



# 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 Committee of the Whole Meeting

Hanover Park Municipal Complex – Room 123  
2121 Lake Street - Hanover Park, IL 60133  
Monday, July 9, 2018  
7:00 p.m.

### MINUTES

#### 1. CALL TO ORDER - ROLL CALL:

The meeting was called to order at 7:10 by Sister Cities Committee Member Frank Grant-Acquah who volunteered to chair this meeting.

PRESENT: Committee Members: Trustee Herb Porter, Pamela Fowler, Adelaide Grant-Acquah, Frank Grant-Acquah, Linda McCance Packham (alternate)

ABSENT: Committee Members: Arnulfo Flores, Mary Harrison (alternate), Gustavo Pineda, Maria Pineda

ALSO PRESENT: Staff Liaison Katherine Perez

#### 2. ACCEPTANCE OF AGENDA:

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

#### 3. PRESENTATIONS/REPORTS:

None.

#### 4. APPROVAL OF MINUTES:

Motion made by Pamela to approve minutes of April 17, 2018 meeting. Second by Trustee Porter. Voice vote: all ayes. No discussion. Motion carried.

#### 5. ACTION ITEMS

5-a. Sister Cities Committee tablecloth for use at events – An illustration of the tablecloth design was reviewed. Trustee Porter motioned to proceed with placing the order for the tablecloth. Second by Pamela. Voice vote: all ayes. There was discussion about the color match with the Village's approved logo and whether or not the tablecloth would be received in time to display at the 60<sup>th</sup> Anniversary Family Fest. The vendor, ER2 Image Group, is in possession of the correct color codes, and they have previously confirmed a 1-week turn-around production time. Motion carried.

- 5-b. Sign-up sheet for Sister Cities Committee information table at 60<sup>th</sup> Anniversary Family Fest – The sign-up sheet was passed around during the meeting. Trustee Porter directed that Katherine contact Maria to find out when she would be able to attend. Trustee Porter requested that the Sister Cities Committee table be positioned next to the library’s booth and asked that Katherine contact Tricia Rossi regarding the placement. Brochures, bookmarks, Hi-Lighter article reprints, mini-flag display, a map and candy will be set out on the Sister Cities Committee table at the Family Fest.
- 5-c. Release of funds for Valparaiso scholarships and Cape Coast scholarships and general needs – Confirmed recipient information has been received from Cape Coast. Recipient information from Valparaiso is pending. Katherine will follow up with Arnulfo. Trustee Porter suggested that the committee may wish to give consideration to making a proposal to the Village that it assume the financial responsibility for the “general needs”/upkeep of the Hanover Park Primary School in Cape Coast.
- 5-d. Review & finalization of FY2019 budget request – verbiage was finalized for 2018 budget accomplishments and 2019 budget goals. It was noted that there were no “additional accomplishments” completed for 2018. For FY2019, the committee is requesting budget money in the amount of \$1,500 for a new “special events” line item to pay for the expense of hosting celebrations for Black History Month and Mexican Independence. In the past, private donations have been used to pay for the BHM event. In order for there to be a \$0 increase in the FY2019 budget request, several historical line items will be eliminated or reduced to offset the \$1,500 that is being requested.

