



Village of Hanover Park Administration

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Sharmin Shahjahan

Village Manager
Juliana A. Mallier

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

Hanover Park Police Headquarters - CommunityRoom
2011 Lake Street - Hanover Park, IL 60133
Tuesday, April 9, 2019
7:00 p.m.

MINUTES

1. CALL TO ORDER - ROLL CALL:

The meeting was called to order at 7:19 p.m. by Sister Cities Committee Member Herb Porter who volunteered to chair this meeting.

PRESENT: Committee Members: Trustee Herb Porter, Pamela Fowler, Mary Harrison (alternate), Gustavo Pineda, Maria Pineda

ABSENT: Committee Members: Arnulfo Flores, Adelaide Grant-Acquah, Frank Grant-Acquah

ALSO PRESENT: Mayor Rod Craig, Staff Liaison Katherine Perez, Ontarioville School Assistant Principal Sandra Vazquez, Resident Roberto Sepulveda

2. ACCEPTANCE OF AGENDA:

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

3. PRESENTATIONS/REPORTS:

No reports were presented; however, welcome was extended to Mayor Craig and the two guests who were present at the meeting. Mayor Craig announced that he will be making visits at all Village committee and commission meetings in order to gather input from the membership on how their organizations can be strengthened. He is seeking ways for the committee to regenerate and he feels the time is right for this to occur. Mayor Craig expressed hope in being able to reach out to the immigrant community, and to be able to initiate a plan for people to join the Village committees and commissions. Specifically, Mayor Craig wants a revitalization strategy, and he requests that the Sister Cities Committee prepare a bullet-point list of steps that can be taken to strengthen and revitalize the committee, including ideas on how the committee can re-establish itself. This bullet-point list is due in June for presentation at the regularly scheduled meeting (6/11/19) when the Mayor requested to be invited back to receive the list. Trustee Porter confirmed that this would be completed. The Mayor suggested that the

upcoming state conference would be a good opportunity to solicit ideas from other sister city organizations. Trustee Porter commented that member recruitment efforts are ongoing and assessed annually when budget goals are developed. He noted that being present at community events creates visibility; and he encouraged a turn of focus and to make a robust effort to communicate with the parent teacher organizations with the intention of inviting them to become committee members. Trustee Porter confirmed that the committee would have something prepared for when the Mayor returns in June.

4. APPROVAL OF MINUTES:

Motion made by Trustee Porter to approve the minutes of the meetings on October 9, 2018 and January 8, 2019 (no quorum). Second by Pamela. Voice vote: all ayes. No discussion. Motion carried.

5. ACTION ITEMS:

- 5-a. Penpal program – status of letter exchange with Laurel Hill School and interest by Ontarioville School – Ontarioville Assistant Principal Sandra Vazquez explained that she was at the meeting to express interest from her school to begin participation in the penpal letter exchange program. There are close ties between the schools in Valparaiso and Hanover Park, and there is a 1st grade teacher at Ontarioville School who is from Zacatecas. Trustee Porter described the Sister Cities Committee involvement with the penpal program noting that committee member Arnulfo Flores has been instrumental in getting the letters back and forth between the Valparaiso school and Laurel Hill school. Trustee Porter also commented that members of the Sister Cities Committee helped facilitate a donation of used ball equipment from the little league organization in Hanover Park to the school in Valparaiso. Trustee Porter suggested having Ontarioville 1st graders and Laurel Hill 3rd & 5th graders be involved with the letter exchange with the school in Valparaiso; and Assistant Principal Vasquez said that the program could also be extended to include grades 2, 4 and 6 if there is interest at the school in Valparaiso. Assistant Principal Vasquez added that they would be sure to communicate with the school in Valparaiso and facilitate contacts between the schools.
- 5-b. Illinois State Conference, Roselle, May 3-4, 2019 – registration and support to Roselle – As of the time of the meeting, a total six completed registration forms have been received from Trustee Herb Porter, Trustee James Kemper, and Sister Cities Committee Members Pamela Fowler, Mary Harrison, Gustavo Pineda and Maria Pineda. Mayor Craig inquired about the conference schedule. He expressed his interest in attending the Friday evening reception and banquet, and he will confirm his availability after he checks his calendar. Any committee member deciding to attend the conference--after the group registration has been submitted – can still register on their own and remit the registration fee directly to the host organization. After attending the conference, a written request may be submitted to request reimbursement of the registration fee.
- 5-c. Committee review of Sister Cities-related memorabilia & materials and recommendation on storage & display of items – For identification purposes, the items will need to be reviewed when the full Sister Cities Committee is present.

There was brief discussion regarding the difficulty of not having a quorum, noting that the past few meetings didn't take place due to lack of quorum. Trustee Porter suggests looking into combining the meetings of the three separate Sister Cities groups-- Committee of the Whole, Cape Coast Sub Committee and Valparaiso Sub Committee—and to forego the current quarterly meeting rotation schedule. Staff Liaison Katherine Perez advised that the quarterly meeting schedule was adapted approximately ten years ago during the formation of the Sister City relationship with Valparaiso. Due to the increased frequency of meetings and demands on committee members and staff time, then Committee Chair Linda McCance Packham proposed the quarterly rotating meeting schedule after having met with Village Administration to discuss expectations and the committee structure. Village Administration agreed with a quarterly rotation for the separate meetings of the COTW, Cape Coast Sub Committee and Valparaiso Sub Committee, provided that there was adherence to the established regularly scheduled monthly meeting date (2nd Tuesday of the month). Since that time, the COTW and sub committees have continued meeting separately on a quarterly basis. Trustee Porter suggested that the Committee of the Whole meet on the next regular meeting date in May at which time there could be discussion about reverting back to the former schedule of holding only one monthly meeting for the COTW.

