event. Pamela inquired about theme ideas from Darius, and he indicated he would further formulate a possible theme but that he was thinking along the lines of something to do with perseverance in light the virus and reflection upon the current state of affairs. Chair Pamela said that the matter would be further discussed at the October meeting.
- 5-h. FY21 budget submittal – Katherine noted that the Village budget review process was underway with meetings and workshops to take place over the next couple months and approval of the final budget in December. Frank requested the artwork for the Village logo so that it could be sent to Cape Coast, and he inquired about the status of funds for the proposed work at the school and hospital in Cape Coast. Katherine confirmed that the **committee’s request to spend unused 2020 budget money—to pay for the proposed work within the current year—had been turned in with the 2021 budget request submittal packet.** There was discussion about the **committee’s** desire for there to be quick, forward movement to complete and pay for the work now so that the money **doesn’t get** left on the table or swallowed up and go back to some general fund. Trustee Porter said that the urgency of the matter needs to be expressed. It was

suggested that Pamela, as Committee Chair, may wish to consider speaking with someone through the chain of command, to reiterate the urgency and to illustrate the purposeful use of the money. Katherine said that a follow-up memo from the Chair could also be prepared, to highlight the request for a quick response. She noted that if there were any additional supportive photos available, they could be included as an attachment to the memo.

- 5-i. Illinois Sister City of the Year Award – committee input to complete application – The deadline for submitting an application is September 20, and Chair Pamela requested that it be finalized by September 15 so that there would be time to review and gather signatures. There was discussion **about the Committee’s accomplishments and successes over the past two years.** It was determined that the application will showcase the Black History Month events; travel delegation to Cape Coast; and the welcome reception held for the university students from Zacatecas. Chair Pamela will work with Katherine to develop application content.

6. TOWNHALL SESSION

There was no townhall session, but Chair Pamela took the opportunity to remind the committee members to please stay on topic when responding to emails. Doing so saves time and makes it easier to go back search for information when it is needed. **Katherine noted that it’s best to use the sistercities@hpil.org** email address to contact her; however, she also advised that due to the way OUTLOOK is set up, the meeting notices/agendas she distributes will show as coming from her personal Village email account (kperez@hpil.org). Apologies for the confusion in that regard.

7. OLD BUSINESS (NON-ACTION ITEMS):

7-a. Recap of recent activities

- Recognition of Valparaiso 10th Anniversary at Village Board meeting – 9/3/2020

7-b. Budget activity update – Nothing to report since payments for wire transfers in August..

8. NEW BUSINESS (NON-ACTION ITEMS):

8-a. Upcoming event announcements

- Global Conversation conference call on September 9. Zoom call. Chair Pamela, Trustee Porter and Frank will try to participate
- SCI Africa Region – Ghana Information Sharing Session on September 15.

8-b. Agenda topics for upcoming meetings

- Perseverance / BHM Event

9. ADJOURNMENT

Motion by Pamela to adjourn at 8:49 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

