



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, August 1st, 2018
11:30 a.m.

AGENDA

1. **CALL TO ORDER – ROLL CALL**
2. **ACCEPTANCE OF AGENDA**
3. **PRESENTATIONS/REPORTS**
4. **APPROVAL OF MINUTES-**
 - 4a. May 9- (SS, MKP,LR)
 - 4b. June 6- (HP,MKP,LR,SS)
 - 4c. June 27- (MKP, LR, SC)
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
 - Food Vendors
 - BINGO
 - 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, 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.*



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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, June 27, 2018

11:30 a.m.

MINUTES

1. **CALL TO ORDER – ROLL CALL-** *The meeting was called to order at 1132am by Mary Kay Prusnick. Present: Mary Kay Prusnick, Laura Reilly and Sherry Craig. Absent: Trustee Herb Porter, Trustee Shahjahan Also present for the meeting were Tricia Rossi, Officer Pini and Lt. Sherrill*
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**
4. **APPROVAL OF MINUTES-**
 - 4a. **April 18- (SS,SC,LR,MKP)-** *A motion to approve the minutes of April 18th was made by Sherry Craig and seconded by Laura Reilly. All were favor. Note a typo error on the agenda stated April 4th however the April 18 were distributed for review and approval.*
 - 4d. **May 9- (SS, MKP,LR)-** *No voting quorum for these minutes*
 - 4c. **June 6- (HP,MKP,LR,SS)-** *No voting quorum for these minutes*
5. **ACTION ITEMS-** None
6. **TOWNHALL SESSION-**None
7. **NEW BUSINESS-** No new business
8. **OLD BUSINESS**
 - 8a. **Hanover Park Reads-** *Discussion was had on the program status. One thing that was noted was that it did not appear that the flyer had been predominately posted at the Library. DVM Webb stated he would contact the Library.*
 - 8b. **60th Anniversary Events-**

- **Hanover Park Family Fest**
- **Need Food Vendors-** *DVM Webb related that there were only a couple of vendors signed up to date. Discussion was had on notifying several vendors and committee members would contact businesses themselves.*
- **BINGO-** *DVM Webb had not heard from Mission Church to date. Sherry Craig would get a contact at the church and forward the info to DVM Webb.*
- **Schedule for Family Fest-** *No changes at this time to the posted schedule.*
- **Grupo Folklorico Quetel-** *The dancers are booked for the Family Fest.*
- **Movies in the Park-** *All preparations are for the next movie in the park. The Library will be brining there "Pop Up Library" to the event.*
- **Pedal the Preserve-** *Discussion was had on the event. It was noted that it was a very well-done event, but attendance was low. Discussion was had on what could have been done to improve the attendance should the event be considered for next year.*
- **COPS Day and Movie in the Park-** *All preparations are for COPS Day and Movie in the Park.*
- **Corks & Crafts- Vendors are still needed for Corks & Crafts.** *The bands are being finalized as well as the flyer for the event.*

8c. Parade Candy- *The first round of parade candy has been purchased for the 4th of July parade. The remaining candy from the previous purchase will be used as well for the event. The need for candy management was discussed.*

- 9. ADJOURNMENT-** *A motion to adjourn was made by Sherry Craig and seconded by Laura Reilly. All were in favor. Meeting adjourned at 1235pm.*