



Village of Hanover Park Administration

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hpil.org

Village President
Rodney S. Craig

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Liza Gutierrez
James Kemper
Herb Porter
Bob Prigge
Rick Roberts
Sharmin Shahjahan

Village Manager
Juliana A. Maller

VILLAGE OF HANOVER PARK

SISTER CITIES COMMITTEE MEETING

Virtual Meeting
2121 Lake Street, Hanover Park, Illinois 60133
Tuesday, August 11, 2020
7:00 p.m.
MINUTES

1. CALL TO ORDER - ROLL CALL:
The meeting was called to order at 7:05 p.m. by Sister Cities Committee Chair Pamela Fowler.

PRESENT: Committee Pamela Fowler, Trustee Herb Porter, Adelaide Grant-Acquah,
 Members: Frank Grant-Acquah, Darius Robinson
ABSENT: Committee Arnulfo Flores, Gustavo Pineda, Maria Pineda
 Members:
ALSO PRESENT: Katrina Naeve, Alexis Banuelos, Staff Liaison Katherine Perez

2. ACCEPTANCE OF AGENDA:
Motion by Trustee Porter to accept agenda. Second by Frank. Voice Vote: All ayes. Motion carried.

3. PRESENTATIONS/REPORTS:
None.

4. APPROVAL OF MINUTES:
Motion by Frank to approve meeting minutes from July 14, 2020. Second by Trustee Porter. Voice vote: all ayes. No discussion. Motion carried.

5. ACTION ITEMS:
5-a. New member announcement – Congratulations were extended to newly appointed Sister Cities Committee member, Darius Robinson.

5-b. Penpal program status report – The penpal letter exchange is on hold since regular classes **aren't yet meeting**. Trustee Porter commented that District 46 schools are conducting virtual classes.

- 5-c. Valparaiso 10th anniversary – A request will be put through to have the Mayor read a congratulatory proclamation at the Village Board meeting on September 3, 2020. Katherine will coordinate and provide verbiage for display on the monitor by the reception desk and the electronic signs on Barrington Road. Chair Pamela requested member input for additional ideas to recognize the 10th anniversary of the Hanover Park-Valparaiso Sister Cities relationship. Various suggestions were made including the possibility of having a banner, flowers, and serving cupcakes. Trustee Porter suggested that a sign be displayed in the lobby at Village Hall. Katherine will follow up with Village Administration regarding a possible location to place the sign and to determine what size the sign would need to be. Katherine will get a quote for festively decorated cupcakes, individually packaged, for distribution on the day the proclamation is read.
- 5-d. Distribution of funds to schools in Valparaiso (scholarships) & Cape Coast (scholarships & general needs) – Katherine advised that the wire transfer requests were submitted to the Finance Department for processing at the bank. Once the wire transfer transactions are completed, Finance will provide confirmation so that the designated recipients in Valparaiso and Cape Coast can be notified.
- 5-e. Travel planning for 2022 Cape Coast visit and fundraising plans – Continued - Discussion on hold.
- 5-f. Exploration of designated account for depositing fundraising proceeds / Friends of Cape Coast 501c3 – Trustee Porter advised that he is waiting to hear back from the Village Attorney. Frank commented that the Friends of Cape Coast file is very big, and he suggested that it be reviewed to see if it might be possible to modify or change the document to suit current needs. Generally, **501c3's have a tax advantage for individuals. Frank advised that it is coming up for renewal at the end of the month.** The annual rate for the mailbox is \$60. The way the Friends of Cape Coast is set up now, the Packhams are principals; and actions would be needed in order to appoint new members to its board. Chair Pamela believes that establishing something brand new would be the best way to proceed and in the best interest of all. **It's important that everyone be on the same page.** Trustee Porter **reminded that the attorney's response will be forthcoming and that, hopefully, future board members won't be put in the position** of having go through what we are faced with now. Trustee Porter commented that it should be stipulated that the charitable board consists of current committee members to ensure accountability.
- 5-g. Upkeep and repairs at Hanover Park Primary School and Regional Hospital in Cape Coast - Trustee Porter – Because of the run-down condition of the exteriors, Trustee Porter had recommended that upkeep and repairs be made at Hanover Park Primary School and the hospital, to include new signage and painting. When he visited Cape Coast, Trustee Porter saw the condition firsthand. He believes low-cost improvements could be made easily that would greatly improve the appearance, and he noted that photos could be provided. The concern also exists that it would be an embarrassment if other Sister City groups were to visit Cape Coast and **see the current condition of Hanover Park's namesake school as well as the exterior at the District Hospital which houses the playroom associated with the Hanover Park Sister Cities.** It is being requested that unused funds from the current year budget be made available to the committee so it can make a one-time donation to purchase the materials needed for new signage and exterior surface improvements.

