



# Village of Hanover Park Administration

Municipal Building  
2121 West Lake Street, Hanover Park, IL 60133  
630-823-5600 tel 630-823-5786 fax

hpil.org

Village President  
Rodney S. Craig

Village Clerk  
Eira L. Corral Sepúlveda

Trustees  
James Kemper  
Fanny Y. López Benitez  
Herb Porter  
Bob Prigge  
Rick Roberts  
Sharmin Shahjahan

Village Manager  
Juliana A. Maller

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

Hanover Park Police Headquarters – Community Room  
2011 Lake Street - Hanover Park, IL 60133

Tuesday, June 11, 2019

7:00 p.m.

### MINUTES

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

The meeting was called to order at 7:36 by Sister Cities Committee Chair Pamela Fowler.

PRESENT: Committee Members: Pamela Fowler, Trustee Herb Porter, Frank Grant-Acquah, Maria Pineda  
ABSENT: Committee Members: Arnulfo Flores, Adelaide Grant-Acquah, Mary Harrison (alternate)  
ALSO PRESENT: Staff Liaison Katherine Perez, Resident Roberto Sepulveda

#### 2. ACCEPTANCE OF AGENDA:

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

#### 3. PRESENTATIONS/REPORTS:

None.

#### 4. APPROVAL OF MINUTES:

Motion by Maria to approve minutes of the May 14, 2019 meeting. Second by Frank. Voice vote: all ayes. No discussion. Motion carried.

#### 5. ACTION ITEMS:

- 5-a. Mayor Craig request – transmittal of bullet-point list re action steps to take to revitalize committee – The finalized list was reviewed. Chair Pamela will transmit the list to Mayor Craig, and she will report back to the committee upon receipt of any feedback.
- 5-b. Plan for expanded penpal program – develop schedule, theme, coordinate transfer, etc. – Maria volunteered to coordinate the penpal program between the schools. She will contact Assistant Principal Sandra Vasquez at Ontarioville School to provide contact information for the school in Valparaiso. Trustee Porter noted that Principal Lopez at

Laurel Hill School has now indicated a willingness to participate in the penpal program. Trustee Porter said that he will reach out to Laurel Hill to confirm their commitment to participate, and he anticipates having their response by June 18.

The 2019-2020 penpal program will be structured with established due dates and defined activities that get communicated in advance to promote thoughtful planning and support engagement. The tentative plan is to have the kick-off in late July so that the details are finalized and can be shared at the very start of the 2019-2020 school year. The initial interaction between the students will be a letter exchange. Towards the end of 2019, students will be requested to submit drawings that depict how Christmas and other year-end holidays are celebrated within their family or the community. From the drawings that are collected, some may be selected and used for fundraising purposes, such as getting the artwork framed and having it for sale at events. The final penpal activity to close the 2019-2020 school year will be a Skype call so that the students can see each other in real time.

- 5-c. 2020 budget planning discussion – Katherine advised that she would be attending the Village Manager’s annual budget kick-off meeting on June 12. It’s her understanding that instructions will be received to keep all budgets flat with no increases over the 2019 budget. Budget requests are due in July, and all budget-related paperwork for the Sister Cities Committee must be finalized so that it can be entered in the system by no later than July 24 and submitted on time to the Village Manager and Finance Department. Budget details were discussed with status updates on current year goals, additional accomplishments and proposed new goals for 2020. The committee provided input and verbiage to draft the budget paperwork. The committee respectfully requests that an additional \$1,200 be included in the 2020 budget for the restoration of a line item that would cover the cost of the registration fees for two committee members to attend the annual Sister Cities International conference during the third quarter of 2020. Historically, Hanover Park has had a presence at the annual SCI conferences, and during which projects of the committee have been recognized. The Village of Hanover Park invests in membership with Sister Cities International; and it’s during the annual international conference that training is provided along with information about referrals to resources and networking opportunities. Frank stated that attendance at the conference is crucial. This year’s conference is especially significant and features one extra full day of sessions designed to address matters unique to sister city organizations which are in relationships with African sister cities. It was also noted that there be an increase in SCI annual membership dues, so an additional \$40 will be requested. Chair Pamela will work to get the budget request finalized based upon input from the committee.

**2019 Accomplishments:**

- Engage local Sister City groups; and participate in other area cultural events. Ongoing. Sister Cities Committee Member Frank Grant-Acquah participated at Illinois State Sister Cities Board Meetings. (1<sup>st</sup>-4<sup>th</sup> Qtr.)
- Engage community service groups and Village committees in opportunities to interact internationally. Nothing to report. There haven’t been any opportunities to engage community service groups or Village committees to act together internationally and develop strategies for greater visibility and exposure of Sister Cities.