**2018 Accomplishments:**

- *Explore grant and alternative funding.*  
Ongoing. The Committee has researched various methods of fundraising. Contact has been made with an area business owner who has expressed interest in providing some financial assistance in support of Sister Cities Committee activities in Valparaiso. (1<sup>st</sup>-4<sup>th</sup> Qtr.)
- *Recruit new members.*  
Ongoing. Although no new members have been recruited, three Hanover Park residents have attended meetings to learn more about Sister Cities activities. Follow-up contacts were made to advise of future meeting dates and to see if there were questions or if assistance was needed in filling out a Village committee/commission member application. (1<sup>st</sup>-4<sup>th</sup> Qtr.)
- *Engage local Sister City groups; and participated in other area cultural events.*  
Ongoing. In January, Committee Members Linda McCance Packham, Adelaide Grant-Acquah, Trustee Herb Porter and Trustee James Kemper attended the Village Awards Dinner and presented details regarding committee activities over the previous year. During the Black History Month event hosted by the Sister Cities Committee, members had opportunity to interact with representatives from other Sister City organizations. Committee members attended Ghanafest in Chicago (July) and the Zacatecanos Festival in Maywood (July). (1<sup>st</sup>-4<sup>th</sup> Qtr.)
- *Engage community service groups and Village committees in opportunities to interact internationally.*  
Ongoing. Committee Member/Trustee Porter and Member Frank Grant-Acquah hosted an information table at the Kids at Hope Resource Fair (April). Committee members Linda McCance Packham and Frank Grant-Acquah facilitated a meeting with Elgin Community College President, Dr. David Sam and Bertha Wryter, Deputy Director of Nurses at Cape Coast (Ghana) Teaching Hospital where there was an opportunity to tour classroom facilities, interact with nursing students and be provided with an overview on how nursing education is conducted in a US community-based degree program. (1<sup>st</sup>-4<sup>th</sup> Qtr.)

*Continued*

- Award scholarships to students in Cape Coast and Valparaiso.  
*Completed. Scholarships were awarded to students at the schools in Valparaiso and Cape Coast. (3<sup>rd</sup> Qtr.)*
- Assist with Cape Coast Primary School students' general needs.  
Funds were issued for ongoing upkeep and maintenance at the Hanover Park Primary School building in Cape Coast. (3<sup>rd</sup> Qtr.)
- Attend state and international Sister City conferences.  
Completed. Board Liaison James Kemper and Committee members Maria Pineda and Gustavo Pineda attended the Illinois State Conference in Springfield (April). Committee member Frank Grant Acquah attended the Sister Cities International Conference in Aurora, Colorado in August. (2<sup>nd</sup> & 3<sup>rd</sup> Qtr.)
- Pursue school-to-school relationships with Cape Coast, Valparaiso and Hanover Park.  
Ongoing. Committee member Arnulfo Flores assisted with the transfer for penpal letters from students in Valparaiso to students at Laurel Hill School; and response letters were sent in April 2018. The penpal program has not yet expanded to include exchanges between students in Valparaiso and Cape Coast. Ontarioville School has indicated an interest in participating in a penpal exchange. (1<sup>st</sup>-4<sup>th</sup> Qtr.)
- Explore Sister City relationships with China and India.  
Incomplete. There have been no developments towards the establishment of Sister City relationships with China or India. (1<sup>st</sup>-4<sup>th</sup> Qtr.)
- Host 2018 Black History Month event.  
Completed. The committee hosted a successful Black History Month event at Poplar Creek Library in Streamwood. The community education program was offered to the public at no charge. The theme was recognition of the contributions from African American fraternities and sororities towards social and philanthropic causes. Area chapters participated in the program and graciously performed and made presentations. (1<sup>st</sup> Qtr.)
- Participate in Mexican Independence celebration.  
Completed. Trustee Porter represented Sister Cities during the Mexican Independence celebration when he rode in the Police Department's Humvee and distributed candy at the parade. (3<sup>rd</sup> Qtr.)
- Sponsor high school student as a Youth Ambassador.  
Incomplete. A formalized program wasn't developed. Sponsorship of a youth ambassador program is a major undertaking involving research and resources for development, implementation and continuity. Committee member Frank has consulted with other Sister Cities organizations in the pursuit of gathering more information and seeking advice on the program development. (3<sup>rd</sup> Qtr.)

**2019 Proposed Goals:**

- Engage local Sister City groups; and participate in other area cultural events. (1<sup>st</sup>-4<sup>th</sup> Qtr)
- Engage community service groups and Village committees in opportunities to interact internationally. (1<sup>st</sup>-4<sup>th</sup> Qtr)
- Award scholarships to students in Cape Coast and Valparaiso. (3<sup>rd</sup> Qtr)
- Assist with Cape Coast Primary School students' general needs. (3<sup>rd</sup> Qtr)
- Attend state and international Sister City conferences. (2<sup>nd</sup> & 3<sup>rd</sup> Qtr)
- Pursue school-to-school relationships with Cape Coast, Valparaiso & Hanover Park. (1<sup>st</sup>-4<sup>th</sup> Qtr)
- Host 2019 Black History Month event. (1<sup>st</sup> Qtr)
- Participate in Mexican Independence celebration. (3<sup>rd</sup> Qtr)

