

1. 11:30 A.M. Special Events Committee Agenda Packet

Documents:

[18-0606 SPECIAL EVENTS COMMITTEE SPECIAL MEETING AGENDA  
PACKET.PDF](#)



# 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](http://hpil.org)

**Village President**  
Rodney S. Craig

**Village Clerk**  
Eira Corral Sepúlveda

**Trustees**  
James Kemper  
Jon Kunkel  
Herb Porter  
Bob Prigge  
Rick Roberts  
Sharmin Shahjahan

**Village Manager**  
Juliana A. Maller

## **SPECIAL EVENTS COMMITTEE** Hanover Park Village Hall, 2121 Lake Street, Room 212

Wednesday, June 6, 2018  
11:30 a.m.

### AGENDA

1. CALL TO ORDER – ROLL CALL
2. ACCEPTANCE OF AGENDA
3. PRESENTATIONS/REPORTS
4. APPROVAL OF MINUTES-
  - 4a. April 4- (SS,SC,LR,MKP)
  - 4b. April 18- (SS,HP,LR)
  - 4c. May 2- (HP,SS,MKP)
  - 4d. May 9- (SS, MKP,LR)
5. ACTION ITEMS- none
6. TOWNHALL SESSION-
7. NEW BUSINESS-
  - 7a. Candy
  - 7b. ADA issues
8. OLD BUSINESS
  - 8a. Hanover Park Reads
  - 8b. 60<sup>th</sup> Anniversary Events
    - Hanover Park Family Fest
    - Need Food Vendors
    - BINGO
    - Schedule for Family Fest
    - Grupo Folklorico Quetel
    - Movies in the Park

- Pedal the Preserve
- COPS Day and Movie in the Park
- Corks & Crafts

9. ADJOURNMENT



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## **SPECIAL EVENTS COMMITTEE** Hanover Park Village Hall, 2121 Lake Street, Room 212

Wednesday, April 4th, 2018  
11:30 a.m.

### **MEETING MINUTES**

1. **CALL TO ORDER – ROLL CALL** – *Trustee Shahjahan called the meeting to order at 1135am. Present were Sherry Craig, Trustee Shahjahan and Laura Reilly. Mary Kay Prusnick arrived at 1145. Also attending the meeting were Officer Sullivan, Officer Pini and Tricia Rossi.*
2. **ACCEPTANCE OF AGENDA**- *A motion to accept the agenda was made by Sherry Craig and seconded by Laura Reilly. All were in favor.*
3. **PRESENTATIONS/REPORTS**- *no report*
4. **APPROVAL OF MINUTES**-
  - **February 21<sup>st</sup> Special Meeting Minutes**- *A motion to approve the February 21<sup>st</sup> minutes was made by Sherry Craig and seconded by Mary Kay Prusnick. All were in favor.*
  - **March 21<sup>st</sup> Meeting Minutes**- *These minutes could not be approved due to lack of quorum.*
5. **ACTION ITEMS**- *no report*
6. **TOWNHALL SESSION**- *no report*
7. **NEW BUSINESS**- *no report*
8. **OLD BUSINESS**
  - 8a. **60<sup>th</sup> Anniversary Events**
    - **Pedal the Preserve**- *Officer Sullivan recapped the event and a promotional video was discussed in which Officer Sullivan would assist Mayor Craig in registering his bike as it would be done at the event.*
    - **Movie in the Park**- *Tricia Rossi stated the Park District will sell glow sticks at*

*all the movie events and pop corn at the Cops Day event. Officer Sullivan is arranging a popcorn vendor for the other two movie events.*

