



Village of Hanover Park Administration

Municipal Building
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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. Mallier

VILLAGE OF HANOVER PARK SISTER CITIES COMMITTEE Committee of the Whole Meeting

Hanover Park Municipal Complex – Room 212
2121 Lake Street - Hanover Park, IL 60133
Tuesday, April 17, 2018
7:00 p.m.

MINUTES

1. CALL TO ORDER - ROLL CALL:

The meeting was called to order at 7:13 p.m. by Sister Cities Committee Member Frank Grant-Acquah who volunteered to chair this meeting.

PRESENT: Committee Trustee Herb Porter, Arnulfo Flores (arrived 7:30), Frank
Members: Grant-Acquah, Pamela Fowler, Maria Pineda
ABSENT: Committee Adelaide Grant-Acquah, Linda McCance Packham
Members: (alternate), Gustavo Pineda, Mary Harrison (alternate)
ALSO PRESENT: Staff Liaison Katherine Perez

2. ACCEPTANCE OF AGENDA:

Motion by Trustee Porter to accept agenda. Second by Pamela. Voice Vote: All ayes. Motion carried.

3. PRESENTATIONS/REPORTS:

None.

4. APPROVAL OF MINUTES:

Motion made by Pamela to approve minutes of November 7, 2017 and January 9, 2018 (no quorum). Second by Trustee Porter. Voice vote: all ayes. No discussion. Motion carried.

5. ACTION ITEMS

5-a. Sister Cities participation at Kids at Hope Resource Fair (Park District, April 21 – Information table hosted by Trustee Porter & Mary Harrison (set up at 9:00 a.m. & event from 10:00 a.m. to 1:00 p.m.) - Trustee Porter confirmed that he will be at the event and staff the Sister Cities Committee information table. Frank said that he will also attend the resource fair to assist at the table. Katherine will arrange to have a delivery of brochures and copies of an excerpt from the Hi-Lighter featuring the Sister Cities Committee dropped off at the Sister Cities table the morning of the event. There was discussion about getting a Sister Cities tablecloth to have for use during events and activities. During the Kids at Hope fair, Trustee Porter will take photos of some

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- tablecloth design examples to email to Pamela who offered to do research with a possible tablecloth vendor she knows who does excellent work. Pamela will report back with information on pricing, material, etc. Katherine will forward existing Sister Cities-related artwork to Pamela so it's available for her discussion with the tablecloth vendor.
- 5-b. Determine possible interest / level of participation at Bartlett's Global Art Festival – Maria pointed out that the event dates are June 23 & 24, 2018, and *not* June 24 & 25 as had been previously communicated. Due to schedule conflicts, the Sister Cities Committee will not participate at the 2018 Bartlett's Global Art Festival. It was noted that the Village of Hanover is also hosting one of its signature 60th Anniversary events on Saturday morning, June 23 (Pedal the Preserve/Bike Rodeo).
- 5-c. Sister Cities participation at Hanover Park 60th Anniversary Family Fest – Volunteers need to host information table (August 10 & 11) – The Sister Cities table will feature a photo display and brochures. Volunteers will be needed to staff the table both days. Katherine will create a schedule and circulate it via email so that members can sign up in advance and commit to the hours they will host the table. The advance sign-up schedule will ensure coverage at the table.
- 5-d. Preparation and documentation of donated athletic equipment for transfer to Valparaiso – Trustee Porter advised that the catcher and batter helmets, chest protectors and knee pads need to be inventoried. Presently this equipment is packed in duffel bags and being stored by Trustee Porter. Now that the weather had improved, it will be possible to spread out the equipment on his patio to conduct an inventory and create the required itemized list that must be provided as documentation prior to transport to Valparaiso. Trustee Porter will obtain a letter from Hanover Park Little League stating that the equipment is a donation.. The letter and itemized list are required before the equipment can be sent to Valparaiso. Arnulfo will assist with the inventory and help coordinate arrangements for the transportation.
- 6. TOWNHALL SESSION:**
None.
- 7. OLD BUSINESS (NON-ACTION ITEMS):**
7-a. Status of shipment of athletic equipment. See above.
- 8. NEW BUSINESS (NON-ACTION ITEMS):**
8-a. Recap of recent activities – Frank has just returned from an extended stay in Ghana while tending to a family matter. While in Cape Coast, he attempted to meet with two students from Indiana who were also visiting Cape Coast at the time to oversee a school building project. Unfortunately, a meeting wasn't possible, but the students were provided with contact information for future communication.
- 8-b. Recap of Illinois State Sister Cities Conference – Maria, Gustavo, Trustee Kemper and Mrs. Kemper attended the conference in Springfield, April 6 & 7. Maria noted that attendance overall was low with only 24 participants. The location of the 2019 conference is unknown. There was discussion about exploring the possibility of reaching out to Roselle. Frank has been invited to their meetings in the past, and he noted that they have a successful student exchange program, which is a big advantage.

8-c. Upcoming events

- The Sister Cities International Conference will take place in Aurora, Colorado in August with core meeting dates of August 2-4, 2018 and pre- and post- conference activities as well. The approved budget allows for the registration fee to be paid by the Village for two members (up to \$550 each) to attend the SCI Conference. There was discussion about participation at the SCI conference and committee member availability to attend given that the Village covers only the conference registration fee and not any of the other related expenses. Member schedule conflicts were discussed along with the fact that there presently are fewer members on the committee. Frank volunteered to attend and said that he would register in time to get the early-bird discounted rate and then will submit a receipt for reimbursement. Pamela said that she would also attend the SCI conference and will go online to register.
- 2019 Budget Planning – The proposed 2019 budget request will need to be finalized in early July. Therefore, beforehand and also during the May and June meetings, members are to be prepared to discuss their ideas and suggestions for the 2019 budget (including cost estimates) so that recommendations can be set forth for inclusion in the budget request. Something to keep in mind is that during prior years, there haven't been line items in the Sister Cities Committee budget for special events. In 2017, expenses related to these activities were underwritten by the Friends of Cape Coast 501(c)3 which contributed \$1,493.70 for the Black History Month event and \$2,550.79 for the Hanover Park-Cape Coast 25th Anniversary celebration. If any special events are planned for 2019, consideration would need to be given to adding a line item or scaling back on the type of event that is hosted.

9. ADJOURNMENT

Motion by Pamela 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

Francis Grant-Acquah
Acting Chair for Meeting of April 17, 2018
Hanover Park Sister Cities Committee Member