

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

Documents:

[18-0627 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

hpi.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 27, 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)
 - 4d. May 9- (SS, MKP,LR)
 - 4c. June 6- (HP,MKP,LR,SS)
5. **ACTION ITEMS- none**
6. **TOWNHALL SESSION-**
7. **NEW BUSINESS-**
8. **OLD BUSINESS**
 - 8a. Hanover Park Reads
 - 8b. 60th 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**
- 8c. Parade Candy**

9. ADJOURNMENT



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

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

MINUTES

1. **CALL TO ORDER – ROLL CALL-** *The meeting was called to order at 1142am by Trustee Shahjahan. Present: Mary Kay Prusnick, Laura Reilly, Trustee Shahjahan. Absent: Sherry Craig. Trustee Porter arrived at the meeting a 1150am.*
2. **ACCEPTANCE OF AGENDA-** *A motion was made by Laura Reilly to accept the agenda and was seconded by Mary Kay Prusnick. All were in favor.*
3. **PRESENTATIONS/REPORTS-** none
4. **APPROVAL OF MINUTES-**
 - 4a. **April 4- (SS,SC,LR,MKP)-** *A motion was made by Mary Kay Prusnick and second by Laura Reilly to approve the minutes. All were in favor.*
 - 4b. **April 18- (SS,HP,LR)-** *Minutes not approved due to voting quorum on these minutes.*
 - 4c. **May 2- (HP,SS,MKP)-** *Minutes not approved due to voting quorum on these minutes.*
 - 4d. **May 9- (SS, MKP,LR)-** *A motion was made by Mary Kay Prusnick and second by Laura Reilly to approve the minutes. All were in favor.*
5. **ACTION ITEMS-** none
6. **TOWNHALL SESSION-** *Nicole Cox from the Park District spoke on all the preparations and activities that will take place at the Movie in the Park at East Harbor Park.*
7. **NEW BUSINESS-**
 - 7a. **Candy-** *Trustee Porter reminded the committee that it is the committee's responsibility to purchase candy for the upcoming parades. DVM Webb stated the budget for candy was approximately \$1,000. Discussion was had on where to*

purchase bulk candy and what type of candy to buy. DVM Webb was authorized to purchase any of the following: Starburst, Sweet Tarts, Bubble Gum, Bullseyes.

Discussion was had on what specific parades

7b. ADA issues- *Trustee Shahjahan inquired into the accessibility of our events. Officer Sullivan related that handicapped parking is available as well as he will secure an area during the Movie in the Park for ease of use in the park area for handicapped and wheel chair bound people. All other access would be regular park access. DVM Webb related that the Village orders ADA compliant port-o-potties for the events.*

8. OLD BUSINESS

8a. Hanover Park Reads- *The program has started and has been promoted. All committee members have visited and talked to their assigned schools.*

8b. 60th Anniversary Events

- **Hanover Park Family Fest**
- **Need Food Vendors-** *A discussion was had on the need for vendors and to begin looking outside of Hanover Park as needed.*
- **BINGO-** *DVM Webb related that Sherry Craig had contacted him before the meeting and stated that Mission Church is now interested in doing BINGO. She gave them his information and will be contacting him. Several other organizations have turned down hosting BINGO. DVM Webb stated the advertising is going out listing BINGO as an activity at the Family Fest.*
- **Schedule for Family Fest-** *The schedule was reviewed by the committee and no changes were made other than providing for Grupo Folklorico Quetel perform. Trustee Porter stated he is still looking to see about having a 1985 Chicago Bear do an appearance at the event.*
- **Grupo Folklorico Quetel-** *DVM Webb spoke on having the group perform at the event. The committee agreed that they are a good addition to the event.*
- **Movies in the Park-** *The details for Movie in the Park were reviewed by Officer Sullivan, Officer Pini and Tricia Rossi.*
- **Pedal the Preserve-** *A quick review of Pedal the Preserve was done by Officer Sullivan. PD will have the Tanglewood Association send out the event information. Volunteers are needed for this event and other events.*
- **COPS Day and Movie in the Park-** *No report on COPS Day.*
- **Corks & Crafts-** *No report on Corks & Crafts.*

9. ADJOURNMENT- *A discussion was had on the next available Special Events Committee meeting because the next meeting is on a holiday. DVM Webb explained the next meeting was already scheduled at July 11. It was decided to cancel the July 11th regular meeting due members being unavailable for the meeting. It was decided that a June 27th meeting would be replace that meeting. A motion was made by Trustee Porter to adjourn the meeting and seconded by Laura Reilly. 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 9th 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. 60th 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.