- **Aug 10 Cops Day & Movie in the Park-** *no report*
- **Aug 11 HP60 Family Festival-** *A discussion was had on the DJ to be used for the 11-3pm timeframe. Laura Reilly presented information on a recommended DJ who also will bring dancers. The committee was favorable to the DJ and committee members will review information on the DJ for the next meeting. The DJ also has a photo booth available that will be take photos of attendees for no charge to them. The photo will have the village logo on it. Sherry Craig is contacting the VFW regarding operating the BINGO tent.*
- **Corks & Craft-** *DVM Webb recapped the event to date and music was discussed. Discussion was had on having local music students perform the music at the event versus having professional, hired musicians perform. Trustee Shahjahan will research local musicians who might perform and bring it back to the committee.*
- **Advertising Strategy for 60<sup>th</sup> Events-** *cultural newspapers, free newspapers, posters in stores, insert in Hi-Lighter, intergovernmental newspapers, promotion during sporting events, school flyers, bus stop – Discussion was had on advertising our events and the different avenues on how to do it. New promotional ideas such as the app Meet-Up were discussed.*

**8b. Reading Initiative-** *Trustee Shahjahan recapped the Principal's Lunch presentation of the reading initiative and the committee discussed the progress of it. Mary Kay Prusnick stated she would partner with Trustee Porter to visit Scholastic Books about sponsorship. Laura Reilly left the meeting at 12:30pm.*

9. **ADJOURNMENT-** *A motion to adjourn was made at 1255 by Sherry Craig and seconded by Mary Kay Prusnick. All were in favor.*



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## **SPECIAL EVENTS COMMITTEE** Hanover Park Village Hall, 2121 Lake Street, Room 212

**Wednesday, April 18th, 2018**  
**11:30 a.m.**

### **MINUTES**

1. **CALL TO ORDER** – Meeting Called to Order at 11:30 am

**ROLL CALL- Trustee Sharmin Shahjahan**

Trustee Herb Porter

Laura Reilly

Gail Tobin - Branch Manager Schaumburg Township Library

Amber Creeger (KidsZone Director, Schaumburg Township Library)

Monica Harris - Library Director, Schaumburg Township Library

Absent: Sherri Craig, Mary Kay, David Webb

2. **ACCEPTANCE OF AGENDA-** Motion to Accept Agenda: Sharmin Shahjahan

2nd: Laura Reilly

All Ayes

3. **PRESENTATIONS/REPORTS-** no report

4. **APPROVAL OF MINUTES-** no minutes to approve

5. **ACTION ITEMS-** no action items

6. **TOWNHALL SESSION-** no townhall session

7. **NEW BUSINESS-** no new business

8. **OLD BUSINESS**

**8a. Reading Initiative-** Schaumburg Reading program runs from June 1 - August 12

Discussions on Read Aloud "Dear Primo" and related activities administered by the

Libraries to be held on Saturday, August 11th. Potential certificate distribution for reading program completion also discussed.

Activities discussed were: Partnering with Sister Cities to get post cards from Valparaiso elementary school children and having HP children respond to those post cards Or write a letter / post card to others. Also, creating their own 5 acts of kindness/write about experience.

Trustee Porter raised the question of the ability of non Hanover Park residents to participate. It was agreed that all who wanted to participate would regardless of residence particularly because many non resident kids attend Hanover Park schools.

Gail Tobin agreed to be our liaison to both Schaumburg Township & Poplar Creek Libraries. Schaumburg Township Library ordered extra copies of Dear Primo and has ample Wonder books.

Schaumburg Township library explained their reading program and incorporating our two books will easily fit in. They discussed potential inserts that provide additional incentives specifically for Hanover Park Reads participants like punch card in exchange for coupon to get ice cream, etc.

The following timeline was discussed and agreed upon:

May 1: Gail Tobin will send us a draft of activities the two library districts agreed to.

May 2: Both libraries will have representatives at Special Events Meeting. Committee will discuss flyer and activities and make final recommendations.

May 9: A special meeting was requested to be held at 11 am to finalize Hanover Park Reads initiative and roll out

Roll out strategy: Create flyer for all elementary school students to take home Last two weeks of school (last two weeks of May) -- Special Events Committee members go to each of the 11 schools to share the program and empower the kids to read.

June 2nd: Schaumburg Township Library kicks off Reading Program

Book access was discussed: Pop-up libraries throughout village, day care, park district. Will look into e-books and downloadable books for children who may not be able to access physical library.