*continued*

Based on the review of the accomplished goals for 2018, there was discussion and concern raised about the number of goals the committee can realistically expect to accomplish during the coming year since there are now fewer members. Presently there are nine members total (7 regular members and 2 alternate members). It was felt that it would be better to have fewer goals for 2019. Instead of maintaining the 12 goals the committee has traditionally carried forward from year to year, the number of goals will be reduced. Trustee Porter motioned for the elimination of four traditionally stated goals. Second by Pamela. Voice vote: all ayes. Discussion followed and it was determined that the following stated goals from 2018 wouldn't be carried forward for 2019: (1) Explore grant & alternate funding. (2) Recruit new members. (3) Explore Sister City relationships with China and India. (4) Sponsor high school student as a Youth Ambassador. Motion carried.

It was stressed, however, that just because these four goals are not stated, it doesn't mean that the committee members cannot put effort towards these respective activities. Linda commented that it would be nice if the criteria could be established for a Youth Ambassador so that something is in place in the event that private funds are available.

To offset the \$1,500 being requested for the new "special events" line item, the following line items will be reduced or eliminated to result in a \$0 increase.

**Reduction:**

- 403-412 ~ Postage, reduce by \$50.

**Elimination:**

- 402-413 ~ Mexican SC Association dues - \$150
- 403-471 ~ US-Mexico Conference registration (January) - \$500
- 403-471 ~ African Global Sister Cities Conference registration - \$500
- 403-491 ~ Receptions – Valparaiso dignitaries - \$150
- 403-491 ~ Receptions – Cape Coast dignitaries - \$150

Frank inquired about the possibility of using leftover funds from the 2018 budget to purchase t-shirts for the committee members to wear at events, and everyone present believed that would be a good idea. Trustee Porter commented that there may be enough money in the budget to make the purchase, and he noted that he had just received a polo shirt with the new Village logo. He felt the polo shirt was good quality and recommended the same shirt for the Sister Cities Committee. He believed that the cost of the shirt was approximately \$30. Trustee Porter asked everyone to provide their shirt size and directed that Katherine contact Sue Krauser to get vendor information in order to obtain an estimate on the total cost of a shirt order for the committee members. Purple was color selected. Katherine advised that Village approval would need to be obtained prior to making any non-line item purchase. The estimated cost of a shirt order for the Sister Cities Committee would be in the \$300-400 price range.

- 5-e. 2019 event planning, meeting schedule & working groups – Due to the length of the meeting, discussion of these topics will be deferred to future meetings as appropriate.

**6. TOWNHALL SESSION:**

None.

**7. OLD BUSINESS (NON-ACTION ITEMS):**

7-a. Status of shipment of athletic equipment – Nothing to report.

7-b. SCI Conference, Aurora, Colorado, 8/2-4/2018 – Frank will be attending the conference alone as no other members are available to participate due to schedule conflicts and medical issues.

**8. NEW BUSINESS (NON-ACTION ITEMS):**

8-a. Recap of recent activities – Nothing to report.

8-b. Upcoming events

- Ghanafest in Chicago, July 28.

- St. Ansgar’s Mexican Independence Parade, September 15

8-c. Sister Cities Memorabilia – As the Packhams prepare to relocate, Linda has come across various Sister Cities- and Cape Coast-related items that she has collected over the years. She brought some of her collection to the meeting to “donate to the archives” including: VDs; cassettes; a flag from the Sister Cities 60<sup>th</sup> Anniversary Conference in Washington, DC; Cricket items (newspaper article, bat); as well as other documents such as event programs, printed speeches, etc. Katherine collected the items which will be place in temporary storage at the police department, and then at a future Sister Cities (COTW) meeting, the items will be set out for the committee members to take a closer look and possibly inventory, with the expectation that many of the items can be donated to the Village’s Historical Commission.

**9. ADJOURNMENT**

Motion by Adelaide to adjourn at 9:47 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 July 9, 2018

Hanover Park Sister Cities Committee Member