



# Village of Hanover Park Administration

Municipal Building  
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hpil.org

Village President  
Rodney S. Craig

Village Clerk  
Kristy Merrill

Trustees  
Yasmeen Bankole  
Liza Gutierrez  
Syed Hussaini  
James Kemper  
Herb Porter  
Bob Prigge

Village Manager  
Juliana A. Maller

## VILLAGE OF HANOVER PARK

### SISTER CITIES COMMITTEE MEETING

2121 Lake Street, Hanover Park, Illinois 60133

Thursday, April 14, 2022

7:00 p.m.

### MINUTES

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

The meeting was called to order at 7:11 p.m. by Sister Cities Committee Chair Pamela Fowler.

PRESENT: Committee Members: Pamela Fowler, Frank Grant-Acquah, Jessica Ramirez, Darius Robinson, Trustee Herb Porter

ABSENT: Committee Members: Arnulfo Flores-Auxiliary, Adelaide Grant-Acquah, Maria Pineda, Gustavo Pineda-Auxiliary

ALSO PRESENT: Trustee Liaison James Kemper, Deputy Chief Andy Johnson, Staff Liaison Katherine Perez

2. **ACCEPTANCE OF AGENDA:**

Motion by Jessica to accept agenda. Second by Darius. Voice Vote: All ayes. Motion carried.

3. **PRESENTATIONS/REPORTS:**

None.

4. **APPROVAL OF MINUTES:**

Motion by Frank to approve meeting minutes from March 24, 2022; second by Darius. Voice vote: all ayes. No discussion. Motion carried.

5. **ACTION ITEMS:**

5-a. Penpal program – roll out with 2022-23 school year - continued to June meeting

5-b. Travel planning for 2023 Cape Coast visit / Cape Coast status report from Frank – continued to June meeting

5-c. Valparaiso update (Jessica) – Nothing to report.

5-d. Sister Cities brochure – updates in process - to be submitted to editorial board for approval prior to translation into Spanish. The draft is being reformatted again in order to accommodate the new photo files.

- 5-e. Illinois State Conference, April 22-23, 2022 (Tinley Park/Richton Park) – registrations completed for Chair Pamela, Trustee Porter, Adelaide, Frank, Maria, Gustavo, Jessica, Darius (plus Naana Grant-Acquah) – The check for the group registration was mailed to Richton Park host organizer Kenneth Jones. Frank and Adelaide are attending the dinner on Friday, and the other committee members going to the conference will attend both the dinner on Friday and the conference session on Saturday.
- 5-f. 2022 Juneteenth Event discussion (Saturday, June 18, 2022 – Ontarioville Plaza) - budget and expenses; flyer distribution; program activities and rough schedule; member updates: music, DJ, demonstration(s), advertising program booklet, vendors, food trucks; identify logistical needs; collaboration with Village Special Events, CIDC & other Village committees; organizing volunteers; Village resources & authorizations; guest list; date of next Juneteenth planning meeting / workshop – Chair Pamela asked about the status of the face painter contract and wanted to know if it could be signed so that we can move forward. Per directions from the Village Manager's office, contracts for the Juneteenth event will need to be reviewed and signed by Village staff after the committee has provided a budget for the event. Trustee Porter instructed that a roll call vote be taken and motioned that the full \$1,500 in the Sister Cities budget to host special events be made available for the 2022 Juneteenth event. Second by Chair Pamela.

Roll Call Vote:

Ayes: Chair Pamela, Frank, Trustee Porter, Jessica, Darius

Nays: None

Absent: Adelaide, Maria

Abstention: None

Motion carried.

Trustee Porter pledged that he would make a personal in-kind contribution in the amount of \$500. Other members and Trustee Liaison Kemper also pledged to make personal in-kind contributions: Darius (\$300); Trustee Kemper (\$200); Frank (\$200).

Jessica began drafting out a preliminary budget based on the anticipated expenses in a spreadsheet Katherine had prepared.

Some additional activity suggestions were discussed including bingo games (Chair Pamela), Double Dutch 40 demonstration (Darius), and bean bag/cornhole board toss. There would be a cost for having bingo with either the purchase or rental of the game equipment, supplies, and prizes. Trustee Porter advised that the speaker would be educational and that he should be given an honorarium with no reference to a proposed amount.