- Award scholarships to students in Cape Coast and Valparaiso.  
In progress. Scholarships are being 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.  
In progress. Funds are being 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 conferences.  
Completed. Mayor Rod Craig, Board Liaison James Kemper and committee members Herb Porter, Pamela Fowler, Adelaide Grant-Acquah, Mary Harrison, Maria Pineda, and Gustavo Pineda attended the Illinois State Conference in Roselle (May). No committee members attended the 2019 Sister Cities International Conference in Houston because the funds requested to cover the registration fee were not approved in the 2019 final budget.
- Pursue school-to-school relationships with Cape Coast, Valparaiso and Hanover Park.  
Ongoing. Penpal letters were exchanged between the students at Laurel Hill school and the school in Valparaiso. The Ontarioville School Assistant Principal attended the April 2019 committee meeting to express interest in participation of the penpal program.
- Host 2019 Black History Month event.  
Completed. The committee hosted a successful Black History Month event which was held in Room 214. The educational program provided information about the history of music and featured performances by musicians and vocalists. Committee members Trustee Porter, Pamela Fowler and Mary Harrison, coordinated the event.
- Participate in Mexican Independence celebration.  
In progress. Trustee Porter will participate in the Mexican Independence parade procession.

**2019 Additional Goals:**

- Photos were submitted to Sister Cities International for use at the 2019 annual conference and the US Africa Sister Cities Symposium.
- The Committee coordinated a tour of the village for visiting students from the public university of Zacatecas.
- Committee members will attend the annual Zacatecanos Festival in Maywood in July.
- Committee members will attend Ghanafest in Chicago at Washington Park in July.

**2020 Proposed Goals:**

- Engage local Sister City groups; and participate in other area cultural events. (1st-4th Qtr)
- Engage community service groups and Village committees in opportunities to interact internationally. (1st-4th Qtr)
- Award scholarships to students in Cape Coast and Valparaiso. (3rd Qtr)
- Assist with Cape Coast Primary School students' general needs. (3rd Qtr)
- Attend annual state conference. (2nd Qtr)
- Attend annual Sister Cities International Conference. (3rd Qtr)
- Pursue school-to-school relationships with Cape Coast, Valparaiso & Hanover Park. (1st-4th Qtr)

**2020 Proposed Goals**  
***continued***

- Host 2019 Black History Month event. (1st Qtr)
  - Participate in Mexican Independence celebration. (3rd Qtr)
- 5-d. Status of verified contact information school representatives in Cape Coast and Valparaiso authorized to receive funds (scholarships, general needs) – Frank confirmed that Mr. Mould’s contact information is up to date, and a copy of his current government-issued identification card has been emailed to Katherine. Maria volunteered to contact the school in Valparaiso to obtain verified contact information and a copy of the designated recipient’s government-issued identification.
- 5-e. Hosting of Valparaiso delegation visits to Hanover Park in 2019 (Arnulfo Flores) – Pending. More information is required. Arnulfo needs to be present for discussion and to provide guidance on coordinating.
- 5-f. Valparaiso tree planting proposal (Arnulfo Flores) - Pending. More information is required. Arnulfo needs to be present for discussion and to provide guidance on coordinating.
- 5-g. Federacion’s proposal for Hanover Park visit by students from Zacatecas University, July 2019 (Arnulfo Flores) – Chair Pamela has reached out to Rosalva Ruiz to request additional information about the students’ visit and to advise her that Arnulfo is the primary point person to communicate ions and coordinate details of the visit.
- 5-h. Explore options for organizing travel delegation visits to Cape Coast & Valparaiso in 2021 including preliminary discussion about fundraising needs – Topic tabled for placement on the agenda of the August meeting.
- 5-i. Residency requirement for committee membership (Trustee Porter) – Nothing to report. Topic tabled for placement on the agenda of the August meeting.
- 5-j. COPS Day Picnic, July 12, 2019, 5:00-8:00 p.m. (HP Park District) – Chair Pamela asked if there was interest in participating at the COPS Day Picnic. Unfortunately, no one is available to volunteer to host the table.
- 6. TOWNHALL SESSION:**  
None.
- 7. OLD BUSINESS (NON-ACTION ITEMS):**
- 7-a. Response to Denver Andrews declining proposal for potential development of relationship with Hanover Park, Cape Town, South Africa – An email response has been sent to Mr. Andrews that the committee isn’t able to pursue a third sister city relationship at this time.
- 7-b. Update on storage of Sister Cities-related memorabilia and materials – The items were spread out in the community room for inspection and sorting. Items being retained were boxed and labeled for easy identification. Several items were selected for possible

display at Village Hall in Room 214. A “travel box” was prepared and contains materials that can be easily transported to events for display at an information table. There is also a box of miscellaneous paper and plastic products that can be used when the committee hosts future events (colored napkins and table covers, plastic utensils, tickets for raffle prizes, etc.). The boxes will be kept in a storage room located in the basement at the police department.

7-c. Recap of recent activities – Nothing to report

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

8-a. Upcoming events

- Zacatecas Festival, Maywood, July
- Ghanafest, Chicago (Washington Park), July 27-28

8-b. Budget update – Katherine advised that the check for SCI dues will be mailed after the next board meeting. Payments for Hanover Park Primary School and scholarships in Cape Coast and Valparaiso will be processed in the third quarter.

**9. ADJOURNMENT**

Motion by Frank to adjourn at 9:03 p.m. Second by Trustee Porter. 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