- 5-d. Proposal from Hanover Park, South Africa re possible formation of sister city relationship – Given that committee membership is down and there hasn't been a chairperson for over a year, caution and care need to be observed before a decision is made about whether or not it would be feasible to take steps to pursue a third Sister City relationship. Trustee Porter commented that an inquiry regarding Hanover Park, South Africa, could be forwarded to Adam at Sister Cities International so that they could provide input on whether or not they feel Hanover Park, South Africa, would be a favorable candidate for consideration in developing a relationship. Ultimately, before making any decision, the Hanover Park Sister Cities Committee needs to have a strengthened base and the resources in place for such an undertaking.
- 5-e. Hosting of Valparaiso delegation visits to Hanover Park in 2019 – Traditionally, there's a delegation from Valparaiso around the time of the annual festival which takes place on the third Sunday in July. The matter was tabled and will be discussed at the next meeting on May 14.
- 5-f. Valparaiso tree planting proposal (Arnulfo Flores) – The matter was tabled and will be discussed at the meeting next on May 14.
- 5-g. Federacion's proposal for Hanover Park visit by students from Zacatecas University, July 2019 (Arnulfo Flores) – The committee is open to the proposal and will be happy to discuss further when Arnulfo is present. He will be able to provide additional information and make recommendations on the coordination of all the activities taking place during the mid- to late- July time frame.

- 5-h. Discussion about possible participation at the Global Arts Festival, Bartlett, June 22-23, 2019 – There was discussion about what the committee would be able to offer and the needed resources to participate in this two-day event. It was noted that the event is sponsored by a private organization and that it isn't an event hosted by the Village of Bartlett. No members present at the meeting are available to volunteer the weekend of the Global Arts Festival, and Katherine was asked to contact the organizers to let them know that the Hanover Park Sister Cities Committee wouldn't be available to participate this year. Trustee Porter commented that the Village of Hanover Park has upcoming events scheduled so there would be opportunity for exposure and the likelihood of a better return on the committee's investment of time and resources.

6. TOWNHALL SESSION:

None.

7. OLD BUSINESS (NON-ACTION ITEMS):

- 7-a. Status of shipment of athletic equipment – Trustee Porter advised that the donated sports equipment was delivered when Arnulfo traveled to Valparaiso.
- 7-b. FY19 budget request – status – The Committee of the Whole hadn't met since October 2018 so a budget update was provided. The budget amount requested by the Sister Cities Committee for 2019 was \$7,105. The amount approved for the 2019 final budget was \$5,590, noting that that line items had been removed for Village official travel allocation to Sister Cities Illinois State Conference (\$395) and the registration fee for two to attend the 2019 Sister Cities International Conference (\$1,100). The office supplies line item was reduced from \$120 to \$100.

Expenses thus far in 2019 include \$50 for Illinois Sister Cities Association annual dues; approximately \$30 for postage; and an estimated \$980 for the Black History Month event which will leave about \$500 in the special events line item to host a reception or luncheon when the Valparaiso delegation visits. There's \$700 in the budget to cover Illinois state conference registration fees that will be paid in April, and approximately \$590 will be paid out in May for SCI annual membership dues.

Third quarter expenses will include \$2,000 for scholarships and \$500 for Hanover Park Primary School general needs.

Trustee Porter said that consideration can be given to having a 501(c)3 for both Valparaiso and Cape Coast and that he would like to have a discussion with the Finance Director concerning the matter.

- 7-c. Recap of recent activities:
- Black History Month Event – This well attended event was both educational and entertaining. By all accounts, it was a great success! Multiple artists performed during the program that was expertly arranged by Trustee Porter. The performers did

an outstanding job, and positive comments continued to be received following the event. Trustee Porter said that the event was recorded and that he would look into obtaining the video so that it could be shared with members of the committee. It was noted that it's not too early to begin planning for the 2020 Black History Month event, and Trustee Porter commented that he wants the committee to do something to include Mexican heritage.

- Kids at Hope – The event was held at the park district and featured entertainment and vendors. Participating at this annual event provides a good opportunity to be out in the public to share information about Sister Cities.

8. NEW BUSINESS (NON-ACTION ITEMS):

8-a. Upcoming events

- May 3-4, 2019 – Illinois State Conference at the Holiday Inn Express in Roselle
- May 18 - Hoffman Estates is hosting a presentation on Marseille in celebration of its French Sister City relationship.

9. ADJOURNMENT

Motion by Maria to adjourn at 8:52 p.m. Second by Mary. Voice Vote: All ayes. Motion carried.

Minutes recorded and transcribed by:

Katherine Perez, Interim Staff Liaison

Trustee Herb Porter
Acting Chair for Meeting of April 9, 2019
Hanover Park Sister Cities Committee Member