9. **ADJOURNMENT-** Motion to Adjourn made by Laura Reilly at 12:15 pm and seconded by Trustee Sharmin Shahjahan  
All Ayes.

**Minutes taken by Trustee Sharmin Shahjahan.**





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## **SPECIAL EVENTS COMMITTEE** Hanover Park Village Hall, 2121 Lake Street, Room 212

**Wednesday, May 2, 2018**  
**11:30 a.m.**

### **MINUTES**

1. **CALL TO ORDER** – *The meeting was called to order at 11:41am. ROLL CALL- Present- Trustee Herb Porter, Trustee Sharmin Shahjahan, Mary Kay Prusnick. Absent- Sherry Craig, Laura Reilly. In attendance for the meeting was Amber Kreger, Youth Department Director for Schaumburg Township; Elizabeth Dreman, Children’s Services Director for Poplar Creek Library; Gail Tobin, Hanover Park Branch Manager from Schaumburg Township District Library; Tricia Rossi, Officer Pini and Officer Sullivan from Hanover Park Police Department. Village Manager Maller joined the meeting at 12:00pm.*
2. **ACCEPTANCE OF AGENDA-** *The motion was made by Trustee Shahjahan to accept the agenda and seconded by Mary Kay Prusnick. All were in favor.*
3. **PRESENTATIONS/REPORTS-** *no report*
4. **APPROVAL OF MINUTES-** *No minutes were approved due to attendance restraints on the ability to approve minutes.*
5. **ACTION ITEMS-** *no report*
6. **TOWNHALL SESSION-** *no report*
7. **NEW BUSINESS-** *no new business*
8. **OLD BUSINESS**
  - 8a. **Reading Initiative-** *The coordination of the reading initiative was discussed at length with the input from the Library and Township representatives present. As part of the reading initiative, Dear Primo, will be read at the Family Fest and promoted. It was decided that a special meeting would be needed on May 9<sup>th</sup> to finalize planning of the initiative. A schedule for visits to the schools to promote the*



initiative was discussed with Mary Kay Prusnick visiting Einstein, Elsie Johnson; Sherry Craig will visit Hanover Highland; Trustee Porter visiting Ontarioville, Laurel Hill and Parkwood; Trustee Shahjahan visiting Horizon, Greenbrook and Al-Huda; Laura Reilly visiting Fox.

**8b. 60<sup>th</sup> Anniversary Events**

- **Pedal the Preserve-** Officer Sullivan provided a status on the event. The route for event was driven by staff and will work out well within the timeframe of the event. Hydration was discussed. The route is short for a bike ride however ample water will be supplied. Officer Sullivan stated an advisory announcement will be made prior to the bike ride portion of the event detailing the route, encouraging hydration and other details for riders for the event. A drawstring bag will be looked at to give attendees to carry water and other items. Officer Sullivan will talk to FD to see if they can provide the bag for the event.
- **Movies in the Park-** Tricia Rossi provided an update that the movie company we contract with has been sold to another individual. She was informed all our agreements are in force and there should be no change in service. She will do repeated status checks with the new company to ensure the events will not change.
- **COPS Day and Movie in the Park-** COPS Day planning is on schedule. A flier for COPS Day was requested by May 24 so it can be distributed to all the schools prior to school letting out. DVM Webb will work with a5 Branding and Digital to get the flier completed.
- **Hanover Park Family Fest-** DVM Webb stated he is finalizing the DJ and dancers for the event. Attorney Paul made changes to the contract and he is working with the company to finalize the contract. The stage from COPS Day will be moved over to be used by the DJ and dancers.
- **Corks & Crafts-** DVM Webb gave a status on the event. Kitty Weiner is still working on vendors for wine and beer. To date we have only one application. VM Maller and DVM Webb had a conference call with her to see what we can do to get more interest. Weiner stated she is not worried yet. She is getting feedback that many vendors are already committed, are leery of new, unproven events and that it is early still for a September event. Weiner is working with Anita Kamorski to bring in art vendors for the craft booths. The music for the event was discussed. VM Maller relayed we are looking for upbeat, fun band that will be a draw on their own and bring people to the event. DMV Webb has a contract with a professional vendor to provide the paint and sip for the event. The contract allows for an additional session if pre-registration shows a lot of interest. A paint and sip on wood canvass was discussed as a possible alternative for the second session if needed.

