



Village of Hanover Park Administration

Municipal Building
2121 West Lake Street, Hanover Park, IL 60133
630-823-5600 tel 630-823-5555 fax

hpiil.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 Cape Coast Sub Committee Meeting

Hanover Park Municipal Complex – Room 123
2121 Lake Street – Hanover Park, Illinois 60133
Tuesday, May 8, 2018
7:00 p.m.

MINUTES

1. CALL TO ORDER - ROLL CALL:

The meeting was called to order at 7:30 p.m. by Sister Cities Committee Member Pamela Fowler who volunteered to chair this meeting. Guests Julie Holloway and Darnell Holloway were welcomed to the meeting and introductions were made.

PRESENT: Committee Members: Pamela Fowler, Frank Grant-Acquah, Mary Harrison-alternate (arrived 7:29 p.m.)

ABSENT: Committee Members: Trustee Herb Porter, Adelaide Grant-Acquah

ALSO PRESENT: Staff Liaison Katherine Perez
Guest Julie Holloway & Guest Darnell Holloway

2. ACCEPTANCE OF AGENDA:

Motion by Frank to accept agenda. Second by Mary. Voice Vote: All ayes. Motion carried.

3. PRESENTATIONS/REPORTS:

None.

4. APPROVAL OF MINUTES:

Motion made by Frank to approve meeting minutes of February 6, 2018. Second by Mary. Voice vote: all ayes. No discussion. Motion carried.

5. ACTION ITEMS

5-a. Black History Month – 2018 recap & 2019 planning – The successes of the 2018 Black History Month event were reviewed: community leaders participated in the program; the event was well attended; and the venue, logistics and menu selection were excellent. If the Sisters Cities Committee decides to host a Black History Month event in 2019, many questions need answered now, specifically, the type of event to be held and how it will be funded. Long-range planning is imperative, research will be required and a fully engaged organizing team will need to be in place from start to finish. It was noted that there hasn't been a line item in previous Sister Cities Committee budgets for any of the past Black History Month events hosted by the Sister Cities Committee.

Rather, funding has been provided through private donations and contributions from the Friends of Cape Coast. For the 2017 BHM event, the Village and the Cultural Inclusion & Diversity Committee contributed some money to help subsidize the speaker honorarium. If it's determined that the Sister Cities Committee will again host an event in 2019, either it will need to be a scaled-down affair; or if the event is to fall along the lines of what has been done in the past, funds will be required for the purchase of food, refreshments, paper goods/utensils, decorations, printing, honorarium expense, the purchase of gifts for the door prize drawings as well as any additional related expenses.

Mary suggested that consideration could be given to hosting a dinner theatre production, and there was discussion about possible venues. The Amor banquet facility in Streamwood is now open, and Mary said that she would contact Amor for pricing information and report back. Evangel Church was also suggested as a possible venue.

- 5-b. 2019 budget discussion – Katherine advised that per instructions from Village Administration, the 2019 budgets are to remain flat with no increases. In addition to the earlier discussion during the meeting about possibly hosting a Black History Month event in 2019, members also discussed some other activities that would have a financial impact.

Although some members of the committee are interested in the possible formation of a youth ambassador program, it's recognized that great deal of research would need to be completed before it would be practical to forward a proposal to the Village board. It was noted that the cost of the 2019 state conference registration fee would be difficult to determine, at this time, since the venue and program have not been set. Frank commented that he has been in contact with the Roselle Sister Cities organization, and consideration is being given to organizing a regional conference.

A file pocket of preliminary budget information was distributed during the meeting, and members were requested to bring the file pocket to all upcoming meetings as budget planning discussions continue. Members were encouraged to supplement the file pocket with their own budget notes, ideas and research to facilitate future budget discussions. The final 2019 budget request documents will be drafted by Katherine based upon member input obtained during committee meetings and/or workshops, and via email, if follow-up information is needed. The final budget documents to be submitted to the Village Manager's office and the Finance Department are due in mid-July.

- 5-c. Verification of receiver/contact person at Hanover Park Primary School for scholarship distribution in 3rd quarter – Frank confirmed that Mr. Ato Mould is the the designated recipient at Hanover Park Primary School in Cape Coast, and he is authorized to receive the funds for scholarships (\$1,000) and general needs (\$500) that will be distributed in the third quarter.

6. TOWNHALL SESSION:

Guests Julie Holloway and Darnell Holloway commented that Trustee Porter has extended invitations to them to attend Sister Cities Committee meetings to learn more about its activities.

in Cape Coast and Valparaiso. Julie works at Laurel Hill School and she operates a graphic design business with her husband, Darnell. They have two children attending schools in Hanover Park and Bartlett, and the whole family is very active in the community.

7. OLD BUSINESS (NON-ACTION ITEMS):

None.

8. NEW BUSINESS (NON-ACTION ITEMS):

- 8-a. Recap of recent activities – Frank advised that he and Trustee Porter participated at the Kids at Hope Resource Fair. They hosted an information table and distributed brochures which were well received.
- 8-b. Upcoming events – Frank will attend Ghanafest in Chicago in July, and he will represent the committee at the SCI Conference in Colorado in August

9. ADJOURNMENT

Motion by Frank to adjourn at 8:59 p.m. Second by Mary. Voice Vote: All ayes. Motion carried.

Minutes recorded and transcribed by:

Katherine Perez, Interim Staff Liaison

Pamela Fowler
Acting Chair for Meeting of May 8, 2018
Member, Hanover Park Sister Cities Committee