- 5-h. FY21 budget preparation update – Katherine advised that she would prepare the FY2021 budget request per committee discussion and input gathered at the meeting of July 14, 2020, as recorded in the approved minutes. With regard to the \$1,000 line item in account 403-471 that is being requested for travel and accommodations for one person at the Sister Cities International Conference, there was discussion about the possibility of using that amount to help cover the travel expense of two people instead of just one person.

Motion by Trustee Porter to amend the line item description so as to reflect two payments of \$500 each to assist two committee members with their travel expenses related to attendance at the annual Sister Cities International conference. Seconded by Frank. Voice vote: all ayes. Motion carried.

6. TOWNHALL SESSION

Chair Pamela invited meeting guests Katrina Naeve and Alexis Banuelos to introduce themselves.

Katrina shared information about her personal and professional life. She noted that she recently returned to her hometown of Hanover Park after much travel; living, teaching and working abroad; and many varied cultural experiences in South America and Africa. Katrina is employed by the **Alliance for the Great Lakes, and she's involved in volunteer work at GiGi's PlayHouse in Hoffman Estates.**

Alexis Banuelos is 16 years old. He has roots in Valparaiso where some of his relatives live, and he is familiar with the Jesus Gonzales Ortega School. Alexis is interested in learning more about **Sister Cities and Hanover Park's connection to Valparaiso. He kindly offered to assist with communication and translation if the need arises. Alexis's enthusiasm is noted,** and the committee is pleased to have a young resident interested in being involved with Sister Cities with its many opportunities for youths

7. OLD BUSINESS (NON-ACTION ITEMS):

7-a. Recap of recent activities

- Africa Region Meeting – 7/21/2020

Chair Pamela, Trustee Porter and Frank participated on a zoom call where there was much information provided including how to liaison with the Lions Club to get some funds. Trustee Porter said he was interested in learning how many Sister Cities are located in Ghana, and it made him wonder about how to possibly collaborate with other Sister City communities.

- SCI Africa Local Rotary – 7/28/2020

The call themed around strengthening ties with global partners through Rotary which has funding available. They are seeking projects, but there is a lot involved. Upon request, Chair Pamela offered to send an email about future meetings.

- 7-b. Budget activity update – Wire transfers to Cape Coast (\$1,500) and Valparaiso (\$1,000) are being processed.

8. NEW BUSINESS (NON-ACTION ITEMS):

- 8-a. Upcoming event announcements – HP-Valparaiso 10th Anniversary

- 8-b.
- Agenda topics for upcoming meetings – Proposed topics include: Friends of Cape Coast (501c3); Black History Month Planning; Illinois Sister City of the Year Award
 - Recommendation to conduct all Sister Cities Committee meetings virtually until further notice – Chair Pamela – Members feel the virtual meetings are productive and they enjoy the ability to meet virtually to conduct business. Virtual meetings will continue until further notice.

9. ADJOURNMENT

Motion by Frank to adjourn at 8:35 p.m. Second by Darius. Voice Vote: All ayes. Motion carried.

Minutes recorded and transcribed by:

Katherine Perez, Interim Staff Liaison

Pamela Fowler, Chair
Hanover Park Sister Cities Committee