9. **ADJOURNMENT-** The motion was made by Mary Kay Prusnick to adjourn the meeting. The motion was seconded by Trustee Shahjahan. All were in favor.



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### **SPECIAL EVENTS COMMITTEE** Hanover Park Village Hall, 2121 Lake Street, Room 212

Wednesday, May 9, 2018  
11:30 a.m.

#### **SPECIAL MEETING MINUTES**

1. **CALL TO ORDER – ROLL CALL** *The meeting was called to order at 1131am. Present: Trustee Shahjahan, Mary Kay Prusnick and Laura Reilly Absent: Trustee Porter and Sherry Craig. Present for the meeting was Gail Tobin and Amber Kreger from Schaumburg Township Library*
2. **ACCEPTANCE OF AGENDA-** *A motion was made by Mary Kay Prusnick to accept the agenda and was seconded by Laura Reilly. All were in favor.*
3. **PRESENTATIONS/REPORTS-** **no new presentations on this agenda**
4. **APPROVAL OF MINUTES-** **no minutes for approval on this agenda**
5. **ACTION ITEMS-** *no action items on this agenda*
6. **TOWNHALL SESSION-** *no one present for townhall session*
7. **NEW BUSINESS-** **no new business on this agenda**
8. **OLD BUSINESS**  
**8a. Reading Initiative-** *The committee had a discussion on the flyer for the reading initiative. The initiative has been named "Hanover Park Reads." Discussion was had on finalizing the design of the flyer and translating it into Spanish. Committee members will schedule their own visits to the schools to promote the initiative. The reading of Dear Primo at the Family Fest will be at 1pm and Amber Kreger and Gail Tobin will get pricing on both the reading initiative books. The Village will purchase, within budget, copies of the books to give out at the Family Fest. The library will bring their "Pop-Up Library" to support the initiative at the Family Fest.*
9. **ADJOURNMENT-** *A motion was made by Mary Kay Prusnick to adjourn the meeting at 1201pm and was seconded by Laura Reilly. All were in favor.*



### Children's Activities

11-3pm- Face Painter

11-3pm- Airbrush Face Painter

11-3pm- DJ and Interactive Dancers

11-3pm- "Pop-up Library" tent

12pm-3pm- Roving Magician

1pm to 1:30pm "Hanover Park Reads" children's reading initiative "Pop-up Library" tent

1pm-4pm- Balloon Artist

3pm-7pm- Face Painter

11-7pm- Giant Slide

11-7pm- Bouncy House

11-4pm- Petting Zoo

11-6pm- Photo Booth

### Music

3-4:30pm- RICO!

5:15-7:15pm- Modern Day Romeos

8pm-10pm- 7<sup>th</sup> Heaven

### Hanover Park Lions Beer Garden

Staffed by the Hanover Park Lions Club, the beer garden is open until the conclusion of the musical entertainment

### Food Tents

All the food tents open at 11am and are open until the conclusion of the musical entertainment

### Hanover Park Local Business Expo-- 12-4pm

The Hanover Park C.O.N.E.C.T Committee is sponsoring a large tent with 30 exhibitor spaces available to connect businesses with the people they serve.

### 60<sup>th</sup> Anniversary 1950's Car Show-- 11-2:30pm

Hanover Park incorporated as a Village in 1958. Come check out the cars of that era and other classic cars from 11am to 2:30pm.

### BINGO- ????

Still finalizing Bingo times

### Village of Hanover Park tent- 11am-10pm

The Committees and Commissions of Hanover Park and other area resources will be on-site to give out information to attendees. Pick up some 60<sup>th</sup> Anniversary "swag" and sign up to receive communications from the Village.