- Flyer – Distribution of the flyer will be made via email to the schools, churches, homeowners associations, and the Sister Cities contact list. Hard copies of the flyer will be made available, as needed, for posting and so that committee members can personally hand out copies. The event will also be promoted via the Village website, social media, electronic signage and other methods typically used. Katherine will be emailing flyers, so you're welcome to provide her with names and email addresses of anyone you'd like to receive a flyer.

- Poster – The cost of getting two posters made and mounted on foam board will run approximately \$120 (\$60 each), plus extra for the set- up fee which varies based on the complexity and amount of work required.
- Participation Letter and Ad Book Sponsor Letter - Trustee Porter advised that he had prepared two form letters, one to confirm participation and the other for the ad book sponsors. At the meeting, he handed out a draft “participation” letter for member comment. This letter is intended for distribution to the vendors, performers and the face painter. He requested that the participation letter go out on village letterhead over the signatures of the Chair and Trustee Liaison, with electronic signatures to be provided to Katherine. The word, “annual” will be added in the 2<sup>nd</sup> line before the word “Juneteenth” and the draft will be forwarded for editorial board approval prior to distribution to the intended recipients. The other letter for the ad book sponsors wasn’t available for review during the meeting, however, a draft of the ad book order form was handed out for discussion.
- Program Advertising Booklet – There was discussion regarding the different levels of advertising and the respective price points: Back cover - \$250; Full page ad - \$200; Half page ad - \$125; Quarter page ad - \$75; and Banner - \$25. Trustee Porter recommended that \$200 in ad space be generated by committee members (5) and the trustee liaison (1).

Trustee Porter advised that the program ad book will consist of four sheets of 8-1/2” x 11” paper, folded in half, to form the booklet, and that 200 copies of the booklet will be needed. A price estimate obtained by Trustee Porter from FedEx-Kinko’s came in at approximately \$800 which is way too high, so it’s necessary to continue a search for a printer that can complete the print job for \$400. Four pages of the booklet will need to be earmarked for the cover, day of event program schedule, national anthem lyrics, Village and committee acknowledgments; and the remainder of the pages will feature advertisements. A graphic designer (Hexon / Park District) will be utilized for the booklet design / set-up and the master copy that will be needed by the printer for production of the 200 copies. Trustee Porter advised of the importance of establishing due dates for collecting the ads. June 1<sup>st</sup> will be the first deadline and June 8<sup>th</sup> will be the drop-dead due date.

- Logistical needs – Trustee Kemper shared his preliminary site map. Chair Pamela asked Jessica to be over the logistics and help coordinate the detailed plans that will be needed. A special entrance and a designated area will need to be established for the participants to load and unload equipment. Coordination with Village personnel will be needed for various items including blocking off the street, notifying businesses, traffic control, setting up the two village tents and tables/seating. Additionally, advance instructions will be needed to provide to the event vendors. Chair Pamela asked if there was one particular person on the Village side who has oversight and can provide direction. Due to the varied resources and number of personnel required to plan and work the event, there will need to be a significant amount of planning and coordination among multiple Village departments, including Administration, Public Works, Police and Fire.

Trustee Porter took a moment to extend congratulations to Deputy Chief Johnson on his upcoming promotion to Chief of Police effective upon the retirement of current Chief Mike Menough on May 7.

6. **TOWNHALL SESSION**

None.

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

7-a. Recap of recent activities – Nothing reported.

7-b. Budget activity update – Group registration fees in the amount of \$ 730 are being paid for member participation at the 2022 State conference.

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

8-a. Upcoming event announcements

- Illinois State Conference, April 22 & 23, 2022 Tinley Park and Richton Park
- Village Awards Dinner, April 28 – Please RSVP to Sue Krauser if you haven't yet done so.

8-b. Agenda topics for upcoming meetings

- Juneteenth event planning & proposed budget
- FY2023 preliminary budget discussion – schedule for submitting request and instructions for completing research and reporting on any new proposed committee activities that will have a budget impact
- Penpal letter exchange – tabled till June meeting
- Cape Coast report by Frank – June meeting
- Travel planning for 2023 Cape Coast Visit – June meeting

9. **ADJOURNMENT**

Motion by Trustee Porter to adjourn at 9:03 p.m. Second by Frank. Voice Vote: All ayes. Motion carried.

Minutes recorded and transcribed by:

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Katherine Perez, Interim Staff Liaison

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Pamela Fowler, Chair  
Hanover Park Sister Cities Committee